



CLARKSDALE MUNICIPAL SCHOOL DISTRICT

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MIDDLE & HIGH SCHOOL STUDENT HANDBOOK 2025-2026

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Building "A" Scholars in Clarksdale Schools



526 Choctaw Street., P. O. Box, Clarksdale, MS 38614

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**CLARKSDALE MUNICIPAL
SCHOOL DISTRICT**

MIDDLE & HIGH SCHOOL HANDBOOK

**STUDENT/PARENT HANDBOOK
2025-2026**

CLARKSDALE MUNICIPAL PUBLIC SCHOOL DISTRICT

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BOARD OF TRUSTEES

Dr. Manika KempPresident

Ms. LaFiesta Roland. Vice-President

Mrs. Sarah TrimmSecretary

Mrs. Clara SimsMember

Mrs. Bobbie ButlerMember

SUPERINTENDENT

Toya Harrell-Matthews, Ph.D.

Dear Parents and Guardians,

Whether you're returning or joining us for the first time, we're glad to have you as part of the CMSD family. We're entering this year with a strong focus on providing every student with the support, care, and high-quality education they deserve. Our teachers, staff, and administrators have been working hard to prepare for a successful year, and we're committed to creating a safe and welcoming environment where all students can learn and thrive.

We know families have questions at the start of each school year, and the Student Handbook is a helpful resource to guide you. It includes key information about policies, expectations, and daily procedures. You can find the handbook on our district website at <https://www.cmsdschools.org>, and if you'd like a printed copy, one can be requested at your child's school.

We truly believe that strong schools are built on strong partnerships between home and school. Thank you for trusting us with your child's education. We're looking forward to working together and making this a great year for every student in CMSD.

Sincerely,

Toya Harrell-Matthews, Ph.D.

Superintendent

W. A. Higgins Middle School

Grades 7-8
1749 Chestnut
Clarksdale, Mississippi 38614
(662)627-8550 Phone

Denise Calhoun, Principal
Dr. Joseph Lamberth, Assistant Principal
Lura Ferguson, Counselor
Annette Toliver, Secretary

J.W. Stampley 9th Grade Academy

Grade 9
301 Washington Avenue
Clarksdale, MS 38614
(662)627-8570

Deshun T. Readus, Principal
Donna McDougal, Counselor
Shanicky Games, Secretary

Carl Keen Career & Technical Education Center

Grades 9-12

1050 Walnut Street
Clarksdale, MS 38614
(662) 627-8580 Phone

Triccia Hudson, Director
Jasheeba Baltimore, Counselor
Ladejah Jones, Secretary

Clarksdale High School

Grades 9-12
1101 Wildcat Drive
Clarksdale, MS 38614
(662)627-8530 Phone

Dr. Vernita Burnett, Principal
Birley Gipson, Assistant Principal
Donna McDougal, Counselor
Danielle Hicks, Secretary
Glenda Tutson, Secretary

Intake begins at 7:15 a.m.
Tardy bell rings at 8:07 a.m.
Dismissal begins at 3:45 p.m.

NON-DISCRIMINATION STATEMENT

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

Dr. Kristi Harris – Title IX Coordinator
526 South Choctaw Street
Clarksdale, MS 38614
662-627-8500

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

CLARKSDALE MUNICIPAL PUBLIC SCHOOL DISTRICT

DISTRICT INFORMATION

MISSION

We exist 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.

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

- 1 August 7th – October 9th
- 2 October 10th – January 7th

Second Semester

- 3 January 8th – March 20th
- 4 March 23rd – May 27th

Tentative Make-Up Dates

February 16, 2026

April 6, 2026

School Hours

Elementary 7:30 a.m.-2:45 p.m.
Intermediate 7:30 a.m.-2:45 p.m.

Middle School 8:00 a.m.-3:45 p.m.
High School 8:00 a.m.-3:45 p.m.

ADMISSIONS

1. 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.
2. Student must present an up-to-date original immunization record.
3. If a student is transferring into a Clarksdale Municipal School from a school accredited by a state or regional accrediting agency, an official transcript mailed directly from the office of the previous school will be required. A report card or transfer papers from the previous school attended will be used for temporary class placement.
4. Students transferring into a Clarksdale Municipal School from a non-accredited school or home schooling must be given appropriate placement tests as determined by school officials.
5. 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 weekdays/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 is 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's or parent note within two days of returning to school in order for the absence to be excused.
2. A parent or guardian may send a note for up to five (5) days of excused absences per year. Subsequent absences due to illness require a doctor's excuse in order to be excused.
3. A doctor's excuse must be turned in the day the student returns to school and must be a signed

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

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

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

ABSENCES

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

progress and achievement. School attendance is ultimately the responsibility of the student and the student's family.

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

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

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

- Personal illness;
- Death in family or serious illness;
- Observance of religious holidays of a student's own faith;

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

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. [\(See Policy JBA\)](#)

EARNING CREDITS

Students must be present to earn credits at Clarksdale High School. The following requirements will be in place.

70 Hours = 0.5 Credit

140 Hours = 1 Credit

Miss no more than 10 days to earn 0.5 Credit

Miss no more than 20 days to earn 1 Credit

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.

- Students are to arrive **no earlier** than 7:15 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 8:00 a.m. and ends at 3:45 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 to 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 8:00 a.m. shall be considered tardy and must be signed in by his/her

parent in the office and obtain a pass to enter the classroom.

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

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

RELEASE OF STUDENTS DURING THE DAY

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

- parent/guardian of the student with photo ID;
- person listed on Emergency Contact Card must be at least 21 years 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 student has 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 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 extra sales items.

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 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 and 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 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

In order 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 is a factor in the way a person conducts him/herself. The manner in which 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.

Any student dress that is distracting to students or teachers should be brought to the attention of the administration. Flip flops and Crocs are not allowed.

Please see the district's uniform policy in [Appendix B](#) at the end of this document.

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

DRIVING

Students that drive their own vehicles to school are not permitted to leave campus during the regular school day. Students must submit a copy of their driver's license, tag information, and insurance information to the school office in order to drive on campus.

EARLY RELEASE FOR SENIORS

For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores

of: 18-English and 22-Math or earned a Gold or Platinum Level on ACT Work Keys or SAT equivalency). Alternatively, a student must meet ALL the following:

- Have a 2.5 GPA
- Passed or met all MAAP assessment requirements for graduation.
- Have enrolled and successfully completed (C or higher) two or more dual enrollment courses per school year, beginning the student's Junior (11th-grade year). This applies to any student who meets enrollment requirements for dual credit or dual enrollment at a partnering postsecondary institution, beginning with Juniors in the school year 2025-2026.
- On track to meet diploma requirements
- Concurrently enrolled in Essentials for College Math or Essentials for College Literacy
- Beginning with the ninth-grade class of 2025-2026, these students must meet the requirements to earn the academic endorsement of the Mississippi School Diploma Options.

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

Work release requests will be considered on a case-by-case basis for seniors who have met the requirements for early release. Consideration will be given to students whose parents or guardians supplies the school with written documentation from an employer that explains the necessity for work release. After receiving a request for work release and obtaining information from the parent or guardian to justify the need for work release, the principal will establish a review committee to make a final determination.

The Review Committee will be made up of, minimum, the principal, guidance counselor(s), two (2) teachers appointed by the principal, and a representative from the Central Office appointed by the Superintendent. The decision of the Review Committee may be reviewed by the Board of

Trustees upon the request of the parent or guardian. Notification of the request for review must be received within five (5) calendar days of the Review Committee's decision.

Students who are granted work release MUST continually pursue a Mississippi High School Diploma and Endorsement Option (as outlined by the MDE) that will allow the student to graduate on time with his or her original cohort. Seniors can leave school for work for no more than two (2) periods prior to the end of the school year.

NOTE: No student can leave school for work release or for other reasons that would prevent the student from being in attendance at least sixty-three percent (63%) of the school day. Likewise, seniors eligible for early release or work release are required to meet attendance expectations for the awarding of Carnegie Units

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 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 a 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 in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - 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 snack 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 if 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.

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 masters 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.

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 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.

PARKING

The front parking lot is for school bus loading, unloading, and faculty parking only. During the following hours no other vehicles should enter the front parking lot: 7:00 a.m. to 8:30 a.m. and 3:15 p.m. to 4:30 p.m. **For safety purposes the front parking lot will be reserved for school buses and faculty parking only.**

PHYSICAL EDUCATION

The Mississippi Healthy Schools Act mandates: Grades 9 through 12: One-half (½) Carnegie unit requirement in physical education or physical activity for graduation. Beginning with the 2015-2016 Ninth Grade class, an instructional component on the proper administration of cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) shall be included as part of the physical education or health education curriculum. The curricula shall incorporate into the instruction the psychomotor skills necessary to perform cardiopulmonary resuscitation and use of an automated external defibrillator. ([See Policy ICD](#))

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

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

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

SPORTS/EXTRACURRICULAR ACTIVITIES

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

other requirements established in the MHSAA rulebook.

The MHSAA requires students participating in MHSAA sanctioned competitions to make “satisfactory progress toward graduation”. Each school district shall determine the requirements for “satisfactory progress toward graduation” through its graduation requirements and shall interpret this rule according to its requirements.

According to Mississippi law, a student must maintain a grade point average of at least a 2.0 or

“C” average in order to participate in interscholastic sports/activities. Grade point averages will be calculated at the conclusion of the first semester using the semester averages of all courses the student is taking. Students who do not have a 2.0 or “C” average for the first semester will be ineligible for the second semester.

At the end of the school year, each student's grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. A student who does not have a grade point average of at least a 2.0 or “C” average, will be ineligible for fall semester.

High school eligibility begins when a student enters ninth grade. To be eligible for the fall semester, a student must be promoted to ninth grade with at least an overall 2.0 or “C” average of all eighth-grade courses.

A student may become eligible for the second semester only once during his/her high school career if he/she fails the year-end average the previous year, by achieving at least an overall 2.0 or “C” average at the end of the first semester. 2.10.6 A

2.0 or “C” average may be calculated in two ways:

1. Grade point average: A= 4, B=3, C=2, D=1, F=0
2. Numerical average: place all semester or year-end averages in the local grading scale. If the overall average is a “C” or better, the student is eligible.

Additional rules and regulations for participating in interscholastic sports and activities can be found by using this [link](#) to access the Mississippi High School Activities Association handbook.

CMSD complies with all Title IX regulations.

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 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 student 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 student **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-reader 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.
- School issued items must be returned, and fines cleared.

ADVANCED PLACEMENT

The Advanced Placement Program (AP) was designed by the College Board to give high school students an opportunity to enroll in college-level courses during their junior and senior years in high school. The AP curriculum and exams are standardized nationwide; therefore, students are given an opportunity to complete coursework that is recognized by a majority of the U.S. colleges and universities as a measure of a student's ability to handle the rigor of college work. All AP courses offered by the district are authorized by the College Board and are taught by AP certified teachers. AP courses offered by the district are weighted on the Honors/Advanced quality point grading scale. All students enrolled in AP courses in the district are required to take the AP exam. The district participates in the Mississippi Department of Education (MDE) AP Test Fee Reduction Program, which provides funding to defray the cost of AP exams for low-income students.

CAREER & TECHNICAL EDUCATION

The vision of the Clarksdale Municipal School District's career and technical education program is to develop students who are highly skilled and career ready. The mission of the Clarksdale Municipal School District's career and technical education program is to prepare students for today's global workforce by providing real life work experiences, career certifications, and innovative technology in a student-centered learning environment.

The Clarksdale High School will ensure that students have the opportunity to take career and technical education classes and stay on track to meet high school graduation requirements. Presently all vocational programs require a two-

year commitment. Students can earn two (2) Carnegie units per year and a total of four (4) Carnegie units for completion of the career and technical program. No credit will be awarded for an incomplete year or failing grade in the course. The Clarksdale High School currently offers six (6) CTE programs along with six career technical student organizations (CTSO).

It is expected that each student participating in a vocational program become a member of a CTSO. Membership requirements and fees are outline in each course syllabus. CTSO members often met to complete additional work outside normal school hours.

CTE Program	CTSO
Culinary Arts I and II	Family Career and Community Leaders of America (FCCLA)
Health Science Core and Health Science/ Clinical Services	Health Occupation Students of America (HOSA)
Health Science Core and Sports Medicine	
Educator Preparation I and II	Educators Rising
Game Design and Development I and II	Technology Student Association (TSA)
Honor Students of All CTE Programs	National Technical Honor Society (NTHS)

CTE Entrance Requirements and Lab Fees

To be eligible for enrollment, a high school student must meet the following criteria:

- Have a minimum overall high school GPA of 2.0 on a 4.0 scale;
- May be classified as a sophomore; and
- Obtain an unconditional recommendation from school administrator/counselor or CTE instructor.

In addition to basic fees, Health Science students must purchase clothing considered to be uniforms. Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide their own supplies

of pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits including:

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

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

The CTE counselor provides a full range of guidance services to the students enrolled in career and technical programs. These services include career and college information, individual and small group counseling, job placement assistance, assessment, consultation, and referrals. The student service coordinator is a certified teacher who provides additional academic support, remediation, and support services to special population students.

CTE Lab and Workshop Safety

The safety of our students and instructors is of paramount consideration and an integral part in the learning process. Students should learn safe work practices and procedures in order to keep themselves and instructors safe and to ensure a smooth and accident-free entrance into the work force. Every student must take a safety test related to their program and score 100% before being allowed to use any equipment in the lab or classroom. We strive to comply with all aspects of the OSHA code and accepted industrial safety standards. Students are expected to follow all safety rules.

The individual instructor will have the discretion to determine if jewelry can be worn in the classroom lab. Students will receive a detailed Safety Manual

which will be required reading and the contents of it will be covered in orientation.

Campus Entrance/Exit

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

CTE Student/Parent Conferences

Conferences may be held as needed and may be scheduled to include a counselor or administrator. Contact the counselor or the director to arrange conferences in which one or both are to be included. Conferences with parents shall be scheduled during the teacher's planning time or after school at 3:30 p.m. Individuals coming to the school for a conference must report to the office before going to the conference. Parents are encouraged and invited to visit the CTE campus and must first report to the campus office to sign in, provide identification, and obtain a pass. Parents must return to sign out prior to leaving the campus. Parents may call the CTE counselor's office at 662-627-8580 to make an appointment to talk about their child's progress.

DUAL CREDIT PROGRAM

Dual credit courses offer qualified juniors and seniors the opportunity to earn high school credit as well as college credit for selected courses taught at CHS. Students pay the cost of college tuition (if applicable) and books. Students can only take a total of 15 hours of dual enrollment and dual credits. Students must have a 2.5 grade point average to take courses on the Career and Technical Education Pathway. They must have a 3.0 grade point average to take courses on the academic pathway.

DUAL ENROLLMENT PROGRAM

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

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

- Have earned a minimum of fourteen (14) core Carnegie units;
- Have a 3.0 grade point average on a 4.0 scale or better; and
- Obtain an unconditional written recommendation from their high school counselor, principal, or principal's designee.

OR

- Have a minimum high school GPA of 3.0 on a 4.0 scale;
- Earned a minimum composite ACT score of 30 or the equivalent SAT score; and
- Obtain an unconditional written recommendation from their high school counselor or principal.

EXAM EXEMPTION – HIGH SCHOOL

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

- Has a 90 or above average for the term in that course
- Has no more than two (2) unexcused absences

- Has no in-school or out-of-school suspensions or has no Class II disciplinary infractions or Class III disciplinary infractions (seniors only)

SCHEDULING

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

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

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

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.

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).

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

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

- All courses at Clarksdale High School are considered regular courses unless classified as an Honors/Advanced course. Regular courses will be based on a four (4) point scale.
- Honors/Advanced courses will be based on a five (5) quality point grading scale. Those courses include Algebra III, Calculus, Physics, Honors English II, Honors Economics, AP Calculus, AP Chemistry, AP English III, AP English IV, AP Government, AP US History, AP Computer Science, AP Biology, and Advanced World Geography.

HONOR ROLL REQUIREMENTS

SUPERINTENDENT'S HONOR ROLL

All numerical grades on the report card should be a 90 or higher.

PRINCIPAL'S HONOR ROLL

All numerical grades on the report card should be an 80 or higher.

CLASS RANKINGS/GPA/QPA

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

Honor Graduate Status	Minimum QPA	Minimum Honors/Advanced Courses
Graduation w/Honors	3.0	4
Graduation w/Distinction	3.5	5

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)

End of Course (EOC) Assessments

- Grades 9-12, Algebra I, Biology I, English II

PROMOTION AND RETENTION

The following promotion standards must be met at the high school beginning freshman year:

- A student having earned a minimum of 6 Carnegie units to be promoted to 10th grade.
- A student having earned a minimum of 12 Carnegie units to be promoted to the 11th grade.
- A student having earned a minimum of 18 Carnegie Units to be promoted to the 12th grade.

Students must earn six (6) Carnegie units each year to be promoted to the next grade.

Mastery of designated student objectives is required as well. A student must pass grade level English to be eligible for classification to the next grade.

Students entering Clarksdale High School from outside the district must meet the graduation requirements set forth by the Mississippi Department of Education as well as the Board of Trustees of the Clarksdale Municipal School District. Students entering Clarksdale High School From outside the district should be aware that credits earned in another state may not count toward promotion, classification (9th, 10th, 11th, 12th grades), or graduation.

All State and District requirements must be met in order for a student to participate in graduation ceremonies and receive a diploma as set out in Appendix C.

Also, all requirements as indicated by the Mississippi Department of Education and the Commission of School Accreditation in Mississippi Public School Accountability Standards must be met by the graduate. ([Accountability Standards](#))

Grade placement is not an IEP committee decision. State and district policy outlines and guides promotion and retention.

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.

In order 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 http://www.cmsd.k12.ms.us/pages/CMS/D/Departments_Programs/Technology/Acceptable_Use_Policy
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

Mrs. Amanda Bell
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Clarksdale, MS 38614
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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 the 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

1. 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 ensure safety at all times. 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. In the event of a fight, bus drivers are authorized to take students to the nearest CMSD school.

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:

1. Be at your assigned loading zone on time.
2. Exercise extreme caution in getting to and from your assigned bus stop.
3. Look in both directions before stepping from behind parked cars.
4. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
5. Do not play on or near the road while waiting for the bus to arrive.
6. Look in both directions before crossing any roadway.
7. Never walk on the road when there is a sidewalk or pathway.
8. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
9. Wait until the bus comes to a complete stop before trying to load and unload.
10. Use the hand rail 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.
11. When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus and walk approximately 10 feet ahead of the bumper.

Riding the Bus

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

1. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
2. Keep head, hands, and articles inside the bus.
3. Do not bring unauthorized articles on the bus (i.e., pets, combustibles, large articles, weapons).

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

DRUGS AND ALCOHOL

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

SUSPENSION/EXPULSION

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

The superintendent and principal of a school shall have the power to suspend or expel a pupil for good cause, including misconduct in the school or

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

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

DUE PROCESS FOR SUSPENSION/EXPULSION

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

The superintendent of schools and the principal of a school shall have the power to suspend or expel a pupil for good cause, including misconduct in the school or on school property, as defined in the Mississippi Code of 1972 Section 37-11-29, on the road to and from school, or at any school-related

activity or event when such conduct by a pupil, in the determination of the superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole, or for any reason for which such pupil might be suspended, dismissed or expelled by the school board under state or federal law or any rule, regulation or policy of the school district.

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

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

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

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

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

IN-SCHOOL SUSPENSION

In-School suspension (ISS) 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 ISS. placed in ISS **will be given assignments by their regular classroom teachers and will receive a grade based on the completion of that assigned work.** ISS will be held during regular school hours. Rules will be distributed to students who are assigned to ISS. Violation of these rules may result in additional days being added to the original suspension and/or out of school suspension. Days assigned to ISS will be counted present at school.

CORPORAL PUNISHMENT

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

The policy of the Clarksdale Municipal School District is to administer corporal punishment as a measure of last resort, then only after due consideration. Infliction of punishment that is disproportionate to the infraction is inconsistent with the best educational practices and is not conducive to good school-to-home relationships. The principal or designee shall have another adult employed by the school as a witness. The adult will be 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. Corporal punishment must not be administered to students with exceptionalities including those with 504 plans, students who are undergoing evaluations and students who receive therapy services only.

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 objection 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.

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

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

CLASS I DISCIPLINE INFRACTIONS

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

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

- Cutting class
- Possession of electronic devices (iPods, CD players, cell phones, etc.)
- Other misconduct which the principal or his/her designee may deem to fall in this category.

AUTHORIZED DISCIPLINARY CONSEQUENCES FOR CLASS I DISCIPLINE INFRACTIONS

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

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

CLASS II DISCIPLINE INFRACTIONS

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

- Habitual violations of Class I infractions (three or more violations)

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

AUTHORIZED DISCIPLINARY CONSEQUENCES FOR CLASS II DISCIPLINE INFRACTIONS

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

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 Ombudsman
- 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.)
- Detained/arrested and transported to the local police department or juvenile detention center
- 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 in regard to 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 considered to be 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 JCBA](#))

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 situation exists.

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

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

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, unwelcomed 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 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 in participating in the spirit intended by the standards for personal appearance and the discipline program.

The standards of dress, grooming, and discipline with appropriate methods of enforcement and appeal, have been established to provide an environment and conditions whereby the school district's educational program can be so planned,

adopted, and conducted as to provide each 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 your child's digital activity and learning. Placement in the virtual setting is determined on a case by case basis.

- When students are in front of the camera on their device, they must be appropriately dressed. Pajamas, hair bonnets, hair scarves, or doo rags to class are not allowed.

- 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.
8. **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/skort/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: _____

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 Target of the behavior Reporter (not the target)
the:

Check whether you are a: Student Staff member (specify role) _____
Parent Administrator Other (specify) _____
Your contact information/telephone number: _____

3. If student, state your school: _____

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

5. Information about the incident:

Name of Target (of behavior) _____

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

Date(s) of Incident(s) _____

Time When Incident(s) Occurred _____

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

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

Name _____ Student Staff Other _____

Name _____ Student Staff Other _____

Name _____ Student Staff Other _____

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

FOR ADMINISTRATIVE USE ONLY

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

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

Signature: _____ Date received: _____

APPENDIX A

II. INVESTIGATION

Investigator(s) _____ Position(s) _____

Interviews:

Interviewed aggressor Name _____ Date _____

Interviewed target Name _____ Date _____

- Interviewed witnesses Name _____ Date _____
- Interviewed witnesses Name _____ Date _____
- Interviewed witnesses Name _____ Date _____

- Any prior documented incidents by the aggressor? Yes No
- If yes, have incidents involved target or target group previously? Yes No
- Any previous incidents with findings of BULLYING RETALIATION Yes No

Summary of investigation:

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

III. CONCLUSIONS FROM THE INVESTIGATION

- Finding of bullying or retaliation: Yes No
- Bullying Incident documented as _____
- Retaliation Discipline referral only _____

Contacts

- Target's parent/guardian Date _____ Aggressor's parent/guardian Date _____
- District Equity Coordinator Date _____ Law Enforcement Date _____

Action Taken

- Loss of privileges Detention Suspension
- Community service Education Other _____

Describe Safety Planning:

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

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

Report forwarded to Principal: Date _____

Report forwarded to Superintendent: Date _____
(If principal was not the investigator)

Signature and Title: _____

Date: _____

APPENDIX D

NON-DISCRIMINATION POLICY

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 employee which alleges that a policy or practice of the District or a practice or act of any of its employees or students has discriminated against a student on the basis of sex, including sexual harassment.
 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 responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
 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 holidays 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 circumstances. In no event shall these procedures be extended 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 reports, a summary of all witness testimony and all documentary evidence.
8. Title IX Hearing Panel
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.
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 decision to the complainant, respondent, principal or supervisor 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 decision and all related documents.

12. Superintendent

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.

13. Complainant or Respondent

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.

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.

PARENT/GUARDIAN SIGNATURE PAGE

Section 1 – Receipt of Handbook

I am the parent of _____ who attends _____ School.

My signature indicates that I have received a copy of the 2023-2024 Student Handbook which explains the policies and procedures for the Clarksdale Municipal School District. I understand that my child is to abide by the policies and procedures.

Parent’s Signature

Date

Section 2 – Permission to Allow Corporal Punishment (Paddling)

It is my choice that my child, _____,
(Choose one of the following options).

receives corporal punishment for disciplinary infractions where such punishment is an option.

not be given corporal punishment (paddling). I realize that by selecting this option, the administrator may have to revert to a more severe form of discipline that may include, but not be limited to, suspension from school.

Parent’s Signature

Date

Section 3 – Permission to be Photographed

As parent _____, who attends

_____ School, I grant permission for my child to appear in the Clarksdale Municipal School District publications, the local newspaper, and such other forms of publication that may be used in the school and/or district during the 2023-2024 school years. My signature indicates my approval.

Parent's Signature

Date

Section 4 – Permission for Field Trips

As parent

, who attends

School, I grant permission for my child to participate in all school sponsored field trips in 2018-2019 school year. I realize that there are some trips that may require a fee to cover transportation costs, entrance fees/ registration, or meals. If I do not pay the fees by the established deadline, I understand that my child will not be allowed to participate in the field trip. My signature indicates that I have received a copy of the 2023-2024 Student Handbook which explains the policies and procedures for the Clarksdale Municipal School District. **I understand that my child is to abide by the policies and procedures.**

Parent's Signature

Date

Mississippi Diploma Options

Begins with incoming freshmen of 2018-2019

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

TRADITIONAL DIPLOMA OPTION

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

Additional Requirements

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

Recommendations

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

ALTERNATE DIPLOMA OPTION

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

Additional Requirements

- Students who have met the criteria of having a Significant Cognitive Disabilities (SCD) may participate in a program of study to earn the Alternate Diploma.
- Students are required to participate in the Mississippi Academic Assessment Program-Alternate Assessment (MAAP-A) **and** achieve a level of Passing or Proficient.
- The state defined Alternate Diploma is included in graduation rates in the same manner as a traditional diploma.
- For additional guidance see The Mississippi Public School Accountability Standards Appendix A 10.

Traditional Diploma Endorsement Options

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

CAREER AND TECHNICAL ENDORSEMENT

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

Additional Requirements

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

ACADEMIC ENDORSEMENT

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

Additional Requirements

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

DISTINGUISHED ACADEMIC ENDORSEMENT

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

Additional Requirements

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