



CLARKSDALE MUNICIPAL SCHOOL DISTRICT

www.cmsdschools.org

ELEMENTARY STUDENT HANDBOOK 2025-2026

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Building "A" Scholars in Clarksdale Schools



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ELEMENTARY
STUDENT/PARENT
HANDBOOK
2025-2026

CLARKSDALE MUNICIPAL PUBLIC SCHOOL DISTRICT

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BOARD OF TRUSTEES

Dr. Manika Kemp.....President

LaFiesta RolandVice-President

Sarah Trimm.....Secretary

Clara Sims.....Member

Bobbie Butler.....Member

SUPERINTENDENT

Toya Harrell-Matthews, Ph.D.

School Information

Booker T. Washington Elementary

Grades PreK – 4th
1800 Sunflower Extended
(662) 627-8567 Phone
(662) 627-7355 Fax

Bridney Johnson, Principal

Intake begins at 7:30 a.m.
Tardy bell rings at 7:37 a.m.
Dismissal begins at 2:45 p.m.

Kirkpatrick Elementary

Grades Pre-K – 4th
1101 Smith Street
(662) 627-8588 Phone

Dr. Adrienne Hudson, Principal

Intake begins at 7:30 a.m.
Tardy bell rings at 7:37 a.m.
Dismissal begins at 2:45 p.m.

George H. Oliver Elementary

Grades 3rd – 5th
871 Ritchie Avenue
(662) 627-8567 Phone

Regina Chess, Principal

Intake begins at 7:30 a.m.
Tardy bell rings at 7:37 a.m.
Dismissal begins at 2:45 p.m.

Oakhurst Intermediate

Grades 5th-6th
120 West Second Street
(662) 627-8588 Phone
(662) 627-8526 Fax

Dr. Cornishee Sims, Principal

Intake begins at 7:30 a.m.
Tardy bell rings at 7:37 a.m.
Dismissal begins at 2:45 p.m.

**CLARKSDALE MUNICIPAL SCHOOL DISTRICT
2025-2026 School Calendar**

**Clarksdale Municipal School District
2025-2026 School Calendar**

Date	Activity
August 4 th -6 th	Staff Development
August 7 th	First Day of Class
September 1 st	Labor Day
October 15 th	63% Day
October 16 th -20 th	Fall Break
November 24 th – 28 th	Thanksgiving
December 22 nd -January 2 nd	Winter Break
January 5 th	Staff Development
January 6 th	Classes Resume/Students Return
January 7 th	Second Semester Begins
January 19 th	Dr. Martin Luther King, Jr., Holiday
February 11 th	63% Day
February 16 th	President’s Day
March 9 th -13 th	Spring Break
April 3 rd	Good Friday
April 6 th	Easter Holiday
May 25 th	Memorial Day
May 27 th	Last Day of Classes
June 1 st	Teacher Last Day
June 19 th	Juneteenth

Grading Periods

First Semester	Second Semester
1 August 7 th – October 9 th	3 January 8 th – March 20 th
2 October 10 th – January 7 th	4 March 23 rd – May 27 th

Tentative Make-Up Dates

February 16, 2026 April 6, 2026

School Hours

Elementary 7:30 a.m.-2:45 p.m.	Middle School 8:00 a.m.-3:45 p.m.
Intermediate 7:30 a.m.-2:45 p.m.	High School 8:00 a.m.-3:45 p.m.

CLARKSDALE MUNICIPAL PUBLIC SCHOOL DISTRICT

DISTRICT INFORMATION

MISSION

We strive to meet every need of every student.

VISION

We envision all students graduating ready for college and careers.

CORE VALUES

Work-ethic

Integrity

Leadership

Determination

Coachable

Achievement

Teamwork

GOALS

Goal 1: Every CMSD student will graduate ready for college and careers.

Goal 2: Every CMSD student will meet growth and/or score proficient on all state assessments.

Goal 3: Increase district rating to a B or higher with all schools being rated a C or higher.

Goal 4: CMSD will provide students with a comprehensive educational experience.

ADMISSIONS

1. In accordance with the laws of the State of Mississippi, in order to be admitted to pre-

kindergarten students must be 4 years of age on or before September 1 of the current school year. Kindergarten students must be 5 years of age on or before September 1 of the current

school year. First grade students must be 6 years of age on or before September 1 of the current school year.

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

VERIFICATION OF RESIDENCY REQUIREMENTS

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

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

the Clarksdale Municipal School District until the expulsion timeframe has expired.

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

RELEASE OF STUDENT INFORMATION

DIRECTORY INFORMATION

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance to colleges, military organizations, prospective employers, and other legitimate groups determined to operate in the student's best interests. A parent may request that directory information about his/her child be withheld from release by submitting a written request to the principal within ten (10) days of the first official day of the year stating that identifiable information regarding the student be deleted from school publications and/or social media.

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

ATTENDANCE

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

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

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

original or a copy faxed directly to the school from the doctor's office.

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

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

ABSENCES

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

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

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

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

- Personal illness;

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

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

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

ARRIVAL/DISMISSAL

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

- Elementary students are to arrive **no earlier** than 7:00 a.m. The school will not assume responsibility for any students arriving on school grounds prior to stated time unless they are transported by the school bus.
- The school day begins at 7:30 a.m. and ends at 2:45 p.m.
- No student check-outs are allowed after 2:15 p.m.
- Students are to leave the school campus at the end of the school day unless under the direct supervision of a teacher. The school will not assume responsibility for any child remaining on campus after the end of the school day without approval.
- Parents should not leave or pick up students at the classroom door without a pass from the office, including the opening and closing of the school day.
- For the safety of your child, transportation changes must be in writing and received by 10:00 a.m. Faxed letters and phone calls will **not** be accepted.
- It is imperative that all procedures for arrival and dismissal are followed.

TARDY TO SCHOOL

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

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

- CMSD transportation is late or other school related actions.

- b. a student has a doctor/dentist appointment and presents a doctor/dentist excuse upon checking in
- c. special circumstances such as a natural disaster, weather related, etc.

RELEASE OF STUDENTS DURING THE DAY

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

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

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

EARLY DISMISSAL FROM SCHOOL

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

PERFECT ATTENDANCE

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

MAKE-UP WORK

Any student who is absent from school will have the opportunity to make up the work he/she has

missed during the absence. It is the responsibility of the student to obtain all missed work.

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

PARENT PORTAL

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

COGNIA

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

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

BUS

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

CAFETERIA

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

Breakfast

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

Lunch

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

Competitive Foods and Smart Snacks

United States Department of Agriculture passed regulations prohibiting the sale or purchase of foods that do not meet Federal or State beverage and vending regulations during the school day and 30 minutes after the close of school. No food items are to be sold on the school campuses for one (1) hour before the start of any meal service period. Please contact the School Food Service Administrator for more information on these regulations.

Food Allergies and Disabilities

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

STUDENT FEES, FINES, AND CHARGES

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

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

CARE OF SCHOOL PROPERTY

The school buildings and the fixtures they contain are provided at a great expense by the taxpayers.

Students should not only refrain from defacing or destroying school property, but should make every possible effort to encourage their peers to care for school property. Any student causing damage to school property either intentionally or through neglect will be liable for such damages.

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

CELL PHONE/ELECTRONIC DEVICES

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

CHEATING

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

CHILD FIND

The Office of Exceptional Education is charged with ensuring compliance with the Individuals with Disabilities Education Act (IDEA 2004) in the identification and evaluation (Child Find) eligibility of individualized education programming for students with disabilities. It also is responsible for ensuring compliance with Section 504 of the Rehabilitation Act of 1973. Section 504 provides the services and aids necessary for students with disabilities to participate in and benefit from public instruction. In addition, the Office provides a variety of support services to students with disabilities and regular education students. These

services include psychological services including pre-school and school-age assessment, social work, speech/language evaluation and therapy, physical therapy, occupational therapy, augmentative communication, assistive technology, special medical needs, behavioral intervention, homebound education, student intervention and support, and school support of students with disabilities.

CLOSING OF SCHOOL FOR EMERGENCY REASONS

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

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

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

Information on closing and delays by the district will be announced on the district website or other internet outlets, selected radio, and television

stations before 6:00 a.m. No announcement means schools will operate on a normal schedule.

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

COMPLAINT PROCEDURES

The Clarksdale Municipal School District takes all concerns and complaints seriously. The district values the concerns of our parents, staff, students and community. Complaints are respected and honored; there are no negative consequences for filing a complaint. No reprisals or retaliation shall be invoked against any student, parent or employee for processing, in good faith, a complaint, either on an informal or formal basis, or for participating in any way in these complaint procedures. Every attempt is made to resolve complaints informally and at the lowest level possible.

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

CONTACTING PARENTS

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

DELIVERIES TO SCHOOL

To prevent interruption to the educational process and disruption in the classroom caused by items being delivered to students, the delivery of flowers, candy, balloons, gifts, etc. from a parent or other

individual to a student is **NOT** permissible. Individual birthday parties and/or birthday celebrations are not allowed.

DRESS CODE

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

Any type of attire which attracts undue attention to the wearer and thus causes a disturbance in the school is not acceptable. Flip flops are discouraged as injuries may result.

Students are not allowed to wear on campus:

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

15. jeans with holes may be worn if no skin is showing, which will be subject to appropriateness by Administration.

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

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

DYSLEXIA

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

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

The component of the screening must include:

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

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

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

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

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

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

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

EMERGENCY DRILLS

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

FERPA

The Family Educational Rights and Privacy Act (FERPA) 20 USC §1232g affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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

- Parents or eligible student students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students

to review the records. Schools may charge a fee for copies.

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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory. After parents and eligible students have been notified, they will have two (2) weeks to advise the school district in writing to the Superintendent's office of all items they refuse to

permit the district to designate as directory information. ([See Policy JRAB](#))

FIRST AID AND EMERGENCY PROCEDURES

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

1. The person responsible shall notify the office and the nurse. (Principal, Assistant Principal, Secretary)
2. The injured party will not be moved unless they are in a life-threatening situation.
3. The office or nurse will notify the paramedics (if necessary).
4. The office or nurse will make every effort to notify the parent/guardian.
5. If treatment beyond the ability of the paramedic is required, arrangements will be made to transport the injured party to the appropriate facility.
6. Emergency first aid treatment for minor injuries will be obtained in the office and/or the school nurse's clinic. (Minor cuts, scrapes and bruises, etc.)
7. In the event the injured or sick need to rest or remain still while waiting, he/she will be placed in the nurse's room with appropriate supervision.
8. An Accidental Injury Report will be submitted to the office.

FOOD AND DRINK

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

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

FUNDRAISING

Fundraising of any type must be approved in advance by the superintendent. Fundraising

involving the sale of food items must be consistent with the new requirements for healthy foods and may not occur during the times that the school lunch and breakfast programs are in operation, including the times immediately before and after the operation times.

GIFTED PROGRAM

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

Clarksdale Municipal School District will conduct an annual screening for all second-grade students within the district. The screening of second grade students will be one of the methods used to identify potential recipients of gifted education services.

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

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

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

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

INSURANCE

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

INTERVENTION PROCESS FOR ACADEMICS AND BEHAVIOR

The Mississippi Department of Education requires that each school has an instructional model designed to meet the needs of every student. One aspect of the model includes three tiers of instruction: Tier I: ALL students receive high quality classroom instruction and supports for academics and behavior, Tier II: ALL students receive high quality classroom instruction and supports for academics and behavior with supplemental instruction for identified skill deficits, and Tier III: ALL students receive high quality classroom instruction and supports for academics and behavior with intensive intervention for multiple identified skill deficits. Teachers will use progress monitoring information to a) determine if each student is making adequate progress; b) identify any student as soon as he or she is falling behind; and c) modify instruction early enough to ensure that every student master essential skills. Monitoring of student progress is an on-going process that may be measured through informal classroom assessment, benchmark testing, and large-scale assessments.

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

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

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

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

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

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

MEDICAL INFORMATION

Asthma and Anaphylaxis Child Safety Act

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

In accordance with the Mississippi Asthma and Anaphylaxis Child Safety Act, the school board of each local public school district and the governing

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

Each school may maintain a supply of auto-injectable epinephrine prescribed by a doctor in the name of the school system or the individual school to be maintained for use when deemed necessary. Schools that maintain a supply of auto-injectable epinephrine shall require at least one (1) employee to receive training from a registered nurse or a licensed medical physician in the administration of auto-injectable epinephrine. MS Code 37-11-71

COMMUNICABLE DISEASES ([Policy JGCC](#))

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

EMERGENCIES/ILLNESS

If a student becomes ill during the school day, upon notifying the teacher, the student is to report to the principal's office to have a parent/guardian contacted. It is **important** that the school have the correct, current telephone numbers where a parent/guardian or designee can be reached. The school personnel can only administer simple first aid at school

HEAD LICE ([Policy JGCC](#))

For any student who has had head lice on three (3) consecutive occasions during one (1) school year, the principal shall notify the county health department of the recurring problem of head lice with that student. The student shall not be allowed

to attend school until proof of treatment is obtained. ' 41-79-21 (1999)

[IMMUNIZATIONS AND VACCINATIONS \(Policy JGCB\)](#)

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

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

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

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

[MEDICATION TAKEN AT SCHOOL](#)

If a student has to take medicine during the school day, the parent **MUST** bring the medicine to school. **No student is to keep medication in his possession at school or carry medicine to school on the bus. If a student is in possession**

of medication (over the counter or prescription), he/she will be subject to disciplinary action.

School personnel will only dispense medicine that is prescribed by a doctor, in the original container, contains explicit written directions on the label and/or if the specific directions are on file at the school. The school district employs school nurses; however, there is not a nurse for every school site. The district will do its best to ensure that whenever possible, medication to be given at school is dispensed by a nurse. In the absence of the availability of the nurse, medicine may only be dispensed by the principal's designee. All medication is kept in locked storage. ([See Policy JGCD](#))

[MESSAGES/SCHOOL TELEPHONES](#)

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

[PARENTAL SUPPORT](#)

There is greater potential for a student's success when there are open lines of communication between home and school. Parents should feel free to call or visit the schools at any time. There are established procedures in place for classroom visits and conferences to ensure that teachers may spend their time delivering instruction. Phone calls are welcome. However, when a parent wishes to speak to a teacher during class time, parents will be asked to leave their name and number for a return call to occur during the teacher's conference period or the next day if the conference period has passed when the call is received. It is helpful for the school to know of any special circumstances/ requirements for students to ensure that the items receive the proper attention and response. When there is a doctor's order or medical report that will help the school know of recommendations concerning a student, please make sure that it is

received by the school as soon as possible. If phone access is not available, you may write a note and send it to the school's principal, counselor, or your child's teacher.

Parents are welcomed and encouraged to visit the school at any time; however, they must report to the front office first to obtain a visitor's pass before going to any other part of the building. Parents are **NOT** allowed to interrupt instructional time to speak to a teacher, their child, or any other students.

PARENT/TEACHER CONFERENCES

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

PHYSICAL EDUCATION

The Mississippi Healthy Schools Act mandates:

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

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

PROXIMITY TO CAMPUS

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

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

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

SECTION 504 OF THE REHABILITATION

ACT OF 1973

It is the policy of the Clarksdale Municipal School District to provide education to students with disabilities as defined in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Individuals with Disabilities Act. It is the intent of the district to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. Due process rights to students with disabilities and their parents, as set forth under Section 504, the Americans with Disabilities Act, and Individuals with Disabilities Act will be enforced.

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

Mrs. Julie Burton
526 S. Choctaw
Clarksdale, MS 39571
662-627-8500

SCHOOL BOARD MEETINGS

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

SPECIAL EDUCATION

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

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

STUDENT GOVERNMENT

Those individuals who become great leaders have usually had opportunities throughout their childhood and young adult lives to serve in leadership capacities and to understand the processes of group dynamics, order, and discipline. Such opportunities are afforded to our students through our student government organizations. There are specific rules governing the student

government organizations that are available at the school through the administration and/or organization sponsor. These rules are strictly adhered to when selecting students for participation in student government.

TEXTBOOKS

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

WITHDRAWAL FROM SCHOOL

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

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

GRADING POLICY

Report card grades are computed in the following manner:

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

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

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

EXPLANATION OF GRADES FOR K - 12th

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

Transfer Grades:

When a student transfers from another school system, the grades earned at the previous school will be converted to the numerical values of the Clarksdale Municipal School District.

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

EXPLANATION OF CONDUCT GRADES

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

For students who receive instruction through the regular education program but an alternate or parallel curriculum (which differs from that provided to grade level peers) is taught, grades will be assigned for each academic area addressed on the student's Individualized Education Program (IEP). Grades given will be based on the mastery of objectives/benchmarks outlined on the IEP using the regular education grading system with input from both the regular and special education teachers. The student's progress report and report

card will reflect that these grades are based on objectives/benchmarks outlined on the student's IEP. At the end of each nine (9) weeks (or more often as outlined on the IEP), the Report of Progress for each objective/benchmark on the Annual Service Goal Page(s) of the IEP will also be completed and forwarded to the parent(s).

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

HONOR ROLL REQUIREMENTS

SUPERINTENDENT'S HONOR ROLL (Grades K-12)

All numerical grades on the report card should be A's.

PRINCIPAL'S HONOR ROLL (Grades K-12)

All numerical grades on the report card should be A's and B's.

HONOR'S LIST (Grades K-12)

All numerical grades on the report card should be B's.

Note: Elective courses **will not** be averaged with academic courses to calculate and determine honor roll status.

KINDERGARTEN PHILOSOPHY AND GOALS

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

The realistic goals for kindergarten education are as follows:

- Develop a positive self-concept
- Intensify intellectual growth
- Enlarge world of people, experiences, ideas, and things

- Increase competence and skills in reading, writing, listening, thinking, and speaking
- Increase the skills involved in physical coordination
- Increase competence in dealing with emotional feelings and social situations independence
- Develop cooperative trusting relationships
- Develop natural curiosity and creative potential

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

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

The Kindergarten Readiness Assessment (MKAS²) will provide parents, teachers, and early childhood providers with a common understanding of what children know and are able to do upon entering school. The Kindergarten Readiness Assessment will also be used to measure how well Pre-K programs prepare four-year-old student to be ready for kindergarten based upon the Mississippi Early Learning Standards for Classrooms Serving Four-Year-Old-Children. The primary purpose of the Kindergarten Readiness Assessment is to improve the quality of classroom instruction and other services provided to students from birth to 3rd grade.

Parent/teacher conferences shall be conducted two (2) times during the school year to inform parents and guardians of the child's progress. If documented attempts to meet with parents or other responsible persons fail, telephone conferences can be substituted.

MISSISSIPPI ACADEMIC ASSESSMENT PROGRAM (MAAP)

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

MKAS2 – Pre-K and Kindergarten Readiness Assessment

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

Mississippi Academic Assessment Program (MAAP)

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

National Assessment of Education Progress (NAEP)

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

English Language Proficiency Test (ELPT)

- Assessment administered to all served English Learners (EL)

PROMOTION AND RETENTION

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

established to give each student a clear opportunity to be successful at the next grade level.

For a student to be promoted to the next grade in grades 1 through 4, the student must successfully complete state and district objectives in reading, language arts, science, social studies, and mathematics with a grade average of 60 in each subject.

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

For a student to be promoted from grade 5 to grade 6, the student must earn a passing grade of 65 or above in each of the major subjects which would indicate a mastery of 60% or better of the core objective.

REPORT CARDS/PROGRESS REPORTS

Report Cards are issued each nine-week intervals. Mid-term reports are issued at 4½ week intervals. Parents are encouraged to call or come by the school office if they do not receive a report card or progress report at the designated time intervals.

ACCEPTABLE USE POLICY

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

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

1. Read the district acceptable use policy <https://tinyurl.com/cmsdaup>
2. Discuss the importance of adhering to the district's acceptable use policy.

3. Contact the Director of Information and Technology Services if there are any questions.

Ms. Amanda Bell
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BULLYING

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

1. Definitions bullying or harassing behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that:
 - (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or
 - (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's education, including but not limited to educational performance, opportunities, or benefits.

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

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

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function,

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

The district encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official. Retaliation or reprisal against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying or harassing behavior, is prohibited. (HB 263 - B)

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

"Reasonable action" includes, but is not limited to, promptly reporting bullying or harassing behavior to a teacher, principal, counselor, or other school employee.

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

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

BUS CONDUCT

While Mississippi law requires the district to furnish transportation to its eligible students, parents have the responsibility of supervising the students until they board the bus in the morning and after they leave the bus at the end of the school day. Furthermore, students have the responsibility

to obey all rules of conduct while waiting for, riding and leaving the bus.

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

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

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

While riding a school bus, students must conform to all rules of conduct as established by Policies [JCA, JCB, JCBD, JCB, JCBF, and JCDAD] and the student code of conduct adopted by their schools. The principal shall provide to each student eligible to ride a bus a list of rules, including but not necessarily limited to the following:

Loading and Unloading:

Be at your assigned loading zone on time.

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

Look in both directions before stepping from behind parked cars.

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

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

Look in both directions before crossing any roadway.

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

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

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

Use the handrail while getting on and off the bus.

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

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

Riding the Bus

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

1. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
2. Keep head, hands, and articles inside the bus.
3. Do not bring unauthorized articles on the bus (i.e., pets, combustibles, large articles, weapons).
4. Do not use profane language or make obscene gestures.
5. Do not fight or scuffle.
6. Be courteous to and follow the instructions of your bus driver and safety patrol.
7. Do not strike or threaten the bus driver.
8. Do not make excessive noise.
9. Do not throw objects inside or outside the bus.
10. Do not commit any other acts deemed improper by the student code of conduct or by the bus driver.
11. Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Students Complaints of Sexual Discrimination/Harassment - Title IX Procedures.
12. Smoking is prohibited on the school bus and on all educational property. Violation of the no-smoking rule will be handled in accordance with the "Mississippi Adult Tobacco Use on Educational Property Act of 2000," ' 97-32-25 thru 97-32-29. ([For details refer to sample policy JCB - Code of Conduct.](#))

DRUGS AND ALCOHOL

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

SUSPENSION/EXPULSION

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

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

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

proper form shall be provided for requesting such a hearing. ' 37-9-71 ([See Policy JDD](#)) and [Policy JDE](#)

proper form shall be provided for requesting such a hearing.

DUE PROCESS FOR

SUSPENSION/EXPULSION

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

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

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

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

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

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

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

IN-SCHOOL DETENTION/SUSPENSION

In-School detention/suspension (ISD) is a disciplinary measure used for minor rule infractions and is an alternative to out of school suspension. The principal or assistant principal are the only individuals authorized to assign a student to ISD. Students placed in ISD **will be given assignments by their regular classroom teachers and will receive a grade based on the completion of that assigned work.** ISD will be held during regular school hours. Rules will be distributed to students who are assigned to ISD. Violation of these rules may result in additional days being added to the original suspension and/or out of school suspension. Days assigned to ISD will be counted present at school but may be counted absent from class for exemption purposes.

CORPORAL PUNISHMENT

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

The policy of the Clarksdale Municipal School District is to administer corporal punishment as a measure of last resort, then only after due consideration. Infliction of petty punishment is

inconsistent with the best educational practices and is not conducive to good teacher-parent relationship. Corporal punishment will be administered by the principal, assistant principal, or such person designated by the principal. A written record of corporal punishment shall be turned in at the end of the school session to the school principal.

Parents who do not feel that corporal punishment should be used with their child must come to the school office and sign a form stating their objection and giving a daytime telephone number. They will be called to come to the school should a major disciplinary problem arise with the child. No student will be allowed to return to class until a parent/guardian has come to the school to assist in arriving at a satisfactory solution to the problem.

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

DISCIPLINE PLAN

1. The superintendent shall develop a discipline plan which, upon board approval, shall be implemented and distributed to each student enrolled in the district. The parents, legal guardian or custodian of each student shall sign a statement verifying that they have been given notice of the discipline plan.
2. All discipline plans shall include, but not be limited to, the student code of conduct required by Policy JCB - Code of Conduct and the following statements:

A parent, guardian or custodian of a compulsory-school-age child enrolled in this District shall be responsible financially for his or her minor child's destructive acts against school property or persons.

A parent, guardian or custodian of a compulsory-school-age child enrolled in this District may be requested to appear at school by the school attendance officer or an appropriate school official, for a conference regarding the destructive

acts of their child, or for any other discipline conference regarding the acts of the child. Any parent, guardian or custodian of a compulsory-school-age child enrolled in this District who refuses or willfully fails to attend such discipline conference specified in paragraph (b) of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference; and A parent, guardian or custodian of a compulsory-school-age child enrolled in this district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

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

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

CLASS I DISCIPLINE INFRACTIONS

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

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

AUTHORIZED DISCIPLINARY CONSEQUENCES FOR CLASS I DISCIPLINE INFRACTIONS

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

days out of school suspension or other appropriate actions as deemed necessary by the principal.

NOTE: Any student receiving out of school suspension is not allowed on the property of the Clarksdale Municipal School District without supervision nor is that student to be in attendance at any school-related function. Failure to adhere to this may lead to more serious charges being lodged against the student. Every attempt will be made to notify parents.

CLASS II DISCIPLINE INFRACTIONS

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

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

AUTHORIZED DISCIPLINARY CONSEQUENCES FOR CLASS II DISCIPLINE INFRACTIONS

- After-school detention (minimum of one (1) hour)
- Suspension from school three (3) to five (5) days based on the previous suspension (unless fighting is involved, and the second offense could be a ten (10) day suspension with a recommendation for expulsion)
- Suspension from school five (5) to ten (10) days based on previous suspension and student goes before the Disciplinary Committee
- Ten (10) days suspension pending a recommendation for expulsion
- Loss of privileges to all school activities (i.e., field trips, assemblies, athletic events, etc.)
- Parents/guardians and/or students will be responsible for total restitution for any injury to others requiring medical attention, items, stolen or damaged
- Other appropriate actions as deemed necessary by the principal

Parents will be held financially responsible for a child's destructive acts toward school property or persons. The school may require parents to attend a disciplinary conference related to inappropriate conduct involving their child. Parents who willfully fail to attend a properly notified conference may be guilty of a misdemeanor. MS Code Ann. § 37-11-53. The penalty for being involved in a fight, defined as an exchange of physical blows (hitting, slapping, pushing, kicking, or shoving) will result in one of the following consequences:

- Three (3) to five (5) days of out of school suspension
- Five (5) to ten (10) days of out of school suspension (OSS), or
- Ten (10) days of out of school suspension with recommendation for placement at the Alternative School and/or expulsion

Those students who hit other students, and there is no response from the other student could be subject to 5 days suspension or recommendation for expulsion. Students who do not fight back may not be subject to punishment. Those students should report the incident immediately to an administrator or teacher. Students should not take matters into their own hands but should allow an administrator to handle the situation.

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

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

CLASS III DISCIPLINE INFRACTIONS

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

- Habitual violations of Class I and/or II discipline infractions (three or more **violations**)
- Unauthorized possession, use, or distribution of drugs or alcohol and other related paraphernalia
- Possession or use of tobacco products and paraphernalia
- Fighting (three or more students involved)
- Stealing
- Bullying
- Extorting
- Arriving on campus or at a Clarksdale Municipal School District function under the influence of drugs or alcohol
- Habitually visiting other schools without permission/trespassing
- Use of obscene manifestations or sexual propositions (verbal or written) toward another person
- Defiance/insubordination or use of obscene language to any Clarksdale Municipal School District employee

- Threatening assault or intimidating a district employee or a student (bullying-gang related included but not limited to)
- Intentional burning or attempting to burn Clarksdale Municipal District property, or the property of a Clarksdale Municipal School District employee, or that of another student
- Vandalizing school property (non-gang or gang related)
- Assault or threatened assault upon Clarksdale Municipal School District employees
- Possession or threat of possession of firearms or any other weapon (real or replica)
- Making a bomb threat or setting off a fire alarm
- Use of fireworks
- Any misconduct which the principal or their designee may deem to fall in this category.

Gang insignia, signs, symbolic dress, drawing, pictures, or gang related activity will not be tolerated. The district shall ensure that any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures that symbolize gang membership and/or participating in activities that intimidate or affect the attendance of another student shall be subject to appropriate action.

Any student who sets off a fire alarm or activates a teacher emergency intercom button is not only interrupting instruction but is creating a false emergency that could endanger everyone in the school. Setting off a fire alarm will result in disciplinary action.

AUTHORIZED DISCIPLINARY CONSEQUENCES FOR CLASS III DISCIPLINE INFRACTIONS

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

School officials should immediately seek help from the CMSD Police Department and/or the Youth Court (proper reports should be filed as required

by law and the student may be suspended for up to ten (10) days and may cause for a recommendation for expulsion).

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

RESTRAINT AND SECLUSION POLICY

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

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

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

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

Restraint

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

student and the staff members engage in restraining the student.

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

Seclusion

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

SEARCH AND SEIZURE

Circumstances will arise where searches of students' persons, possessions, lockers, desks, and vehicles will be necessary. Administrators have the authority and obligation to exercise discretion in the implementation of this policy, balancing the district's responsibility to maintain discipline, order, and a safe environment conducive to education with the students' legitimate expectations of privacy.

Requirements

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

At least two district employees must be present while a search is conducted. If, in the discretion of the administrator or employee conducting the search, the search is particularly intrusive, the person conducting the search and the witnesses, or at least one of them, should be the same sex as the student.

No student other than the student who is the subject of the search may be present during the search. All searches must be reasonable in scope.

Searches Permitted

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

Disciplinary Action

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

Police Searches

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

SEXUAL HARASSMENT

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

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

the good faith reporting of charges of sexual harassment.

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

Reporting, Investigation, and Sanctions

This complaint procedure shall provide a process for filing, processing, and resolving complaints on such matters. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board. Within 5 days from the time a complaint becomes known, the complainant must complete and submit to the Title IX Coordinator a written "Title IX Report" form. The report must state the respondent's name, the nature and date of the alleged violation, the names of any witnesses to such alleged violation and requested action. Forms shall be available from all principals' offices and from the Title IX Coordinator.

1. Within 2 days from receipt of the written complaint, the Title IX Coordinator shall notify the respondent
2. Within 5 days, the respondent shall be required to respond in writing to the Title IX Coordinator.
3. Within 5 days from receipt of the respondent's response, the Title IX Coordinator shall provide an initial response to the complainant and respondent, stating initial conclusions of fact and proposed action, if any.
4. Within 5 days of receiving the initial response, the complainant or respondent may request, in writing, a hearing on the matter.
5. Upon receipt of a written request for hearing, the Title IX Coordinator shall schedule a hearing to be held within 5-10 days before an unbiased panel of 3-5 district employees. The Title IX Coordinator shall give written notice of such hearing to the complainant, respondent, student's principal, or employee's supervisor, superintendent and other appropriate witnesses, if applicable.
6. Within 5-10 days of the receipt of the written request for a hearing by the Title IX Coordinator, a hearing shall be before an unbiased panel of 3-5 District employees.
7. Within 5 days after the hearing, the Title IX Hearing Panel shall issue a written decision which shall include findings of fact and recommended action.
8. Upon receipt of the decision of the Title IX Hearing Panel, the Title IX Coordinator shall provide a copy of such decision to the complainant, respondent, principal or supervisor and superintendent.
9. If the complainant or respondent is not satisfied with the decision, he/she may request a review by the superintendent. The request for such a review must be made in writing to the Title IX Coordinator within 5 days of receipt of the Panel's decision.
10. Upon receipt of a request for review by the superintendent, the Title IX Coordinator shall notify the superintendent of such request and submit to the superintendent the record of the hearing, the Panel decision and all related documents.
11. Within 10 days of notice of request for review, the superintendent shall review the record and Panel decision and shall issue a decision. The superintendent may concur in the findings and recommendations of the Panel or may make alternate findings and recommendations. The superintendent shall have his decision provided to the Title IX Coordinator, complainant, respondent and the principal or supervisor within the 10-day period.
12. Within 5 days of the receipt of the superintendent's decision, if dissatisfied with the decision, the complainant or respondent must submit a written request for review by the school board to the Title IX Coordinator.
13. Upon receipt of the request for review, the Title IX Coordinator must schedule a review before the governing school board to be held at the Board's next regular or special meeting, but in no event more than 30 days from such request. The Title IX Coordinator shall provide the board members with copies of the hearing record, all investigation reports, the Panel decision, the superintendent's decision and all related documents.
14. Within 30 days of the request for review, the board shall review the hearing record, all investigation, all reports, the Panel decision, the superintendent's decision and all related records. The review is not a hearing, and no party has the right to present further witnesses or other evidence or to examine any witness or party. However, the board may, in its discretion, permit statements of limited

duration from the complainant or his representative and the respondent or his representative. All usual rules of board procedure shall apply. Furthermore, the board may, in its discretion, require that the review be conducted in closed or executive session.

15. Within 10 days of the review, the board shall issue a final written decision. The board may concur in the findings of the superintendent and direct that the recommended actions be taken or may make alternate findings and direct appropriate actions be taken by the superintendent or other appropriate administrator. The decision of the board is final.

[\(See Policy JB\)](#) and [\(Policy JB-P\)](#)

REF: Title VII of the Civil Rights Act of 1964, as amended, Section 703.

REF: Title IX of the Education Amendments of 1972.

(Title IX contact person- Director of Federal Programs (662) 627-8500

CODE OF CONDUCT

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

Students in the Clarksdale Municipal School District are expected to:

- Attend all classes daily and be punctual
- Come to class prepared and have appropriate working materials
- Be respectful of all persons and property
- Display appropriate behavior at lunch and in assemblies
- Refrain from profane or inflammatory statements
- Behave in a safe and responsible manner

- Accept responsibility for their own work and behavior
- Abide by the rules and regulations of the school and classroom refrain from eating, drinking, and chewing gum

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

STUDENT CODE OF CONDUCT

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

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

Disciplinary action will consist of procedures set forth by classroom or school-wide discipline plans, isolation, detentions, corporal punishment under existing school policy, loss of privileges, denial of participation in school activities, probation or a combination of any one or more of such actions including appropriate constructive assignments, depending on the seriousness and circumstances of the offense and the attitude of the student.

In implementing conduct and personal appearance regulations, it should be kept in mind that the primary responsibility for the conduct and

personal appearance of a student rests with the student and the parents/guardians. Administrators and teachers shall hold students to strict account for disorderly conduct or misconduct at any school, on the way to and from school, on the playgrounds during recess, at school meetings, programs, functions, and on school buses. The superintendent or principal of any school may suspend any student from school for good cause, but such suspension shall be reported promptly to the Board of Trustees. The superintendent or the principal of a school shall have the power to suspend a student for any reason for which such student might be suspended, dismissed, or expelled by the Board of Trustees.

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

VIRTUAL LEARNING STUDENT CONDUCT

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

- When students are in front of the camera on their device, they must be appropriately dressed. Please do not wear pajamas, hair bonnets, hair scarves, or doo rags to class.
- Students should find a quiet place in the home to login to class daily.
- Respect each student's right to learn.
- Demonstrate respect towards the teacher.
- When students are attending a live session, they must mute their microphone so that no

student's background noise interferes with instruction.

- Have paper, pencil, and any other supplies ready to use for class.
- Written or verbal dialogue within the classroom will be appropriate grade level language; "text language" is unacceptable. Any form of profanity/vulgarity is prohibited.
- Inappropriate behavior will result in the student being muted, the parent being contacted, and may result in immediate removal up to and including alternative placement, expulsion and/or referral to law enforcement.
- Students should not have any other electronic devices in use while in class (cellphones, games, etc.)

The Clarksdale Municipal School District Student Code of Conduct applies to student behavior through virtual learning.

APPENDIX A – STATE LAW STATUTES

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

- 1.** A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his or her minor child's destructive acts against school property or persons.
- 2.** A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph 1 of this subsection, or for any other discipline conference regarding the acts of the child.
- 3.** Any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph 2 of this section

may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference.

4. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

MISSISSIPPI COMPULSORY SCHOOL ATTENDANCE CODE

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

(1) This section shall be referred to as the "Mississippi Compulsory School Attendance Law."

(2) The following terms as used in this section are defined as follows:

- a) "Parent" means the father or mother to whom a child has been born, or the father or mother by whom a child has been legally adopted.
 - b) "Guardian" means a guardian of the person of a child, other than a parent, who is legally appointed by a court of competent jurisdiction.
 - c) "Custodian" means any person having the present care or custody of a child, other than a parent or guardian of the child.
 - d) "School day" means not less than five (5) and not more than eight (8) hours of actual teaching in which both teachers and pupils are in regular attendance for scheduled schoolwork.
 - e) "School" means any public school in this state or any nonpublic school in this state which is in session each school year for at least one hundred eighty (180) school days, except that the "nonpublic" school term shall be the number of days that each school shall require for promotion from grade to grade.
 - f) "Compulsory-school-age child" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program.
 - g) "School attendance officer" means a person employed by the State Department of Education pursuant to Section 37-13-89.
 - h) "Appropriate school official" means the superintendent of the school district, or his designee, or, in the case of a nonpublic school, the principal or the headmaster.
 - i) "Nonpublic school" means an institution for the teaching of children, consisting of a physical plant, whether owned or leased, including a home, instructional staff members and students, and which is in session each school year. This definition shall include, but not be limited to, private, church, parochial and home instruction programs.
- (3) A parent, guardian or custodian of a compulsory-school-age child in this state shall cause the child to enroll in and attend a public school or legitimate nonpublic school for the period of time that the child is of compulsory school age, except under the following circumstances:
- a) When a compulsory-school-age child is physically, mentally or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation.
 - b) When a compulsory-school-age child is enrolled in and pursuing a course of special education, remedial education or education for handicapped or physically or mentally disadvantaged children.
 - c) When a compulsory-school-age child is being educated in a legitimate home instruction program the parent, guardian or custodian of a compulsory-school-age child described in this subsection, or the parent, guardian or custodian of a compulsory-school-age child attending any nonpublic school, or the appropriate school official for any or all children attending a nonpublic school shall complete a

"certificate of enrollment" in order to facilitate the administration of this section. The form of the certificate of enrollment shall be prepared by the Office of Compulsory School Attendance Enforcement of the State Department of Education and shall be designed to obtain the following information only:

- i. The name, address, telephone number and date of birth of the compulsory-school-age child;
 - ii. The name, address and telephone number of the parent, guardian or custodian of the compulsory-school-age child;
 - iii. A simple description of the type of education the compulsory-school-age child is receiving and, if the child is enrolled in a nonpublic school, the name and address of the school; and
 - iv. The signature of the parent, guardian or custodian of the compulsory-school-age child or, for any or all compulsory-school-age child or children attending a nonpublic school, the signature of the appropriate school official and the date signed.
 - v. The certificate of enrollment shall be returned to the school attendance officer where the child resides on or before September 15 of each year. Any parent, guardian or custodian found by the school attendance officer to be in noncompliance with this section shall comply, after written notice of the noncompliance by the school attendance officer, with this subsection within ten (10) days after the notice or be in violation of this section. However, in the event the child has been enrolled in a public school within fifteen (15) calendar days after the first day of the school year as required in subsection (6), the parent or custodian may at a later date enroll the child in a legitimate nonpublic school or legitimate home instruction program and send the certificate of enrollment to the school attendance officer and be in compliance with this subsection.
 - vi. For the purposes of this subsection, a legitimate nonpublic school or legitimate home instruction program shall be those not operated or instituted for the purpose of avoiding or circumventing the compulsory attendance law.
- 4) An "unlawful absence" is an absence during a school day by a compulsory-school-age child that is more than thirty-seven percent (37%) of the instructional day, as fixed by the school board for the school at which the compulsory school-age child is enrolled, which absence is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension shall not be considered an "excused" absence under this section. This subsection shall not apply to children enrolled in a nonpublic school. Each of the following shall constitute a valid excuse for temporary nonattendance of a compulsory-school-age child enrolled in a public school, provided satisfactory evidence of the excuse is provided to the superintendent of the school district or his designee:
- a) An absence is excused when the absence results from the compulsory-school-age child's attendance at an authorized school activity with the prior approval of the superintendent of the school district or his designee. These activities may include field trips, athletic contests, student conventions, musical festivals, and any similar activity.
 - b) An absence is excused when the absence results from illness or injury which prevents the compulsory school-age child from being physically able to attend school.
 - c) An absence is excused when isolation of a compulsory school-age child is ordered by the county health officer, by the State Board of Health, or appropriate school official.
 - d) An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory school-age child. The immediate family members of a compulsory school-age child shall include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters.
 - e) An absence is excused when it results from a medical or dental appointment of a compulsory school-age child where an approval of the superintendent of the school district or his designee is gained before the absence, except in the case of emergency.

- f) An absence is excused when it results from the attendance of a compulsory school-age child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.
 - g) An absence may be excused if the religion to which the compulsory school-age child or the child's parents adheres, requires or suggests the observance of a religious event. The approval of the absence is within the discretion of the superintendent of the school district or his designee but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.
 - h) An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district or his designee that the purpose of the absence is to take advantage of a valid educational opportunity such as travel, including vacations or other family travel. Approval of the absence must be gained from the superintendent of the school district or his designee before the absence, but the approval shall not be unreasonably withheld.
 - i) An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district or his designee that conditions are sufficient to warrant the compulsory school-age child's nonattendance. However, no absences shall be excused by the school district superintendent or his designee when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.
- 5) Any parent, guardian, or custodian of a compulsory school-age child subject to this section who refuses or willfully fails to perform any of the duties imposed upon him or her under this section or who intentionally falsifies any information required to be contained in a certificate of enrollment, shall be guilty of contributing to the neglect of a child and, upon conviction, shall be punished in accordance with Section 97-5-39. Upon prosecution of a parent, guardian, or custodian of a compulsory school-age child for violation of this section, the presentation of evidence by the prosecutor that shows that the child has not been enrolled in school within eighteen (18) calendar days after the first day of the school year of the public school which the child is eligible to attend, or that the child has accumulated twelve (12) unlawful absences during the school year at the public school in which the child has been enrolled, shall establish a prima facie case that the child's parent, guardian or custodian is responsible for the absences and has refused or willfully failed to perform the duties imposed upon him or her under this section. However, no proceedings under this section shall be brought against a parent, guardian or custodian of a compulsory school-age child unless the school attendance officer has contacted promptly the home of the child and has provided written notice to the parent, guardian, or custodian of the requirement for the child's enrollment or attendance.

MS ADULT TOBACCO USE ON EDUCATIONAL PROPERTY ACT OF 2000

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

DEFINITIONS

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

school recreational area or public school athletic field. Educational property shall not include property owned or operated by the state institutions of higher learning, the public community and junior colleges, or vocational-technical complexes where only adult students are in attendance

PENALTY FOR VIOLATION

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

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

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

PREVENTION OF SCHOOL VIOLENCE ACT

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

"EDUCATIONAL PROPERTY"

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

"STUDENT"

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

FELONY

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

MISDEMEANOR

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

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

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

DISTURBANCE BY TUMULTUOUS OR OFFENSIVE CONDUCT

MS Code 97-35-9

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

DISTURBANCE BY ABUSIVE LANGUAGE OR INDECENT EXPOSURE

MS Code 97-35-11

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

PUBLIC PROFANITY OR DRUNKENNESS

MS Code 97-29-47

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

DISTURBANCE IN PUBLIC PLACE

MS Code 97-35-13

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

DISTURBANCE OF THE PEACE

MS Code 97-35-14

- (1) Any person who disturbs the peace, or the peace of others, by violent, or loud, or insulting, or profane, or indecent, or offensive, or boisterous conduct or language, or by intimidate, or seeking to intimidate any other person or persons, or by conduct either calculated to provoke a breach of the peace, or by conduct which may lead to a breach of the peace, or by any other act, shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not more than five hundred dollars (\$500.00), or by imprisonment in the county jail not more than six (6) months, or both.
- (2) The provisions of this section are supplementary to the provisions of any other statute of this state.

STATE STATUTES PERTAINING TO BULLYING OR HARASSING BEHAVIOR

1. **Cyberstalking** – Miss. Code Ann. § 97-45-15: Unlawful to use electronic mail or other communication for threats, repeated harassment, knowingly making false statements intended to

threaten, terrify or harass, **or to knowingly permit an electronic device under the person's control to be used for any purpose under the statute.** Felony – up to 2 years imprisonment, \$5,000 fine.

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

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

APPENDIX B – UNIFORM POLICY GRADES PK-12

General Guidelines

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

1. Uniforms should be color-coordinated clothing.
2. The following regulations will be followed for shirts/tops:
 - a. Shirts/tops must be light blue, white, or navy blue (*No Logos, Stripes, or Emblems)
 - b. Shirts/tops must have a collar.
 - c. Shirts/tops may not be sleeveless.
 - d. Shirts/tops must cover the body and be tucked in throughout the school day.
 - e. No shirts/blouses/hoodies should be worn over the uniform shirt.
3. The following regulations will be followed for pants/skirts/shorts/skorts/jumpers:
 - a. Pants/skirts/shorts/jumpers may be khaki or navy blue.
 - b. No logos/emblems shall be on the clothing.
 - c. Pants must be worn at the waistline and should not be worn below or on the buttocks or hip area. Sagging pants will not be tolerated! School

officials may use fasteners and string to assist students in keeping pants at the waistline.

d. A belt must be worn if there are belt loops. The belt must be navy, khaki, or black in color.

4. No warm up pants, sweat pants, or wind pants are allowed.

5. No DENIM of any color is permitted.

6. Furthermore, the following general regulations apply:

a. Headwear should be as follows:

i. Students are permitted to wear hats during inclement weather provided these hats are removed upon entering the building. No caps, hats or headwear shall be worn inside the building. (Penalty: Confiscation.)

ii. Students will wear only plain white tee-shirts or undershirts beneath their school uniform shirt. (No black, red, or other colored t-shirts should be worn).

iii. Exemptions will be made for students whose religion requires headwear.

b. Due to safety concerns, proper shoes must be worn at all times. Only closed-toed shoes are permitted. Slippers, slides, Crocs and Yeezy Foam Runners are not considered proper shoes.

c. Immodest clothing will not be tolerated. Clothing must not contain holes, torn spots, or frays. Students should not wear clothing that is too tight or too loose.

d. Skirts and shorts should be of a length that when a student's arms are extended downward by the sides in a natural position and the shorts are at the proper position at the waist, the length of the skirt, shorts, etc. must be as long as the longest fingertip.

e. Any student who has a beard or mustache must keep it neatly trimmed.

f. Female students must wear age-appropriate undergarments and the front of the clothing should not be worn so that it becomes immodest.

g. Undergarments should not be visible at any time.

h. No halters or halter dresses may be worn.

i. Hair must be properly groomed.

j. Sunglasses will not be worn in the building. (Penalty: Confiscation)

k. Female students must wear age-appropriate undergarments and the front of the clothing should not be worn so that it becomes immodest.

l. Undergarments should not be visible at any time.

- m. No halters or halter dresses may be worn.
- n. Hair must be properly groomed
- o. Sunglasses will not be worn in the building. (Penalty: Confiscation)
- p. No gang related clothing or jewelry shall be worn by any student.
- q. Absolutely no body piercing will be allowed (i.e. tongue, nose, lip, cheeks, etc.). Small earrings worn in the ears by young ladies are the only acceptable form of body piercing. No earrings are to be worn by male students.
- r. All students are required to use clear backpacks beginning in the 2025–2026 school year. Mesh or solid-colored backpacks are not allowed. Athletes must place their athletic bags in a designated area upon arrival and leave them there for the duration of the school day until practice or a sporting event.

Any student who violates the uniform policy will be corrected upon entering the school building. If the student cannot correct his/her uniform before entering the school, his/her parent/guardian will be contacted and asked to bring the necessary clothing.

APPENDIX C – STUDENT FORMS

MEDICAL AUTHORIZATION FORM

CLARKSDALE MUNICIPAL SCHOOL DISTRICT PARENT AUTHORIZATION AND INDEMNITY AGREEMENT

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

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

The undersigned agree to repay the school district, its personnel or Trustees any sum of

money, expenses, or attorney's fees that any of them may be compelled to pay in defense of any action or on account of any such injury to the minor child as a result of the administration of medicine.

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

Executed this the _____ day of _____, 20_____.

Parent or Guardian

Witness

Parent or Guardian

Witness

HARASSMENT/BULLYING INCIDENT REPORT FORM



[Insert School Name]

Harassment/Bullying Incident Report Form

Date: _____ Time: _____ Room/Location: _____

Staff Student(s) Initiating Bullying/Harassment

Grade: _____ Class: _____

Grade: _____ Class: _____

Staff Student(s) Affected:

Grade: _____ Class: _____

Grade: _____ Class: _____

Type of Harassment alleged:

Racial Sexual Religious Other _____

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

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

Describe the incident:

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

Names of witnesses:

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

Staff Signature: _____ Title: _____

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

Administrative action taken:

APPENDIX A

BULLYING

PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

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

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

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

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

Your contact information/telephone number: _____

3. If student, state your school: _____

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

5. Information about the incident:

Name of Target (of behavior) _____

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

Date(s) of Incident(s) _____

Time When Incident(s) Occurred _____

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

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

Name _____ Student Staff Other _____

Name _____ Student Staff Other _____

Name _____ Student Staff Other _____

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

FOR ADMINISTRATIVE USE ONLY

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

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

Signature: _____ Date received: _____
 APPENDIX A

II.

INVESTIGATION

Investigator(s) _____ Position(s) _____

Interviews:

- Interviewed aggressor Name _____ Date _____
- Interviewed target Name _____ Date _____
- Interviewed witnesses Name _____ Date _____
- Interviewed witnesses Name _____ Date _____
- Interviewed witnesses Name _____ Date _____

Any prior documented incidents by the aggressor? Yes No

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

Any previous incidents with findings of BULLYING RETALIATION Yes No

Summary of investigation:

The Clarksdale Municipal School District shall not discriminate in its policies and practices with respect to compensation, terms or conditions of employment because of an individual's race, color, ethnic or national origin, religion, gender, height, weight, age, marital status, political beliefs, disability, or handicap which does not impair an individual's ability to perform adequately in that individual's particular position or activity.

As provided under Title IX of the Education Amendments of 1972, no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Krist Harris, Title IX Coordinator

Clarksdale Municipal School

526 S. Choctaw Street

Clarksdale, MS 38614

662-627-8500

krharris@cmsd.k12.ms.us

You may also contact the Office of Civil Rights directly:

U.S. Department of Education Office for Civil Rights

400 Maryland Avenue,

SW Washington, D.C. 20202-1328

OCR@ed.gov or www.ed.gov

800-421-3481, TDD 800-877-8339

Homeless Children Regulation

When a child is determined to be homeless as defined by the McKinney-Vento Act 42 USC § 11431(1), 11432(e)(4) and 11302(a), the Water Valley School

District considers and takes enrollment action that is in the best interest of the child, pursuant to 42 USC II 432(e) (3).

1. The requirements of Section 11 are minimum requirements, and the district may require additional documentation and verification at any time.

2. At the minimum, the district maintains 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.

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

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

The Clarksdale Municipal School District Homeless Liaison is **Kesha Caston**.

Contact Information: (662) 627-8005 or kcaston@cmsd.k12.ms.us

Foster Care

Child Protective Services will register and withdraw all children in foster care.

A copy of the Clarksdale Municipal School District Children in Foster Care Plan is available on the website at <http://www.wvsdonline.com>.

The Clarksdale Municipal School District Foster Care Liaison is **Kristi**

Harris. Contact Information: (662) 627-8500 or

krharris@cmsd.k12.ms.us

ELL (English Language Learner) Policy

The Clarksdale Municipal Schools survey all students enrolling into the district with Home Language Survey. LAS Links is used to evaluate language proficiency.

The Clarksdale Municipal School District will provide effective instruction to identified ELL (English Language Learner) students. Curriculum and learning strategies will be guided by *Mississippi Guidelines for English Language Learners*.

Policies for Qualifying Migrant Children

1. When a child enrolls in your school district, have the child's parent complete the Migrant Education Program (MEP) agricultural survey to see if they may possibly qualify for the MEP.

2. If the child appears to qualify, contact the Identification & Recruitment Coordinator by telephone or you can fax the agricultural survey to: Mississippi Migrant Education Service Center (MMESC) Center For Educational Partnerships P.O. Box 5365 Mississippi State, MS 39762
Phone: (662) 325-1815 Fax: (662) 325-0864

3. The MMESC will contact the family to conduct a formal interview to determine program eligibility.

4. Post the interview, the MMESC will contact the school and inform them of whether or not that child qualifies as migrant.
5. The child, whether determined migrant or not, should be tested for Title III, Part C ELL (if needed) and evaluated to determine which other Title I/Title X programs he/she qualifies for.
6. The MMESC will continue to work with the school to monitor the child's academic progress and will need to be made aware of any specific needs of the child to better designate services that the MMESC can provide or refer the child's parents to.

Compliance With Family Educational Rights and Privacy Act OF 1974 (SB Policy JRAB)

The Clarksdale Municipal School District is in compliance with the Family Educational Rights and Privacy Act of 1974. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed as an administrator, supervisor, instructor, or support staff member (including health or medical

staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records to request.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

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

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

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires the principal to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“Marketing Surveys”) and certain physical exams and screening.

The principal will have a list of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive, and for surveys and activities scheduled after the school year starts, the school district will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under state law.)

STUDENT RECORDS

It is the policy of the Clarksdale Municipal School District Board of Education that the principal of each school will be the legal custodian of all student records for that school.

ANNUAL NOTIFICATION

Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying these records;
3. The right for interpretation;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

Additionally, the district will notify parents annually of the district's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll.

TRANSFER OF ENROLLMENT

A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

When schools transfer records to new educational institutions, the schools must notify parents of the transfer and of their right to review and contest the material. An exemption exists for material under court order. Parents must be notified of such order prior to release.

ATTORNEY GENERAL OF THE UNITED STATES

The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

The superintendent is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act (FERPA) and other applicable acts and regulations.

REQUIRED DOCUMENTATION

The State Board of Education shall prepare and provide necessary forms for keeping permanent records and cumulative folders for each pupil in the public schools of the state. In the permanent record and cumulative folders, the teachers and principals shall keep information concerning the pupil's date of birth, as verified by the documentation authorized in this section, record of attendance, grades and withdrawal from the school, including the date of any expulsion from the school system and a description of the student's act or behavior resulting in the expulsion. The records also shall contain information pertaining to immunization and such other information as the State Board of Education may prescribe. The cumulative folder, in addition to that information maintained in the permanent records, also shall contain such other information as the State Board of Education shall prescribe. ' 37-15-1 (2002)

EVIDENCE OF AGE AT TIME OF ENROLLMENT

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 next evidence obtainable in the order set forth below shall be accepted:

- (a) A certified birth certificate;
- (b) 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;
- (c) An insurance policy on the child's life which has been in force for at least two (2) years;
- (d) A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent, grandparent or custodian;
- (e) A passport or certificate of arrival in the United States showing the age of the child;
- (f) A transcript of record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth; or
- (g) If none of these evidences can be produced, an affidavit of age 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. ' 37-15-1 (2002)

PERMANENT RECORDS

The permanent record provided for above shall be kept, while it is active, in the attendance center office in a fire resistant container. The permanent record shall be considered active: (a) if the student is enrolled in the school; or (b) if he has withdrawn or has been expelled and the students of the class of which he was a member shall not have reached the time of graduation. At the point of the student's graduation or at the time when the student would normally have graduated had he

not withdrawn or been expelled from school, the student's permanent record shall become a part of the permanent binder in the central fire resistant depository or stored digitally as designated and provided by the school board of the school district, or as an alternative method, the records may be maintained in fire resistant storage at the school last attended by the student. The permanent binding and preservation of the inactive records shall be the duty of the superintendent of this school district who shall maintain a central depository of the records. ' 37-15-2

CUMULATIVE FOLDERS

The cumulative folders provided for above shall be kept in the school wherein the pupils are in attendance. Both the permanent records and the cumulative folders shall be available for inspection by public and private school officials, including public school teachers within the school district who have been determined by the school district to have legitimate educational interests. In no case, however, shall such records be available to the general public. Transcripts of courses and grades may be furnished when requested by the parent or guardian or eligible pupil as prescribed in the Family Educational Rights and Privacy Act of 1974, as amended, 20 USC Section 1232. The records shall be kept for each pupil throughout his entire public school enrollment period.

In the event a pupil transfers to a public school, then the cumulative folder shall be furnished to the head of the school to which the pupil transfers; if a pupil transfers to a private school, then a copy of the cumulative folder shall be furnished to the head of the school to which the pupil transfers. The permanent record shall be kept permanently by the school district from which the pupil transferred. At no time may a permanent record of a student be destroyed, but cumulative folders may be destroyed by order of the school board of this school district in not less than five (5) years after the permanent record of the pupil has become inactive and has been transferred to the central depository of the district. However, where a school district makes complete copies of inactive permanent records on photographic film, microfilm, or any other acceptable form of medium for storage which may be reproduced as needed, the permanent records may be destroyed after the photographic film or microfilm copy has been stored in the central depository of the district. ' 37-15-3

EXPULSION RECORDS

For the purpose of providing notice to public and private school officials, both within and outside the boundaries of the state, of the expulsion of any public school student, the State Department of Education may develop a central reporting system for maintaining information concerning each expulsion from a public school. In establishing and maintaining the reporting system, the department may require each school district to report, within a certain period of time after an expulsion, as established by the department, information such as the following:

- a. the name of the student expelled;
- b. the date the student was expelled;
- c. the age of the student at the time of expulsion;
- d. the school from which the student was expelled;
- e. the reason for the expulsion, including a detailed description of the student's act or acts;
- f. the duration of the period of expulsion, if not indefinite; and
- g. any other information that the department deems necessary for school officials in a public or private school, where a student is seeking enrollment, to determine whether or not a student should be denied enrollment based upon a previous expulsion.

Any information maintained by the department under the authority of this section shall be strictly confidential. The information shall be available to school officials at a public or private school only upon their request and only when a student seeks enrollment or admission to that school. In no case shall the information be made available to the general public. ' 37-15-3

DISTRICTWIDE

REPORTS

The school board of this school district, as created and empowered by law, shall keep and preserve permanently a copy of all district-wide reports required by the State Board of Education to be filed on an annual basis. Copies of those district-wide reports required by the State Board of Education on less than an annual basis may be destroyed after five (5) years upon approval of this school board. All supporting documents necessary to compile such district-wide reports, except as delineated below may be destroyed after three (3) years following the academic year for which the report was made upon approval of the school board of this school district. ' 37-15-46.

DISPOSAL OF RECORDS

The superintendent of this school district shall have the authority, with the approval of the school board of this school district spread upon its minutes, to dispose of the following records:

- a. After five (5) years:
 1. Bank statements
 2. Canceled warrants and pay certificates
 3. School board paid bills
 4. Bids received, either accepted or rejected, for supplies, materials, equipment and construction
 5. Depository receipt warrants
 6. School board claims dockets, where claims are recorded on the minutes of the board
 7. Original of school board's orders after such orders have been recorded in the minute book

8. Canceled bonds and coupons
 9. Tax collector's reports of tax collection to superintendent of schools or the administrative superintendent
 10. Transportation records.
- b. After three (3) years:
1. Teacher contracts, computed from the expiration date thereof
 2. Bus purchase documents
 3. Teachers' registers principals' reports and other evidence necessary to prepare the reports to the State Board of Education.
- c. After period to be set by the State Board of Education such other documents of a temporary or transitory nature as the State Board of Education by regulation shall designate.

Notwithstanding any of the above provisions, no records which are in the process of being audited by the State Department of Audit, or which are the basis of litigation, shall be destroyed until at least twelve (12) months after final completion of said audits and litigation. ' 37-15-8

The Mississippi Public School Accountability Process Standard for this policy is 8.

STUDENTS COMPLAINTS OF SEXUAL DISCRIMINATION/HARASSMENT -- TITLE IX

As provided under Title IX of the Education Amendments of 1972, no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Students in the Clarksdale Municipal School District are protected from sexual discrimination, including sexual harassment, by Title IX of the Education Amendment of 1972 to the Civil Rights Act. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited. Complaints of sexual discrimination/harassment shall be handled in accordance with Policy JB-P C Students Complaints of Sexual Discrimination/Harassment -- Title IX Procedures.

The District has a Title IX Compliance Officer designated to handle any complaints regarding Title IX issues. Since this policy, Policy JB, is not amended each time the administrator serving as the Title IX Compliance Officer changes, please contact the superintendent, the federal programs director, or any principal to request the name of the current Title IX Compliance

Officer. Also, the Title IX Compliance Officer is identified with specificity in the District Student Handbook and on the District website. Contact the Title IX Compliance Officer immediately to make a complaint regarding discrimination based on sex with respect to any District educational program or District activity receiving federal financial assistance or with respect to complaints of sex discrimination and /or sexual harassment.

HARASSMENT

PROHIBITED

This school district affirms employee protection provided under Title VII, and therefore "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment."

Further, this school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

SEXUAL

MISCONDUCT

PROHIBITED

If any person eighteen (18) years or older who is employed by any public school district or private school in this state is accused of fondling or having any type of sexual involvement with any child under the age of eighteen (18) years who is enrolled in such school, the principal of such school and the superintendent of such school district shall timely notify the district attorney with jurisdiction where the school is located of such accusation, the Mississippi Department of Education and the Department of Human Services, provided that such accusation is reported to the principal and to the school superintendent and that there is a reasonable basis to believe that such accusation is true.

Any superintendent, or his designee, who fails to make a report required by this section shall be subject to the penalties provided in Section 37-11-35. Any superintendent, principal, teacher or other school personnel participating in the making of a required report pursuant to this section or participating in any judicial proceeding resulting therefrom shall be presumed to be acting in good faith. Any person reporting in good faith shall be immune from any civil liability that might otherwise be incurred or imposed. ' 97-5-24

If any teacher and any pupil under eighteen (18) years of age of such teacher, not being married to each other, shall have sexual intercourse, each with the other, they shall, for every such offense, be fined in any sum, not more than five hundred dollars (\$500.00) each, and the teacher

may be imprisoned not less than three (3) months nor more than six (6) months. ' 97-29-3 (1980)

INDIVIDUALS AND CONDUCT COVERED

These policies apply to all students and employees of the Clarksdale Municipal School District and third parties such as persons hired to provide contracted services and persons volunteering at school activities. Conduct prohibited by these policies is unacceptable in all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs occur on campus, on a bus, or at another location away from campus. Individuals who violate these policies will be subject to disciplinary action, up to and including suspension or expulsion (if a student) or suspension or termination of employment (if an employee), and in egregious situations, law enforcement officials will be notified. Further, the Mississippi Department of Education will be notified as required with regard to any violations of Standard 4 of the Mississippi Educator Code of Ethics and Standards of Conduct. It is also prohibited to knowingly make a false discrimination, harassment, or retaliation report or provide false information in an investigation. Individuals who knowingly file a false or misleading complaint alleging harassment, discrimination or retaliation or provide false information in an investigation are subject to appropriate disciplinary actions.

INVESTIGATION OF HARASSMENT

In accordance with its obligations under federal law, the Clarksdale Municipal School District reserves the right to investigate reports of harassment occurring between students and other members of the school community, regardless of whether the alleged harassment occurred on or off school grounds; during or outside school hours; or using school-owned or personally-owned electronic devices (e.g., postings to digital media and electronic forums such as Twitter and Facebook or text messages).

Courts have struggled to strike a balance between safeguarding students' First Amendment rights and protecting the authority of school administrators to maintain an appropriate learning environment. However, in keeping with the Clarksdale Municipal School District's mission to educate ALL students, and in accordance with provisions in the school's Acceptable Use Policy, students are prohibited from using school computers or the school network to harass others, whether the harassment occurs on or off campus. The full range of disciplinary actions outlined in the Student Handbook may be applied, including demerits, restrictions on computer use, suspension and expulsion.

RETALIATION IS PROHIBITED

The Clarksdale Municipal School District encourages reporting of all perceived incidents of

discrimination or harassment. It is the policy of the Clarksdale Municipal School District to investigate such reports. The Clarksdale Municipal School District prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Retaliation against an individual for reporting harassment or discrimination or for participation in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will subject an individual to disciplinary action. Acts of retaliation should be reported immediately and will be investigated and corrective action taken promptly. Corrective action may include suspension, expulsion and in egregious situations, the involvement of law enforcement officials.

OTHER

REPORTING

Nothing in this policy or any policy impedes or precludes a student, the student's parents, an employee, or school officials from directly reporting to law enforcement officials any behavior that constitutes a violation of criminal law or any applicable laws.

STUDENTS COMPLAINTS OF SEXUAL DISCRIMINATION/HARASSMENT -- TITLE IX PROCEDURES

Students in the Clarksdale School District are protected from sexual discrimination, including sexual harassment, by Title IX of the Education Amendment of 1972 to the Civil Rights Act. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcomed 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.

I. DEFINITIONS

1. "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:
 1. **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.

2. **QUID PRO QUO HARASSMENT:** Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual.
 3. **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.
2. A "complaint" is a report by any student, a parent, legal guardian or custodian of a student or any employ-ee 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.
 3. The "complainant" is the student or parent, legal guardian or custodian of a student or employee who submits a complaint.
 4. The "respondent" is the person alleged to be responsi-ble 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 supervi-sory responsibility for procedures and policies in those areas covered in the complaint.
 5. The "Title IX Coordinator" is the person(s) designated 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.
 6. A "day" means a working day and does not include holi-days and/or weekends.

II. GENERAL RULES

1. Since it is important that complaints be filed and processed as rapidly as possible, the number of days indicated at each step are considered to be 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 circum-stances. In no event shall these procedures be extend-ed for more than a 90 day period.
2. 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.

3. 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.
4. Facts elicited during the complaint procedure that result in adverse disciplinary action against an employee become part of that employee's personnel file.
5. 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.
6. The failure of the reviewing officer(s) to communicate his decision to the complainant or respondent within the time limits shall permit the complainant or respondent to proceed to the next step.
7. The complainant may withdraw his 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.
8. No reprisal shall be invoked against the complainant for filing a complaint or against any person for participation in any way in this procedure.
9. 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

Party/Parties Involved - Action Required

1. Complainant
 Within 5 days from the time a complaint becomes known, the complainant must complete and submit to the Title IX Coordinator a written "Title IX Report" form. The report must state the respondent's name, the nature and date of the alleged violation, the names of any witnesses to such alleged violation and requested action. Forms shall be available from all principals' offices and from the Title IX Coordinator.
2. Title IX Coordinator
 Within 2 days from receipt of the written complaint, the Title IX Coordinator shall notify the respondent.

3. Respondent

Within 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.

4. Title IX Coordinator

Within 5 days from receipt of the respondent's response, the Title IX Coordinator shall provide an initial response to the complainant and respondent, stating initial conclusions of fact and proposed action, if any.

5. Complainant or Respondent

Within 5 days of receiving the initial response, the complainant or respondent may request, in writing, a hearing on the matter.

6. 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.

7. 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 before an unbiased panel of 3-5 District employees. The Title IX Coordinator shall facilitate the hearing, at which the following rules shall apply:

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 re-ports, a summary of all witness testimony and all documentary evidence.
8. Title IX Hearing Panel
Within 5 days after the hear-ing, the Title IX Hearing Panel shall issue a written decision which shall include findings of fact and r-ecom-mended action.
9. Title IX Coordinator
Upon receipt of the decision of the Title IX Hearing Panel, the Title IX Coordinator shall provide a copy of such deci-sion to the complainant, re-spondent, principal or super-visor and superintendent.
10. 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 5 days of receipt of the Panel's decision.
11. 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 deci-sion and all related docu-ments.
12. Superintendent
Within 10 days of notice of request for review, the super-intendent shall review the record and Panel decision and shall issue a decision. The superintendent may concur in the findings and recom-menda-tions of the Panel or may make alternate findings and recom-mendations. The superinten-dent shall have his decision provided to the Title IX Coor-dinator, complainant, respon-dent and the principal or supervisor within the 10 day period.
13. Complainant or Respondent
Within 5 days of the receipt of the superintendent's deci-sion, if dissatisfied with the decision, the complainant or respondent must submit a writ-ten request for review by the school board to the Title IX Coordinator.

14. 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.

15. 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 representative and the respondent or his representative. All usual rules of board procedure shall apply. Furthermore, the board may, in its discretion, require that the review be conducted in closed or executive session.

16. School Board

Within 10 days of the review, the board shall issue a final written decision. The board may concur in the findings of the superintendent and direct that the recommended actions be taken or may make alternate findings and direct appropriate actions be taken by the superintendent or other appropriate administrator. The decision of the board is final.

[Military/IHL Recruitment Consent](#)

Military/IHL recruiters have access to student names, addresses and telephone numbers. If you wish for your child's information to be withheld from military/IHL recruiters, please request an opt-out form from the school counselors.

Donna McDougal
Clarksdale High School
1101 Wildcat Drive
Clarksdale, MS 38614

PARENTS RIGHT-TO-KNOW

Dear Parents/Legal Guardian:

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

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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

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

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

Sincerely,

Dr. Toya Harrell-Matthews, Superintendent

CHILDREN'S INTERNET PROTECTION ACT (CIPA) POLICY

It is the belief of the Clarksdale 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 shall be the policy of the Clarksdale School District Board of Education that the school district shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

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

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

DEFINITIONS

Technology protection measure means a specific technology that blocks or filters Internet access to visual depictions that are:

1. obscene, as that term is defined in section 1460 of title 18, United States Code;
2. child pornography, as that term is defined in section 2256 of title 18, United States Code;
or
3. harmful to minors.

Harmful to minors means any picture, image, graphic image file, or other visual depiction that:

1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or

simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

3. and taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

School boards receiving E-Rate discounts must comply with CIPA in order to continue receiving the discount. The certification should be made by submitting a modified FCC Form 486 (Receipt of Service Confirmation Form) which can be obtained at: www.sl.universalservice.org.

INTERNET/TECHNOLOGY ACCEPTABLE USE POLICY

The Clarksdale Municipal School Board endorses student use of the internet and other district technology for learning and educational research. Use of district technology includes participation in distance learning activities, asking questions of and consulting with teachers, communicating with other students and individuals, and locating material to meet the educational needs of the student.

Students will be educated about appropriate and safe online behavior. All reasonable efforts will be made to ensure that students are not accessing inappropriate or unrelated material. Students are to utilize the district's computers, networks, and internet services and other district technology for school-related purposes only. Any student who uses district technology for personal or non-academic purposes will be subject to disciplinary action in accordance with district policy, the student code of conduct, and state law.

Students using the internet, district computers, networks, and/or other district technology shall comply with all applicable board policies and administrative procedures. The school board, through its administrative staff, reserves the right to monitor, without prior notice, all computer and internet activity by students. This includes filtering software along with other electronic monitoring systems. While teachers and other staff will make reasonable efforts to supervise and monitor student use of district technology, they must have student and parent cooperation in exercising and promoting responsible use. Staff and students should have no expectation of privacy in their use of district computers or other technology.

The Superintendent or his/her designee reserves the right to eliminate use of the district's computer systems or other district technology by any student at any time.

Inappropriate communications or other unacceptable uses or abuses of all district technology is prohibited. Specifically prohibited is any illegal use, or use that is a violation of board policies, procedures, or school rules including, but not limited to, those prohibiting harassment,

discrimination, bullying, defamation, violence, threatening, infringement of copyright or trademark laws, use involving obscene or pornographic materials, or use that harms the reputation of the school district or its employees or disrupts the educational environment.

This board makes no assurances of any kind, whether expressed or implied, regarding any internet services provided. Neither the individual school nor 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 denies any responsibility for the accuracy or quality of information or software obtained through its services.

PROHIBITION OF OBSCENE MATERIALS

All digital or online resources or any database provided in this district by a vendor or other entity shall contain technology protection measures that:

1. Prohibit and prevent a person from sending, receiving, viewing, or downloading materials that are inappropriate or obscene; and
2. Block, or otherwise prohibit and prevent, access to obscene and inappropriate materials as defined under MS Code 37-11-81.

Acceptable/Responsible Use Policy (Computer System Use Regulations)

i. Acceptable Use: Access to the District's computer system shall be (1) for the purpose of education or research and be consistent with the educational objectives of the Clarksdale Municipal School District or (2) for legitimate school business

ii. Privilege: The use of the District's computer system is a privilege, not a right.

iii. Unacceptable Use: Each user is responsible for his or her actions on the computer system.

Prohibited conduct includes, but is not limited to:

- any use not meeting the terms and conditions 1 and 2 above is unacceptable
- using the network or any computing device for any illegal activity, including violation of copyright or other contracts, violating the privacy of another person, or accessing or transmitting any material in violation of any federal, state, or local law or CMSD policy. This includes but is not limited to, the following copyrighted material; **threatening, obscene, or pornographic material, material protected by trade secrets, computer viruses, Trojans, or other potentially damaging files.**
- using any software or hardware to bypass the network and filter systems

- sending, receiving, viewing, or downloading illegal material via the computer system.
 - unauthorized downloading of software.
 - downloading copyrighted material for unauthorized use.
 - using the computer system for commercial or private advertising.
 - wastefully using resources, such as file space.
 - gaining unauthorized access to data, computer resources, or entities.
 - posting material authorized or created by another without his or her consent.
 - assessing, submitting, posting, viewing, publishing, or displaying any obscene, pornographic, profane, threatening, illegal, or other inappropriate material.
 - using the computer system while access privileges are suspended or revoked.
 - vandalizing the computer system, including destroying data or disrupting the system by creating or spreading viruses, Trojans, or other malicious files, or taking apart the computer without authorization to do so.
 - failing to follow school district regulations related to the security of computer systems, and user accounts and passwords.
 - failing to safeguard confidential data that one has access to through the computer system, or allowing unauthorized persons to access confidential data or data they are not permitted to access.
 - making unauthorized changes to the operating system, network configuration, or other system setting on school district computers.
 - using an unauthorized computer or electronic device on school property
 - installing unauthorized software applications or programs on school district computers.
4. **Safety and Privacy:** CMSD has a legal obligation to protect the personal data of our students and staff. It is important that all Internet users maintain personal safety and privacy while accessing the Internet. Users will not violate the privacy of other persons. Students will not reveal their names and personal information to others on the Internet unless the communication has been coordinated by a parent or teacher. Students will not meet in person with someone they first “met” online. Internet access from outside the school is the domain of the parents and/or guardians. CMSD may, without prior notice or consent, log, supervise, access, view, monitor, and record the use of a student/staff device at any time for any reason related to the operation of the district. The Technology Department uses monitoring software that allows them to view the student's screens and activity.
4. **Social Media and Netiquette Policy:** This policy is to enable the efficient, effective, and safe use of social media and to ensure that all student users of social media platforms are

aware of what is deemed acceptable and unacceptable use and to adhere to all limitations. The definition of social media regarding this policy is the use of online channels for sharing and communication through social networking platforms such as Facebook, Twitter, Instagram, Snapchat, YouTube, and TikTok. Social media can include, but is not limited to text, video, images, podcasts, and other multimedia communications or back-channel chats.

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

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

- Be polite.
 - Users shall not forge, intercept, or interfere with electronic mail messages.
 - Use appropriate language. The use of obscene, lewd, profane, threatening, or disrespectful language is prohibited.
 - Users shall not post personal contact information, including names, home, school, or work addresses, telephone numbers, or photographs, about themselves or others. School email addresses may only be posted when working on school-related projects.
 - Users shall respect the computer system's resource limits.
 - Users shall not post chain letters or download large files.
 - Users shall not use the computer system to disrupt others.
 - Users shall not read, modify or delete data owned by others.
 - Users shall not post comments or any type of material on social networking sites or blogs that could be viewed as bullying or harassing another member/peer of the Clarksdale Municipal School District's community.
 - Users shall not use social media to express opinions or encourage other students/peers to incite violence or to break the law.
6. **Cyberbullying:** Cyberbullying can lead to legal consequences and in some cases can be considered a crime. CMSD strictly prohibits Cyberbullying and fully recognizes its duty to protect all of its staff and students and to provide a safe, healthy environment to everyone. Cyberbullying should be reported immediately to the building principal or School Resource Officer. Cyberbullying consists of but is not limited to, acts of students such as intimidation, threats, and coercion. **(Board Policy JDDA)**
1. **Steps for Reporting Cyberbullying Incidents**

1. Take a screenshot
 2. Email it to the building administrator and/or School Resource Officer
 3. Do not reply or share information with other students
 4. Continue your work until the office, administrator, or School Resource Officer reaches out to you for your statement or interview.
6. **Liability:** The District makes no warranties for the computer system it provides. The District shall not be responsible for any damages to the user from the use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School District denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the District for any losses, costs, or damages incurred by the District relating to or arising out of any violation of these procedures. The School District expressly disclaims any liability resulting from any of the following:
- i. Financial obligations resulting from the use of the School District account to access the Internet or any other financial obligation entered into on behalf of the School District by an unauthorized individual.
 - ii. Damage to property used to access School District computers, networks, equipment, or online resources.
 - iii. Information is received through School District computers, equipment, online resources, or networks.
 - iv. Damages, injuries, or improper communications resulting from contact between individuals, including students, through the Internet, E-mail, or use of School District equipment, computers, or systems.
8. **Security:** Computer system security is a high priority for the School District. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
8. **Vandalism and Unauthorized Changes:** Intentional destruction or disruption of any part of the computer system through creating, spreading, or downloading computer viruses or by any other means is prohibited. Taking apart the computer without authorization to do so is also prohibited. Making unauthorized changes to the operating system, network configuration, or other system settings is prohibited. Installing unauthorized software applications or programs on School District computers is prohibited. **(Board Policy JCBD)**
8. **Telecommunications System and Use of Automated Calling System:**

1. The district maintains a telecommunications system that has the following features/capabilities:

i. A phone in every classroom. To ensure our students are not interrupted during class time, this phone is accessed from within the district system only. Callers from outside the district cannot dial the classroom directly.

ii. Voicemail box for all staff.

2. **Use of Automated Calling System (Student Information System and School Status):**

i. Only the Superintendent, Assistant Superintendent, and Director of Technology or designees are authorized to make all-District calls.

ii. Only principals are authorized to make all-school calls except in emergency situations.

iii. Messages to specific groups within a school must be authorized by the principal.

iv. Automated calls should not be used more than once a week except in emergency situations. Principals should utilize other means of communication via the website or schools' Facebook page.

11. **Electronic Mail and Collaborative Content:** The School District's electronic mail system is owned and controlled by the School District. The School District may provide electronic mail to aid students and staff in fulfilling their duties and as an educational tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School District. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

11. **Google Apps for Education:** The district utilized Google Apps for Education which is a collaborative web-based software that both staff and students use to access websites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, and courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

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

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

1. Due to the increasing growth and use of electronic devices, the District, building administrators, and teachers reserve the right to control the time, place, and manner in which devices are used. For more information, see a section under Teacher’s Responsibilities.
2. **Access Internet Resources on a personal electronic device:**

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

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

14. **Student Responsibilities:** Under the Children’s Internet Privacy Act or CIPA, the district is required to restrict minors’ access to Internet-based content and materials. The District has licensed several commercial internet filtering packages to meet or exceed the CIPA requirements for student protection. **For more information, see the District’s Technology Measure Protection policy, and the Internet Filtering Policy, and visit**

<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>.

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

of the Internet using a personal data plan will be subject to disciplinary actions as outlined and referenced in the Student Handbook.

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

1. Grades Pre-K-4th

- a. Teachers will actively supervise student use of the Internet. Students will access only Internet resources previously explored by the teacher.
- b. Electronic devices at elementary schools will need to be concealed (backpack or handbag) and turned off and should not be used at all during the daily operations, during other school-sponsored, and during supervised group activities during the day. (ex. Award programs, field days, trips, events, or other ceremonies such as transitional).

2. Grades 5th – 6th

- a. Teachers will supervise and model appropriate use of the Internet. Students will continue to have Internet access under direct teacher supervision; however, students will experience guided practice leading toward gaining skills to become independent and responsible users of the Internet. Teachers will explore the Internet site before directing students to that site.
- b. Electronic devices may be used in the classroom with teacher or administrator approval. The device should only be used for education purposes ONLY. Using the device to make phone calls, send text messages, take pictures or videos, or post on any type of social media platform is strictly prohibited. Any devices used without the appropriate consent will result in disciplinary action or confiscation of

the device.

3. Grades 7th – 8th

a. Teachers will provide guided practice and model appropriate use of the Internet. Teachers will supervise student-initiated information, and search activities, and provide support for students as they begin to assume responsibility for becoming independent users of the Internet.

b. Electronic devices may be used in the classroom with teacher or administrator approval. The device should only be used for education purposes ONLY. Using the device to make phone calls, send text messages, take pictures or videos, or post on any type of social media platform is strictly prohibited. Any devices used without the appropriate consent will result in disciplinary action or confiscation of the device.

4. Grades 9th – 12th

a. Teachers will provide guided practice and model appropriate use of the Internet. In addition, students will participate in independent Internet use with teachers serving as advisors and providing monitoring of such use, as appropriate.

b. Electronic devices may be used in the classroom with teacher or administrator approval. The device should only be used for education purposes ONLY. Using the device to make phone calls, send text messages, take pictures or videos, or post on any type of social media platform is strictly prohibited. Any devices used without the appropriate consent will result in disciplinary action or confiscation of the device.

5. Special Education and English Language (EL) Learners

a. Access is based on individual student needs. If the use of a portable electronic device is required in terms of individual instances to assist with the student's education, as part of a student's Individual Education Plan (IEP), or as a part of a 504 plan, the use of such device must be documented within the student's IEP or 504 plan and communicated to building administration and staff. Special education students will still follow the rules and regulations as outlined in this policy.

b. Access is based on individual student needs. If the use of a portable electronic device is required in terms of individual instances to assist with the student's education, as part of a student's Language Service Plan (LSP), or suggested by the district's EL Coordinator, the use of

such device must be documented within the student's LSP plan and communicated to building administration and staff. English Language students will still follow the rules and regulations as outlined in this policy.

17. **Consequences for Violations:** Any violation of this policy shall result in discipline up to and including discharge, suspension, expulsion, loss of credit, and/or reduction of grade. Additionally, violations of this policy may subject the violator to criminal prosecution under federal and/or state law and civil liability. The School District reserves the right to limit or remove any user's access to the School District's Internet access at any time for any reason. Habitual cyberbullies will be referred to law enforcement officials (**See Disciplinary Infractions**).
 18. **Terms of Use:** CMSD reserves the right to deny, revoke, or suspend specific user privileges and/or take other disciplinary action such as suspensions or expulsion from school, for violation of this policy. Additionally, all handbook regulations apply to the usage of the CMSD network, Internet, and electronic resources.
- xviii. **Enforcement:** Software will be installed on CMSD's computers having Internet access to filter or block Internet access through such computers to child pornography and obscenity, to protect children, and to comply with the provisions of the Children's Internet Protection Act (CIPA). The online activities of minors may also be monitored through a multitiered level of content filtering. All internet content filtering policies and decisions are enforced from a technological standpoint by the Clarksdale Municipal School District technology department.

This is in accordance with the following school board policies:

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

Policy Code: IJA- Internet Etiquette

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

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

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

Policy Code: JRA- Student Directory

Policy Code: JDDA- Bullying

Policy Code: JRAB- Compliance with FERPA

Policy Code: JE – Cell phone/Electronic Devices

Policy Code: JCBD – Vandalism/Destruction of Property

Policy Code: JDA Disciplinary Infractions

STUDENT DIRECTORY INFORMATION

Within the first month of each school year, this school district will give public notice of the categories of information which it considers 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 Clarksdale Municipal 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: A district may designate all, some, or none of this information as directory information.*)

1. The student's name, address, and telephone number;
2. The names of the student's parents;
3. The student's date and place of birth;
4. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;

7. The student's weight and height if a member of an athletic team;
8. The student's photograph;
9. The student's electronic mail address;
10. The student's dates of attendance; and
11. The most recent educational institution the student attended prior to the student enrolling in this school district.

GENERAL PROVISIONS

Directory information or class lists of student names and/or addresses shall not be distributed without the consent of the parent or legal guardian of the student or the consent of the student if 18 years of age or older.

The superintendent or designee shall determine when recruitment meetings are to take place and shall take appropriate steps to ensure that such meetings do not interfere with the proper and orderly operation of the schools in the district.

Organizations wishing to recruit at the high school must make arrangements with the principal or designee who will determine the schedule for the recruitment meeting. Scheduled visits by recruiters will be made known to the student body. On-campus follow-up meetings with individual students will be permitted only upon the request of the student/s and with the approval of the building principal or designee.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the school board by filing a written request with the superintendent.

EXCLUSIONS

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice.

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

EXCEPTIONS TO PRIOR CONSENT

The district may disclose personally identifiable information without prior consent under the following conditions:

1. To personnel within the district who have legitimate educational interests;
2. To personnel of an education service district or state regional program where the student is enrolled or is receiving services;
3. To personnel of another school, another district or institution of post-secondary education where the student seeks or intends to enroll;
4. To personnel connected with an audit or evaluation of federal or state education programs or the enforcement of or compliance with federal or state legal requirements of the district;
5. To personnel determining a financial aid request for the student;
6. To personnel conducting studies for or on behalf of the district;
7. To personnel in accrediting organizations fulfilling accrediting functions;
8. To comply with a judicial order or lawfully issued subpoena;
9. For health or safety emergency;
10. By request of a parent of a student who is not 18 years of age;
11. By request of a student who is 18 years of age or older or emancipated;
12. Because information has been identified as directory information.

TITLE I PARENT INVOLVEMENT

The Clarksdale Municipal School District Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's education.

Pursuant of federal law, this district will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

A meeting of the parents of participating Title I students will be held annually to explain the goals and purposes of the Title I program.

Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

In addition to the required annual meeting, at least three (3) additional parent meetings shall be held, at various times of the day and/or evenings, for the parents of children participating in the Title I program. Notices will be sent to the parents and articles will appear in the local newspaper advising parents and interested persons of the meetings. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their children's progress. Parents will also receive information and training that will assist them in helping their children at home and at school.

Each school in the district receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards. The School- Parent Compact shall:

Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;

Indicate the ways in which each parent will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child’s education and positive use of extracurricular time; and

Address the importance of parent-teacher communication on an on-going basis, with at a minimum, parent-teacher conference, frequent reports to parents, and reasonable access to staff.

NOTE: Districts with more than one school participating in a Title I program may wish to consider the establishment of a district-wide parent advisory council.

Opting Out of State Testing

The school board believes that state student assessments are a useful and valid tool in helping the school board assess the progress the school district is making in raising the level and quality of education throughout the district, and is so important that it has been codified in state law (Mississippi Code Section 37-16-1, et seq.). Mississippi law mandates that “basic skills test shall be completed by each student” and “in the event of excused or unexcused absences, make-up tests be given” [Mississippi Code Section 37-16-3(2)]. Whereas state law requires every school district within the state to “periodically assess student performance and achievement in each school” (Mississippi Code Section 37-16-5), student assessment therefore is not an option in the Clarksdale Municipal School District, but rather a requirement.

The superintendent is required to develop procedures for students who arrive on campus on testing days whose parents refuse to allow the students to take state test. At a minimum, such procedures shall include:

1. Ensuring students “opting out” of testing do not disrupt the administration of state test;
2. Documenting the names grades, and actual assessments for students who refuse to be tested; and
3. Providing a safe and orderly environment for all students in attendance each day.

The school district is not required to provide alternative activities on testing days for students whose parents refuse to allow their children to take state test.

