PRENTISS COUNTY SCHOOL DISTRICT

PCSD

• Hills Chapel • Jumpertown
• Marietta • New Site
• Thrasher • Wheeler
• Career & Technology Center

Aim For Greatness

2026-2027

STUDENT HANDBOOK

Hills Chapel School | Jumpertown Attendance Center | Marietta School | New Site High School | Thrasher Attendance Center | Wheeler Attendance Center | Prentiss County Career and Technology Center

105 North College Street
Booneville, MS 38829

PRENTISS COUNTY SCHOOL DISTRICT

STUDENT HANDBOOK

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LETTER FROM THE SUPERINTENDENT

Dear Parents, Students, Staff, and Community Members,

Welcome to the 2026-2027 school year!

It is with great pride and excitement that I welcome you to another outstanding year in the Prentiss County School District. As I begin my fifth year serving as Superintendent of Education, I remain incredibly thankful for the opportunity to continue serving my home community.

The Prentiss County School District is one of Mississippi's top school districts. Our success is the result of dedicated teachers, hardworking support staff, exceptional administrators, committed central office personnel, supportive parents and community members, and an exceptional Board of Education that continually places students first. Together, we have built a culture centered on continuous improvement, high expectations, and a commitment to excellence in everything we do.

I could not be more proud of our teachers and staff. Every day they invest their hearts, talents, and countless hours into preparing students for success both inside and outside the classroom. Their commitment extends far beyond academics as they work to ensure every student is challenged, encouraged, supported, and valued.

I am equally proud of our students. They continue to distinguish themselves through everything they do. Their accomplishments are a direct reflection of their hard work, the encouragement of their families, and the dedication of their teachers.

To our parents and guardians, thank you for entrusting us with your children. We never take that responsibility lightly. Your partnership is essential to the success of our schools, and we greatly appreciate the confidence you place in the Prentiss County School District.

As we begin this new year, I am confident that every student who walks through our doors will receive a high-quality education that prepares them for the pathway they choose after graduation—whether that includes college, career and technical education, military service, or entering the workforce. Our mission is to provide every student with the knowledge, skills, character, and opportunities necessary to reach his or her fullest potential.

This handbook has been developed to provide important information regarding district policies, procedures, and expectations. I encourage every student and parent to review it carefully and use it as a resource throughout the school year.

I am excited about what lies ahead for the 2026-2027 school year. Together, we will continue building upon our tradition of excellence while creating new opportunities for every student to succeed.

Thank you for choosing the Prentiss County School District. It is truly an honor to serve as your superintendent.

With Prentiss County Pride,

Nickey Marshall

Nickey Marshall
Superintendent of Education

PRENTISS COUNTY SCHOOL DISTRICT

BOARD OF EDUCATION



CATHY TRIMBLE

DISTRICT 1



SHELIA JOHNSON

DISTRICT 2
BOARD SECRETARY



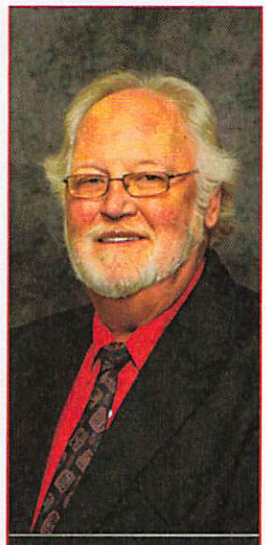
RONNY KESLER

DISTRICT 3
BOARD PRESIDENT



NORMA FOSTER

DISTRICT 4



RANDY MANESS

DISTRICT 5

PRENTISS COUNTY SCHOOL DISTRICT

PCSD

-Hills Chapel -Jumpertown
-Marietta -New Site
-Thrasher -Wheeler
-Career & Technology Center

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OUR MISSION

We are dedicated to ensuring academic excellence by igniting a passion for learning through collaboration with all stakeholders while nurturing the physical, social, and emotional growth of all students to achieve their fullest potential.

CENTRAL OFFICE DIRECTORY

Questions or concerns? Please contact the appropriate Central Office staff member listed below or call the Central Office at **(662) 728-4911**.

NAME	POSITION	EMAIL ADDRESS
Nickey Marshall	Superintendent of Education	nmarshall@pcsdk12.com
Jason Potts	Assistant Superintendent & Director of Curriculum & Instruction	jpotts@pcsdk12.com
Alisha Maxey	Secretary to the Superintendent	amaxey@pcsdk12.com
Alicia Young	Business Manager	ayoung@pcsdk12.com
Dana Hisaw	Payroll Clerk & Human Resources	dhisaw@pcsdk12.com
Kathy Nix	Accounts Payable Clerk	knix@pcsdk12.com
Julie Clark	Director of Support Services	jclark@pcsdk12.com
Olivia Davis	Assistant Director of Support Services & Psychometrist	odavis@pcsdk12.com
Luke Ledbetter	District Test Coordinator, Safe & Orderly, Title IX	lledbetter@pcsdk12.com
Marsha Woodruff	Director of Federal Programs & MTSS Coordinator	mwoodruff@pcsdk12.com
Melba Crabb	Receptionist	mcrabb@pcsdk12.com
Elisha Windham	MSIS Coordinator & Instructional Technology	ewindham@pcsdk12.com
Sandy Johnson	Fixed Assets	sjohnson@pcsdk12.com
Tanya Morgan	SBAC Coordinator & Fixed Assets	tmorgan@pcsdk12.com
Chris Butler	Network Administrator	cbutler@pcsdk12.com
George Moore	Director of Maintenance & Operations	gmoore@pcsdk12.com
Jennifer Davis	Child Nutrition	jldavis@pcsdk12.com
Gayla Michael	Cafeteria District Lead Manager	gmichael@pcsdk12.com
Denny Shaw	Transportation Director & Student Safety	dshaw@pcsdk12.com

SCHOOL CONTACT INFORMATION

HILLS CHAPEL SCHOOL (PK-8)
662-728-5181

8 CR 2371, Booneville, MS 38829

Principal: Mr. Bryan Hargett

bhargett@pcsdk12.com

JUMPERTOWN ATTENDANCE CENTER (PK-12)
662-728-6378

717 Hwy 4 West, Booneville, MS 38829

Principal: Mr. David Mason

dmason@pcsdk12.com

MARIETTA SCHOOL (PK-8)
662-728-4770

42 CR 4070, Marietta, MS 38829

Principal: Mr. Andrew Brown

abrown@pcsdk12.com

NEW SITE HIGH SCHOOL (9-12)
662-728-5205

1020 Hwy 4 East, New Site, MS 38859

Principal: Mr. Kenny Sparks

ksparks@pcsdk12.com

THRASHER ATTENDANCE CENTER (PK-12)
662-728-5233

167 CR 1040, Booneville, MS 38829

Principal: Mrs. Candice Johnson

cjohnson@pcsdk12.com

WHEELER ATTENDANCE CENTER (PK-12)
662-365-2629

318 CR 5011, Booneville, MS 38829

Principal: Mr. Nathan Garner

ngarner@pcsdk12.com

PCSD CAREER & TECHNOLOGY CENTER
662-728-9259

302 W George E. Allen Drive, Booneville, MS 38829

Director: Mr. Bill Glover

bglover@pcsdk12.com

PRENTISS COUNTY SCHOOL DISTRICT

2026-2027 CALENDAR

JULY 2026

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

AUGUST 2026

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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30	31					

SEPTEMBER 2026

S	M	T	W	T	F	S
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OCTOBER 2026

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NOVEMBER 2026

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15	16	17	18	19	20	21
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29	30					

DECEMBER 2026

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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JANUARY 2027

S	M	T	W	T	F	S
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31						

FEBRUARY 2027

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28						

MARCH 2027

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28	29	30	31			

APRIL 2027

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MAY 2027

S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

JUNE 2027

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

CALENDAR LEGEND

- Professional Development: Staff Only
- First Day of School
- School Closed: Holiday
- Last Day of School

IMPORTANT DATES

July 29-31, 2026	Professional Development: Staff Only
August 3, 2026	First Day of School
September 7, 2026	Labor Day: School Closed
October 5-9, 2026	Fall Break: School Closed
November 23-27, 2026	Thanksgiving Holiday: School Closed
December 21, 2026 – January 4, 2027	Christmas Holiday: School Closed (Students)
January 4, 2027	Professional Development: Staff Only
January 5, 2027	Students Return
January 18, 2027	Martin Luther King Jr. Holiday: School Closed
February 15, 2027	Presidents Day: School Closed
March 8-12, 2027	Spring Break Holiday: School Closed
March 26, 2027	Good Friday: School Closed
May 21, 2027	Last Student Day
May 24, 2027	Professional Development: Staff Only

2026-2027 GRADUATIONS

May 20, 2027	New Site High School at 5:30 pm
May 20, 2027	Thrasher Attendance Center at 7:30 pm
May 21, 2027	Jumpertown Attendance Center at 5:30 pm
May 21, 2027	Wheeler Attendance Center at 7:30 pm

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PRENTISS COUNTY SCHOOL DISTRICT

PCSD

·Hills Chapel · Jumpertown
·Marietta · New Site
·Thrasher · Wheeler
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PCSD

PRENTISS COUNTY SCHOOL DISTRICT

2026-2027 Calendar

PROGRESS REPORTS

- August 27, 2026
- September 17, 2026
- November 5, 2026
- December 3, 2026
- January 28, 2027
- February 18, 2027
- April 8, 2027
- May 6, 2027

REPORT CARDS

- October 15, 2026
- January 7, 2027
- March 18, 2027
- May 27, 2027

END OF THE NINE WEEKS

First Nine Weeks: October 2, 2026	First Nine Weeks Exams: September 30 - October 2, 2026
Second Nine Weeks: December 18, 2026	Second Nine Weeks Exams: December 16-18, 2026
Third Nine Weeks: March 5, 2027	Third Nine Weeks Exams: March 3-5, 2027
Fourth Nine Weeks: May 21, 2027	Fourth Nine Weeks Exams: May 19-21, 2027

IMPORTANT DATES

Start of School:
August 3, 2026

End of School:
May 21, 2027

Aim For Greatness

PRENTISS COUNTY
SCHOOL DISTRICT
2026-2027 SCHOOL YEAR
HOLIDAY CALENDAR

NO SCHOOL FOR STUDENTS

SEPTEMBER	OCTOBER	NOVEMBER
7	5-9	23-27
LABOR DAY	FALL BREAK	THANKSGIVING BREAK

DECEMBER-JANUARY	JANUARY	FEBRUARY
21-4	18	15
CHRISTMAS BREAK DEC. 21, 2026 – JAN. 4, 2027	MARTIN LUTHER KING JR. HOLIDAY	PRESIDENT'S DAY HOLIDAY

MARCH	MARCH
8-12	26
SPRING BREAK	GOOD FRIDAY HOLIDAY

PURPOSE OF THE STUDENT HANDBOOK

The purpose of the Prentiss County School District Student Handbook is to serve as a valuable resource and provide essential information about school guidelines, routines, and expectations. It is important to note this handbook is not an exhaustive list of all district policies. School board policies, which are established through a thorough and transparent process, take precedence over this handbook.

A reference to a complete list of official Prentiss County School District School Board Policies may be found on the district website at www.prentisscountyschools.com.

QUESTIONS RELATED TO SCHOOL BOARD POLICIES AND PROCEDURES MAY BE SUBMITTED TO:

Prentiss County School District
105 North College Street
Booneville, MS 38829

662-728-4911 (Phone)

662-728-2000 (Fax)

FEDERAL REPORTING REQUIREMENTS OF POTENTIAL FRAUD, WASTE, OR ABUSE

FRAUD PREVENTION:

The Prentiss County School District thoroughly and expeditiously supports the investigation of all reported cases of suspected fraud to determine if disciplinary, financial recovery, and/or criminal action should be taken. All reports of suspected fraud, waste, or corruption must be handled under the strictest confidentiality. Only those directly involved in the investigation will be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent acts as possible.

PROCEDURES:

1. Anyone suspecting fraud concerning federal, state or local programs should report their concerns to the Superintendent or the Federal Programs Director. If the suspected fraud implicates the Superintendent, the informant shall report the information directly to the Board Chair. If the suspected fraud implicates the Federal Programs Director, the informant shall report the information directly to the Superintendent.
2. Any employee of the school system who receives a report of suspected fraud within the next business day should make a report to Nickey Marshall, Superintendent of Education. Employees have the responsibility to report suspected fraud immediately. All reports can be made in confidence.
3. The Superintendent or his/her designee shall conduct or cause to be investigated of employees, providers, contractors, or vendors as necessary and appropriate.

NON-DISCRIMINATION STATEMENT

Students, their families, employees, and potential employees of the Prentiss County School District are hereby notified that the Prentiss County School District is an equal opportunity employer who fully and actively supports equal access for all people, regardless of race, color, religion, gender, age, height, weight, marital status, political beliefs, national origin, veteran status, disability, genetic information or testing in employment, vocational programs, or activities as set forth in compliance with federal and state statutes and regulations. The Prentiss County School District prohibits retaliation against individuals who bring forth any complaint or otherwise oppose discrimination. Any person having inquiries or complaints on the basis of discrimination of gender and / or disability concerning Prentiss County School District's compliance with Title II, Title VI, Title IX, and / or Section 504 may contact:

Marsha Woodruff
Federal Programs Director
Prentiss County School District
mwoodruff@pcsdk12.com

Luke Ledbetter
Title IX Coordinator
Prentiss County School District
lledbetter@pcsdk12.com

Julie Clark
504 Coordinator
Prentiss County School District
jclark@pcsdk12.com

ACCREDITATION

All schools within the Prentiss County School District are accredited by the Mississippi Department of Education and meet the prescribed standards for accreditation of public schools as governed by the Mississippi Commission on School Accreditation through the power and authority of the State Board of Education.

ENROLLMENT PROCEDURES & REQUIREMENTS

- Parents should contact the school counselor to request enrollment guidance.
- The parent or legal guardian must provide the necessary documentation required for enrollment.
- Students enrolling in kindergarten must be 5 years old on or before September 1st.
- Students enrolling in pre-kindergarten must be 4 years old on or before September 1st.

Required Documentation for Enrollment

For a child to be enrolled in the Prentiss County School District, the student's parent / guardian must provide the information listed below.

- Two current, valid proofs of residency (verification of address) A post office box address will not serve as a valid address and will not be accepted.
- Certified Birth Certificate
- Social Security Card
- A certificate of MS Immunization Compliance 121 Form (This form may be obtained from the MS Department of Health or your child's pediatrician).
- A valid ID of the parent or legal guardian
- Any necessary legal documents proving physical custody of the student
- An Affidavit form may be required by school personnel
- If you are the legal guardian of the student, you must provide a certified copy of the court order appointing you as guardian. If the petition for guardianship has been filed and the decree is pending, you must provide a certified copy of the filed petition for guardianship.
- Withdrawal form from previous school

Immunization Requirements

The following vaccines are required for school entry:
5-DtaP, 4-Polio, 3-Hep B, 2-MMR and 2-Varicella; Parents may obtain Form 121

Entering 7th Grade Required Immunizations

The Mississippi State Department of Health requires the TDAP (tetanus, diphtheria, and pertussis) vaccination for all students entering 7th grade. The student will need to present an updated Form 121 upon enrollment. In addition to the current school requirements, two doses of the Varicella Vaccine (Chicken Pox) will be required for all kindergarten and first-time school entries.

WITHDRAWAL PROCEDURES (POLICY)

- The parent or legal guardian of the student must contact the school counselor to schedule an appointment for withdrawal.
- The parent or legal guardian will complete all necessary paperwork. A withdrawal form will be provided by the school counselor. The parent/guardian must visit the school and sign a withdrawal form.
- The student is responsible for returning all school property before withdrawal (textbooks, library books, district issued iPads, etc.)
- A record of the student's grades will be provided to the parent or legal guardian.
- The school principal or school counselor must sign the withdrawal form.
- All outstanding fees shall be paid.
- Upon withdrawal to homeschool, the parent or legal guardian must register the student with the School Attendance Officer.

STUDENT TRANSFERS

- No student is to be enrolled in the school district until any and all questions regarding residence or immunization have been resolved.
- Students suspended or expelled from another school district may not be allowed to enroll.
- The student will be permanently enrolled and placed in a grade or class on the basis of an official transcript of credits from the last school attended, 37-15-33.
- All students seeking to transfer from a non-accredited school or homeschool, must first take a standardized placement test to determine the grade and class to which the pupil shall be assigned at the time of the pupil transfer. Placement tests are administered by the PCSD District Test Coordinator, Mr. Luke Ledbetter (lledbetter@pcsdk12.com).

TRANSFER OF STUDENT RECORDS

A student transferring to another school will have his record mailed to the new school upon request without parent signature. This notice follows the requirements of the Family Educational Rights and Privacy Act related to school records.

TRANSFER STUDENTS: CRITERIA FOR ACCEPTING OUT OF DISTRICT STUDENTS

- Not to have currently more than the number of absences allowed in PCSD handbook
- Cannot currently be failing 2 or more subjects
- Must have been promoted the prior school year
- No suspensions or other significant disciplinary infractions currently or from the previous school year
- Transfers will only be accepted at the beginning of each semester

Principals will have the right to make allowances for students with extenuating circumstances.
Before a transfer student is enrolled in a Prentiss County School, the principal or counselor must check with the transferring school to see that there are no discipline problems and that all records are complete, including immunization records. *NOTE: The Prentiss County School District may reject any student released from another school district.*

TRANSFER OF STUDENTS WITHIN THE SCHOOL DISTRICT

A student may only be allowed to change schools within the Prentiss County School District at the end of a semester or if that student's legal guardian moves into the other school's busing zone. In some extenuating situations transfers could be allowed, but only with the superintendent of education's approval.

ENROLLMENT AND ASSIGNMENT OF STUDENTS (SENATE BILL 3349 – MS CODE 37-15-9)

EXPULSION NOTICE / PENDING DISCIPLINARY ACTION: A child or parent must now indicate on the registration form if the child has been expelled from any public or private school or is currently a party to expulsion proceeding. Failure to indicate accurate information will result in a withdrawal from the school / school district. The parent and /or child must also notify the school of enrollment of any pending disciplinary action that was assigned from their previous school. Any previously unfulfilled punishment (including, but not limited to, suspensions or alternative school placements) will be carried out upon successful enrollment in the district.

DENIAL OF ADMISSION: If the cumulative record or application shows that the child has been expelled, the district may deny admission until the expulsion period, or his designee has reviewed the record and determined that the child has participated in successful rehabilitative efforts including progress in an alternative or similar program. The district does not accept students who have been expelled from another school / school district until such time as the expulsion period assigned by the other school / district has ended. If the child is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs, or other activity that may result in expulsion, the district is not required to grant admission enrollment before one year after the expulsion.

TEMPORARY ADMISSION: If the child is a party to an expulsion proceeding, the child may be admitted pending final disposition of that proceeding. If it results in expulsion, the school may revoke admission.

DENIAL OF ADMISSION FOR VIOLENT/OTHER ACTS: If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the district is not required to grant admission or enrollment before one (1) year after the expulsion.

A student who has been expelled from another school district shall not be enrolled or placed in the Prentiss County School District by order of a youth court or any other court without compliance with applicable Mississippi law.

Pursuant to MS Code 37-13-92, any youth court referral to an alternative school program requires the consent of the superintendent of the receiving school district when such consent is required by law.

CHILD NUTRITION POLICIES & MENUS

All meals are served with the intent to aid our students to be fit, healthy, and ready to learn. Our menus are developed and processed through a computerized nutrient analysis, to ensure federal, state and local rules are being followed. The Child Nutrition department shall serve only those foods which are components of the Federal USDA school meal patterns and such additional foods as necessary to meet the caloric requirements of the age group being served. Except for milk products, a student may purchase individual components of the meal, only if the full meal unit is being purchased. Students who bring a meal from home may purchase milk products only. Breakfast and lunch will be prepared and served to anyone in all schools. Free water is available in every cafeteria, but bottled water will be available for purchase.

OFFER VS. SERVE

"Offer vs. Serve" helps in reducing plate waste and food costs. "Offer vs. Serve" is practiced in all Prentiss County Schools to all students. Students are offered all food components at each meal service. They may choose all food components, but they must choose and be served at least three of the food components for his/her meal to be reimbursable. At least one of those three choices must be a fruit or vegetable. Any student served **MUST** have a fruit or vegetable on their tray to be a reimbursable meal. If they do not, they will be requested to pick one up.

MEAL APPLICATIONS

Letters and applications are sent to all parents/guardians at the beginning of the year and to all new students throughout the school year or at the request of parent/guardian. These applications will be completed and immediately (preferably next day) returned to the cafeteria. Upon receiving, the child nutrition employee designee and/or director will determine eligibility and a notification letter will be sent to the household. If at any time during the school year, the household income decreases or the household members increase, families may reapply for meal benefits. If a student moves from school to school within the Prentiss County School District, then their meal application may be transferred with the student; however, the school may send another application home with the new student if they have moved, and different circumstances apply.

Online Meal Application process available at www.prentisscountyschools.com

PAYING FOR MEALS

The District's Point of Sale Program allows customers to have an individual account. One may deposit any amount of money at any time in their account. It will be subtracted according to meals bought and extra sales purchased. Any account money not spent will be carried forward until it is used. Students who do not choose the advance payment option will pay as they go through the line but will still have an account that will keep up with meal purchases. No meal payment shall be combined with any other school fee or activity. If paying by check, a separate check to the cafeteria for meal payments will need to be written. If a check or cash is given to the cafeteria cashier, it will be put into the person's meal account.

Online Meal Payment available at www.prentisscountyschools.com

MEAL CHARGES

Charging a meal is a courtesy extended to students and adults for meals only in the event they forget or lose their lunch money. Repetitive charges are subject to review and action by administration. Because the Mississippi Department of Education states that no child (student) may be refused a meal, a student may be allowed to charge meals on their accounts if they do not have money.
Additionally, because our staff/faculty regularly eats in our school cafeterias, and because they sometimes do not have their purses or checkbooks physically with them in the cafeteria, we will allow adults to charge meals, if their balances are paid within the month. No extra food will be charged at any time. Only meals may be charged.

CAFETERIA APPLICATIONS, CHARGES, AND RELATED PRIVILEGES POLICY

- **Graduation Ceremony Participation:** Graduates must have all cafeteria charges paid in full prior to participating in graduation ceremonies.
- **Technology Issuance of iPads:** Students shall have a current meal application on file before being issued an electronic device.

PROCEDURES FOR COLLECTING CHARGES

- **Verbal Confirmation:** When a customer has no money left on their account, they will be verbally told from the cashier that they are out of money, and they need to bring additional money for the next day's meals. They will be given a verbal notice each day the account is in deficit.
- **Paper Confirmation:** After a customer has a charge of more than $5.00, they will be given a credit letter from the cashier with the total balance owed that is sent home with the student. Parents/Adults will continue to receive written notification from the cafeteria indefinitely until charges are paid. Monies owed are expected to be repaid to the cafeteria by the next day and certainly within the week. A new meal application will be enclosed with the 3rd notice.
- **Phone Confirmation:** In addition to letters sent home, the manager or director may call the household to let them know they owe charges on their cafeteria account. Calls are generally sent via the district's "All Call" program. Calls will be sent a minimum of two (2) times.

- **Principal Confirmation:** After the above methods have been tried, and if there is no response, the manager will go to the school principal with accounts that have been uncollectable. The principal will try to contact the home and collect charges owed.
- **Superintendent Confirmation:** After all the above efforts have been made to reach a household and/or when the amount is reaching a significant amount ($50 or more) or the amount has not been paid within the month (for adults) and if there has been no response from the household, the Child Nutrition Director will go to the Superintendent with certified letters to mail to homes that still owe money.
- **School Board Confirmation:** If parents/guardians or employees still refuse to pay and do not attempt to make payment, then those accounts will be issued to the Board of Education for further action to be taken at the upcoming monthly board meeting. Actions may include and are not limited to small claims court, collection agency, reprimand, or garnishing of check.

Allowing charges to continuously accumulate can lead to tremendous deficits for the school nutrition program and is unfair to the households that do pay for their meals. Therefore, the district reserves the right to revoke the charging privilege of an employee if it becomes excessively abused. It is the parent's responsibility to monitor their children's account balance and it is the school employee's responsibility to monitor their personal charge balance.

- **Final Confirmation:** If charges are still owed at the end of the school year and **EVERY** method possible has been done to collect the charge, the school district maintenance fund will reimburse the district's child nutrition fund of any charges that may still be owed. This allows the child nutrition program to remain debt free which follows the federal program laws.

CAFETERIA – RETURNED CHECKS

The banks notify the child nutrition department when personal checks deposited have insufficient funds available. The department will try to reissue the check through the bank first. If not collectible, the cafeteria manager, cashier or director will notify the issuer of the check by letter and/or by telephone. It is the parent/guardian's immediate responsibility to send the cash to the cafeteria/central office to cover the insufficient check amount. When the cash is sent, then the original returned check will be sent back to the parent/guardian. If the check amount is not cleared, then the matter will be turned over to the Superintendent and the Board of Education for further action.

CASH REFUNDS

Cash refunds will be made only when a student withdraws from the Prentiss County School District. If a student transfers from one Prentiss County school to another Prentiss County school, their account balance (whether positive or negative) will be transferred with them. All requests for cash refunds will be made in writing to the school cafeteria or the central Child Nutrition Office.

MEAL IDENTIFICATION NUMBERS/CARDS

Students will be assigned an account number, which will follow them from kindergarten through 12th grade, if they attend in the Prentiss County School District. We may issue cards at any time of the school year with a child's account number. The account number assigned is a non-identifiable meal status number. No one can identify a child to be free, reduced or paid based on their account number. Students may either show their card or verbally tell the cashier their number so their account may be accessed.

BEVERAGES OR FOOD BROUGHT IN CAFETERIA

Any beverages or food brought into the cafeteria must be in unmarked, covered containers that do not leak, such as a thermos or any container deemed appropriate by the principal and/or the child nutrition director. Because of safety, no cans or glass containers will be allowed inside the cafeteria.

SPECIAL DIETARY NEEDS

Medical statements are required for any student who requires meal/food substitutions or exchanges. The medical statement, signed by a licensed physician must include: a description of the disability preventing the child from eating the regular school meal, and the prescribing specific substitution(s) needed. For students who are non-disabled and are unable to consume a food item because of medical or other special dietary needs; such substitutions may be made when supported by a statement signed by a recognized medical authority. The supporting statement shall include: (1.) An indication that the medical or other special dietary needs restrict the child's diet (2). The foods to be omitted from the child's diet and the food's that may be substituted if needed. This medical statement should cover those students who have food intolerances or allergies but do not have life-threatening reactions (anaphylactic reactions) which are exposed to the food(s) to which they are allergic. The school, cafeteria and child nutrition director must have a copy of all signed medical statements for the safety of these students. Please contact the child nutrition director, 662-728-1550 at the Office of the Superintendent with any questions regarding special dietary needs.

COMPETITIVE FOOD REGULATION RULE

No food items will be sold on the school campus for one (1) hour before the start of any meal service period. The MS Department of Education policy is interpreted as follows: No food is to be sold on campus for one hour before breakfast or one hour before lunch and until the end of either serving period. Any food may be sold after breakfast, up to one hour before lunch, and any time after the end of the last lunch period.

MEAL PRICES

Student Breakfast	Paid Price: **$0**	Reduced Price: **$0**
Student Lunch	Paid Price: **$3.50**	Reduced Price: **$0.40**
Adult Breakfast	Paid Price: **$2.50**	—
Adult Lunch	Paid Price: **$4.35**	—

During the 2026-2027 school year,
all students in the Prentiss County School District are eligible to receive breakfast at no cost.

***Note:** If another complete breakfast is bought, we sell it for a regular price of $2.00 for students and $2.50 for adults. (According to state law, we may charge this amount; but it cannot be claimed as a meal equivalent; it must be put in extra sale money.)

***Note:** A chef salad is considered an entire meal and must be purchased as such by a student for $3.50 and an adult for $4.35. A fruit, dessert, and milk may be picked up with the chef salad and is included in the lunch price at no additional cost. Any other items are considered extra.

Child Nutrition receives no reimbursement for adult meals and therefore must charge the meal cost appropriately. However, adults may buy individual food items instead of entire meals if they desire.

STUDENT & ADULT AL-A-CARTE EXTRA SALE PRICES BREAKFAST

Meat & Biscuit:	$1.50 or $0.75 per each meat or biscuit only
Cereal/Pastry/Pancakes/Waffles (2)	$1.00
Toast (Cinnamon or Buttered)	$0.50
Fruit or Fruit Juice:	$0.75
Yogurt	$1.00
Milk	$.50
Water	$.50 (Small Water) $1.00 (Large Water)

LUNCH

Entrée, including sandwiches:	$1.50
PBJ or Uncrustable Sandwich:	$1.25
French Fries:	$1.00
Baked Potato:	$.75 (unless as an entrée, then $1.50)
Side Salad:	$1.25
Vegetable or Fruit or Fruit Juice:	$.50
Regular Bread Component:	$.25
Rolls:	$.25
Ice Cream:	$.50 or $1.00 (depending on the type purchased)
Yogurt	$1.00
Milk	$.50
Dessert	$.25 (Adults Only)
Water	$.50 (Small) $1.00 (Large)

Condiments – ketchup, mustard, mayo, and any dipping sauces are allowed, and two packs are included in our recipes. If one asks for an extra, he/she is given one, but if they keep asking for more and more, the manager may charge them $.02 per packet and $.10 per sauce. Because of their expense, extra salad dressing will cost $.10 for a small packet and $.25 for a large packet.

***Note:** Extra sales are only sold to students after a meal has been purchased (See Child Nutrition Policies "Offer Vs. Serve"). However, a student may purchase milk and milk products (ice cream/yogurt) without purchasing a meal first. This includes children who bring their lunch. The cafeterias will serve water, milk and ice cream and menu items at all schools for extra sales. We receive no reimbursement for extra items sold, so extra sale prices must remain at a price to cover the product cost.

***Note:** As long as the Child Nutrition program is financially sound, coffee and tea will be included in the meal price for adults.

GRADUATION REQUIREMENTS

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following tables. Content standards of each required and elective course must include the core objectives identified in the *Mississippi Curriculum Framework*. Course titles and identification numbers must appear in the current edition of *Approved Courses for the Secondary Schools of Mississippi* published by the Curriculum and Instruction. (SB Policy LCFA-1) Enrollment in correspondence courses listed in this book must have prior approval granted by the principal. No more than one (1) of the minimum required number of units may be earned through completion of an approved correspondence course. Elective courses that do not have identified content in the *Mississippi Curriculum Framework* or whose titles do not appear in the current edition of *Approved Courses for the Secondary Schools of Mississippi* must be approved according to criteria stated in Appendix D.

Graduation Requirement Options for students entering 9th grade Fall 2018

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	• English I • English II
Mathematics	4	• Algebra I
Science	3	• Biology I
Social Studies	3½	• 1 World History • 1 U.S. History • ½ U.S. Government • ½ Economics • ½ Mississippi Studies
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	5½	
Total Units Required	**24**	

Requirements

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

Recommendations

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

ALTERNATE DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	• Alternate English Elements I-IV
Mathematics	4	• Alternate Math Elements I-II • Alternate Algebra Elements
Science	2	• Alternate Biology Elements • Alternate Science Elements
Social Studies	2	• Alternate History Elements (Strands: U.S. History and World History) • Alternate Social Studies Elements (Strands: Economics and U.S. Government)
Physical Education	½	
Health	½	• Alternate Health Elements
Arts	1	
Career Readiness	4	• Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)
Life Skills Development	4	• Life Skills Development I-IV (Strands: Technology, Systems, Personal Care, and Social)
Additional Electives	2	
Total Units Required	**24**	

Requirements

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

Traditional Diploma Endorsement Options

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

CAREER AND TECHNICAL ENDORSEMENT

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

Additional Requirements

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

ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	3	• Biology I + two (2) additional science courses above Biology I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	7½	• Must meet 2 advanced electives of the CPC requirements for MS HLs.
Total Units Required	**26**	

Additional Requirements

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

DISTINGUISHED ACADEMIC ENDORSEMENT

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

Additional Requirements

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

STUDENT CLASSIFICATION FOR ENTERING FRESHMAN 2016-2017 AND BEYOND

Freshman	Must complete the 8th grade.
Sophomore	7 credits to include 2 math, 1 English, 1 science, and 1 social studies
Junior	13 credits to include 3 math, 2 English, 2 science, and 2 social studies
Senior	19 credits to include 3 math, 3 English, 2 science, and 2 social studies

Health Sciences I and II	2 credits each
Construction and Carpentry	2 credits each
Welding I and II	2 credits each
Automotive Service I and II	2 credits each
Business, Marketing, and Finance I and II	2 credits each
Educator Preparation I and II	2 credits each
CSE	1 credit
Work-Based Learning (Credit based on actual work hours)	

Middle School Class

Students enrolled in classes at the Prentiss County Career & Technology Center (other than CSE and Work-Based Learning should be considered as being enrolled in two classes.)

CTE Courses Satisfy Graduation Requirements

By completing certain Career and Technical Education (CTE) courses, a student may be awarded academic credit to be used to satisfy specific graduation requirements. REFER to MDE's publication Mississippi Public School Accountability Standards (Appendices A-1, A-2, A-3, and B) for details on how CTE courses meet specific graduation requirements.

2 Credits in Science to Satisfy Graduation Requirements (other than Biology 1)

A student may be awarded 2 credits in science (to be used to satisfy science graduation requirements other than Biology 1) by completing any of the following CTE course requirements.

- Health Sciences II (+ prerequisites = 4 Carnegie Units)
- Agriculture and Natural Resources II (+ prerequisites = 4 Carnegie Units) (Suggested that 1 credit be for Bio II and ½ credit for Botany and ½ awarded for Field Experiences in Science.)
- Diversified Agriculture – Concepts of Agriculture and TWO of the following three courses:
    - Science of Agricultural Plants
    - Science of Agricultural Animals
    - Science of Agricultural Environment

    (= 3 Carnegie Units Total)

MISSISSIPPI GRADUATION ASSESSMENT OPTIONS

- A student may be awarded ½ credit in Personal Finance (to be used to satisfy graduation requirements) by completing the following CTE course requirements:
    1. Business, Marketing, and Finance I (2 Carnegie Units)
    2. Business, Marketing, and Finance II (+prerequisites = 2 Carnegie Units)

A student may be awarded ½ credit in Health (to be used to satisfy graduation requirements) by completing the following CTE course requirements:

- 1. Health Sciences I (2 Carnegie Units)

Mississippi Admin. Code 7-3: 36.5, State Board Policy Chapter 36, Rule 36.5 provides approved options for students to meet high school end-of-course (EOC) assessment requirements for graduation through approved alternate measures. Mississippi Admin. Code 7-3: 36.5, State Board Policy Chapter 36, Rule 36.5, applies to past, current, and future graduates and allows a student to meet the graduation requirements once he or she has failed to pass any required end-of-course (EOC) assessment one (1) time.

The following graduation options provide opportunities for students to obtain a certain score or level on the ACT, ASVAB, ACT WorkKeys, or other state-approved industry certifications. Students also may obtain a grade of "C" or higher in a dual credit/dual enrollment course, corresponding to the EOC assessment that was not passed.

Notes:

- ACT sub-scores resulting from non-college reportable accommodations can be used for graduation options, but the scores are non-college reportable.
- ACT sub-scores resulting from Residual ACT Testing **cannot** be used for graduation options.
- This option is available regardless of when the student took the SATP2, PARCC, or MAP/MAAP assessments.
- The college credit option is only applicable if the student is enrolled in high school and college at the same time. Student must meet the **dual enrollment/dual credit** admissions requirements of the community college partnering with the school district.
- The Graduation Options listed below are applicable to any EOC assessment.

Assessment Options	Math	Science	English	Social Studies (Prior to 25–26 SY)
ACT	17	17	17	17
Dual Credit/ Enrollment	C or higher in College Algebra	C or higher in College Biology & corresponding lab	C or higher in College English Comp I	C or higher in College American History II
ASVAB + Industry Certification	ASVAB (PICAT prescreen scores are not allowable) score of 36 **plus** the following: Earn approved Industry Certification specified in the Career Pathway's Assessment Blueprint. (If the blueprint specifies two industry certifications, both must be earned.)			
ACT WorkKeys + Industry Certification	WorkKeys Silver Level **plus** the following: Earn approved Industry Certification specified in the Career Pathway's Assessment Blueprint. (If the blueprint specifies two industry certifications, both must be earned.)			

These options are aligned with Mississippi Admin. Code 7-3: 36.5, State Board Policy Chapter 36, Rule 36.5 and apply to any required end-of-course assessment.

Source: Mississippi Admin. Code 7-3: 36.5, State Board Policy Chapter 36, Rule 36.5 (Effective 2013–2014 school year and thereafter).

CRITERIA FOR STUDENTS ENTERING ALGEBRA I

The prerequisite for students going from 8th grade math to Algebra I are a final average of 90 or above and score Advanced on the 8th grade math EOY State Summative Assessment. Students who do not meet these requirements will be enrolled in Foundations of Algebra prior to Algebra I.

CRITERIA FOR STUDENTS ENTERING BIOLOGY I

Prerequisite for students going from 8th grade science to Biology I is a final average of 90 or above in 8th grade science. Students who do not meet this requirement will be enrolled in Foundations of Biology prior to Biology I.

CHANGE OF SCHEDULE

Those students desiring to make changes in their schedule must do so with the permission of the principal and/or the counselor. No class changes can be made after 3 days have been completed from the beginning of that course. Any class dropped after that date will receive an "F" for that subject. Any extenuating circumstances will be handled on a case-by-case basis by principal and counselor.

DUAL CREDIT/DUAL ENROLLMENT

Those students who are interested in taking classes at Northeast Mississippi Community College while still enrolled in high school need to see their guidance counselor for the eligibility requirements, financial responsibilities, and dual credit alignment.

PROMOTION AND RETENTION FOR GRADES K-8

To be promoted students MAY NOT in.

- Grades 1-8 fail reading, language arts, or math; they fail the grade (reading, language arts, and math stands alone)
- Grades 7 & 8 ELA takes the place of Reading
- Grades 1-8 fail two subjects, they fail the grade
- Grades 1-8 fail the same subject two years in a row, fail the grade

SOCIAL PROMOTION PROHIBITED

In compliance with the "Literacy-Based Promotion Act," social promotion is prohibited. A student may not be assigned a grade level based solely on the student's age or any other factors that constitute social promotion.

3rd Grade MAAP ELA

A student scoring below level 3 in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.

Students may meet promotion requirements of the LBPA by earning a "met Literacy Based Promotion Act requirements" (level 3 or above on the multiple-choice portion of the 3rd grade MAAP – ELA assessment). A student scoring below level 3 in reading on the established state assessment for 3rd grade will not be promoted to the 4th grade unless the student meets the state requirements for good cause exemptions for promotion.

Good cause exemptions for promotion are limited to the following:

- Limited English proficient students who have had less than two (2) years of instruction in an English Language Learner program
- Students with a disability whose individualized education plan (IEP) indicates that participation in the statewide accountability assessment program is not appropriate, as authorized under state law
- Students with a disability who participates in the state annual accountability assessment and who have an IEP, or a Section 504 plan that reflects that the individual student has received intensive remediation in reading or previously was retained in kindergarten, first grade, second grade, or third grade
- Students who demonstrate an acceptable level of reading proficiency on an alternative standardized assessment provided by the State Board of Education
- Students who have received intensive intervention in reading for two (2) or more years but still demonstrates a deficiency in reading and who previously were retained in kindergarten, first grade, second grade, or third grade for a total of two (2) years and have not met exceptional education criteria

EXEMPTION POLICY

Exemption Policy for Grades K-6

A student who falls into one of the following categories may be exempt from their semester exams. Absences are calculated per class. A principal may refuse a student's exemption status due to disciplinary actions. Two tardies or two early checkouts will be equivalent to one absence.

Average	Days Absent
Average of C (75-84)	1
Average of B (85-92)	3
Average of A (93-100)	5

Exemption Policy for Grades 7-8

A student who falls into one of the following categories may be exempt from their semester exams. Absences are calculated per class. A principal may refuse a student's exemption status due to disciplinary actions. Two tardies or two early checkouts will be equivalent to one absence.

Average	Days Absent
Average of C (70-79)	1
Average of B (80-89)	3
Average of A (90-100)	5

Exemption Policy for Grades 9-12

A student who falls into one of the following categories may be exempt from their semester exam and/or end of course exam. Absences are calculated per class. A principal may refuse a student's exemption status due to disciplinary actions. Two tardies or two early checkouts will be equivalent to one absence.

Average	Days Absent 1 Credit Course	Days Absent ½ Credit Course
Average of C (70-79)	1	1
Average of B (80-89)	3	2
Average of A (90-100)	5	3

Students who meet the exemption criteria may still choose to take semester or end-of-course exams in an effort to improve their final grade. Participation in these exams will not negatively impact the student's average.

GRADING SCALES

K-6 GRADING SCALE		7-12 GRADING SCALE	
A	93-100	A	90-100
B	85-92	B	80-89
C	75-84	C	70-79
D	70-74	D	65-69
F	69 or below	F	64 or below

UNIFORM GRADING POLICY GRADES K-8

Daily Grades:	Must have a minimum of 12 grades per 9 weeks Quiz & Daily Assessments – minimum of 9 with each having at least 10 items Homework – minimum of one homework grade per week	30% of Average
Test Grades:	Must have a minimum of 6 per 9 weeks The goal for each teacher will be to provide two tests for each three weeks progress reporting period. Tests should contain at least 20 items. Project based test grades will be scored utilizing a rubric. This rubric should be made available to students at the beginning of the project.	50% of Average
9 Weeks Exam:	Exam will have at least 25 items Exam will be comprehensive of objectives taught previously. A copy of the Exam and a key will be submitted to the principal.	20% of Average

UNIFORM GRADING POLICY GRADES 9-12

Daily Grades:	Must have a minimum of 20 grades per 9 weeks Classwork Homework Daily Assessments	30% of Average
Test Grades:	Must have a minimum of 7 per 9 weeks Tested areas should design tests with SATP format in mind. Non-Tested areas should support overall student achievement in tested areas. Project based Test grades will be scored utilizing a rubric. This rubric should be made available to students at the beginning of the project.	50% of Average
9 Weeks EXAM:	Exams will have at least 25 items. Exams will be comprehensive of objectives taught previously. A copy of the Exam and a key will be submitted to the principal.	20% of Average

HILLS CHAPEL AND MARIETTA ACADEMIC AWARDS

The students with the highest and second highest overall average in academic coursework from beginning of 8th grade to end of 3rd 9 weeks will be acknowledged at the schools' annual awards programs.

MISSISSIPPI STATEWIDE ASSESSMENT OF SPECIAL POPULATIONS

The information contained within the Testing Students with Disabilities Regulations and the Guidelines for English Language Learners, and any subsequent updates shall apply to all public-school personnel who are responsible for the implementation of the Mississippi Statewide Assessment System.

The information shall set forth the rules and procedures required for proper test administration and shall be provided to each school district by the Mississippi Department of Education through the district test coordinator. The district superintendent shall ensure that each school follows the established testing procedures and informs each building level administrator of their responsibilities. Local boards of education shall cooperate with the State Board of Education in implementing the provisions of this said policy.

GRADUATION CEREMONY

Graduation is intended to be a dignified event. As such, students must comply with all aspects of the dress code as outlined in the Prentiss County School District Student Handbook.

Additionally, outbursts (hollering, noise makers, etc.) disrupt the ceremony for graduates. In this situation, the student may not receive their diploma from the superintendent and school until a later date.

The school administration reserves the right to remove any student from participating in graduation activities based upon behavior, academic progress, and dress code.

Students must be present at graduation practice to participate in commencement.

DETERMINING AVERAGES FOR HIGH SCHOOL VALEDICTORIAN, SALUTATORIAN, AND HISTORIAN

When calculating the individual student rankings, the following will apply:

1. Student must be on track to earn Distinguished Endorsement
2. Student must have taken and earned a C or above in a minimum of 3 Dual Credit, Physics or Advanced Placement Courses
3. A maximum of 5 Dual Credit or Advanced Placement Courses or Physics will be included in the calculation
4. Only Dual Credit or Advanced Placement courses or Physics taken in lieu of required classes will be factored into the Quality Point Average
5. Class rankings will be calculated at the end of the third nine weeks of the spring semester of Senior year
6. In the event of a tie in Quality Point averages, the counselor will use numerical averages to the third decimal place to break the tie. In the event of a tie after using the Quality Point averages and the numerical average to the third decimal place, a co-valedictorian, co-salutatorian, and/or co-historian may be selected.
7. When calculating Quality Point Averages, counselors will factor in the following:
   a. English I, English II, English III, Senior English
   b. Biology I and the three other sciences with the highest averages (one science must be a Physical Science/Chemistry/Physics)
   c. Algebra I, two math courses above Algebra I with the highest averages, and one additional math
   d. MS Studies, World Geography, World History, US History, Government, Economics
   e. Art, a computer course, P.E., Health, CCR/WBL
   f. Additional elective courses will not be calculated in the GPA.
8. Counselors will count grades twice for 1-unit courses and count grades once for ½ unit courses.
9. Dual credit, AP courses, and physics will be weighted using the Quality Point Scale below.
10. Student must have attended their respective school as 10th, 11th, and 12th grade students.
11. Students graduating early are eligible for valedictorian, salutatorian, and historian honors only if they graduate at the end of the first semester of their senior year. Students graduating early at the end of their junior year are not eligible for valedictorian, salutatorian, or historian honors.

QUALITY POINT SCALE (AP Courses, Dual Credit/Dual Enrollment Courses, and Physics)	QUALITY POINT SCALE (for all other courses)
A = 90 – 100 = 5 Points	A = 90 – 100 = 4 Points
B = 80 – 89 = 4 Points	B = 80 – 89 = 3 Points
C = 70 – 79 = 3 Points	C = 70 – 79 = 2 Points
D = 65 – 69 = 1 Point	D = 65 – 69 = 1 Point
F = 0 – 64 = 0 Points	F = 0 – 64 = 0 Points

YEARLY HONOR ROLL

The end of the year Honor Roll is determined by the grades of each individual subject during the year for the 1st three 9 weeks. To make the Superintendent's Yearly Honor Roll, the student cannot have a grade less than an (A) in each individual subject, and to make the Principal's Yearly Honor Roll, the student cannot have a grade that is less than a (B) in each individual subject. ***NOTE:** Any student who does not satisfactorily continue to maintain this grade during the (fourth nine weeks), will be dropped from the list of Yearly Honor Roll recipients.

HONOR GRADUATES

A student must have a 90 or above cumulative numerical average comprising all courses taken as required for graduation by MDE. These will be determined after the third nine weeks. However, any student who does not continue to maintain this cumulative numerical average during the fourth nine weeks will be dropped from the list of Honor Graduates.

HALL OF FAME

Prentiss County School's Hall of Fame represents a select group of senior students who have outstanding academic records, leadership skills, character, citizenship, and community service.
Eligibility Requirements:

1. Students must have attended the school from which they are graduating for the full junior and senior years.
2. No more than 20% of the senior class will be accepted into the Hall of Fame.
3. High school faculty will select students. The following criteria items will be used: applications, attendance records, discipline records, and academic records. Once all applications are received, faculty will vote on who should receive the Hall of Fame honor.
4. Teachers and club/athletic sponsors will have the opportunity to verify membership status and awards documented by the applicant.
5. The student must not have failed any Carnegie Course.
6. The student must not have had more than 5 unexcused tardies or 5 unexcused absences during the senior year.
7. A student must have passed all the required state tests for graduation in order to receive the Hall of Fame honor.
8. Students must have an overall cumulative numerical average of 90 or higher to be eligible for the Hall of Fame.
9. The student must not have had any out of school suspension during their junior or senior years or engaged in any action that does not exemplify good behavior or school board policy. If a student is engaged in any action that does not exemplify good behavior after receiving the Hall of Fame honor, the student will be removed from the school's Hall of Fame and lose the honor.
10. Completed applications must be turned in to the counselor. Incomplete or incorrectly completed applications will not be considered. There are no extensions on the deadline. Applications will not be given back to the students to correct if the student leaves something off of it.
11. Applications will be distributed after Spring Break to students with a cumulative numerical average of 90 or higher. Students will be given ten days to complete the Hall of Fame application and turn it back in to the counselor.
12. Students must complete twenty hours of community service and provide documentation of the community service signed by the adult who supervised the service.
13. The counselor or principal must sign off on every Hall of Fame application for the student to be considered for Hall of Fame. If the student does not receive the counselor or principal's signature on his or her application, the application will not be considered.

HONOR ROLL

The categories of the Honor Roll are:

1. Superintendent's List — No grade less than **A**
2. Principal's List — No grade less than **B**

ATTENDANCE AWARD

PERFECT ATTENDANCE: Any student having perfect attendance at any school on all legal school days is given a Perfect Attendance Award. If a student becomes sick and must be sent home, they will be counted present ONLY if they have attended school until 1:30 p.m. and/or 66% of the student's schedule day. Students may also be excused early for medical appointments or other necessary reasons and be counted present provided they attend school until 1:30 p.m. and/or 66% of the student's school day.

CLUBS AND STUDENT ACTIVITIES REQUIREMENTS FOR ELECTING CLUB OFFICERS, CLASS OFFICERS, AND/OR ANY OTHER POSITION OF HONOR AND TRUST

It is the intent of the Prentiss County Board to have students that hold a responsible position in their respective schools or classes to be of good behavior. Students that are selected or elected, whether it be by faculty selection, class selection, or student body selection, cannot hold any position of honor or trust if they have been suspended, expelled, or have 6 or more unexcused absences for one calendar year, beginning on the date that the offense was, resulting in the suspension or expulsion.

A student must have been promoted from the previous year to be eligible for any position of honor or office.

Any student selected for any of these positions will be removed from all positions immediately if they are suspended or expelled. Once elected the student must meet the requirements of the position set forth by the administration or forfeit their post.

STUDENT PARTICIPATION

NOTE: If a student is suspended at the time of the trip, this student will not be allowed to go. Also, if a student has demonstrated misconduct on a previous trip, the student may not be allowed to go on future trips or participate in future activities. This decision will be at the discretion of the sponsor and the principal. Also, at the discretion of the principal, any student may be barred from any extra-curricular activity during that calendar year and be subject to review by the Prentiss County School Board.

BANQUETS/PROM

Banquets held in other locations, other than Prentiss County, must be approved by the school board. If a student desires to attend a banquet, the following rules must apply:

1. Meals are to be paid for in advance.
2. Students are not allowed to bring guests or dates who would not otherwise be involved in Banquet/Prom Activity.
3. No Wills and/or Prophecies will be allowed.

*To participate in Banquets, Beauty Revues, Homecoming Award's Programs, Athletic Events, or an any other school sponsored event or activity, a student must be at school on the day of that Banquet, Beauty Revue, Homecoming, Award's Program, Event etc. for at least 66% of the student's day.

Also, at the discretion of the principal, any student may be barred from any extra-curricular activity during that calendar year.

ATHLETICS AND SCHOOL ACTIVITIES

All participants (grades 7-12) in activities sanctioned by the Mississippi High School Activities Association (MHSAA) must comply with standards as stated in the MHSAA Handbook. All Prentiss County School District Athletics are governed by the MHSAA. Any other inquiries about eligibility can be found at www.misshsaa.com. (This applies to all extracurriculars).

ACADEMIC RULE

*All Prentiss County School District Athletics are governed by the MHSAA. Any other inquiries about eligibility can be found at www.misshsaa.com.

JUNIOR HIGH (7th and 8th graders)

Pupils in the seventh and eighth grades participating at the high school level for fall eligibility must: be promoted; have passed the four core courses (English, math, science, and social studies); and the average of those four core courses must be a "C", 2.0 or above. For spring semester eligibility, the student does not have to be passing all four core courses, but the average of those four core courses must be a "C", 2.0 or above. Summer school or extended school year grades will replace the grade for a failed course in the spring semester GPA.

If a student meets promotional requirements at the end of the school year, but is retained in the same grade, the student is ineligible for one (1) year. This is commonly referred to as redshirting. If the student participates after being declared ineligible, the school will be placed on athletic probation by the MHSAA. Also, the school could lose accreditation by the State Department of Education.

HIGH SCHOOL (9th-12th graders)

Students will be required to pass 6 units of credit during the school year with a "C" or 2.0 average or better to maintain eligibility. Those students who opt out of the Mississippi school's curriculum and need 21 credits to graduate, will be required to pass five credits toward graduation to be eligible. However, they must pass six credits, one of those four years of eligibility.

A student athlete may become eligible only once during his/her high school career if he/she fails the last semester of the previous year, by passing 6 units with a "C" average the first semester of the following year. This will be done in order to keep the student on track for graduation.

The only change for students on the block schedule will be that students participating in athletics and activities will have to have an overall "C" or 2.0 or higher average.

Special education students will be academically eligible if they are making satisfactory progress according to the committees reviewing their Individual Education Plans (IEP).

SPORTING EVENT PRICES

(If a High School and Jr. High are playing - highest fee will be charged)

Basketball Tournament/Classic Game	H.S. $7.00	Jr. High $5.00
Basketball Games	H.S. $7.00	Jr. High $5.00
Baseball and Softball Games	H.S. $7.00	Jr. High $5.00
Beauty Revue	$15.00 entrance fee $7.00 admission fee	
Track Meet	$5.00	
Cross Country Meet	$5.00	
Powerlifting	$5.00	
Archery	$5.00	
Volleyball	$7.00	

Note: All above prices will be for everyone. All must pay gate except those with valid passes*
(County passes will not be accepted during Prentiss County Tournament)
The above prices are for cash admission prices. The use of Go Fan to purchase tickets requires an additional fee of $1.00.

Students may purchase student tickets for High School events in advance for $3.00 for any sport at their home school excluding tournament games (Non-transferable). Students may purchase student tickets for Jr. High School events in advance for $2.00.

ATTENDANCE LAWS AND POLICIES

The district will implement procedures that will monitor and report student absences. When possible, medical, dental, or other personal appointments should be scheduled after school hours.

Excused Absences: Due to a change in MS law (SB 2103; MS Code 37-13-91), excused absences are limited to five (5) per semester whether supported by a parent note or medical documentation. Additional excused absences require principal approval based on documented and approved extenuating circumstances. Written documentation, including medical excuses for absences, must be presented to the principal or his or her designee within two (2) days of the student's return to school. This documentation must come from appropriate medical personnel, court personnel, funeral home personnel, or a legal parent / guardian. A maximum of four (4) parent notes may be used as an excused absence per semester. An absence will be unexcused if a parent or legal guardian does not contact the school in writing by the conclusion of the second day after the student returns to school.

Note: If a student is absent due to an illness or injury for more than three (3) consecutive days, any absence after the third must be excused by a medical professional.

EXCUSED ABSENCES INCLUDE:

1. Sickness/medical appointments with proper documentation.
2. Death in the immediate family as outlined by Mississippi law, with acceptable documentation.
3. Absences approved by the principal.
4. Mandated appearances in court, with proper documentation.
5. Any other excuse otherwise provided by board policy JBA.

After a student accumulates three (3) absences (excused or unexcused), the school will contact the parent or legal guardian and begin school-based attendance interventions. A referral will also be submitted to the School Attendance Officer.

If a student accumulates eight (8) unlawful absences, an additional referral will be made to the School Attendance Officer. Students with twelve (12) unlawful absences will receive interventions, and another referral will be made to the School Attendance Officer. After fifteen (15) unlawful absences, a referral will be made to the School Attendance Officer after every five (5) additional unlawful absences, in accordance with Mississippi Code § 37-13-91 (SB 2103).

Note: A Parent Excuse Letter can be found in the back of this handbook. Copies of the form may be used, or a handwritten letter may be submitted in the format of the Parent Excuse Letter. The information found on the Parent Excuse Letter must be completed and included for a student to receive an excused absence.

Note: Students who are identified as chronically absent (being absent for 10% or more of the school days in a school year, regardless if the absence is excused or unexcused) will be provided interventions.

MAKE-UP WORK

All students shall be offered the opportunity to make up work except for unexcused absences or tardies. Make-up tests may be different from regular tests. If a student knows in advance that they will be excused from classes to participate in a school-sponsored activity, they should discuss make-up work with their teacher as soon as they know they are to be absent. The student, upon return to school, must contact the teacher immediately to arrange for work and/or tests missed. Students who have been absent should contact their teachers regarding make-up work. The teacher will determine the length of time a student should have in making up missed work with a minimum of at least one (1) day for every day absent. In instances where the student was present when work was assigned or tests were scheduled, the student is expected to submit the work or take the test upon the day after returning to school. When work is not made up within the allotted time or by the time specified by the teacher, the student's grade will automatically become a zero. The teacher will document the schedule of make-up; dates assigned, and the date due.

HOMEROOM TARDIES

Students are expected to be at school and in their designated classroom by the time the homeroom tardy bell rings. A student who arrives after the tardy bell rings must report to the office upon arrival. The fourth tardy per semester (elementary and jr. high) and second tardy (high school block schedule) or thereafter will be dealt with according to the Code of Discipline listed in this Handbook. The principal will be responsible for punishment resulting from homeroom tardies.

CLASS TARDIES

Students are allowed ample time to change classes. Students that are detained by a teacher should be given a note to present to their next teacher when they arrive for class. All other tardies will be considered unexcused. Any work missed because of an unexcused tardy cannot be made up. If a student enters the room after the tardy bell has rung, he/she is tardy. Every three (3) unexcused tardies will be counted as one absence. This is not an accumulation of three (3) tardies for all seven (7) periods or each block period, but three (3) for each period or block. If a student misses over 50% of a class period, they will be counted absent.

Parental approval must be given in writing or by phone for late arrival or early departure.

Students who are habitually late for school, with 3 or more tardies, will lose their driving privilege for 5 school days. For each repeated offense of 3 unexcused tardies double driving loss days will occur (10 school days).

HALL PASSES

A student will be required to have a hall pass in their possession when they leave an assigned class area during the class period. The student is responsible for getting a hall pass from their instructor before leaving their assigned class area. Failure to have a hall pass will be treated as truancy and disobedience and the student will be punished based on the policy described under the Code of Discipline in this handbook.

PERMISSION TO LEAVE SCHOOL

Once a student is on school grounds, they are to remain throughout the entire day unless their parent/guardian requests an early release, or an emergency arises. If a student becomes sick at school they are to report to the office for permission to go home. If a parent or guardian desires that their child be dismissed from school for any part of the day, they should communicate with the school office by telephone or note.

<u>If a student brings a note to school for permission to leave school, they should bring it to the office by 8:00 a.m. to get the note signed.</u> All notes for early dismissal must have a home, business, or place of employment phone number listed. The school will verify every excuse or note for dismissal if possible. Any student leaving the school grounds during the school day for any reason must sign out in the office after receiving permission and once they leave, they may not return to school without school office permission and must sign in upon returning. If a student leaves the school grounds during the school day without parental consent, school consent, and signing out in the office, they will be subject to punishment.

<u>NOTE:</u> Prentiss County School District students in the12th grades who are on track for graduation are allowed to leave early on a regular basis.

AUTOMOBILE USE

1. Driving on school roads and parking on school property is a courtesy offered to students and others by the School Board.
2. The parking facilities located at the various school district buildings are not public parking areas and are to be used for school purposes only. School purposes include attendance at school activities or other school authorized activities, which occur before or after the regular school day.
3. Students must have a driver's license on file in the office before they will be allowed to drive any vehicle on the school campus.
4. Violators may be charged with trespassing and/or vehicles towed at owner's expense.
5. Any violation can be referred to the Code of Discipline.

Additional rules and regulations are as follows:

1. All drivers on school property and related school sponsored activities shall hold a valid State of Mississippi driver's license.
2. All such drivers shall follow the laws of the State of Mississippi relating to liability (liability insurance or security bond).
3. Copies of these documents shall be on file in the school principal's office.
4. Students will not be permitted to transport other unauthorized students.
5. Students are to leave their cars immediately after arriving on school property and are not to return to them until departure time without proper authorization by the principal.
6. ***Parental approval must be given in writing or by phone for late arrival or early departure. Students who are habitually late for school, with 3 or more tardies, will lose their driving privilege for 5 school days. For each repeated offense of 3 unexcused tardies double driving loss days will occur (10 school days).***
7. Students will park only in designated areas. Each car will be identified with a current permit prominently displayed or attached.
8. Students will abide by all laws and common-sense rules governing driver's conduct.
9. Students shall be responsible for locking their vehicles while on school property. The school district shall assume no responsibility for any loss relating to the student driver, his vehicle, or other property.
10. Before being issued authorization to drive on school property or in connection with any school activity, principals must obtain the signature of the student driver certifying that he/she understands and will abide by this policy and its parts.
11. No student below the ninth (9th) grade will be issued a permit authorizing him/her to drive a vehicle of any sort on campus.
12. Failure to abide by this policy will result in the loss of driving/car use privileges and subject the student to whatever other discipline or prosecution that might apply under school policy and/or the laws of Mississippi. A permit will not be issued to drive a ATV or UTV.
13. A permit may be issued to drive a motorcycle on campus provided the following rules are met:
    - Drivers of motorcycles must wear a helmet
    - Motorcycles must have a tag
    - Motorcycles must be insured
    - Motorcycles must meet all state requirements
    - No riders will be permitted
14. Additional rules may apply at each school.

DRIVER EDUCATION AND DRIVER LICENSING

In accordance with Mississippi law, the Prentiss County School District offers driver education as required by the Mississippi Department of Education. Students seeking a Mississippi driver's license should be aware that the state law establishes eligibility requirements for learner's permits, driver education, and licensure.

Students and parents are responsible for complying with all requirements established by the Mississippi Department of Public Safety and applicable Mississippi law, as those requirements may be amended by the Legislature.

AUTOMOBILE USE FOR CAREER AND TECHNICAL STUDENTS

Students who attend classes at the Prentiss County Career & Technology Center will ride the bus to and from their home school. Permission to drive will be given by the principal and the vocational director to those students enrolled in Health Sciences II and Educator Prep Classes. Permission to drive may be extended to those students whose last class of the school day is at the Prentiss County Career & Technology Center. Extenuating circumstances will be addressed at the local school. Permission-To-Drive forms must have the proper signatures and be on file at the home school with a copy sent to the Career and Technology Center. If students ride with other students, permission forms must be completed and on file at both schools. Any student found in violation will lose all driving privileges as well as other appropriate disciplinary actions

WORKBOOKS, FEES, AND CHARGES

Fees may be charged for workbooks and consumable supplies or for repair or rental of equipment. The Board of Education shall review the fees charged in August of each year and may change the fees as it deems necessary for the session immediately following. The fees and charges are as follows:

Driver's Education	$30.00
CSE	Consumable supply fee - $15.00
Chemistry I & II	$20.00
Biology I & II	$20.00
HS Science Elective	$20.00
Physics	$20.00
Locker Fees	Regular or Small-$7.50 / Large-$10.00
Career & Technical Lab Fees	$15.00
Library Books	Ten cents (.10) a day for overdue books. Replacement value for lost or damaged book
School Property	Replacement value (desks, windows, etc.)
Technology Fee	**$50.00 Annual Non-Refundable**

DISTRICT OWNED TEXTBOOKS

Prentiss County School District provides textbooks free of charge to students. Books will be issued by the teacher of each course, requiring the use of such textbooks. It is the duty of each student to care for the textbooks to the best of his/her ability. Students should take pride in the upkeep of their textbooks. Students who lose or damage textbooks are required to pay for them. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced the book. A book that is lost or damaged must be paid for before another will be issued.

The following is an example of our district's fines and damage replacement schedule:

DAMAGE	FINE
Writing/drawing/scribbling in book	$1.00 per page
Excess wear/damage but still usable	10% of the cost of the book
Cover of book damaged	25% of the cost of the book
Spine damaged	25% of the cost of the book
Water damaged but still usable	25% of the cost of the book
Water damaged, not usable	Cost of the book
Pages missing, not usable	Cost of the book
Obscene writing or drawing on or in the book	Cost of the book
Non-returned book	Cost of the book

REPORT CARDS / PROGRESS REPORTS

Report cards will be sent home one week after the 9 weeks exam for each grading period. Progress reports will be sent home for grades K-12 at the 1/3 and 2/3 point of each 9 weeks. Parents will receive notification of students having difficulty. The student may keep their report card for each grading period but are required to show proof of parent's/guardian's signature to school personnel. Active Parent may be accessed at any point to evaluate a student's performance in each class.

PROGRESS REPORTS

- August 27, 2026
- September 17, 2026
- November 5, 2026
- December 3, 2026
- January 28, 2027
- February 18, 2027
- April 8, 2027
- May 6, 2027

REPORT CARDS

- October 15, 2026
- January 17, 2027
- March 18, 2027
- May 27, 2027

CARE OF SCHOOL PROPERTY

Students are expected to do their individual part in caring for the buildings, school buses, and school grounds. Everyone should develop pride in keeping the buildings clean and the furniture in good repair. Pupils will be required to pay for damage to buildings, school buses, and any equipment. Damages must be paid for by the guilty party and in severe instances, additional punishment may be issued.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are viewed as an extension of the school day. All rules governing regular school day activities shall apply to all school sponsored extracurricular activities held on or off the school campuses. Violators of these rules shall be handled accordingly and shall include, but not limited to all summer activities.

PRENTISS COUNTY SCHOOL DISTRICT CODE OF DISCIPLINE

The uniform Discipline Code of the Prentiss County School District provides a uniform standard of conduct for all public-school students. It describes inappropriate student behavior, ensures equal treatment for misconduct, and presents specific actions for remediating prohibited behaviors. The Code is based on the premise that rules must be enforced fairly, firmly, and consistently and in a fashion equitable and just, while complying with state mandates and regulations. It recognizes that as students' progress in school and advance in age and maturity, they will assume greater responsibility for their actions. It is also recognized that differences in age and maturity require different types of disciplinary action. HB 1182 states that children with a disability, that is children with an IEP or Section 504 plan, cannot be subject to corporal punishment in accordance with MS Code 37-11-57.

In this Code, discipline is defined as the implementation of and adherence to behavioral rules and regulations, which will ensure an educational environment free of mental and physical hazards to students, teachers, and staff. Such an environment is conducive to the practice of good citizenship and encourages learning. The enforcement of the Code will help ensure a safe and orderly school climate for students and staff alike.

Specific provisions of the Code include:

1. A parent, guardian, or custodian of a compulsory school age child enrolled in the Prentiss County 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 Prentiss County School District may be requested to appear at school by the school attendance officer or the principal, for a conference regarding the destructive acts of their child, 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 the Prentiss County 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 the Prentiss County School District shall be responsible for any criminal fines brought against such student(s) for unlawful activity occurring on school grounds or buses.
5. Any parent, guardian, or custodian of a compulsory school age child who:
   - **a.** fails to attend a discipline conference to which such parent, guardian, or custodian has been summoned under the provisions of this section, or
   - **b.** refuses or willfully fails to perform any other duties imposed upon him or her under the laws shall be guilty of a misdemeanor and, upon conviction shall be fined not to exceed an amount provided by law.
   - **c.** The Prentiss County School 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.
   - **d.** Any student assigned In-School Detention, Out-of-School Suspension, or placement at Prentiss County Alternative School will not be allowed to attend hosted event / function at PCSD including athletic events, field trips, or any extra-curricular activities until the In-School Detention, Out-of-School Suspension, or placement at Prentiss County Alternative School is completed in assignment.

CODE OF DISCIPLINE GRADES K-12

STUDENT CONDUCT: ACTS OF MISCONDUCT

These acts of misconduct include those student behaviors, which disrupt the orderly educational process in the classroom or on the school grounds including the following:

LEVEL I

1 – 1 **Tardiness**

1 – 2 **Running and/or making excessive noise** in the hall or building

1 – 3 **Inappropriate personal contact** including but not limited to pushing and shoving, inappropriate gestures and public displays of affection, recklessness, or any inappropriate contact which does not result in physical harm, or any additional contact which the principal determines to be in this level.

1 – 4 **In an unauthorized area without a pass** (halls, etc.)

1 – 5 **Dress code violation**

1 – 6 **Displaying any behavior** which is disruptive to the orderly process of education

DISCIPLINARY ACTION

First Violation

Minimum: Teacher-Student Conference

Maximum: Teacher-Student-Parent Conference

Repeated or Flagrant Violation

Minimum: Mandatory Student-Parent-Administrator Conference (Home Suspension)

Maximum: Corporal Punishment, In School detention, and/or school suspension

LEVEL II

2 – 1 Leaving the school grounds without permission

2 – 2 Skipping class – Truancy

2 – 3 **Insubordination**—refusal to follow written or verbal school rules after receiving specific directions from a person in authority including, but not limited to, breaking school or classroom rules, failure to respond to staff request, refusal to complete assigned task, or exhibiting disrespect towards adults

2 – 4 Possession and/or use of a tobacco product. If a student is found to have a vape product or is vaping, please see Vaping Policy and Vaping Disciplinary Action.

2 – 5 Exhibiting any hostile physical or verbal actions

2 – 6 Bullying (as defined in Board Policy)

2 – 7 Unauthorized use of electronic devices

2 – 8 Cheating on tests or exams

DISCIPLINARY ACTION

First Violation

Minimum: Administrator-Conference, In-School Detention, mandatory student parent-administrator conference, corporal punishment

Maximum: School suspension (one to three days)

REPEATED OR FLAGRANT VIOLATION

Minimum: School suspension (three days)

Maximum: School suspension (three days) and/or In-School-Detention for up to ten (10) days and/or Teacher Support Team Interventions

ADDITIONAL DISCIPLINARY ACTION FOR UNAUTHORIZED USE OF PERSONAL ELECTRONIC DEVICES:

1st Offense: First offense will result in confiscation of the device and parental contact. The electronic device will be returned at the end of the school day to the student or his/her parent/guardian as determined by the building principal.

2nd Offense: School will take and keep the device for 5 school days. After the device is retained for 5 school days, the electronic device will be returned to the student or his/her parent/guardian as determined by the building principal.

3rd Offense: School will take and keep the device for 10 school days. After the device is retained for 10 school days, the electronic device will be returned to the student or his/her parent/guardian as determined by the building principal. Devices will be confiscated and turned into the office and locked up. Teachers are not to keep devices and keep them in their classroom.

LEVEL III

3 – 1 Gambling

3 – 2 Theft or possession of stolen property *

3 – 3 Acts which threaten the safety and well-being of students and/or staff: engaging in any behavior (by word or act) that encourages, incites, or instigates threatening or aggressive acts which can create the risk of harm to another person.

3 – 4 Extortion- use of intimidation, coercion, or force

3 – 5 Vandalism of personal and/or school property *

3 – 6 Using profane, obscene, indecent, immoral, or offensive language and/or gestures, and/or possession of obscene, indecent, immoral, or offensive materials

3 – 7 Inappropriate sexual conduct, including un-welcomed sexual contact, indecent exposure, or transferring sexually suggestive images through personal electronic devices

3 – 8 Inappropriate use of an electronic device to search for, access, or view vulgar, obscene, inappropriate content

DISCIPLINARY ACTION

First Violation

Minimum: School suspension from one to three days, In-School Detention, corporal punishment

Maximum: School suspension (three days), report to authorities when applicable

Repeated or Flagrant Violation

Minimum: School suspension (three days), In-School Detention (ten days), and/or Teacher Support Team interventions

Maximum: School suspension (three days) and/or assignment to the Prentiss County Alternative School pending the results of a disciplinary hearing.

For theft or vandalism restitution shall be made regardless of other punishment.

LEVEL IV

4 – 1 Possession, use, or under the influence of alcohol, synthetic drugs, counterfeit drugs, illegal drugs, narcotics, controlled substance(s) or paraphernalia. *

4 – 2 Assault on a student. Assault is defined as purposely or recklessly causing or attempting to cause bodily injury (including pain or discomfort) to another.

4 – 3 Assault on a school employee. Assault is defined as purposely or recklessly causing or attempting to cause bodily injury (including pain or discomfort) to another.

4 – 4 Using profane, obscene, indecent, immoral, threatening, or offensive language and/or gestures directly to a staff member.

Any student in violation of the above shall be suspended by the school principal for three days and ordered to appear for a disciplinary hearing before a District Hearing Committee if the parent doesn't waive the hearing.

DISCIPLINARY ACTION

Minimum: Assignment to the Prentiss County Alternative School for not less than 45 days and a report will be made to the appropriate law enforcement authorities.

Maximum: Expulsion

LEVEL V

5 – 1 Weapon(s) possession or use

DISCIPLINARY ACTION

Minimum: Possession other than gun will result in assignment to Prentiss County Alternative School and a report will be made to the appropriate law enforcement authorities.

Maximum: Possession of a firearm/gun or use of other weapon will result in expulsion from school for a period of not less than one year (under certain circumstances expulsion can be from the student's assigned school to Prentiss County Alternative School)

5 – 2 Sale or distribution, or conspiring to sell counterfeit drugs, synthetic drugs, illegal drugs/alcohol, narcotics, or controlled substances

DISCIPLINARY ACTION

Minimum: Assignment to the Prentiss County Alternative School and a report will be made to the appropriate law enforcement authorities.

Maximum: Expulsion

5 – 3 Students are prohibited from wearing, displaying, or possessing in any manner on school property or at school-sponsored events clothing, apparel, accessories, drawings, or messages associated with any gang or social club that is associated with criminal activity, as defined by law enforcement agencies.

DISCIPLINARY ACTION

Minimum: Mandatory student/parent/resource officer/administrator meeting to investigate situation and determine proper discipline consequence

Repeated: Assignment to the Prentiss County Alternative School

Maximum: Expulsion for repeated violations and/or gang activity that includes but is not limited to:

- Acts which disrupt the process of orderly education
- Recruitment with use of intimidation
- Tagging or marking
- Assault
- Battery

In addition to these penalties, provisions of the Mississippi Criminal Code are applicable to illegal behavior. Principals are required to report illegal activities to the police. Students committing any crime or involved with any criminal behavior are subject to arrest by local law enforcement.

The Prentiss County Board of Education permits individual schools to adopt additional regulations governing actions not covered by Conduct Code. However, such additional regulations may neither substitute for nor negate any of the provisions, in spirit or intent of the Conduct Code, and must be approved in writing by the Superintendent of Education.

STUDENT VAPING POLICY AND DISCIPLINARY ACTION:

Electronic cigarettes have recently surpassed conventional cigarettes as the most used tobacco product among youths. The Prentiss County Board of Education recognizes that the use of electronic cigarettes and other vaping devices, or any tobacco products, is detrimental to the health and safety of students, staff, and visitors and is therefore always prohibited.

This policy applies to all students, school staff, parents, and any visitors while on school grounds, in school buildings and facilities, in any school bus, on school property, or at school related activities or school-sponsored events which includes, but is not limited to, athletic events.

DEFINITIONS

Vaping – The act of inhaling and exhaling the aerosol (often called vapor) produced by an electronic cigarette or similar battery-powered device.

Electronic Cigarette – An electronic product or device that produces a vapor that delivers nicotine or other substances to the person inhaling from the device to simulate smoking, and is likely to be offered to, or purchased by, consumers as an electronic cigarette, electronic cigar, or electronic pipe. Also known as e-cigarettes purchased by consumers as an electronic cigarette, electronic cigar, or electronic pipe. Also known as e-cigs, vape pens, e-hookahs, e-pipes, tanks, mods, vapes, electronic nicotine delivery system, BINDs, JUUL, etc. Some devices may resemble cigarettes while others may resemble pens, USB sticks, other related tobacco products (pouches), or other everyday items.

VIOLATIONS

Any student found in violation will have the device confiscated and not returned if suspicion of illegal synthetic or illegal drugs will be subject to further laboratory drug testing and authorities will be notified. Violations include use of device and / or having device possession of the device.

DISCIPLINARY ACTION

First Offense is a three (3) day suspension.

Second Offense is a five (5) day out-of-school suspension.

Third Offense is an assignment to the Prentiss County Alternative School (Alternative School Placement).

Repeated offenses after the third offense: Minimum: Assignment to the Prentiss County Alternative School.

Any flagrant violations can result in expulsion for a calendar year.

References: 97-32-27 – Definitions

DUE PROCESS

In cases where the imposition of punishment is for a suspension of more than 10 days, assigned to the Prentiss County Alternative School, or expulsion, the student will be orally informed of the charges lodged against him. The student shall have a right to due process. See Prentiss County School District Board Policy JDAAAA. A parent will be notified of the suspension by telephone, if possible, and in writing. The student's parent/guardian has a right to discuss this matter further and have the charge and punishment explained by the administration along with all other rights provided by board policy.

The superintendent and principal of a school shall have the power to suspend or dismiss a pupil for good cause, including misconduct in the school or on school property, on the road to and from school, or at any school-related activity or event. The superintendent and principal of a school shall also have the power to suspend or dismiss a pupil for conduct occurring on property other than school property or other than 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 staff. If the parent or legal guardian of the student who is suspended or dismissed shall feel aggrieved by the suspension or dismissal of the student, then such parent or legal guardian shall have the right to a due process hearing.

ALTERNATIVE PLACEMENT PROCEDURES

While attending the alternative program, the student's individual instruction plans will be developed, and their educational progress will be evaluated at regular intervals.

An Individualized Education Plan (IEP) committee meets to determine every change of placement for our special education students. Students with special education rulings follow their IEP while at the Prentiss County Alternative School.

Parents are notified of the recommendation for placement at the Prentiss County Alternative School during the disciplinary hearing. The home school will contact the parent once acceptance is granted by the District Review Board. All parents and students will meet with a Prentiss County Alternative School administrator to discuss the program and requirements.

The District Review Board consists of school-level administrators, district-level administrators, and counselors as determined by the Superintendent.

While a student is suspended, placed in alternative school, or expelled, the student is not allowed to enter the campus or school grounds or any school in the Prentiss County School District during or outside school hours nor may the student attend any school-related activity on or off school property.

STUDENTS UNDER EXPULSION/OUT-OF-SCHOOL SUSPENSION NOT ALLOWED ON ANY CAMPUS

Students who are on out-of-school suspension and/or students who have been expelled to the Prentiss County Alternative School are not permitted on any school campus or activity during and/or after school hours including ball games etc. Vocational students will be reviewed on case-by-case basis.

EXPLANATION OF ALTERNATIVE SCHOOL STUDENTS NOT ALLOWED ON ANY CAMPUS

Students are assigned to the Prentiss County Alternative School by due process of the Prentiss County School District. The Superintendent is responsible for the referral of students based on their conduct. A student may be referred for any offense that they would normally be long-term suspended or expelled for. The program also serves students who have previously been expelled or have severe behavior problems prior to moving to our district or have been placed in our agency/institution. This program serves as a placement in the regular program.

Rules and regulations of the Alternative School are addressed in a separate Alternative School Handbook.

NOTE: Student Removal: Any child who becomes involved in any criminal or violent behavior shall be removed from the alternative program and, if probable cause exists, the case shall be referred to youth court. (Senate Bill 3349 – MS Code 37-13-92

PROHIBITION OF WEAPONS ON SCHOOL PROPERTY

(SENATE BILL 3349 – PREVENTION OF SCHOOL VIOLENCE ACT)
(MS CODE 97-37-13, 97-37-15, AND 97-37-17)

AUTOMATIC EXPULSION

PERMITTED SENATE BILL 3349: The superintendent or principal has authority to automatically expel any student who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm, or causing bodily harm, or who commits a violent act on school property. The expulsion shall take effect immediately, subject to constitutional due process rights.

NOTE: House Bill 323 bars any student expelled for possession of a weapon or other felonious conduct from being assigned to an alternative school program. Referrals to alternative schools must be based upon documented need for placement by the parent, legal guardian, or custodian.

PARENTAL RESPONSIBILITY

A parent may be guilty of a misdemeanor and fined up to $1,000.00 and/or up to six (6) months in county jail for knowingly allowing a child (under 18) to have, own, or carry a concealed weapon.

SENATE BILL 2767

Senate Bill 2767 states that any act attempted or committed by a child with the use of a deadly weapon, which would be a felony if committed by an adult, will be in the original jurisdiction of the circuit court. This bill requires that the youth court be notified when a child is expelled from the public schools and the reason for expulsion.

The age for relinquishing youth court jurisdiction is lowered from 18 to 17 when the offenses committed by the child would be a felony if committed by an adult.

Parents, guardians, or custodians of children under age 13 may be civilly liable for any criminal acts of their children. Section 43-21-159 is amended to remove jurisdiction from the youth court for an offense involving the use or possession of a firearm by a child who is 15 years of age if the same offense committed by an adult would be a felony. All records involving a child convicted as an adult shall be public and shall not be kept confidential.

DEFINITIONS:

"EDUCATIONAL PROPERTY" A public or private school building, bus, campus, grounds, recreational area, athletic field, or other property owned or 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" $5,000.00 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 the same.

"MISDEMEANOR" $1,000.00 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, razor blades (except for shaving), any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files and clips and tools used only to prepare food, instruction and maintenance of school property), or causing, encouraging, or aiding a minor to possess same.

PARENTAL RESPONSIBILITY – CONFERENCE ATTENDANCE (SENATE BILL 3349)

A parent may be guilty of a misdemeanor and fined up to $250.00 for failure to attend a noticed conference.

SCHOOL DISTRICT'S RESPONSIBILITIES (HOUSE BILL 1602)

School Districts are required to notify the youth court and local law enforcement agencies, by affidavit, of the occurrence of any unlawful activity (as defined below) committed by a student or students upon school property or during any school-related activity, regardless of location and the identity of the student or students committing the illegal activity "Unlawful Activity" is defined as: possession or use of a deadly weapon; possession, sale, or use of any controlled substance; aggravated or simple assault; rape; sexual battery; murder or other violent acts as defined in section 43-21-605.

PARENTAL RESPONSIBILITY FOR DAMAGES

A public school district is entitled to recover up to $20,000.00 in damages, in addition to any other recovery, from the parents of a child (7-17) who maliciously and willfully damages or destroys district property. (Senate Bill 3349 – MS Code 37-11-53)

DRUGS AND ALCOHOL

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

The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication which is under the supervision and direction of such physician. The order and provisions of this policy shall apply to all students during all of the period of time that they are under the direct jurisdiction of this school district, while participating in or going to or from any school-related activity, while under the supervision and direction of any teacher, principal or other authority of this school district or when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others.

Any student violating any of the provisions of this policy shall be automatically suspended and recommended for expulsion by the superintendent or principal of the school in which the student is enrolled. The suspension shall be effective immediately, subject to the procedures of due process as stated in the Code of Conduct and Disciplinary Procedures Policy.

This policy is for the discipline and protection of the students at this school district and their general welfare. Nothing herein contained shall be construed to avoid any prosecution under any pertinent criminal statute of the State of Mississippi.

TOBACCO USE PROHIBITED

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

DEFINITIONS

1. Adult: any natural person at least eighteen (18) years old.
2. Minor: any natural person under the age of eighteen (18) years old.
3. Person: any natural person.
4. Tobacco product: any substance that contains tobacco, including, but not limited to, electronic cigarettes (see definition in policy) vaping, 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 sixteenth section school land provided.

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 is issued.
2. for a second conviction, a fine of Seventy-Five Dollars ($75.00); and
3. for all subsequent convictions, a fine not to exceed One Hundred Fifty Dollars ($150.00) shall be imposed.

ISSUANCE OF CITATION

Any adult found in violation of this section shall be issued a citation by a law enforcement officer, which shall include notice of the date, time, and location for hearing before the justice court having jurisdiction where the violation is alleged to have occurred. For the purposes of this section, subsequent convictions are violations committed on any educational property within the State of Mississippi. '97-32-27 thru 97-32-29 (2000)

LEGAL REF.: MS CODE '37-11-18; '41-29-101 et seq.; '97-32-27 thru '97-32-29.
CROSS REF.: Policies JDAAAA C Disciplinary Procedures

Prentiss County School District Random Drug Testing Policy

To protect the health and safety of students involved in extracurricular activities from illegal and/or the performance-enhancing drug use and abuse to curtail the use of such drugs, the Board of Education (the "Board") of the Prentiss County School District (the "District") adopts the following policy for random drug testing of all students Grades seven (7) through twelve (12) who participate in extracurricular activities.

Statement of Purpose and Intent

Although the Board of Education, administration, faculty, and staff desire that no student use or possess illegal or performance enhancing drugs, we realize that our power to restrict the possession or use of such drugs is limited. Therefore, this policy governs only the use and possession of performance-enhancing and illegal drugs by students participating in extracurricular activities. This policy complements all other policies, rules, and regulations of the District regarding possession or use of illegal drugs, including, but not limited to, all policies and rules concerning reasonable suspicion of the use or possession of such illegal drugs. The policy also supplements and complements all laws and policies with respect to special education students.

Participation in school-sponsored extracurricular activities in the District is a privilege. Participating students represent the District and their community. Accordingly, students in these activities carry a responsibility to themselves, their fellow students, their school, their families, and their community to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal and performance-enhancing drugs.

The purpose of this policy is six-fold:

1. To educate students about the serious physical, mental, and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being.
3. To offer students the privilege of competition and participation in extracurricular activities as an incentive to stop using such substances.
4. To ensure that students adhere to a training program or health regimen that prohibits illegal and performance-enhancing drugs.
5. To prevent injury, illness, and harm to students that may arise because of illegal and performance enhancing drug use.

6. To offer students school activities free of the effects of illegal and performance-enhancing drug use. Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extracurricular activities and with the positive image these students project to other students and to the community on behalf of the District. To protect the safety, health, and well-being of all students involved in extracurricular activities, the District adopts this policy for all participants in specified extracurricular activities in grades 7 through 12. The administration shall adopt regulations to implement this policy.

DEFINITIONS

"Activity Student" means a member of any middle school or high school sponsored extracurricular organization. This definition includes any student who represents District schools in any extra-curricular organization involving competition of any kind, such as academic team, band, vocal, choral, cheerleader, and athletics. (See the attached list of activities.)

"Drug test" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs, or the metabolites thereof, performed by an independent testing company.

"Random selection basis" means a mechanism for selecting Activity Students for drug testing that:

1. Results in an equal probability that any Activity Student from a group of Activity Students subject to the selection mechanism will be selected.
2. Does not give the District discretion to waive the selection of any Activity Student selected under the mechanism, and
3. Is administered by a professional testing company employed by the District.

"Illegal drugs" means any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or Mississippi law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by Miss. Code Ann. Sections 41-29-113, 41-29-115, 41-29-117, 41-29-119, and 41-29-121, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.

"Performance-enhancing drugs" include anabolic steroids and any other natural or synthetic substance not used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased over the counter. "Positive" when referring to a drug test administered under this policy means a toxicological test result that is considered to demonstrate the presence of an illegal or a performance-enhancing drug, or the metabolites thereof, using the standards customarily established by the testing company administering the drug test.

NOTIFICATION

Each Activity Student shall be given a copy of this policy and of the Student Drug Testing Consent. Both the student and the student's parent or custodial guardian must read, sign, and date the Student Drug Testing Consent. No student shall be allowed to practice or participate in any extracurricular activity to which the policy applies unless the student has returned the fully executed Student Drug Testing Consent form. The District reserves the right to supplement and modify the extra-curricular activities to which the policy applies. Each semester, principals and/or a representative of the independent testing company will present an informational session to students to educate them about the sample collection process, privacy arrangements, drug testing procedures, the consequences of positive drug tests, and related procedures and practices. The purpose of the session is to reassure the Activity Student, to avoid embarrasement or uncomfortable feelings about the drug testing process, and to give notice of the consequences of drug use.

PROCEDURES

Activity Students will be chosen on a random selection basis from a list of all Activity Students, no matter if the activities are off-season or in-season. The District will determine the number of names to be drawn at random for drug testing. An independent testing company will select the names of the Activity Students at random and will administer the drug testing.

The testing company must use scientifically validated toxicological testing methods, have detailed, written specifications to assure chain of custody of the specimens, and use proper company control and scientific standards.

The drug testing company will send all positive results to the medical review officer. The responsibility for verification of results belongs to the testing company.

The testing company shall conduct all aspects of the drug-testing program, including the taking of urine specimens, to safeguard the student's personal and privacy rights to the maximum degree practicable. The test specimen shall be obtained in a manner designed to minimize intrusiveness to the student. If at any time during the testing procedure the testing company employee has reason to believe or suspect that a student is tampering with the specimen, the testing company employee may stop the procedure to determine if a new sample should be obtained.

CONFIDENTIALITY

The testing company will notify the principal of the school that the Activity Student attends; and will also notify the Superintendent or his designee of any positive test results. To keep positive test results confidential, the principal will notify only the student, the student's parent or guardian, and the coach/sponsor of the activity or activities in which the student participates in the test results. Test results will be kept in files separate from the student's other educational records; these records shall be disclosed only to school personnel who have a need to know.

CONSEQUENCES

FIRST VIOLATION

Upon the first violation, the student shall be suspended from participation in the event's, activity, or activities in which he/she is currently participating for a minimum of 28 days, beginning no earlier than the opening game or event for that sport or activity. If a student is not participating in an in-season sport or activity, he/she will have a 28-day suspension no earlier than the opening event of the next season in which he/she participates.

If the violation relates to the consumption or use of a prohibited substance, to the extent the substance is capable of being detected by a drug test, the student cannot be reinstated to the team, squad, or activity until he/she tests negative for that prohibited substance as a result of an approved drug test. At the discretion of the drug testing coordinator the student may be requested to undergo counseling. The activity student must attend a drug counseling or educational program at the activity student's expense. The counselor, activity student, and his or her parents/guardians will determine the length and manner of counseling. Proof of counseling through an approved or certified program must be provided to the School Athletic Director.

SECOND VIOLATION

Upon the second violation, the student will be suspended from participating in any event or activity for the remainder of the school year in which the second violation occurs. However, the duration of the suspension shall be for a minimum of twelve weeks and shall carry over to the ensuing school year if necessary, and thereby preclude such student from participating in any other event or activity during the twelve-week minimum suspension period.

Before he/she can be reinstated to the team or squad, or otherwise be eligible to participate in any other sport or activity, he/she must test negative for that prohibited substance as a result of an approved drug test if the violation relates to the consumption or use of a prohibited substance and the substance is capable of being detected by a drug test. The activity student must attend a drug counseling or education program at the activity student's expense. The counselor, activity student, and his or her parents/guardians will determine the length and manner of counseling. Proof of counseling through an approved or certified program must be provided to the School Athletic Director.

THIRD VIOLATION

Upon the third violation, the student will be suspended from participating in any event or activity for a period extending for a full calendar year; for seniors, the event includes not participating in graduation exercises.

Before he/she can be reinstated to the team or squad, or otherwise be eligible to participate in any other activity, he/she must test negative for that prohibited substance as a result of an approved drug test if the violation relates to the consumption or use of a prohibited substance and the substance is capable of being detected by a drug test. The activity student must attend a drug counseling or education program at the student's expense. Proof of counseling through an approved or certified program must be provided to the School Athletic Director.

The counselor, activity student, and his or her parents/guardians will determine the length and manner of counseling. Proof of counseling through an approved or certified program must be provided to the Athletic Director.

FOURTH VIOLATION

Upon the fourth violation, the student will be indefinitely suspended or permanently barred from participating in any event or activity in the Prentiss County School District; for seniors, the event includes not participating in graduation exercises.

SECOND, THIRD, AND FOURTH VIOLATIONS COULD RESULT IN A ONE CALENDAR YEAR PLACEMENT AT ALTERNATIVE SCHOOL UPON RECOMMENDATION OF PRINCIPAL TO SUPERINTENDENT OR PRENTISS COUNTY SCHOOL DISTRICT DISCIPLINARY HEARING COMMITTEE.

VII. REFUSAL TO SUBMIT TO DRUG TEST

If an Activity Student refuses to submit to a drug test, the Activity Student shall be considered in violation of his/her consent agreement and shall be barred from the specified extracurricular activities for one calendar year.

APPEAL

The District will rely solely on the opinion of the independent testing company to determine whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug. There shall be no appeal of the test results of the professional testing company to a principal, the Superintendent, or the Board of Education.

If disciplinary action is administered, the Activity Student will be afforded due process in accordance with the Prentiss County School District policies.

The Prentiss County School District is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Prentiss County School District believes accountability is a powerful tool to help students avoid using drugs and that early detection and intervention can save lives.

DRESS CODE FOR STUDENTS

GRADES PREK–4 DRESS CODE FOR STUDENTS

1. Clothing or possessions advertising alcoholic beverages, tobacco products, drug culture or clothing with obscene or suggestive language or gestures, or those promoting violence including gang-related clothing/symbols shall **not** be worn, carried, or displayed.
2. Shoes shall always be worn.
3. Shirts and blouses shall be long enough to cover the stomach and shall not be unbuttoned below the second button.
4. (A) Piercing which may interrupt the educational process shall be addressed by the principal.
   (B) Headwear (caps, hats, beanies, ear warmers, etc...) and sunglasses may not be worn inside school buildings.
5. Belts shall be fastened. Suspenders shall be fastened and over the shoulders.

* Any clothing or body wear accessories considered by the principal or his or her designee to be too revealing or inappropriate shall not be worn.

Violators will be sent home to change clothes or provided alternative clothing to wear. Any violations of dress code will be treated as disobedience and punished as defined in the "Penalty for Offenses" section of this handbook.

GRADES 5–12 DRESS CODE FOR STUDENTS

1. Clothing or possessions advertising alcoholic beverages, tobacco products, drug culture or clothing with obscene or suggestive language or gestures, or those promoting violence including gang-related clothing/symbols shall **not** be worn, carried, or displayed.
2. Shoes shall always be worn.
3. Shirts and blouses shall be long enough to cover the stomach and shall not be unbuttoned below the second button.
4. Piercing which may interrupt the educational process or be deemed a safety issue for the student shall be addressed by the principal.
5. Headwear (caps, hats, beanies, ear warmers, etc.) and sunglasses may not be worn inside school buildings.
6. Prentiss County Career & Technology Center students will be allowed to wear safety headwear and safety glasses in the shop area. Sunglasses are not to be worn inside the building.
7. Belts shall be fastened. Suspenders shall be fastened and over the shoulders.
8. Fraternity/sorority jerseys/shirts shall not be worn. (MS Code 37-11-39)
9. Revealing shirts/dresses (for example: stretchy, tight-clinging, see-through, spaghetti straps, backless, low-cut or sleeveless) shall not be worn.
10. Leggings are permissible only when the top, shirt, or blouse extends to mid-thigh.
11. All students are required to wear appropriate undergarments.
12. Belts/pants' line will not be worn low, no holes in pants (above the fingertips).
13. Excessively over-sized clothing will not be allowed. Excessively baggy pants shall not be worn.
14. No pajamas or house shoes can be worn to school.
15. Clothing shall be worn as designed, and the length of appropriate clothing shall be no more than three (3) inches above the knee (shorts, skorts, etc.).
16. No trench coats are allowed.

* Any clothing or body wear accessories considered by the principal or his or her designee to be too revealing or inappropriate shall not be worn.

Violators will be sent home to change clothes or provided alternative clothing to wear. Any violations of dress code will be treated as disobedience and punished as defined in the "Penalty for Offenses" section of this handbook.

SCHOOL BUS CONDUCT

Because of the Board's concern for the safety of children riding buses to and from school, the following disciplinary procedures will be implemented. Student's reported to the principal will be as follows:

Note: The superintendent and/or principal has discretion to determine the degree of "abuse" dependent upon "act" and grade level of the student.

1st offense – Warning, and letter to parents
2nd offense – (3) days off bus or corporal punishment
3rd offense – (5) days off bus
4th offense – Removed from bus remainder of school year

If misbehavior continues, the child will no longer be eligible for transportation.
(Riding a bus is a privilege.)

BUS RULES AND REGULATIONS

The following rules and regulations are set forth by the State Department of Education:

PUPILS SHALL

1. Be ready in the morning five minutes prior to the scheduled time and place for the bus to arrive.
2. Pass in front of the bus, if necessary to cross the road or highway, to load the bus or after unloading the bus.
3. Wait until the bus comes to a complete stop before trying to load or unload.
4. Be quiet when the bus is nearing and crossing a railroad or highway.
5. Wait for a signal from the safety patrol before crossing if it is necessary to cross the road to enter or leave the bus. Always look in both directions along the road to be sure that it is safe before crossing.

PUPILS SHALL NOT

1. Play on the road while waiting for the bus.
2. Put your head or hands out of the window.
3. Ride outside the bus.
4. Mark, or deface, cut, tear, punch, rip seats, or any part of the bus.
5. Smoke or use intoxicants
6. Fight or tussle
7. Strike or threaten the bus driver
8. Use profane language or make vulgar gestures
9. Carry deadly weapons
10. Carry any weapon, real, or imitation (including a water gun)
11. Make excessive noise
12. Throw objects
13. Commit any other act of improper conduct
14. Consume/open any food or drinks and may not chew or open any gum
15. Any student leaving home by bus must ride the bus to his/her home school. Any student leaving school by bus must ride the bus home. If a parent is to pick a child up, a note must be sent to their school stating so. If a parent is not there by the time buses depart, the child will be put on the bus to ride home. Any student who drives a car will lose that privilege for picking up students who should be riding buses. Any student driving a car to and from school is not allowed to stop at another school unless picking up a sibling and must have parent authorization.
16. Prentiss County Handbook rules apply for this offense.

HEAD LICE POLICY

If a student in any public elementary or secondary school has had head lice on three (3) occasions during one (1) school year while attending school, or if the parent of the student has been notified by school officials that the student has had head lice on three (3) occasions in one (1) school year, as determined by the school nurse, public health nurse or a physician, the principal or administrator shall notify the county health department of the recurring problem of head lice with that student. The county health department shall then instruct the child's parents or guardians on how to treat head lice, eliminate head lice from household items, and prevent the recurrence of head lice. The county health department shall charge the child's parents or guardians a fee to recover its costs of providing treatment and counseling for the head lice. The school principal or administrator shall not allow the child to attend school until proof of treatment is obtained. SOURCES: Laws, 1997, Ch. 510, § 1; Laws,1999, Ch. 348, § 1, eff from and after July 1, 1999.

NO NIT POLICY: After a student has been sent home for head lice, the parent or guardian must bring the child back to school each consecutive school day to be rechecked through the office to be readmitted.

MEDICAL INFORMATION

FIRST AID:

First aid will be rendered at school for minor illnesses and injuries. In serious illness/injury, an attempt will be made to notify the child's parent. When the parent cannot be reached and the situation warrants, the nearest ambulance will be phoned. (Nurses will not transport the student to the hospital, nor is it recommended that other school staff do so.) The proper first aid will be administered, and the child made as comfortable as possible until he/she is released to the care of the ambulance staff. As the child's parent/guardian, you will be responsible for any financial expenses incurred for medical costs associated with an ambulance or medical doctor. An ambulance will be called only in extreme situations which suggest medical attention that school staff or school nurses are unable to provide. It is important to have phone numbers where you may be reached. Because many parents have difficulty leaving work, it is equally important to have a back-up plan on file which gives someone else permission to care for your child in the event you can't come pick him/her up.

COMMUNICABLE DISEASES:

It is our goal to provide a healthy environment for all students. To enable us to achieve this, the following guidelines are presented. These guidelines are based on recommendations from the Mississippi Department of Health, Division of Epidemiology & Community Health Services.

- **FEVER:** Parents will be asked to pick up any student with a temperature of 100°F or greater. The student should remain at home if he/she has a temperature of 100°F or greater. Student may not return to school until fever free without being medicated.
- **VOMITING/DIARRHEA:** Parent will be notified to pick the student up from school.
- **CHICKENPOX:** Student may return to school when lesions have scabbed over, and he/she has been free of fever for two (2) days. All sores should be crusted and dry with no new ones forming.
- **CONJUNCTIVA "PINK EYE":** Students may return to school when the eye has stopped draining and proof of treatment can be provided.
- **FIFTH DISEASE:** Students with Fifth disease may attend school, since by the time the rash begins, they are no longer contagious.
- **SCABIES "ITCH":** Student may return to class as soon as treatment is prescribed by the doctor
- **RINGWORM ON BODY:** Student may return to class after first treatment with antifungal cream has begun. Student will be required to bring a note stating name of medication used and date medication started.
- **RINGWORM ON SCALP:** Scalp ringworm does not respond to over-the-counter medicines, therefore, students must see a doctor for a prescribed treatment. As soon as treatment is started, the child may return to school with a note from the doctor stating what medicines are used in treatment; how often; and doctor's release date to return to school. (Scalp ringworm will require medication by mouth.)
- **HEAD LICE:** See above policy

- **IMPETIGO:** The student may return to class 24 hours after treatment has been started. Parents must send a note to state what the treatment was, and any oozing lesions must be covered with a band aid.
- **OTHER INFECTIOUS & CONTAGIOUS DISEASES:** A student known to have German or Red Measles, mumps, meningitis, whooping cough; hepatitis or tuberculosis (TB) may not attend school until he/she provides a statement of return from a doctor or health official. (TB) also requires permission to return from a doctor or health official. (TB also requires permission to return from the Mississippi State Department of Health).

ADMINISTERING PRESCRIPTION MEDICATIONS TO STUDENTS

1. Administration of medication is foremost the responsibility of the parent/guardian. All medications that can be given outside of school hours without serious effects must be given before or after school. No narcotic pain medications will be given at school without prior authorization from the principal and/or Health Services Department at the Board of Education.
2. Medications will only be administered if:
    a. A physician's order (a prescription label is considered an order) and a medical authorization form signed by a parent/guardian is received at school including the child's name, name of medication needed, and time of administration.
    b. Prescription medication must be supplied in the bottle dispensed by the pharmacy with the following on the label before the school can accept it: child's name, name of medication, how often the medication is to be given, the dosage, and the date of expiration. The prescription medication must be in the original package, and it is up to the school principal – if it can be given with parent consent only or parent consent plus a physician signature. The principal has the option of not allowing over the counter medication to be administered at their school.
3. Medications will not be accepted in household containers, envelopes, baggies, etc.
4. Medications are to be stored in a locked cabinet in a secure location. Medications requiring refrigeration will be stored in a refrigerator in a secure area (medication and food must be stored separately).
5. No medication will be administered without written parent/guardian consent. The schools will provide the parents/guardians with the necessary medication authorization forms, and it is the parent's/guardian's responsibility to complete the form and return it to the school. The forms must be updated every school year and anytime there is a medication or dosage change. NO CHANGES IN THE ADMINISTRATION OF THE MEDICINE WILL BE MADE UNTIL THE FORM IS SUBMITTED to the designated staff member in the school. If there is a change in the dosage of medication, the parent/guardian will have to also supply the school with a new doctor's order indicating the change.
6. The designated staff member will maintain a daily log of medications administered to each individual student and will maintain these records in a secure location with the medication. The daily log will include the student's name, date, medication given, time of day it was given, and the signature of the person who gave the medication to the student. If a medication dose is missed, the designated staff member is to document this on the daily log along with the reason why the medication was missed and notify the appropriate personnel. The school should keep medication logs on file for at least five (5) years.
7. Students that have asthma are allowed to keep their inhaler with them if they have an asthma medication permission form signed by their doctor and on file with the school. These forms are provided by the schools and should be updated every year.
8. Diabetic students should supply a diabetic care plan from their doctor to the school. Diabetic supplies are to be always accessible to the student. It is at the principal's (or principal designee's) discretion as to where medication and supplies are to be stored.
9. EpiPen's are for severe allergic reactions. An EpiPen care plan should be sent to the parent/guardian for them to get their doctor to complete and send back to the school. The EpiPen should be stored as close to the student as possible since it is for emergency use. Individual consideration will be given by the principal or principal designee to determine if the student is able to carry their own medication and properly self-administer or if a designated staff member needs to keep and administer the medication.
10. Emergency medications should be taken on field trips (e.g., asthma inhalers, EpiPen's, diabetic supplies).

11. The proper disposal of unused medications is important, and it is the responsibility of the parent/guardian to obtain all unused medication from the school when the medication is discontinued, the school year ends, or the student transfers to another district or school. The unused medication must be picked up by the parent/guardian by the deadline set forth by the school nurse and/or principal or it will be disposed of by a designated person at the school with a witness present. The medication disposal should be documented on the medication log and signed by both employees.
12. Schools will not provide medications to students.
13. Prescription drugs must be brought to the school by a responsible adult. A medication receiving form (see page 3 of policy) must be signed by the person bringing in the medication and an authorized staff member indicating the number of pills or amount of liquid received.
14. All prescription drugs will be counted on a regular basis by two designated staff members. It is at the principal's or his/her designee's discretion as to how often this is to be done.
15. Medications that are not FDA approved will not be administered at school.

POLICY TO PROHIBIT THE DELIVERY OF BALLOONS, GIFTS, AND FLOWERS ON PRENTISS COUNTY SCHOOL PROPERTY

WHEREAS, the Prentiss County School District finds that the delivery of balloons, gifts, and flowers is disruptive of school activities, causes a problem in that many students are allergic to flowers, balloons on the school bus distracts the vision of the school bus driver in the use of rear-view mirrors on the bus, and the school bus distracts the vision of the school bus driver in the use of rear-view mirrors on the bus.

WHEREAS the disruptions hinder the student's efforts in learning that day and creates a counterproductive environment for academic teaching to such an extent that the day becomes totally counterproductive to an atmosphere conducive to learning.

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED by the Prentiss County School District that all deliveries of balloons, gifts, and flowers are hereby prohibited.

INCLEMENT WEATHER CONDITIONS

The Prentiss County School District is dedicated to providing students with the opportunity to attend school unless we are unable to meet due to inclement weather. The decision to cancel school and classes or to delay the start of school will be made by the superintendent. Once the decision has been made, necessary information will be shared through various avenues.

The superintendent or designee will notify parents and faculty with an automated call and / or message through the district's automated communication software. The automated call and / or message will inform parents who have provided the district with a working telephone number in the system. The superintendent or designee will notify WTVA News Channel 9 and make the necessary announcement on the Prentiss County School District Facebook page.

AUTOMOBILES

The school retains authority to inspect student automobiles used as transportation to school whether on or off school property and the parents and child consent to the search of the automobile and personal property. When school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside a student vehicle, the student may be required to open the automobile, including the trunk, for further inspection. School authorities (to include but not limited to the Prentiss County Sheriff's Department) may conduct periodic general inspections at any time for any reason related to school administration.

Note: By signing the Signature Sheet for this handbook, the parents/and child is hereby granting their consent to a random search of their automobile.

SEARCH OF STUDENTS

A student's person and/or personal effects may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted by a school official or law enforcement official of the same sex with an adult witness present.

It will be an extremely rare situation that requires a pat-down. If such a search is necessary, it will be conducted in private by a school official of the same sex with an adult witness of the same sex present. School authorities may conduct periodic general inspections at any time for any reason related to school administration.

LEGAL REFERENCES:

- *Zomara v. Pomeroy, 639 F. 2d 662 (10th Dir. 1081)*
- *Horton v Goose Creek Independent School District, P. 2d 470 (5th Cir. 1982), cert. Denied, 103 S.Ct. 35 (1983).*
- *New Jersey v Y.O.I., 469 U.S. 325, 105 S.C. 733, 83 L. Ed. 2d 720 (1985).*
- *Tarter v Kaybuck, 742 F. 2d 977 (6th Cir. 1984), cert. denied, 105 S.Ct. 1749(1985).*

ASBESTOS AWARENESS

TO: PARENTS, STUDENTS, TEACHERS, SCHOOL EMPLOYEES, ORGANIZATIONS AND INTERESTED PERSONS

FROM: Mr. Nickey Marshall, Superintendent of Education

RE: INSPECTION OF ALL SCHOOL BUILDINGS FOR ASBESTOS CONTAINING BUILDING MATERIALS

Please be informed by this notice that all the school buildings of the Prentiss County School District have been inspected for the presence of any asbestos containing building materials, and a management plan has been developed and approved by the Mississippi State Department of Education.

A copy of the results of the inspection along with a copy of the management plans may be found in the main office of each school, and in the office of the superintendent of schools located across from the courthouse at 105 North College Street, Booneville MS. Any interested party should feel free to go to any of these locations to see these reports.

Nickey Marshall, Superintendent of Education

ASBESTOS SURVEILLANCE OF ALL SCHOOLS

- As part of an annual notification, we are informing all persons of their option of reviewing the asbestos management plan, which would include documentation of any changes of asbestos containing material in these schools
- To provide continuing management of the asbestos in our schools, all asbestos containing materials (ACM) are inspected every six months by an engineering firm from Jackson, MS. Any changes in the ACM are being recorded in a surveillance report as a part of the management plan.
- A copy of the surveillance report, along with a copy of the management plan, is located in the principal's office at each school. In addition, a copy of all management plans for the district is maintained in the LEA Asbestos Designee's Office located at the Superintendent of Education's Office 105 North College Street, Booneville, MS 38829.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) INTERNET ACCESS

The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Internet access is now available to students and teachers in the Prentiss County School District (PCSD). We are very pleased to bring this access to PCSD and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our schools by facilitating resource sharing, innovation and communication. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed, and the President signed into law, the Children's Internet Protection Act (CIPA).

CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet Safety policies. These internet safety policies must include a technology protection measure for blocking access to visual depictions of obscene material, child pornography, and material that is harmful to minors when minors are accessing the computer. CIPA also requires that the Internet safety policy include monitoring of all online activities of minors.

Additionally, the policy must address all of the following: (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called hacking, and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and measures designed to restrict minors access to materials harmful to minors.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student 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 the high school level.

Students to whom the rights have transferred are "eligible students."

- 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

- Organizations conducting certain studies for or on behalf of the school
- 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 a juvenile justice system, pursuant to specific State law.

The Prentiss County School District 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, parents and eligible students have the right to request that the school not disclose directory information about them. To request directory information not be released, a form must be completed and on file at the school. Please request the form from your student's school.

NETWORK RULES

Prentiss County School District provides adequate Wi-Fi on all campuses. This includes wireless access across all academic areas and classrooms. Students and Employees are required to use Wi-Fi provided by the district when using devices owned by PCSD. **THE USE OF WIRELESS HOTSPOTS IS PROHIBITED ON ALL PCSD CAMPUSES. THESE INCLUDE, BUT ARE NOT LIMITED TO, CELL PHONES AND MI-FI DEVICES THAT CAN BE USED AS PERSONAL WIRELESS ACCESS POINTS.**

Prentiss County School District provides content filtering to comply with CIPA requirements for safe Internet browsing of minors. Any attempt to bypass this content filter with the use of proxies or any other method is a direct violation of this agreement.

ACCEPTABLE / UNACCEPTABLE USES OF TECHNOLOGY:

Prentiss County School District technology resources will be used only for learning, teaching, and administrative purposes consistent with the District's mission and goals.

- **Accessing, transmitting, or retransmitting:**
  - Any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or Mississippi State Department laws, policies, and regulations.
  - Copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secrets, and/or other material that is inappropriate to minors.
  - Any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or any similar materials.
  - Language that may be considered offensive, defamatory, abusive, or any forms of cyberbullying.
  - Information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
  - Information that harasses another person or causes distress to another person.
- **Using the network** in such a way that would disrupt the use of the network by other users.
- **Participating** in chat sessions outside of classroom activities.
- **Installing software** not approved by the Technology Department.
- **Downloading files** from the Internet that do not relate to classroom activities or administrative tasks.
- **Purchasing or selling** goods and/or services via the Internet.
- **Disclosing,** using, disseminating, or divulging personal and/or private information about himself/herself, minors or any others including personal identification information.
- **Attempting** to bypass the PCSD content filter.
- **Attempting** to "hack" network resources including, but not limited to servers, switches, access points, routers, and printers.

ACCESS TO STUDENT INFORMATION

Military Recruiters, Institutions of Higher Learning, and Student Directory

In accordance with current Federal and State laws, military recruiters and institutes of higher learning are entitled to receive the name, address, and telephone listing of high school juniors and seniors. Providing this information is consistent with FERPA. Parents may opt-out of having this information released to military recruiters by submitting this request in writing.

Student directory information will be used specifically for armed services and for information about scholarship opportunities. Parents may opt-out of the student directory by submitting the request in writing.

DIGITAL CITIZENSHIP

Prentiss County School District will educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms as well as cyber bullying awareness and response.

E-MAIL

Prentiss County School District provides a Google Gsuite account for student and employee email services. PCSD creates and manages account information. Employees and students are responsible for maintaining the information inside their account. PCSD does not archive employee or student email.

SECURITY

Prentiss County School District has measures in place to protect end users on our network using Firewalls, Content Filters, and Malware/Antivirus software. These measures are not always 100% effective and users should take reasonable safeguards against security threats over the PCSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should not share personal information over the PCSD network. In the event a user feels their device has been compromised or infected, they should immediately notify the Technology Department. Department Employees and Staff are never to attempt to remove a virus or malware on their own. This includes deleting files, downloading Malware/Virus removal tools, or installing Antivirus software.

MONITORING

Prentiss County School District can monitor data transmitted over the PCSD network at any time. Data transferred can be tracked and identified and users held liable if their use of the network violates established policies, regulations, or laws. The content filter used at PCSD can flag and notify the Technology Department if a user searches for or accesses sites that contain certain keywords. Computers that continue to be flagged for inappropriate sites can be remotely monitored and screen captured or recorded. Data stored on devices owned by PCSD are the property of PCSD. This data includes, but is not limited to email, text documents, images, music, and other digital or electronic files.

SOCIAL MEDIA

Social media is a form of electronic communication through which users create online communities to share information, ideas, personal messages, and other content such as videos. All students of the Prentiss County School District who participate in social media, more specifically, social networking websites such as, but not limited to, blogs, YouTube, Facebook, X, Instagram, Snapchat, etc., shall not post any data, documents, photos, or inappropriate information on any website that might result in a disruption of classroom activity. The determination of appropriateness will be made by the school administration and/or Superintendent. Users shall not create any social media page or group, related to any school, sports team, or club without the expressed written consent of the District.

Access to social networking websites for individual use during school hours is prohibited. Nothing in this policy prohibits students from the use of educational websites.

CYBER BULLYING

Cyber bullying including, but not limited to, harassing, flaming, denigrating, impersonating, outing, cyber tricking, excluding, and cyber stalking will not be tolerated. Users should not send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm any individual. Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action. Cyber bullying may be considered a crime, and all users should remember that online activities may be monitored.

LIMITATION OF LIABILITY

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a good faith effort to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

The Prentiss County School District makes no warranties of any kind, whether expressed or implied, for the service it provides. The PCSD will not be responsible for any damages suffered while on this system. These damages include loss of data because of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. PCSD specifically disclaims any responsibility for the accuracy of information obtained through its services.

Prentiss County School District will not disclose personal information about students on websites—such as their full name, addresses, telephone number, or social security number.

EXCEPTION OF TERMS AND CONDITIONS

These guidelines are provided so that you, the user and / or parent of the user, are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a PCSD user violates any of these provisions, his or her account will be terminated, and future access could possibly be denied.

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

All terms and conditions as stated in this document are applicable to the PCSD. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Mississippi, and the United States of America.

PARENT'S RESPONSIBILITY FOR CHILD'S ACT (SENATE BILL 3349 / MS CODE 37-11-53)

The District's discipline plan must be given to students and parents must sign a statement verifying notice of the plan. The plan must include statements regarding parental responsibilities and penalties for failure to perform such parental duties, i.e., misdemeanor/fine up to $250.00.

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

TECHNOLOGY GOALS

Equip all stakeholders to use technology to positively impact and interact with the world around them.

- Teach digital citizenship.
- Integrate technology seamlessly in the teaching and learning process while ensuring that the use of technology adds value to learning.
- Develop a new set of knowledge and skills for the 21st-century learner.
- Provide greater access to educational opportunities and differentiated instruction by utilizing access to technology for anytime, anywhere learning.
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents can interact with each other.
- Integrate digital tools for students to develop products demonstrating their understanding.
- Provide greater access to digital content in a variety of formats and modes.

PCSD ACCEPTABLE USE POLICY

The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Internet access is now available to students and teachers in the Prentiss County School District (PCSD). We are very pleased to bring this access to PCSD and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication. This computer technology will help propel our schools through the communication age by allowing students and staff to access and to use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed, and President signed into law, the Children's Internet Protection Act (CIPA).

CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet Safety policies. These internet safety policies must include a technology protection measure for blocking access to visual depictions of obscene material, child pornography, and material that is harmful to minors when minors are accessing the computer. CIPA also requires that the Internet safety policy include monitoring of all online activities of minors.

Additionally, the policy must address all of the following: (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called hacking, and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; tnd measures designed to restrict minors access to materials harmful to minors.

GOOGLE ACCOUNTS

The Prentiss County School District provides a Google Gsuite account for student use. The PCSD creates and manages account information. Students are responsible for maintaining the information inside their account. The PCSD does not archive student documents or e-mail.

IPAD POLICY

Terms

Users will always comply with the PCSD Student Handbook policies. Any failure to comply may result in termination of user rights of possession effective immediately and the District may repossess the iPad. Any lost, stolen and damaged iPad must be reported to school authorities immediately.

Title

The District has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement, the PCSD Student Handbook policies, and all District policies and procedures.

Loss, Theft or Full Damage

If an iPad is damaged, lost, or stolen, the student or parent/guardian should immediately notify the school administration. At that time the parent/ guardian may be advised to file a police report. If an iPad is lost, stolen, or damaged because of irresponsible behavior, the parent may be responsible for the full replacement cost of the device. Parent/guardian will be responsible for full replacement cost of iPad if not reported to PCSD personnel within 3 calendar days of missing the device.

If an iPad is damaged, lost, or stolen, the iPad user will be assessed a fee for the repair or replacement based on the technology fee schedule.

In the event of a lost or stolen iPad and once a police report is filed, the PCSD, in conjunction with police or sheriff, may deploy location software which may aid authorities in recovering the iPad. It is imperative that a lost or stolen iPad must be reported immediately. If stolen/lost device is not reported within 3 calendar days to PCSD personnel, parent/guardian will be responsible for full replacement cost.

Students who leave the District during the school year must return the iPad, along with any other issued accessories, at the time they leave the District. The iPad and all accessories should be returned to the school administrator. Any fees collected will not be refunded.

Repossession

If the user does not fully comply with all terms of this Agreement and the PCSD Student Handbook, including the timely return of the property, PCSD shall be entitled to declare the user in default and come to the user's place of residence, or other location of the property, to take possession of the property.

Terms of Agreement

The user's right to use and possession of the property terminates no later than the last day of the school year unless earlier terminated by PCSD or upon withdrawal from PCSD.

Unlawful Appropriation

Failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property and a police report will be filed.

TECHNOLOGY FEES

Technology and Maintenance Fees

- Parents/guardians shall pay a non-refundable annual technology fee plus deductibles per service incident. Annual technology fee: iPad - $50.00. **This is not an iPad usage fee.**
- The deductible is by incident (i.e., 1st incident, 2nd incident). AND by incident type (i.e., cracked screen, liquid damage, etc.). See table below for a description of estimated costs. The district has purchased AppleCare+ for each device to significantly reduce the repair cost.
- If the iPad is lost, stolen, or totally damaged because of irresponsible behavior, the parent may be responsible for the replacement cost. A police/sheriff report will be required for all lost or stolen devices.
- District may disable the iPad remotely to protect the device and/or data on the device.

DAMAGED IPADS

Any damage must be reported to school authorities immediately. Power adapters and case must be returned or paid in full. See below for a Table of Repair Pricing for Deductibles:

DESCRIPTION	COST
Broken Screen 1st Service Incident within year	$0.00
Broken Screen 2nd Service Incident within year	$0.00
Broken Screen 3rd Service Incident within year	$50.00
Broken Screen 4th Service Incident within year	Full Device Replacement Cost
Apple USB Power Block + Cord	$38.00
Apple USB Power Block	$19.00
Apple USB Power Cord	$19.00
District Assigned iPad Cases	$55.00
Liquid damage to iPad	Full Device Replacement Cost
District Assigned Keyboard	$20.00
Keyboard Charging Cable	$9.00
Lost, Stolen iPad	Full Device Replacement Cost

What does Apple define as Accidental Damage?

"Accidental Damage" means physical damage, breakage, or failure of Your Covered Equipment due to an unforeseen and unintentional event occurring either due to handling (e.g., dropping the Covered Equipment or through liquid contact) or due to an external event (e.g., extreme environmental or atmospheric conditions). The damage must affect the functionality of Your Covered Equipment, which includes cracks to the display screen that affect the visibility of the display.

ACCEPTABLE USE POLICY

I (student) _____ **understand and will abide by the terms and conditions of the acceptable use policy. I understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violations, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.**

User Signature _____

Date: _____

If you are under the age of 18 a parent or guardian must also read and sign this agreement.

PARENT OR GUARDIAN:

As the parent or guardian of this student, I have read the terms and conditions of the acceptable use policy. I understand that this access is designed for educational purposes and PCSD has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for PCSD to restrict access to all controversial materials and I will not hold them responsible for supervision when my child's use is not in school setting.

I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian (print): _____

Signature: _____

Date: _____

IMPORTANT NOTICE

New laws on student violence and parent responsibilities have been passed and became effective July 2, 1994, Revised from and after July 1, 2001. These laws are much more severe than the old laws. It is very important that you read this handbook carefully, then sign and return the signature sheet.

NOTE: A separate copy of this document will be given to your child. You must sign it and return to school within five (5) days of receipt, or your child will be suspended until the document is returned to school. (Senate Bill 3349 – MS Code 37-11-53 – Effective: July 2, 1994, Revised from and after July 1, 2001)

My son/daughter, _____ is a student in a Prentiss County School this year. I have read the Prentiss County School System Student/Parent Handbook, including the section on student discipline, care of school property, and parental responsibility. I understand the stated rules and I agree to abide by them and take financial responsibility for my child's destructive acts against school property and persons.

SIGNATURE OF PARENT/S OR GUARDIAN/S: _____

SIGNATURE OF STUDENT: _____

DATE: _____

(Student is required to sign at school when they receive a copy of the Handbook)

PRENTISS COUNTY SCHOOL DISTRICT
PARENT EXCUSE LETTER

Student's Legal Name: _____

Date of Absence: _____

School Name: _____

Homeroom Teacher: _____

Please excuse _____
(Student's Full Name) for being absent on the date listed above.

Please check the reason for the absence.

_____ **Illness or injury**

_____ **Death or serious illness of immediate family member**

_____ **Court appearance**

_____ **Other reason**

Explanation

_____

_____

_____

_____

Parent Signature: _____

Contact Phone Number: _____

Date: _____

ACKNOWLEDGMENT OF RECEIPT

OF THE PRENTISS COUNTY SCHOOL DISTRICT STUDENT HANDBOOK

The Prentiss County School District Student Handbook is intended to serve as a resource that provides an overview of important district procedures, student expectations, rules, and selected Board policies. It is not intended to contain every policy, procedure, regulation, or administrative guideline adopted by the Prentiss County School District Board of Education.

The Board of Education reserves the right to amend, revise, or adopt policies and administrative procedures at any time in accordance with applicable law. Such revisions shall become effective upon adoption by the Board or as otherwise provided by law and may supersede information contained in this handbook.



A complete and current copy of all Prentiss County School District Board Policies is available on the district website at:

www.prentisscountyschools.com

Parents, guardians, and students are encouraged to review district policies and to contact school administrators with any questions regarding the contents of this handbook or other district policies.

BY SIGNING BELOW, WE ACKNOWLEDGE THAT:

- We have received a copy of the Prentiss County School District Student Handbook.
- We understand that it is our responsibility to read and become familiar with the contents of the handbook.
- We understand that the handbook is not a contract and does not create contractual rights between the student, parent/guardian, and the Prentiss County School District.
- We understand that the Board of Education may update, revise, or add policies and procedures throughout the school year, and that it is our responsibility to follow all current district policies, administrative procedures, and applicable federal and state laws.
- We understand that failure to comply with district policies, school rules, or applicable laws may result in disciplinary action.
- We agree to abide by the expectations, rules, and policies outlined in this handbook and all other applicable Prentiss County School District policies.

STUDENT INFORMATION

Student Name: _____

School: _____ Grade: _____

Student Signature: _____

Date: _____

PARENT/GUARDIAN ACKNOWLEDGMENT

I acknowledge that I have received access to the Prentiss County School District Student Handbook and understand that it is my responsibility to review its contents with my child. I understand that parents and students share responsibility for complying with district policies, procedures, and expectations.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

SCHOOL USE ONLY

Received By: _____ Date Received: _____

Please sign and return this acknowledgment page to your child's school.
The signed acknowledgment will be maintained as part of the student's educational record.