Student

Handbook

2026-2027

Jackson County School District
2026 – 2027
Calendar

July 20-23, 2026	No Students	Monday - Thursday	Professional Development/Teacher Workdays
July 24, 2026		Friday	Students First Day/Cafeteria Opens
August 21, 2026		Friday	60% Day for Students/ Professional Development for Staff
August 25, 2026		Tuesday	1st Nine Weeks Progress Reports
September 7-8, 2026	NO SCHOOL	Monday-Tuesday	Labor Day Holiday
September 28, 2026		Monday	End of 1st Nine Weeks
October 2, 2026	No Students	Friday	Teacher Workday/Professional Development
October 5-9, 2026	NO SCHOOL	Monday-Friday	Fall Break
October 15, 2026		Thursday	1st Nine Weeks Report Cards
November 3, 2026		Tuesday	2nd Nine Weeks Progress Reports
November 23-27, 2026	NO SCHOOL	Monday-Friday	Thanksgiving Holidays
December 15, 2026		Tuesday	End of 2nd Nine Weeks/1st Semester 60% Day for Students
December 16-17, 2026		Wednesday-Thursday	Weather Makeup Days 1st Semester (if needed)
Dec.16, 2026-Jan. 1, 2027	NO SCHOOL	Wednesday-Friday	Christmas/Winter Holidays
January 4, 2027	No Students	Monday	Teacher Workday/Professional Development
January 5, 2027		Tuesday	School Resumes - 2nd Semester Begins
January 7, 2027		Thursday	2nd Nine Weeks Report Cards
January 18, 2027	NO SCHOOL	Monday	Dr. Martin Luther King, Jr. Holiday
February 4, 2027		Thursday	3rd Nine Weeks Progress Reports
February 8-12, 2027	NO SCHOOL	Monday-Friday	Mardi Gras Holidays
February 26, 2027		Friday	60% Day for Students/ Professional Development for Staff
March 16, 2027		Tuesday	End of 3rd Nine Weeks
March 24, 2027		Wednesday	3rd Nine Weeks Report Cards
March 26 - April 2, 2027	NO SCHOOL	Friday-Friday	Spring Break
April 22, 2027		Thursday	4th Nine Weeks Progress Reports
May 20, 2027		Thursday	East Central High School Graduation
May 24, 2027		Monday	St. Martin High School Graduation
May 25, 2027		Tuesday	Vancleave High School Graduation
May 26, 2027		Wednesday	End of 4th Nine Weeks/2nd Semester - 60% day for students - Last Day of School
May 27, 2027	No Students	Thursday	Teacher Workday/Professional Development
May 27-28, 2027		Thursday-Friday	Weather Makeup Days 2nd Semester (if needed)
June 1, 2027		Tuesday	4th Nine Weeks Report Cards

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District Policies

Foreword

This student handbook has been prepared by the faculty, staff, and administration, along with input from students, parents/guardians, community, and constituents of the Jackson County School District as a guideline to procedures, policies, and practices governing the operation of our schools and the behaviors of our students. The administration and instructional staff of the Jackson County School District believe that it will help both parents/guardians and students to be properly informed about matters which concern all of us. The School Board and the administration of the Jackson County School District work closely together with a student community advisory committee (MS code 37-7-301), to establish sound and reasonable goals for our schools, to anticipate district needs, and to provide an environment conducive to learning. The primary purpose of providing this handbook is to help make students' school experiences in this environment more satisfying because it will tell them what they need to know and what they need to do to make their school experience both pleasant and successful.

It is the responsibility of parents/guardians and students to familiarize themselves with this Student Handbook. Parents/guardians are encouraged to read and discuss the handbook content with their children.

The policies described in this handbook shall pertain to any student who is on school property, on the school bus, on the way to and from school, or who is in attendance at school or at a school- sponsored activity or event. These policies may also pertain to conduct occurring on property other than school property or other than at a school related event when such conduct by a student, in the determination of the school superintendent or principal, renders that student'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 student and teacher of such class as a whole (MS Code 37-11-55).

School-sponsored activities include, but shall not be limited to, practices, rehearsal, participation or spectator, on or off school property, within and outside the school district.

District Mission Statement

The mission of the Jackson County School District is to provide a safe, nurturing environment conducive to quality education wherein all students have the opportunity to obtain the essential skills necessary to achieve the goals of their choice and to become responsible, productive citizens. See JCSD School Board Policy GBRHA.

Message from Superintendent David Baggett

Thank you in advance for taking the time to familiarize yourselves with our student handbook. As both a parent and a member of our school community, I understand the multifaceted responsibilities we juggle to ensure an exceptional educational experience for our students. The student handbook stands as a cornerstone of the education we offer.

Within the Jackson County School District's Student Handbook, you will find comprehensive guidance and information pertinent to all students, parents, or guardians, outlining the policies and procedures governing our schools. We firmly believe that presenting this information in its current format provides a clear and informative overview of both individual school and district-wide procedures, empowering both students and parents.

Our district wholeheartedly embraces and encourages inquiries from students and parents regarding our policies and procedures. Teachers, counselors, and principals stand ready and willing to address any questions or concerns you may have. By fostering open communication among parents, students, and staff, and working together to prioritize the well-being of our students, we are poised for an outstanding school year.

Should you have any questions regarding your student, we encourage you to first reach out to your student's school. However, if resolution proves elusive after engaging with the school, please do not hesitate to contact my office at 228-283-3000.

Thank you once again for your commitment to our students' success.

Warm regards,

David Baggett

Mississippi Department of Education Reading Initiative

The Jackson County School Board endorses the goals established by the Mississippi Board of Education to improve the reading skills of all students in the state.

- **Goal One**: All children will exit kindergarten with the appropriate readiness skills.
- **Goal Two**: All first through third grade students will demonstrate a growing proficiency in reading so that they will exit third grade as readers.
- **Goal Three**: All fourth through ninth grade reading scores will increase.
- **Goal Four**: Mississippi students will demonstrate a growing proficiency in reading and reach or exceed the national average in reading within the next decade.

Anti-Discrimination Policy

The Jackson County School District advocates and adheres to a policy of equal educational and employment opportunity without regard to race, sex, color, creed, religion, disability, or national origin. This policy, which extends to all programs and activities of the school district, arises out of the following statutes: See JCSD School Board Policy JAA and IDDHB.

Title VI of the Civil Rights Act of 1964, 42 U. S. C. 2000 et seq. and its implementing regulation, 43 C. F. R., Part 100

Individuals with Disabilities Education Act (IDEA), 20 U.S.C., 400 et seq.

Section 504 of the Rehabilitation Act of 1973, 20 U.S.C. 794 and its implementing regulation, 34 C. F. R., Part 104

Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., and its implementing regulation, 34 C. F. R. Part 106

The Age Discrimination Act of 1975, 42 U.S.C. 6601 et seq. and its implementing regulation, 45 C. F. R. Part 90 The Americans with Disabilities Act of 1990. Inquiries regarding compliance may be directed to**:**

Jackson County School District
Dr. Aubrey Bosarge, Director of Special Education
Karen Glass, Director of Human Resources
4700 Colonel Vickrey Road
P.O. Box 5069
Vancleave, Mississippi 39565

Title IX and Title VI
The Jackson County School System does not discriminate in the basis of sex, race, color, religion, national origin, or disability, and is in compliance with Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. See JCSD School Board Policy JAA, IDDH, IDDHA, and IDDHB. (PL 92-318)

Jackson County School District
Director of Human Resources
Karen Glass
P.O. Box 5069
Vancleave, Mississippi 39565-5069
phone: 228-283-3000

Title I
Title I is a remedial/compensatory education program designed and operated by the Jackson County School District within the guidelines of the State Department of Education and Federal regulations which apply to such programs. The program is funded entirely by federal funds and utilizes local teachers, assistants, and staff to accomplish its goals. A school's poverty level percentage (based on the free and reduced lunch count) determines the school's eligibility for providing Title I services.
Currently the district's Lower and Upper elementary (K-5) schools are school wide Title I schools. Each Title I school has a school wide plan on file at the local building. All students at these schools are eligible for Title I services.
The goal of Title I is to provide intensive, individualized instruction in an encouraging, supportive, environment. Participation by parents of Title I students in the program is encouraged through workshops, meetings, and program improvement activities. See JCSD School Board Policy LAA and DFC. (federal law ESSA) (PL 94-142, PL 99-457, and PL 89-313)

Parents Right to Know
Each of our elementary (K-5) schools receives Title I funds which provide valuable programs and services in our district. Many of the technology, reading and mathematics programs that offer learning opportunities for our students are a result of Title I funding. One of the requirements of the law is that parents have the right to request the qualifications of the teachers and teacher assistants at their child's school. Each school has a list of all staff and their qualifications available in the school office. If you wish to review this information, please contact the office of your child's school and a copy of this list will be provided. See JCSD School Board Policy LAA, DFC, and KBA.

Parent/Guardian Involvement Policy
Activities and procedures by the schools of the Jackson County School District to increase parental/guardian involvement are a vital, integral part of the Title I program. . To accomplish this goal, the district shall:

- Convene a district wide or building level annual meeting of the parents of participating children to:
  - Discuss with the parents/guardians the activities and programs available through Title I funding
  - Inform parents/guardians of their right to consult in the design and implementation of the Title I program
  - Solicit parent/guardian input

- Provide parents/guardians an opportunity to establish mechanisms for maintaining a continuous communication among parents, teachers, administrators, and Title I personnel
- Make copies of this policy available to parents/guardians of participating children
- Make Title I LEA education personnel available to parents/guardians
- Provide opportunities for regular meeting of parents/guardians of participating children
- Provide timely information about the program and its requirements to parents/guardians
- Provide parents/guardians of participating children with reports on the children's progress
- Actively solicit parental/guardian input in the planning, design, and implementation of the Title I program
- Support the training of parents/guardians to work with their children in the home and to participate in activities, which build good home and school partnerships
- Assess annually the effectiveness of the parental/guardian involvement policy in improving academic quality of the schools served and to determine if modifications are needed to increase parental/guardian participation
- Coordinate, to the extent possible, Title I parental/guardian involvement with programs such as Head Start, state-run preschool programs and other programs for early intervention
- Adopt parental/guardian compacts. See JCSD School Board Policy DFC.

Section 504 Nondiscrimination on the Basis of Disability Policy

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

Section 504 and Americans with Disabilities Act Coordinators will handle inquiries regarding the Jackson County School District's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability:

Section 504/Student ADA Coordinator
Director of Curriculum and Instruction
Dr. Tanya Sonnier
4700 Colonel Vickrey Road
P.O. Box 5069
Vancleave, MS 39565-5069
Phone: 228-283-3000

Each School has a Multidisciplinary 504 Team in place to review all 504 requests. Parents/guardians should contact the principal of their respective schools if their child has a disability, which substantially limits one or more major life activities.

Initial Review of 504 to Determine Eligibility:

- If the District has reason to believe that a student may be eligible under Section 504 as a result of a disability that is impacting the student's education, and that the student may be in need of special accommodations or related services in the regular education setting in order to participate in the school program, the district must first follow its procedures for a

comprehensive evaluation for IDEA, including the requirement to implement the Three-Tier Intervention Process. See JCSD Policy IEI.

- One exception to this rule is that the student may be considered for 504 without going through the Three-Tier Intervention process if chronic health problems exist, or if the school and parents agree that the student has a disability that would likely qualify the student for IDEA services and interventions would have little or no impact.
- After ineligibility for IDEA is determined, the principal will convene his or her school's Multidisciplinary 504 Team and review the referral to determine if further evaluation is needed. The principal will notify the student's parent/guardian of the decision.
- See JCSD Policy IDDHB for more detailed guidance concerning 504 eligibility.

Special Education for Children with Disabilities

A variety of programs in special education may be offered based on identified and approved student needs. Services are provided for children with disabilities who have been evaluated and determined eligible. Services are provided in the Jackson County School District under the direction of trained and certified staff. For further information regarding Special Education for Children with Disabilities, please contact the Director of Special Education. See JCSD School Board Policy GFABP, DFC, and IDDFAA.

Service Dogs

In providing accommodations for students, the parent/guardian of a child with such illness or disability, the teacher(s) of the student and the appropriate school administrator shall meet and develop a written 504 Plan consistent with the provisions of Chapter 23, Title 37, MS Code of 1972, that would permit the use of service dogs in the school facility. Parents/guardians must contact their student's school principal prior to the implementation of a service dog to obtain the district's service dog protocol. See JCSD School Board Policy IDDHE.

Intervention Process (Multi-Tiered System of Support or MTSS)

An instructional model designed to meet the needs of every student is in place at all Jackson County schools. This process is required and not optional, as directed by the Mississippi State Board of Education Chapter 40, Rule 40.1. The model consists of three tiers of instruction: Tier I: quality classroom instruction based on College and Career Readiness Standards, Tier II: focused supplemental instruction, and Tier III: intensive interventions specifically designed to meet the individual needs of students.

Teachers will use progress monitoring information to a) determine if each student is making adequate progress; b) identify any student as soon as he/she is falling behind; and c) modify instruction early enough to ensure that every student gains essential skills.

Monitoring of student progress is an on-going task that may be measured through informal classroom assessment, benchmark assessment instruments, and large-scale assessments.

If strategies in Tier I and Tier II are unsuccessful, students must be referred to the school's Teacher Support Team (TST). The TST is the problem-solving unit responsible for interventions developed at Tier III. Interventions that are research-based will be designed and implemented to address the deficit areas, as designated by the TST, and be supported by data regarding the effectiveness of the interventions. Parents/guardians will be contacted and invited to participate in the process when a student is referred to the Teacher Support Team. See JCSD School Board Policy GFABP, GFBCJ, IEI, and IDDFAA.

Notifications of Rights under the Family Educational Rights and Privacy Act (FERPA) for Elementary (K-5) and Secondary (6-12) Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights regarding the student's educational records. Parents/guardians and students have the right to inspect and review the student's educational records within 45 days of the day the district receives a request for access. Parents/guardians or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place for record inspection.

- The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate or misleading. Parents/guardians or eligible students may ask the Jackson County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.
- Upon request to officials of another school district in which a student seeks or intends to enroll, the district discloses educational records without consent.
- The district discloses directory information regarding its students. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It may include the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

- The parent/guardian or eligible student has the right to refuse to let the district designate any or all types of information about the student as directory information. The parent/guardian or eligible student must notify the principal (or designee) in writing within five (5) days of receipt of the Handbook and Code of Conduct for Students and Parents that he or she does not want any or all of those types of information about the student designated as directory information. Otherwise, consent is implied for the Jackson County School District to release directory information to others including military recruiters as outline below.
- In the event that the school district provides either post-secondary (6-12) educational institutions or perspective employers of secondary (6-12) student's access to its school campuses, it must also provide military recruiters the same type of access. The school district must also provide, upon request of military recruiters, the names of students, their addresses, and telephone numbers unless the secondary (6-12) school student or the parent has requested that the school not release this information without prior written parental consent.
- The district may disclose directory information about former students without meeting these conditions.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue,
Washington, D.C. 20202-4605

Legal Reference: Section 438 of the General Education Provisions Act (PL. 93-380) November 17, 1974, Section 37-15-1, 37-15-3; Mississippi Code of 1972, 45, C.F.R. Part 99, 45 CFR Part 121A. See JCSD School Board Policy JRAB and JR.

Enrollment Procedures

Admission Policy
Any student enrolled in the Jackson County School District will follow the district's Admissions Policy JBC.

Compulsory School Age Attendance:
If a compulsory-school-aged child has not been enrolled in the school which the child is eligible to attend within fifteen (15) calendar days after the first day of the school year, the school district shall report, by close of the next business day, the unlawful absences to the school attendance officer.

Compulsory School Age Child:
A child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before the September 1 calendar year.

Age of Entrance:
To enter kindergarten, the student must be five (5) on or before September 1st.
To enter first grade, the student must be six (6) on or before September 1st.
See JCSD School Board Policy JBC.

Transfer from Private or Public Non-Accredited Schools and Home Study Programs
Students transferring into the Jackson County School District from a private or public non-accredited school or home study must meet the following criteria:

- Students in grades 1-8 will be administered a standardized test in reading and math. In addition, the student will be administered an evaluation to determine proper placement in the district's reading program.
- Students in grades 9-12 will be placed in accordance to MS Commission on School Accreditation. See JCSD School Board Policy JBAB.

Students will not be enrolled until the following requirements have been met:

- Students will be enrolled in the Jackson County School District only if they are residing with their legal guardian and said guardian resides within the Jackson County School District. "The district will not recognize or accept guardianship papers for health and school purposes only. Partial guardianship of a student by a resident within the district will not be recognized as meeting full legal guardianship." See JCSD School Board Policy JBC.
- Birth Certificate: According to State Law, an original or certified copy of a birth certificate is required upon registration. This certificate must be examined and recorded on school records before any student may be officially enrolled in school. Each student must have this information on file prior to the first day of school.
- A student shall present a withdrawal form from the school from which he/she is transferring (to include discipline record, grades, and attendance).
- Proof of Immunization: A certificate of compliance shall be presented to the school when a child initially enters the school upon registration. This certificate shall be issued by the local health officer or physician on forms specified by the Mississippi State Board of Health. Effective August 1, 2007, children entering school for the first time will be required to have two doses of the Varicella Vaccine (chicken pox)

or a history of chicken pox. All students entering, advancing, or transferring into 7th grade will need proof of an adolescent whooping cough (pertussis) booster, aka Tdap vaccine, before entry into school in the fall. Tdap vaccine given on or after the 7th birthday meets the new school requirement.

If a child attempts to enroll at a school without having completed the required vaccinations:

- The local health officer (not school official) may grant a period of time up to 90 days for such completion. No child shall be enrolled without having at least one dose of each specified vaccine.
- Any child not in compliance at the end of 90 days from the opening of school must be suspended until he/she is in compliance unless the health officer attributes the delay to the lack of supply of the vaccine.

Exception: Reason must be verified by a duly-licensed physician to the local health officer.

- A student's records from his/her school of last attendance must be received within a reasonable period of time. If the records are not received within a reasonable time, the student will be asked to withdraw until the records are received.
- A student who has been expelled from another school district may not be allowed to enroll.
- Students not meeting the residency requirements will be withdrawn from school immediately.
- Parents/guardians shall inform the school immediately of any change of address/telephone number of persons authorized to sign-out students that is different from that listed during registration.
- At the beginning of school each parent/guardian will fill out and sign the student emergency documents.

Required Registration Documents:

The parent or legal guardian of students attending schools of the Jackson County School District will be required to show proof of residence as required by the Mississippi State Board of Education in the following manner:

Procedure I

Definition of residence for school attendance purposes:

The student physically resides full time, weekdays/nights and weekends, with the parent or guardian, at a place of abode located within the limits of the school district.

1. All schools will require students who are seeking to enroll in the school district to register at the school they are assigned to attend. If registering at the beginning of the school year, parents may submit residency documentation during the days and times designated for Residency Verification. Appointments will be made for parents who need to verify residency at any other time. The school district shall verify the residency of each student.
2. Any new student enrolling or entering the school district or any continuing students whose residence has changed will be required to verify their residence address as herein provided as a part of the registration process. New enrollees to the district will register by appointment as set by the school.
3. The parents or guardians of continuing students whose residency has not changed shall provide proof of residency in person at a time designated by the District. All students, continuing and new to the district must register using the District's Online Registration Process.

Procedure II
Each new student or student whose residence has changed must establish his or her residency in the following manner:

STUDENTS LIVING with PARENTS or GUARDIAN
The parent or legal guardian of a student seeking to enroll must provide the school district with a least two of the items listed below as verification of their address. The parent or legal guardian may satisfy residency requirements by submitting two (2) documents from Category I or one (1) document from Category I and one (1) document from Category II. This requirement may NOT be met with only two (2) documents from Category II. No documents with a post office box as an address will be accepted.

Category I

At least one (1) from the following list displaying proper name and address:

1. Filed Homestead Exemption Application Form
2. Mortgage Statement or property deed; No property tax documents
3. Signed current apartment or home lease (all pages)
4. Current Utility bills; (Per MDE, NO cut-off or disconnect notices); No car/home insurance statements; no cell phone bills; no hunting licenses; Bill must be current, within 30 days of date of registration

Category II

One (1) document from the following list displaying proper name and address:

1. Driver's license or Mississippi State-Issued Identification Card; (Must show current address)
2. Automobile registration; (Must be current year's registration, not expired)
3. Voter registration card
4. Government mailing (Federal, state, or county) within the last 30 days
5. Any other document that will objectively and unequivocally establish the Parent or Guardian resides within the school district-must be approved by an administrator.

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

When satisfactory evidence is presented that a family with school age children plans to move into the school district, the school administrator, which the student(s) will attend may waive the residency requirement for a period of time, not exceed 30 days, during which time the family will provide transportation for the student(s). In all cases the Superintendent of Education shall be notified in writing from school administrator of the circumstances surrounding the enrollment of such student(s) within one week of admission. If, at the conclusion of the 30-day waiver, the family is unable to provide sufficient and verifiable proof of residency, the school age children will be withdrawn until sufficient and verifiable proof of residency is presented and approved by the Assistant Superintendent.

Court Documents:

- If one is the legal guardian of the student, he/she must also provide a copy of the court order signed by a judge appointing him/her as guardian. Any changes in custody must be given to the school in the form of a legal document signed by a judge.

- If a parent/guardian fails to provide the necessary documentation, his/her children will not be allowed to attend schools in the Jackson County School District. No temporary enrollment will be processed.
- NOTE: Any legal guardianship formed for the purpose of establishing residency for school district purposes shall not be recognized by the Board.
- If the Jackson County School District receives a complaint regarding the residence of a student, the district is required to act to further verify residence, including but not limited to follow-up visits to the resident's address by school officials.

Transfer Students for Elementary (K-5) and Secondary (6-12)

Any child transferring to any school in the Jackson County School District must have a valid immunization certificate, birth certificate, report card, and name and address of the former school attended.

- No student is to be enrolled in this school district until any questions regarding residence or immunizations have been resolved.
- Students suspended or expelled from another school or school district may not be allowed to enroll. See JCSD School Board Policy JR and JDDA.
- In the event that number grades are not sent from a prior school and verification is present that efforts have been made to secure the number grades and these efforts have been unsuccessful, then the following number grades will be given for the following letter grades for transfer students:

A	**95**
B	**85**
C	**75**
D	**67**
F	**60**

Withdrawal Procedure

Students withdrawing from school are to follow the procedure below:

- Parent/guardian must notify principal or counselor giving permission for the student to withdraw. If possible, please notify the school one day in advance for the necessary paperwork to be completed.
- Parent/guardian must pay any student fines (if applicable) and return all student-issued JCSD technology devices and textbooks.
- Permanent records will be forwarded to the new school upon request.
- Students who withdraw to be home schooled must register with the attendance officer prior to withdrawing from school.
  See JCSD School Board Policy JR and JBCD.

Homeschooled Children

The School Board encourages the admission of all eligible students to the Jackson County School District. All students seeking to enter the Jackson County School District from a homeschool environment shall be placed in grades and classes in accordance with the following criteria:

Grades K-12

- The student shall not be placed more than three (3) grades below the grade or class that the student would have been assigned had the student enrolled during the year the child reached his sixth birthday on or before September 1.
- The student may be required to take a test deemed appropriate by the Jackson

County School District. This test will be a primary determining factor in the student's grade/class placement.

- The student will be assigned to the grade or class for which the test shows the student is best suited in accordance with the age limitation as set forth above. Students enrolling from homeschool will only receive Carnegie Units from Mississippi Department of Education accredited programs. See JCSD School Board Policy JBAB. (MS Codes 37-13-91 and 37-15-33)

Homeless Children

When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431(l), 11432(e)(4) and 11302(a), this school district shall consider and take enrollment action that is in the best interest of the child, pursuant to 42 USC II 432(e)(3).

- The requirements of Section 11 are minimum requirements, and this school district may require additional documentation and verification at any time.
- At the minimum, this school district shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.
- The provisions of this policy do not apply to students who reside outside the school district but who have legally transferred into the school district.
- Any court-ordered procedure shall take precedent over any procedure contained herein.

  See JCSD School Board Policy JQN.

District Attendance Policies

Attendance

The Jackson County School District stresses the importance of regular student attendance in school. The majority of funding for the operation of our schools is based on the attendance of our students, and the district loses thousands of dollars due to absences. Consequently, parents are encouraged to keep student absenteeism to an absolute minimum.

School attendance is ultimately the responsibility of the students and families.

Students should remain out of school ONLY WHEN ABSOLUTELY NECESSARY.

Mississippi's Compulsory attendance law provides legal penalties for parents/guardians who neglect their child's attendance. When the child has five (5) unexcused absences, the law provides that charges of "Education Child Negligence" may be brought against the parent/guardian.

Students accumulating 5, 10, and 12 unlawful absences will be referred to the Attendance Officer. Upon the 10th consecutive unlawful absence, the student may be withdrawn from the school and referred to the truancy officer for attendance intervention. If the student is withdrawn he or she will be entitled to a due process hearing pursuant to Miss Code Ann. 37-9-71. See JCSD School Board Policy JBA and JDAA.

Unlawful absence, also known as an unexcused absence, is an absence during a school day by a compulsory-school-age child, which the absence is not due to a valid excuse for temporary nonattendance, pursuant to MS Code § 37-13-91. (4).

To be counted present, a student must be present for sixty-six percent (66%) of instructional class time each day.

*If a student misses thirty-three percent (33%) of the school day, they will be considered absent for the day. The student will not be allowed to participate in any extracurricular activities for the day.

See JCSD School Board Policy JBA. (MS Code 37-13-91)

Perfect attendance is defined as being present all day every day.

Excused Absence(s)

Definition:

Absences will only be excused according to the MS Compulsory Attendance Law for the following reasons:

- Child's attendance at an authorized activity with the prior approval of the Superintendent of the school district or his/her designee. These activities may include field trips, athletic contests, student conventions, musical festivals and any similar activities.
- Illness or injury, which prevents the student from being physically able to attend school and any absence after the third must be documented by a written excuse by a medical provider.
- When isolation of a student is ordered by the county health officer, by the State Board of Health or appropriate school official.
- The death or serious illness of a member of the family of a student shall include children, spouse, grandparents, parents/guardians, brothers, and sister, including stepbrother and stepsisters or as approved by the principal.
- When it results from a medical or dental appointment of the compulsory- school-age-child with a documented excuse from the medical provider.
- Attendance at the proceedings of a court or an administrative tribunal if the student is

a party to the action or under subpoena as a witness.

- Participation in a valid educational opportunity, such as travel, with the prior approval of the superintendent or his or her designee. (Approval shall be based on the professional judgment of the superintendent or his or her designee).
- Other conditions sufficient to warrant nonattendance, with prior approval of the superintendent or his or her designee. However, no absences shall be excused when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law. ' 37-13-91 (4)
- An absence is excused when it results from the attendance of a compulsory-school-age child participating in official organized events sponsored by the 4-H or Future Farmers of America (FFA). The excuse for the 4-H or FFA event must be provided in writing to the appropriate school superintendent by the Extension Agent or High School Agricultural Instructor/FFA Advisor.
- An absence is excused when it results from the compulsory-school-age child officially being employed to serve as a page at the State Capitol for the Mississippi House of Representatives or Senate.

*Students who miss school due to a school activity are responsible to make up their work in (2) two days. These absences do not count as an absence toward exemptions.

Limitation on Excused Absences

Unless an exception applies, no student shall be granted more than five (5) excused absences per semester. Any additional excused absences beyond this limit must be specifically approved by the superintendent, or his or her designee, upon a showing of extenuating circumstances. Extenuating circumstances may include, but are not limited to:

1. Prolonged illness or injury supported by medical documentation.
2. Extended religious observance.
3. Participation in education opportunities of substantial merit, including out-of-state educational travel.

Any absence in excess of this limit, and not approved by the superintendent, shall be considered unexcused. School-sanctioned events, such as athletics, band, choir, or other events sponsored by the Mississippi High School Activities Association, shall not be counted as absences. School-sanctioned academic or club events shall not be counted as absences.

Chronic Absenteeism

A compulsory-school-age child shall be considered chronically absent if the child is absent from school for ten percent (10%) or more of the student's school days in a school year, regardless of whether such absences are excused or unexcused.

Unexcused Absence(s)

- All absences other than for the reasons listed above will be unexcused.
- Vacations are generally considered unexcused absences. Exceptions may be made on a case by case basis solely at the discretion of the superintendent or his/her designee. See JCSD School Board Policy JBA. (MS Code 37-13-91)

Preapproved Absences/Religious Observances

If a student is going to be absent for an extended period (5 or more days) or is going to be absent due to religious observances, they must follow these guidelines for the absences to be excused:

- The student must first obtain permission from the superintendent or his or her designee.
- Prior to the absence the student shall contact his/her teachers to find out

assignments for the day(s) of absence.
- Make-up work guidelines are the same as previously stated.
- The day(s) allowed for a religious observances or extended absences will count as part of the total number of absences allowed for the student.
- See JCSD School Board Policy JBA.

Returning to School

When the student returns to school, the student must bring a note from his/her parent/guardian to verify the parent's knowledge of the absence. The specific reason for the absence must be stated. Excuses will be accepted up to two (2) days after a student's return to school. If an excuse is provided by a doctor's office, it may be faxed/emailed; however, it is the parent's/guardian's responsibility to ensure the excuse was received within two (2) days after the student returns to school.

Make-up Work

Excused Absence(s)

- The work missed by the student may be made up. Work must be made up within 3 days. It is the parent's responsibility to ensure the excuse was received within two (2) days after the student returns to school.
- For extenuating circumstances, exceptions may be made by the principal. See JCSD School Board Policy JBA.

Unexcused Absence(s)

- The student may not make up the work missed.
- The student will receive a zero (0) for any worked missed.
- For extenuating circumstances, exceptions may be made by the principal. See JCSD School Board Policy JBA.

Elementary School (K-5) Attendance Policies:

- To be counted present, a student must be present for sixty-six percent (66%) of instructional class time each day.
- Students may have up to two (2) days per semester of excused absences per school year via parent/guardian notes. These excuses are to be turned in to the teacher. Excuses will only be accepted up to 2 days after the student returns to school. (Refer to General Attendance Section.)
- Students missing 5, 10, and 12 unexcused days will be referred to the Attendance Officer. Upon the 10th consecutive unexcused absence, the student will be withdrawn from school and referred to the truancy officer for attendance intervention.

Middle School (6-8) Attendance Policies:

- A student shall be present for forty-five (45) minutes of class time to be counted present.
- Students may have up to two (2) days per semester of excused absences per school year via parent/guardian notes. These excuses are to be turned in to the teacher. Excuses will only be accepted up to 2 days after the student returns to school. (Refer to General Attendance Section.)
- Students missing 5, 10, and 12 unexcused days will be referred to the Attendance Officer. Upon the 10th consecutive unexcused absence, the student will be withdrawn from school and referred to the truancy officer for attendance intervention. See JCSD School Board Policy JBA.

High School (9-12) Attendance Policies:

- A student shall be present for seventy (70) minutes of class time to be counted present. Students attending classes at the Technology Center must be present

for five minutes more than half the class period to be counted present.

- Students may have up to two (2) days per semester of excused absences per school year via parent/guardian notes. These excuses are to be turned in to the office before the first bell rings to start the school day. Excuses will only be accepted up to 2 days after the student returns to school. (Refer to General Attendance Section)
- Students missing 5, 10, and 12 unexcused days will be referred to the Attendance Officer. Upon the 10th consecutive unexcused absence, the student may be withdrawn from school and referred to the truancy officer for attendance intervention. Upon the 10th unexcused absence throughout the school year, the student will be referred to TST.
- The Jackson County School District does not recognize or sanction senior skip day or skip day for any other grade. See JCSD School Board Policy JBA.

Check In/Check Out and Tardy Procedure

Elementary (K-5):

- It is recognized that an elementary (K-5) school child may occasionally be late or may be checked out of school due to an unforeseen emergency. Parents/guardians who bring their child to school late must bring the child in to the office to check him/her in.
- Late arrivals due to a medical appointment will be excused (and work can be made up) if a doctor's excuse is presented the day of the late arrival.
- Students will not be subject to consequences if they arrive late on a district school bus.
- Students are allowed up to five (5) unexcused late arrivals per semester (with work allowed to be made up).
- After 5 and 10 unexcused late arrivals and/or check-outs to school in one semester a letter may be sent home from the school informing the parents of possible referral to the Child Protective Services and the local School Attendance Officer. In addition, students will not be allowed to make up missed work. For extenuating circumstances, exceptions may be made by the principal.

Secondary (6-12):

- Students will not be charged with a late to school when their bus is late. However, when a bus is late, students must report to the office for a pass to their 1st block class. Late students who do not ride a bus will report to the office for an admission slip to class.
- Students are allowed three (3) tardies for being late to school per term. Any late arrivals beyond these three, other than those with doctor's excuses, are subject to disciplinary action. Students late to school or checking out early while assigned to ISI will be required to fulfill the remainder of the time missed based upon the time the student was checked out.

Checkout:

To provide for the best welfare of each student and the school, the following checkout policy has been adopted:

- Students can only be signed out of school by the parent/guardian or other adult(s) as specified by the parent/guardian on the student's registration form. The parent/guardian or designated adult must come to the office and present photo identification to sign the student out of school.
- Before the student may be released from school, a parent, legal guardian, or person authorized by a parent/guardian must come to the school office and sign

the student out. Students will only be released to authorized persons listed on the checkout list/contact sheet. Appropriate photo identification may be required to check out a student. For safety of students, checkouts must be made 30 minutes prior to dismissal time.

- In the event the child's parents/guardians are divorced and the parent with custody does not want the other parent to pick up the child, the school will attempt to notify said parent. The school cannot deny a parent/guardian access to his/her child unless there is a court order prohibiting one parent access to the child. If such a court order exists, it should be brought to the principal/guidance office in order that a copy can be made and inserted in the child's cumulative folder.
- When a student becomes ill or an emergency arises during the regular school day which may warrant early dismissal, the student must report to the attendance office. Before the student will be allowed to leave school, the student's parent or legal guardian must be contacted by telephone or the parent, legal guardian, or person authorized by the parent must come to the school to sign the student out. The school administration will reserve the option to release a student from school at the discretion of the principal if the student's parents cannot be contacted.
- A student may be released for a physician's appointment, dental appointment, or other just reason when the parent, legal guardian, or person authorized by the parent comes to the school and signs the student out or sends a note to the office stating the reason for check-out. This note must include the check-out time and a telephone number where the parent can be contacted. If the note cannot be verified, the school reserves the right to refuse release of the student. Parent notes must be submitted to the office within the first thirty minutes of the student's school day.
- Classes missed due to check-outs count as absences and will be treated as excused or unexcused according to the guidelines established earlier in this handbook. If a checkout is excused, the student is responsible for making up class work that is missed during the time that he/she is signed out of school. See JCSD School Board Policy JBA.
- Students who are checked out during the school day will not be allowed to check back in without a medical excuse or approval from the school administrator.

Student Arrival and Departure Times

- The school will not assume responsibility for any students arriving on school grounds prior to stated time unless they are transported by school bus.
- Students are to leave school at end of the school day unless they are participating in a supervised school activity and are under the direct supervision of a teacher.
- Students are not to be on the playground/school grounds before/after school hours.
- The school will not assume responsibility for any child on campus before or after the school day. It is the responsibility of the parent to provide supervision before and after school.
- It is the parents' responsibility to know the drop-off and pick-up times for each school their child attends.
- Students are encouraged to ride buses.
- Parents/guardians who bring their children to school must adhere to school procedures for dropping off and/or picking up students. See JCSD School Board Policy JBA.

Leaving Class

Students are not permitted to leave class except in the case of an emergency. Students will not be called from a class to the phone unless there is an emergency. Any student out of class without a pass will receive appropriate disciplinary action.

Leaving School Grounds

- When the student leaves home, the parent/guardian assume the student is in school. For the teachers and administration to locate the student in the event of an emergency, it is very important that all students follow their schedule closely.
- A student is not allowed to leave the grounds without his/her parents/guardians making prearrangements with the school. Verification with the parent must occur before checkout is granted. This note must be presented and verified in the office on the day of the checkout. See JCSD School Board Policy JD, JD-1, and JGFD.
- A student should never leave school for any reason without permission. Once a student boards a bus or arrives on the campus by other means, the student must check out through the office before leaving school for any reason. Failure to do so will result in the time missed being unexcused and will result in disciplinary action.
- Any student who has permission to leave campus early and takes another student with him/her, who has not properly checked out through the office, will receive the same punishment as the student leaving without permission. See JCSD School Board Policy JD, JD-1, and JGFD.

Health and Medical Procedures

A student whose health record has not been brought up to date and is not in the process of being brought up to date by the end of the first month will not be permitted to stay in school. No student who has any contagious disease will be allowed to attend school. Any questionable cases will be referred to a medical professional.

According to Mississippi State Law, any child who plans to attend any public or private school, including Kindergarten, shall first have been vaccinated against those diseases specified by the state health officials. See JCSD School Board Policy JGCC and JGCB. (MS Code 37-7- 301 and 41-23-37)

Illnesses/Communicable Diseases

The Board of Education of the Jackson County School System has the power, authority, and duty to exclude from the schools students with what appears to be infectious or contagious diseases; provided, however, such student may be allowed to return to school upon presenting a certificate from a public health officer, duly licensed physician or nurse practitioner that the student is free from such disease. (MS Code Section 37-7-301[h]) Proof of physician diagnosis with release to return to school may be requested per school nurse and/or administration for any illness. See JCSD School Board Policy JGCC.

If a parent or emergency contact cannot be reached or is unresponsive, the Department of Human Services may be contacted.

Signs and symptoms of an illness may vary a great deal from person to person (e.g., sore throat with fever; rash over a large area of the body). Only physicians or nurse practitioners can diagnose---not nurses. This information is not intended to be used to diagnose an illness or infection. It should not replace a diagnosis by physicians or a nurse practitioner.

Any student having evidence of communicable diseases will have a physician diagnose the disease and prescribe suitable treatment. Common communicable diseases as listed will automatically result in exclusion from school and school-related activities for the designated period of time:

Condition	Exclusion from School
Chicken Pox	The student may return to school 6 days after eruption appears.
Conjunctivitis (Pink Eye)	Children may return to school after a physician has been seen, or when redness/discharge is improving and after 24 hours after prescription medication begins.
COVID - 19	Isolation as directed by a medical provider; must be without symptoms and fever (under 100.4) for 24 hours before returning.
Fifth Disease	Children with fifth disease may attend school, since by time the rash begins, they are no longer contagious.
Flu	The student may return to school when free of fever and feeling well and after 24 hours of fever free conditions.
German Measles or Red Measles	The student may return to school when free of fever and the rash is fading.
Hepatitis A or C	The student may return to school one (1) week after the onset of jaundice and/or proof of treatment has been provided to nurse.
Impetigo	The child may return to class 24 hours after treatment has started. Proof of treatment is required.
Mononucleosis	The child need not be excluded from class, unless requested for medical reasons, but may return when feeling well enough. Children should not share food or utensils.
Mumps	The student may return to school Nine (9) days after glands swell.
Ringworm	The child may return to class when the treatment is started. Proof of treatment is required.
Scabies	The child may return to school as soon as treatment has been administered. Proof of treatment is required.
Staph	Student will return to school after being treated by a doctor and wound must be covered. Must have a medical release from physician before returning to PE or sports.
Strep Throat	The child may return to class 24 hours after treatment has been started and be free of fever for 24 hours without the use of medication.
Tuberculosis (TB)	Those who have a positive TB skin test only may attend school Since they have no disease process that is contagious. Persons diagnosed with active TB disease will need written permission from the MS State Dept. of Health Tuberculosis Control Program to return to school.
Whooping Cough	The student may return to school 5 days after treatment has begun.
Bed Bugs	The student may not attend school if active bugs are present.
Lice	Refer to "Head Lice" policy of the student handbook..

For these or other communicable diseases, the principal may require a written note containing proof of treatment from the student's family doctor or public health department for a student to return to school after having a communicable or infectious disease. See JCSD School Board Policy JGCB. (MS Code 37-7-301 and 41-23-37)
This information is not intended to be used to diagnose an illness or infection. It should not replace a diagnosis by trained medical personnel. See JCSD School Board Policy JGCDA, JGCC, and JGCB.

Immunizations and Vaccinations
It is unlawful for any child to attend school without first being vaccinated with at least one dose of diphtheria, whooping cough, tetanus, red measles, rubella, and polio vaccine and completing the entire series within ninety (90) calendar days.

Every student in Kindergarten through Grade 12 must present a certificate of immunization compliance from his/her doctor or from the health department. This certificate of compliance (Form 121) must be presented in order to attend school, even though all shot records are now up-to-date on school records. Other valid certificates include Form 121-A, Medical/Religious Exemption Certificate (Form 122), or Form 121-T, Temporary Compliance Certificate.

All students entering, advancing, or transferring into 7th grade will need proof of an adolescent whooping cough (pertussis) booster, aka Tdap vaccine, before entry into school in the fall. Tdap vaccine given on or after the 10th birthday meets the new school requirement.

To secure this certificate of compliance, it will be necessary for the student to go to the local county Health Department, the office of his/her family physician, taking with him/her all official shot records. Before a child can register, the certificate of compliance must be presented. The validation of this certificate will become a permanent part of the student's records and will be valid through grade twelve.

If the doctor signs the certificate indicating that other doses are necessary, the student will be given ninety (90) calendar days to complete the required immunizations; if they are not completed at the end of ninety (90) calendar days, the child by law must be suspended until compliance is achieved. See JCSD School Board Policy JGCB, JGCC, and JGCDA. (MS Code 37-7-301 and 41-23-37)

Health Policies Regarding Immunizations
A Certificate of Compliance shall be presented to the school when a child initially enters school upon registration. This certificate shall be issued by the local health office or physician on forms specified by the Mississippi State Board of Health.

- The local health office (not a school official) may grant a period of time up to 90 calendar days for such completion. No child can be enrolled without having at least one dose of each specified vaccine.
- Any child not in compliance at the end of ninety (90) calendar days from the opening of school must be suspended until he/she is in compliance unless the health officer attributes the delay to the lack of supply of the vaccine.

A Certificate of Medical Exemption (Form 122) – A medical exemption may be recommended by the child's physician and must be approved by the local health officer. The Form 122 must be verified by a duly- licensed physician to the local health officer.

Head Lice

JCSD has a "no nit" policy. Students identified with nits and/or lice will be sent home immediately with a letter and information sheet.
Returning to School: The student may be readmitted after treatment providing there are no visible lice or nits. Upon returning to school the child will be checked by a school official.
Proof of treatment is also required upon the child returning to school. Proof of treatment includes the box and the store receipt.
Any student who has had lice or nits on four occasions will be required to be free of all nits before being readmitted to school.

- If a student in any public elementary (K-5) or secondary (6-12) school has had head lice or nits on three (3) occasions during one (1) year while attending school, or if the parent of the student has been notified by school officials that the student has had head lice or nits 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 then may instruct the child's parents or guardians on how to treat head lice or nits, eliminate head lice or nits from household items, and prevent recurrence of head lice or nits. (MS Code 41-79-21)
- The school principal or administrator shall not allow the child to attend until proof of treatment is obtained and the child is clear of lice or nits.

Treatment of Head Lice: Prescribed or over-the-counter anti-lice treatments are considered appropriate. Comb hair with a fine-tooth comb to remove all the nits. See JCSD School Board Policy JGCC.

Fever

When school officials are aware that a child's temperature is 100.4 degrees, an attempt will be made to contact the parent/guardian. If the temperature reaches 100.4 degrees, a school official will request that the parent/guardian pick up the child. This procedure is followed to ensure the safety of the child and the well-being of the other students. Students may return to school when they have been free from fever for a period of at least 24 hours without medication.

Diabetic Condition Plan

Parents/guardians must take the responsibility to pick up the student if the sugar level is 450 or greater. All students who are diabetic must have a plan in place, doctor orders, and supplies needed to ensure safe-care / management while at school.

Diseases

Decisions regarding a person infected with HIV, hepatitis B, or other blood-borne diseases shall be made on an individual basis with regard to the behavior, physical condition of the employee or student and the expected interactions with others in that setting. These decisions shall be made using the team approach, including the employee or student's physician, public health personnel, and personnel associated with the educational setting and/or workplace. In each case, risks and benefits to all affected shall be weighed. As conditions change, cases may be reevaluated.
See JCSD School Board Policy JGCB and JGCC. (MS Code 37-7-301 and 41-23-37)

Medications

Students are not allowed to bring medicine to school. In the event a medication is brought to the school by a student, the medicine will be immediately confiscated, and the student may be referred to the building administrator for disciplinary action. To properly dispense prescribed medication, the parent/guardian shall:

- Provide the school with a health plan for their child who has a special medical problem (i.e., allergic reactions, asthma, etc.).
- Present a medical consent form signed by the parent to the principal or his/her designee.
- Allow the school administration to determine by local school or school district policy the role of teachers and other school personnel in administering medications. If there is no nurse available, principals/administrators may designate personnel to administer medications after they have been properly trained. These designated personnel will be required to document each time a

medication is given. All medications should be recorded on the student's record, noting the time and initials of the person administering the medication. The back of the record should show the full name of the person administering the medication, followed by initials in specified section. (Example- Jane Doe, RN (LC) 12:10 P.M.)

- **Elementary Schools (K-5)**
  School officials will not administer any nonprescription medications on behalf of the students. Parents will be required to physically administer medications.

- **Secondary Schools (6-12)**
  The school official will allow parents/guardians to personally deliver nonprescription medications in the original container placed in a clear baggie to be stored in the school administration office. The parent shall provide permission for any medication (including Tylenol, Benadryl, etc.) which authorizes designated personnel to administer the medicine and which includes specific instructions for use. (Example: If Tylenol is to be given, the parent should write specific orders of instruction as to circumstance to be given and dosage).
  All medications should be brought to school by the parent/guardian or designated adult/parent and/or guardian or designee of a child. The medication shall be given to the school official responsible for administering the medication to the child. Any prescribed medication brought into the facility by the parent, legal guardian, or designee of a child shall be dated and kept in the original container labeled by a pharmacist with the child's first and last names; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date and specific legible instructions for administration, storage and any side effects that should be reported to the prescribing physician. The number of pills received should be counted and from whom they are received shall be documented. Prescription liquids should be documented as to amount of cc's and ml's.
  If a physician orders a dosage other than indicated on the label, an updated prescription bottle is needed to reflect the change in dose. (Until refilled, the physician's orders will be sufficient.) The amount of medication and the person who receives it should be documented on the medication records. Any change on dosage time of medication should be by a physician's order. (Example: If a medication is to be discontinued or if the dose is to be increased or decreased.)

Medications should not be given subsequent to the expiration date. It is the parents' responsibility to contact the physician to update medication. [Example 1: Prescription medicine ordered 2024-2025 should not be given in 2026. Example 2: Antibiotic ordered 12/11/2025, should not be given after two weeks (10 working days) without recent updated doctor's orders. Medication (antibiotic, etc.) should not be given past 10 days of original date of order, unless specified in writing by the physician.]

A locked cabinet or drawer is to be provided for the storage of medications other than those to be refrigerated.

A "Release of Information Form" should be signed to allow communication between the medical provider and the school nurse or designee.
In an effort to provide safe healthcare for children, forgotten doses of medication which were to be given at home may not be administered at school. Medication should be administered no earlier than 30 minutes prior to physician's order and no later than 30 minutes after. In the event that a child did not receive medication to be given at home, the child's doctor may contact the school and request that another dose is to be given.

If the doctor contacts the school, the nurse/designee will be allowed to give the medication that was forgotten at home.

The Jackson County School District reserves the right to refuse to administer any medication to students when circumstances warrant this action. Such circumstances might include reaction, response, incomplete instructions for the administration of the medication, non-compliance by parents/guardian with the school system policy for the administering of medications or other extenuating circumstances. See JCSD School Board Policy JGCB and JGCBA.

Medical Emergencies

In the event of an emergency during which a child may need to be transported to the hospital, the school will attempt to contact the parent/guardian. If the parent/guardian cannot be contacted, the school will have the child transported to the hospital and will continue to try and contact the parent/guardian. Any expense incurred will be the responsibility of the parent/guardian.

General Academic Information

Permanent Record
A permanent record is set up for each student in the school system. This record begins when an individual starts school and is kept current on the student until he/she graduates.
Educational records may be forwarded upon request of another school with the written consent of parent or guardian. See JCSD School Board Policy IHE.

Progress Reports and Report Cards
At the 4 ½ week mark of each nine-week grading period, progress reports will be available through Active Parent accounts online. This report will indicate the progress he or she is making in the different subject areas. This may not indicate that the student is failing.
Conferences may be set up at this time if needed. A formal report is sent at the end of each nine weeks. Dates for progress reports are listed in the front of the handbook on the school calendar. See JCSD School Board Policy IHE.

Report of Grades
Each student will receive a report from his/her homeroom teacher showing his/her grades for that term and for the year when the school session ends. Report cards will be given at the end of each nine-week period. The report card should be signed and returned to school on the following day. Dates for reports are listed in the front of the handbook on the school calendar. See JCSD School Board Policy IHE.

An explanation of the grading system is as follows:

A	**90 – 100**	Excellent
B	**80 – 89**	Above Average
C	**70 – 79**	Average
D	**60 – 69**	Below Average
F	**59 – below**	
I		Incomplete
S		Satisfactory
N		Needs Improvement
U		Unsatisfactory

Honor Roll:
Superintendent's Honor Roll – All A's
Principal's Honor Roll – All A's and/or B's

Grading
All grades awarded to students in grades K-12 shall be awarded in compliance with the district's promotion/retention policy. See JCSD School Board Policy IHE.

Recording of Grades
If a student does not receive credit for a subject because of excessive absences, expulsion or drop out of school, NC (no credit) may be recorded in the applicable place in the student's cumulative folder and on the permanent record. See JCSD School Board Policy IHE.

State Testing Requirements

The Jackson County School District participates in the Mississippi Curriculum Content Assessment System that includes assessments given at each level of schooling. Students in grades K-12 are required to take the Mississippi assessments given according the testing calendar provided by the MS Department of Education Office of Student Assessment. See JCSD School Board Policy IHE.

Student Notification of Prohibition of Electronic Communication Devices during Statewide Tests

The Mississippi Public Schools Accountability Standards, Current Edition, Prohibits the Possession and/or Use of any Electronic Communication Device, including but not limited to iPods, MP3 Players, Bluetooth devices, Smart Watches, Cell Phones, and/or other personal digital assistance devices, by students during the administration of scheduled Statewide Tests.

Possession of any such device, even if is not being used, is a violation of State Policy. Example: A student having a cell phone in his/her possession anywhere on his/her person during the Test Administration is a Testing Violation. If an electronic device is in possession during a test, the test will be invalidated as mandated by the Mississippi Department of Education.

The consequence of this testing violation is that the test results for the student will be invalid; therefore, the score of any student in possession of these prohibited devices during the test administration will be invalid. No score is reported for an invalid test, resulting in a non-passing score for Subject Area Test. The student will be required to retest at the next available test date offered by MDE. Student may be subject to additional consequences.

Elementary (K-5) Academic Guidelines

Promotion and Retention

- Students scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.
- To be promoted from one grade level to the next in grades 1 - 3, a student must maintain a passing grade in ELA and math.
- The yearly average shall be determined by averaging the two semester numerical grades.
- To be promoted from grade 4 to 5, students must maintain a passing grade in ELA and math, in addition to either science or social studies.
- To be promoted from one grade level to the next in grades 5th to 6th, students must maintain a passing grade in math, ELA, science, and social studies.

Exceptions to the Promotion and Retention Policy

- Students should be retained no more than three times in grades K-8th.
- If a student is not retained in K-3rd, the student can be retained twice in 4th– 8th.
- Three retentions do not ensure that the student will be automatically promoted. After having been retained a total of two times, each student will be evaluated on an individual basis and may be placed at the appropriate grade level upon approval of the superintendent or his/her designee. JCSD School Board Policy IHE.

Grades

Tests count 40% and daily work counts for 60%. The course average will consist of the average of the two terms. See JCSD School Board Policy IHE.

The minimum number of grades per term will be 4 tests and 8 daily grades. In 4th-5th grade science and social studies, a minimum of 7 daily and 3 test grades will be given during each nine-week grading period. The maximum will be 27 grades per term.

Any student caught plagiarizing or cheating on a test, homework, or other school assignment may receive a grade of zero (0), and the parent will be notified by the teacher.

Homework/Assignments

The Jackson County School Board recognizes the value of purposeful, well-planned, and properly motivated home assignments that are (1) appropriate to the grade level, age, and abilities of the student; (2) designed to stimulate initiative and independence or to reinforce and enrich classroom instruction; (3) in complete accord with the goals established for the development of the school curriculum; (4) carefully planned so that home assignments are not so lengthy as to be self-defeating nor so complicated as to require assistance or resource materials not available to the student; and (5) an extension of class work that has already been introduced. As in the assignment of in- school work, homework assignments must be left to the sound professional judgment of the teacher, who will be expected to interpret the needs and assess the abilities and interests of each student. See JCSD School Board Policy IHE.

- Homework is used to supplement the class work and strengthen the student's understanding of what he/she is studying. Parents/guardians are encouraged to cooperate with the school in seeing that assignments are completed on time.
- Students are expected to exhibit virtuous behaviors such as, but not limited to honesty, integrity, and trustworthiness. Therefore, any student caught cheating or plagiarizing on a test or other school assignment may receive a grade of 0 (zero), and the parent will be notified by the teacher. See JCSD School Board Policy IHE.

Conferences

- At various times during the school year and for many reasons, teachers and parents should confer concerning students. These conferences should be prearranged during school hours. To prearrange a conference, parents may write the teacher requesting a conference, or it may be arranged through the school office. The school office personnel do not give out teacher's home telephone numbers.
- Teachers are not available by phone or in person for parent/guardian-teacher conferences during instructional time. Parents/guardians are not to go to the teacher's room during school hours to schedule a conference. Trying to meet with teachers at unscheduled times is disruptive and unfair to the teacher and the students.
- For all students to receive maximum instruction during the school day, all parents/guardians are required to wait in the office when waiting for a conference or when picking up their children or their children's work. See JCSD School Board Policy IHE.

Middle School (6-8) Academic Guidelines

Grade Level Classification

The student's classification will be determined by successful completion of the

following courses:

- 6th grade - 5th grade courses: ELA, math, science, and social studies
- 7th grade - 6th grade courses: ELA, math, science, and social studies
- 8th grade - 7th grade courses: ELA, math, science, and social studies
- 9th grade - 8th grade courses: ELA, math, science, and social studies

Students may be promoted to grade 9 who participate in school remediation and/or credit recovery programs. Participation in these programs must have parent/guardian and principal approval. Please note: the student cannot fail more than two required courses for promotion. See JCSD School Board Policy IHE.

Grades

Tests count 45% and daily work counts for 55%. The course average will consist of the average of the two terms. See JCSD School Board Policy IHE and IHAEA.

The minimum number of grades per term will be 4 tests and 9 daily grades. The maximum will be 27 grades per term.

Any student caught plagiarizing or cheating on a test, homework, or other school assignment may receive a grade of zero (0), and the parent will be notified by the teacher.

Summer School Guidelines

- Summer school programs provide the means by which students (grade 6-8) may be taught content and objectives not mastered during the regular school session. The summer school year program shall depend on the availability of qualified teachers.
- To be eligible to attend summer school, a student must meet all of the following criteria:
  - Have a yearly average of not less than 55.
  - Be no more than one reading level below the level required for promotion in Policy IHE in grades where a required level is specified.
  - Grades 6-8 has not failed more than two (2) subjects.
- In a summer school session, the number of courses in which a student may enroll is determined by his/her grade classification:
  - Grade 8: has not failed more than 2 subjects.
- Tuition may be required. The number of students registering for specific courses will be determining factors as to which courses will be offered in the extended school session.
- The summer school session may end on the last working day in June.
- For each student enrolled in summer school, there will be a copy of prescribed objectives/content to be mastered by that student. Core skills are not the only skills the student will be required to master. The prescribed objectives/content will be provided by the classroom teacher(s) for whom the student did not master the objectives- content as part of the teacher end-of-year checkout process.
- Students who have not completed mastery of required skills/content by the end of the summer school term will be retained in the grade in which they were enrolled at the end of the school year.
- Out-of-district students are not allowed to attend summer school. Before transfer students from within the district are officially enrolled in summer school, parents/guardians of the transfer students must bring to the receiving school documentation that reflects approval of the principal of the home school

and a copy of the prescribed objectives/content to be mastered by the students.

- The summer school program will comply with the guidelines established by the State Department of Education and contained in Accountability.
- All Jackson County School Board policies apply to summer school where applicable.
- The Assertive Discipline Plan followed by the Jackson County School District during the regular school year will be the one used during the summer school session. Each student will receive a copy of the teacher's classroom rules and the consequences for not following them.
- If a student is sent to the office, the following actions will be taken:
  - The first time: Parents/guardians will be notified of the misbehavior and the fact that if the student is referred to the office a second time, he/she will be dismissed from summer school and will forfeit any fees paid.
  - The second time: Student will be dismissed from summer school and will forfeit any fees paid. See JCSD School Board Policy AEBA.

High School (9-12) Academic Guidelines

Policies Regarding Selection of Subjects

- Students are allowed to select on-line and correspondence courses for graduation credits provided the following guidelines are followed:
  - Enrollment in on-line and correspondence courses must have prior approval granted by the principal.
  - The courses must meet all requirements cited in the Mississippi Curriculum Frameworks and the Approved Courses for Secondary Schools in Mississippi.
- Students who transfer from another state's accredited school shall be permitted to apply those credits the district's requirements. See JCSD School Board Policy IHE.

Dual Credit (DC)

- Students must have a B (3.0 on a 4.0 scale) grade point average to take dual credit (DC) courses.
- Dual credit courses which are taken through local colleges must be pre-approved by a college or university, the Mississippi Department of Education, and the school principal.
- In establishing students class rank as determined by quality point average (QPA), students will only be allowed to count ten (10) dual credit courses. Students may take dual credit courses from a state-accredited institution for QPA purposes. If a student has taken more than ten (10) dual credit courses, regardless of where taken, the courses calculated into Quality Point Average (QPA) will be the ten (10) dual credit courses with the highest averages. All dual credit courses will count in the grade point average (GPA) calculation.
  Only dual credit courses included on the Mississippi Department of Education (MDE)approved course list will count in determining class rank.
- Weight of dual credit (DC) courses will be the same weight as Advanced Placement (AP) classes.
- Dual credit (DC) courses will award credit based on one (1) high school credit per three (3) credit hour college course successfully completed.
- Please see your school counselor regarding classes available for dual credit (DC).

Grades

Tests count 50%, exams count 20%, and daily work counts for 30%. The course average will consist of the average of the two terms. See JCSD School Board Policy IHE.

The minimum number of grades per term will be 4 tests and 9 daily grades. The maximum will be 36 grades per term.

Any student caught plagiarizing or cheating on a test, homework, or other school assignment may receive a grade of zero (0), and the parent will be notified by the teacher.

Grade Level Classification

A student's classification will be determined by the number of units of credit completed prior to the first day of the new school year.

- To be 10th grade - 8 credits
- To be 11th grade - 14 credits
- To be 12th grade – 20 credits

See JCSD School Board Policy
IHE.

Examinations and Exemptions Tests

- Tests in all subjects are given at the end of each nine weeks. These tests will be given on the date assigned and count 20% of the nine (9) weeks grade. Tests that are pre-assigned prior to a student's absence will be taken on the day the student returns to class.
- Any student caught plagiarizing or cheating on a test, homework, or other school assignment may receive a grade of zero (0), and the parent will be notified by the teacher.

Exemption Policy

- Exemption is a privilege, not a right. Only students who meet the following requirements may be exempt from semester tests:

Students in grades 9th-12th who meet the following requirements will be exempt from exams:

  - A student with an A average and no more than 4 absences in a class may be exempt from the semester exam for that class.
  - A student with a B average and no more than 2 absences in a class may be exempt from the semester exam for that class.
  - A student with an A average and no more than 2 absences in a 9 weeks/term class may be exempt from the exam for that class.
  - A student with a B average and no more than 1 absence in a 9 weeks/term class may be exempt from the exam for that class.

½ Credit (9 weeks/Term) Courses	Semester Courses
Grades based on term average	Grades based on semester average
Discipline based on course term	Discipline based on course semester
Attendance based on course term	Attendance based on course semester

- Students will be counted absent but will receive an excused absence from classes in which they are exempt.
- Students who are exempt under this policy will receive grades in progress on report card.
- Final examinations shall not be given early. A student who withdraws from school

prior to taking his/her final examinations for term or semester shall be given grades in progress.

- The student can have no more than one (1) ISI discipline incident and no OSS per semester.
- Any student not exempt will be required to take the final exam in the course.
- Any student who cannot provide written documentation regarding his/her absence from a regularly scheduled term examination will receive a zero (0) for that exam.
- Students may be exempt by period.
- Participation in the following activities is not considered an unexcused absence and does not count toward an absence for exemption:
  - School related activities
  - Two junior or two senior college days per year, approved by the principal
  - University honors placement exams approved by the guidance counselor
  - Military entrance physical

  See JCSD School Board Policy IHE and IHAEA

Awarding and Recording of Grades

In the event a student does not receive credit for a subject because of excessive absences, expulsion, or drops out of school, no credit (NC) will be recorded in the applicable place in the student's cumulative folder and on the permanent record.
When a student completes a subject, the actual grade the student earned will be recorded in the appropriate place in the student's cumulative folder and on the permanent record. See JCSD School Board Policy IHE.

Reports of Student Progress

Progress Reports of students' accomplishments will be available four times during the year. Dates for progress reports are listed on the school calendar located in the handbook.

If the parents desire a conference with the teacher, it may be arranged by making an appointment through the principal's office. See JCSD School Board Policy IHE.

Honor Roll

There will be a Superintendent's Honor Roll for students making a quality point average (QPA) of 4.5 or above. There will be a Principal's Honor Roll for students making a quality point average (QPA) of 4.00-4.499. See JCSD School Board Policy IHE.

Awards Day Program

Each year awards will be given to the outstanding student in each department. All awards will be given at an Awards Day Program near the end of the school year. Perfect attendance is defined as attending school all day every day.

Standards for Participation in Extra-Curricular Activities for Schools on the Block (4 x 4) Schedule

It is a privilege, not a right, for a student to participate in extra-curricular activities. To be eligible for participation, a student must meet the following minimum scholastic requirements at the end of the school year to be eligible for the beginning of the next school year or at the end of the first semester to be eligible for the second semester. Students must follow all requirements by the Handbook of the Mississippi High School Activities Association, Inc. (www.misshsaa.com). Athletes must be in compliance with Dragonfly requirements.

Student Drug Testing
Statement of Purpose and Intent

The Jackson County School District (JCSD) recognizes that drug use by students participating in CTE, athletics, cheer, dance, band, and/or choir, a drivers' education course, and those who drive and park on campus (hereinafter "participating students") present special concerns about the dangerous combination of drugs and participation in these activities. While the misuse or abuse of illegal drugs, prescription and even nonprescription drugs is unsafe for any student, the additional demands placed upon participating students make such misuse or abuse dangerous.

In response to the serious health risks and other risks posed by participating students' use, JCSD has implemented a drug testing policy which is designed to provide early detection of drug use and to eradicate or reduce significantly use and influence of prohibited drugs and other chemicals by participating students.

In pursuit of these purposes, JCSD declares that the use of prohibited drugs, or intoxication and physical influence thereof, by participating students is inherently unsafe. Such use, intoxication or influence should be detected and prevented and such participating students should be counseled, educated and monitored. This policy is adopted to promote the safety, health and well-being of participating students and is not intended to be disciplinary or punitive in nature. The sanctions provided for herein relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in the covered activity. There will be no academic sanction for violation of the policy and the policy is intended to complement all other policies of the JCSD regarding the possession or use of illegal drugs.

All students enrolled in JCSD who are in 7th grade or higher and who (1) participate in any JCSD High School or Middle School CTE, athletic program, cheer, dance, choir, and/or band (2) obtain a parking permit to allow them to drive and park on a JCSD campus or (3) enroll in a drivers' education course shall be subject to drug testing to the extent and manner provided for in this policy.

The Board authorizes the superintendent to implement procedures in furtherance of the goals of this JCSD School Board Policy JCDAB.

Definitions:

- "Athletic Department" shall mean the Athletic Departments for each of the attendance centers within the JCSD.
- "Confirmation test" means a drug test on a specimen to substantiate the results of a prior drug test on the specimen. The confirmation test may use an alternate method of equal or greater sensitivity than that used in the previous drug test.
- "Drug test" means a chemical test administered for the purpose of determining the presence or absence of a drug in a person's bodily fluids.
- "Illegal drug" means (a) a prohibited drug as set forth below, (b) a drug listed as illegal under Mississippi law, (c) a drug which is illegal to use under Mississippi law without a prescription, or (d) which is controlled by the Food and Drug Administration.
- "Initial test" means an initial drug test to determine the presence or absence or drugs or related metabolites in specimens.
- "Medical Review Officer" or "MRO" means a licensed physician, either a Doctor of Medicine or Doctor of Osteopathy, or other medical or scientific expert knowledgeable in drug abuse disorders, employed to help the JCSD interpret, evaluate and monitor its drug testing program.

- "Negative drug test" means a drug test that does not show evidence of a prohibited drug in a person's system.
- "Participating Students" are students participating in athletics, cheer, dance, choir, Career and Technical education (CTE) and/or band and/or those who obtain a parking permit to allow them to drive and park on campus, and/or enroll in a drivers' education course.
- "Positive drug test" means a drug test that indicates the presence of a prohibited drug in a person's system.
- "Prescription medication" means a drug prescribed for use by a duly licensed physician, dentist or other medical practitioner licensed to issue prescriptions.
- "Prohibited drug" means any drug which is considered a part of the group of drugs listed in Section IV. PROHIBITED DRUGS/ALCOHOL below.
- "Random testing" means a neutral selection basis of testing for drugs which provides a mechanism for selecting participating students for testing that: (i) results in an equal probability that any student from a pool of students subject to the selection mechanism will be selected, and (ii) does not give JCSD and school personnel the discretion to waive the selection of any student selected under the mechanism, unless a student has a significant cognitive disability documented in their Individualized Education Plan.
- "Specimen" means a tissue or product of the human body chemically capable of revealing the presence of drugs in the human body. For the purposes of drug testing, this includes urine as the primary specimen. If urine is unavailable, a hair specimen will be collected and tested as an alternative.
- "Calendar Year" means 365 days from the date a violation is declared.
- "JCSD" means Jackson County School District.

ADMINISTRATIVE PROCEDURE

Urine Drug Testing Procedure

1. When a student is selected for drug testing, they will be escorted to a designated testing area.
2. The student will be given clear instructions regarding the urine collection process.
3. A designated monitor of the same gender as the student will be present during the collection process to ensure the integrity of the sample.
4. The student will be allowed a maximum of one (1) hour to produce a urine sample. This one-hour timeframe begins when the student is first given the opportunity to provide the sample.
5. If the student is unable to provide a urine sample within the one-hour timeframe, the parent(s)/legal guardian(s) will be immediately notified.

Alternative Hair Follicle Testing

1. If the student is unable to produce a urine sample within the one-hour timeframe, a hair follicle drug test will be offered as an alternative.
2. The parent(s)/legal guardian(s) will be contacted prior to administering the hair follicle test for consent.
3. If the parent(s)/legal guardian(s) are unable to be reached, a hair sample will not be taken.

Refusal of Hair Follicle Testing

If the parent(s)/legal guardian(s) do not provide consent, or they are unable to be reached for the hair follicle test after the student is unable to produce a urine sample, the student will be ineligible to participate in any activities of the Jackson County School District that is covered under this policy until they produce a negative drug test from a medical facility, at

the expense of the parent(s)/legal guardian(s).

Home Drug Tests
Home drug tests will not be accepted.

Concurrent Drug Testing Policies
This policy and the JCSD policy on drugs as listed JCSD Student Handbook shall be administered separately and concurrently. Tests occurring under this policy shall not be used for or considered for the purposes of the JCSD Assertive Discipline Program; however, test results under the Assertive Discipline Program may be considered for the purposes of eligibility to participate in CTE, athletics, cheer, dance, choir, and/or band or to drive to and park on the JCSD campus or to enroll in drivers' education course and for testing or monitoring under this policy. Participating students are subject to all related policies concerning this subject area.

Implementation
All participating students and their parents or guardians will be notified of this policy upon (1) entering an athletic program, CTE, cheer, dance, choir, and/or band, or (2) seeking a JCSD parking permit, (3) enrolling in drivers' education course. The JCSD Superintendent and/or his or her designees shall be responsible for the fair, impartial and complete implementation of this policy and for ensuring the no-notice, surprise nature of all testing. The JCSD Administration shall be responsible for the coordination and execution of all testing through a third-party vendor, which is the MRO. The initial method of collection will be done by urinalysis.

Consent/Refusal to Consent
The parents or legal guardians of participating students will be asked to sign a consent form acknowledging this policy, authorizing the test for prohibited drugs as provided for in this policy and consenting to the release of the tests results to the MRO, Superintendent and/or his/her designees on a need to know and confidential basis. The test results will also be provided to the parents/guardians of the participating student. If a participating student and/or his or her parent/guardian declines or fails to sign the consent form, the student will be ineligible to participate in any JCSD CTE, athletic program, cheer, dance, choir, and/or band or to drive and park on the JCSD campus or to enroll in drivers' education course. The consent form to be used for purposes of this policy shall be formulated by the MRO and Superintendent.

Annual Testing
As an annual prerequisite for participation in a JCSD CTE, athletic program, cheer, dance, choir, and/or band, or for permission to drive and park on the JCSD campus, or enrolling in drivers' education course, parents/guardians of participating students must sign a consent form acknowledging this policy, authorizing the test for prohibited drugs as provided for in this policy. Any student who tests positive for drugs may be ineligible to participate in JCSD CTE, athletics, cheer, dance, choir, and/or band or to drive and park on the JCSD campus or enroll in drivers' education course as provided in this policy, or, in the discretion of the Principal or Athletic Director, and approved by the Superintendent, may participate subject to the provisions of Section "Appeal" of this policy.

Random Testing
Participating students will be tested on a random basis for use of prohibited drugs. Random testing shall be conducted no less than two (2) times during a school year and may be conducted during the school year at any other time during the school year as determined by the Superintendent. The random testing shall not be

announced or revealed prior to the time of commencement and shall be conducted on a no-notice, surprise basis. The JCSD Superintendent and his designees shall determine the percentage of participating students tested in any one (1) random test not to exceed ten percent (10%) of eligible students on a specific campus or the designated amount budgeted by the school board for the cost of the MRO contract for drug analysis tests. Once the percent is established for the year it will be applied consistently in each attendance center. The Superintendent and his designees shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the MRO selection process. This would include, but not necessarily be limited to the MRO:

- Assuring that the names of all participating students are in the pool.
- Assuring that the person drawing the names has no way of knowingly choosing or failing to choose particular students for the testing.
- Assuring that the identity of students for testing is not known to those involved in the selection process.
- Assuring the direct observation of the selection process by at least two certified employees of the District as determined by the Superintendent.

Specimen Collection

All specimens will be collected under reasonable and sanitary conditions. Individual dignity and privacy will be preserved to the extent practicable. Universally accepted standards for testing, labeling, storage and transportation of specimens will be strictly followed by the testing facilities. The MRO will request information before each confirmation test regarding prescription and non- prescription drugs and any other information which could lead to a false positive test. JCSD staff shall be present only for supervising of students during random testing. No JCSD staff shall be involved in the collection, storage, labeling, or handling of specimens from random testing unless necessary because of the student's handicapping condition that has been previously documented.

Testing Procedures

A laboratory certified by the National Institute of Drug Abuse will be designated by JCSD to perform all initial drug tests and selection of students. The laboratory and the MRO will be responsible for the handling and safe delivery of all positive specimens to the confirmation laboratory and such delivery will be accomplished through proper chain of custody procedures.

Finding of Drug Use Consequences

If a student violates this policy, the consequences described below will apply only to the component of the activity impacted by the violation (i.e., CTE, athletics, dance, cheer, band, choir, driving on campus, and/or driving during drivers' education class). The student's grade will not be lowered because of the student's suspension from participation in these activities; however, a student will not be allowed to drive until a negative test result occurs, which could negatively impact a grade in a drivers' education class. The student may be expected to complete alternative assignments during the suspension in order to maintain his or her grade.

First Violation

If the initial test for drugs indicates a negative result, no further test will occur unless there is good reason to suspect the quality of the specimen sample. If the initial test indicates a positive result, a confirmation test will be conducted immediately. Should the confirmation test also indicate a positive result for a participating student, the following consequences shall be imposed:

- The district will notify the student and his or her parent/guardian via a phone

call and in writing of such positive test results.

- The student shall be suspended from participation in all athletics, cheer, dance, choir, and/or band activities (which encompasses, for purposes of this policy, all participation including: tryouts, practices and competitions) and from driving to any JCSD campus, any JCSDsponsored event, parking on any JCS D campus, or being enrolled in a drivers' education course for a minimum of thirty (30) days, which can be reduced by half upon the successful completion in a drug counseling and/or drug education program and passing a second drug test.
- The student shall submit to a mandatory drug test at a laboratory certified by the National Institute of Drug Abuse that will be designated by JCSD, on or about thirty days after the date on which JCSD received notification of the confirmation tests positive result. Parent/Guardian will be responsible for the cost of the test and JCSD will determine time frame it will be administered. A positive test result shall constitute a separate violation of this policy and shall be treated as a second violation.
- The student shall be required to participate in and complete a drug counseling or education program developed by and provided by JCSD. Refusal to participate in the counseling and/or education program, as set forth in this paragraph, will be treated and handled as a second positive test result.
- The student will not be allowed to resume participation until he/she has had a negative drug test at the expense of the parent/guardian.
- After successfully returning from a first violation, the student may be required to submit to additional unannounced retests within the calendar year of the violation at the discretion of the district. If the student receives a positive result at this point, a second violation is declared.

Second Violation

Should a participating student test positive for a second time in one calendar year, the following consequences shall be imposed:

- The MRO or district will notify the student and his or her parent/guardian in writing and/or via phone call of such positive test results.
- The student shall be suspended from participation in all athletics, dance, and cheer, choir, and/or band activities (which encompasses, for purposes of this policy, all participation including tryouts, practices and competitions) and from driving to any JCSD campus, any JCSD sponsored event, parking on any JCSD campus, or being enrolled in a drivers' education course for a minimum of sixty (60) days.
- The student shall submit to a mandatory drug test at a laboratory certified by the National Institute of Drug Abuse that will be designated by JCSD, on or about sixty (60) days after the date on which JCSD received notification of the confirmation tests' positive result. Parent/Guardian will be responsible for the cost of the test and JCSD will determine time frame it will be administered. A positive test result shall constitute a separate violation of this policy and shall be treated as a third violation.
- The student shall be required to attend a drug counseling or rehabilitation program at the expense of the parent/guardian. A drug counselor shall refer the student to a JCSD approved outside drug counseling agency. Documentation of attendance and completion of counseling must be submitted to the principal before participation/eligibility is reinstated. After successfully returning from a second violation, the student may be required to submit to additional unannounced retests within the calendar year of the violation at the discretion of the district. If the student receives a positive result at this point, a third violation is declared.

Third Violation
Should a participating student test positive for a third time in any two calendar years, the following consequences shall be imposed:

- The MRO or district will notify the student and his or her parent/guardian in writing and/or via telephone of such positive test results.
- The student shall be suspended from participation in all athletic, dance cheer, choir, and/or band activities and from driving to any JCSD campus, any JCSD sponsored event, parking on any JCSD campus, and from drivers' education course for a minimum of one (1) calendar year.
- The student shall be required to attend a drug counseling or rehabilitation program at the expense of the parent/ guardian. A drug counselor shall refer the student to a JCSD approved outside drug counseling agency. Documentation of attendance and completion of counseling must be submitted to the principal before participation/eligibility is reinstated.
- The JCSD reserves the right to require the student to submit to mandatory drug testing during the calendar year of the violation as often as deemed appropriate by the administration. The student will not be allowed to resume participation until he or she presents a negative result on retest. No positive test results as described in this policy will be used as grounds to discipline, suspend or expel a participating student, except for the guidelines provided in this policy.

Appeal
A participating student has the right to appeal a decision under this policy by following the grievance procedure as outlined in JCSD Student Handbook and shall be afforded all student due process rights as provided by law. Participation in CTE classes, athletics, dance, cheer, choir, and/or band and parking at JCSD or enrolling in drivers' education course is a privilege only and a student has no property right or interests in such participation.

Medical Review Officer
As part of this policy, JCSD will utilize the services of a medical review officer (MRO) as designated by JCSD. The MRO will interpret, monitor, and evaluate all positive test results so as to determine whether any alternative medical explanation could account for the positive results. The MRO must be a licensed physician, or group of licensed physicians, knowledgeable in drug abuse disorders.

Confidentiality
The results of a student's drug test shall not be released to anyone other than the Medical Review Officer (MRO), the Superintendent or his/her designees and the student's parents/guardians.
Results may also be released to the Board of Trustees, the school attorney, athletic department personnel, and/or school advisor on a need-to-know and confidential basis. No other person may receive the test results without the express authorization and consent of the participating student's parent/guardian.

Cost
JCSD will bear the cost of the initial drug and confirmation test required by JCSD under this policy. The participating student or his or her parent/guardian will pay the costs of any retest requested by the student and of all tests required after a violation of this policy, as outlined in Section "Appeal" above. If a parent requests that blood testing or any other alternate method of equal or greater sensitivity be utilized then the parent will be responsible for the additional costs associated with the testing method.

Use of Prescription or Legal Non-prescription Drugs
Prior to an initial drug test, a participating student may voluntarily disclose the use of any prescription or non-prescription drugs but will not be required to do so. If the initial test results are positive, the MRO shall request from the student and/or the parent/guardian information regarding what, if any, prescription and non-prescription drugs, the student was using at the time of the test.

Refusal to Submit to Test
Refusal of any student to submit to testing conducted for any group of students during the school year or upon being selected for random or designated testing will constitute a "violation."

Self-Referral (Not Allowed After Selection for a Random Test)
In the event a student wishes to self-refer himself/herself for drug/alcohol usage, it will NOT initially constitute a "violation". A student may self-refer only one (1) time during his/her school career. When a student submits a self-referral, the following shall occur:

- An administrator/parent conference will be scheduled by the student's Principal.
- The student will be ineligible to participate in his/her sport, cheer, dance, choir, and/or band and from driving to and parking on a JCSD campus or driving when enrolled in a drivers' education course, until he/she has enrolled in a recognized Drug Assistance/Education program.
- The student must also then be declared physically safe to participate by a licensed medical physician before being allowed to return to participation.
- Failure of the student to successfully complete the Drug Assistance/Education program will constitute a violation and the student will not be allowed to participate in any school sponsored CTE classes, athletic, dance, cheer, choir, and/or band activities and from driving to and parking on a JCSD campus or being enrolled in a drivers' education course.

Prohibited Drugs/Alcohol
JCSD will test for the use of prohibited drugs in the following groups:

- Marijuana
- Cocaine
- Opiates
- Amphetamines
- Phencyclidine (PCP)
- Spice (synthetic marijuana)

Drug Assistance Program Procedures for Intervention Program
In the event that a student chooses to enroll in a designated Drug Counseling or Rehabilitation program the following steps may be considered:

- The student and his/her parent(s) or legal guardian(s) will be provided with information regarding those designated drug/alcohol intervention programs that are available in our vicinity.
- The student and his/her parent(s) or legal guardian(s) will be responsible for providing for the cost of the program.
- The student and his/her parent(s) or legal guardian(s) will be responsible for transportation to and from the program.
- To ensure that the student successfully completes the program, the parent/guardian will sign a release of information form with the treatment center giving the center the right to share information with the school system's designee. The school will receive a report from the treatment center advising the District of the student's attendance and degree of success. See JCSD School Board Policy JCDAB.

Graduation Information

Graduates 2022 and Later

The District follows all state mandated requirements for graduation. Specific graduation course requirements are posted in the MS Public School Accountability Standards each year and will change as changes are required by the MS Department of Education or based on school leaders requesting improvements to the current district requirements.

All requirements as indicated by the Mississippi State Department of Education and the Commission on School Accreditation in Mississippi Public School Accountability Standards must be met by the graduate. These requirements include satisfactorily passing state end-of-course assessments at the level established by the state (MS Code 37-16-7).

Special Education students' diploma and graduation requirements will be based on the criteria established by the Individual Education Plan (IEP)/Vocational transition plan reviewed on an annual basis.

- Special Education Students receiving a diploma must participate in the Subject area Testing Program and pass at the level required by the state (MS Code 37-16-11).
- Special Education students receiving a Certificate of Completion must participate in a course of study outlined in the IEP transition plan for gained employment. Courses allowed for graduation credit must be subjects listed in the Approved Courses for the Secondary Schools of Mississippi. Courses that are not listed in the Approved Courses for the Secondary Schools of Mississippi require approval from the Commission on School Accreditation before being offered.

Students must meet all Mississippi Department of Education graduation requirements, including earning at least 24 credits in specific subject areas to be eligible for graduation.

Students may have input in selecting courses that match their interests, as long as these graduation requirements are met. School counselors are available to provide guidance and resources to help students determine whether they would like to pursue college coursework, a career pathway, entry into the workforce, or military service after graduation.

Once a student has identified their intended path, the high school counselor should be notified so they can assist the student and ensure the student is enrolled in the appropriate courses to prepare for their chosen graduation pathway.

Valedictorian, Salutatorian, Historian
Recognition for Academic Achievement

The Jackson County School District will compute all courses excluding grades acquired in Physical Education, Driver's Education, Production III, Production IV, Band, and Chorus for senior class ranking. The student(s) having attained the highest, second highest, and third highest quality point average (QPA) during his/her high school period shall be recognized as Valedictorian, Salutatorian, and Historian, respectively. Only students earning a diploma with 28 required credits or more are eligible to serve as Valedictorian, Salutatorian, or Historian. See JCSD School Board Policy IHCA.

- A student may serve as Valedictorian, Salutatorian, or Historian if he/she has attended the respective high school for his/her entire senior year. Grades attained from any school during the high school period will be entered into the aggregate compilation of the Valedictorian, Salutatorian, and Historian recognition: however, if number grades are not sent from a prior school and verification is present that efforts have been made to secure the number grades and these efforts have been unsuccessful, then the following number grades will be given for the following letter grades:

E-3 – (AP) Advance Placement and Dual Credit (DC)
E-2 – Accelerated
E-1 – Honors

A	**95**
B	**85**
C	**75**
D	**67**
F	**59**

- The Valedictorian, Salutatorian, and Historian will be chosen based on the highest Quality Point Average through the third (3rd) nine weeks of the senior year.
- The Quality Point System will be utilized to compute and determine the rank-in- class of graduating seniors. Rank-in-class is defined as the comparison of a student's academic performance with those of the members of his graduating class. Class rank computed on the basis of quality points, rather than on grade- point average, projects a more accurate profile of academic performance. It is also designed to encourage students to enroll in more challenging courses. Students in advanced courses earn additional quality points directly proportionate to regular courses. In this way those students in courses of average academic difficulty set the 4.0 norm. Additional quality points assigned to advanced academic courses merely serve to achieve a more accurate class ranking. Grade- point averages are unaffected by quality points and will continue to be the report of academic achievement on the high school transcript.
- Students with a quality point average of 4.0 to 4.49 will graduate with honors. Students with a quality point average of 4.5 and above will graduate with special honors.
- Quality Point Equivalency Scale for E-3 – (AP) Advance Placement and Dual Credit (DC), E-2 Accelerated, and E-1 Honors courses and the number of quality points a student will receive for the grade he/she makes in each course is listed in the student handbook.
- In establishing students class rank as determined by quality point average (QPA), students will only be allowed to count 10 dual credit courses. Students may take dual credit courses from a state-accredited institution for QPA purposes. If a student has taken more than 10 dual credit courses, regardless of where taken, the courses calculated into Quality Point Average (QPA) will be the 10 dual credit courses with the highest averages. All dual credit courses will count in the grade point average (GPA) calculation.
- Only dual credit courses included on the Mississippi Department of Education (MDE) approved course list will count in determining class rank.

Collegiate Academy or Similar Programs

Students enrolled in the Collegiate Academy or similar programs will be ranked separately and will not follow the traditional class ranking. Students enrolled in the Collegiate Academy will not be considered for the Valedictorian, Salutatorian, or Historian. Prior approval must be obtained from a guidance counselor and the school principal to participate in Collegiate Academy or similar programs.

Early Graduation

Students who fulfill all requirements for graduation may opt to complete their high school career early. Students will be allowed to participate in the commencement exercises with their class and will receive their diploma at that time. Students will not be allowed to participate in any MHSAA activities beyond the semester of graduation. Participation in all other school-sponsored clubs and/or activities will be at the discretion of the principal. Students will be considered as a visitor when present on the high school campus. To qualify for early graduation, a student must complete the following:

- Schedule a meeting with the counselor and present a post-secondary plan (i.e., college, work, vocational training, and military) as a rationale for early graduation.
- The student's parents must attend this meeting.
- A tentative schedule will be created provided the courses are available.
- The tentative schedule must be approved by the Principal.
- The school is not obligated to provide two (2) core courses (per subject) within a

school year. (Fall- Spring).
- An exit conference will be scheduled prior to early release. In addition, the principal and parent must approve all early graduations.

Correspondence Courses:
The Jackson County School District will follow the Mississippi Public School Accountability Standard for Correspondence courses.

Procedure for Correspondence Courses:
- The correspondence course must have been approved by the principal and administered through an approved program.
- The evaluation criteria will have been administered by a certified member of the school district.
- The correspondence course must be one which is contained in the curriculum of the school in which the student is enrolled.
- The building principal will supervise and administer the tests to the student taking the correspondence course or will assign a counselor within the building to supervise and administer the tests.

Graduation for Students with Disabilities
Students with disabilities will be issued a regular education high school diploma, certificate of life skills completion or alternate diploma option as follows:
- By age fourteen (14) or prior to a student entering the ninth grade, an Individualized Education Program (IEP) Committee will consider the exiting options from high school. The parents/guardians and, if appropriate, the student will be informed of the requirements for each option and the various alternatives in post-school activities based on each exiting option. An IEP Committee will determine and document the option appropriate for each student.
- Students pursuing a regular education high school diploma must meet the requirements set forth by the State Board of Education and the Jackson County School District. Special education and related services will be provided to assist a student to reach this goal based on the student's IEP.
- For students who are significantly cognitively disabled pursuing alternate diploma completion, a comprehensive curriculum of basic life skills will be utilized for instructional purposes. Transition services, including a functional vocational evaluation (if appropriate), will be provided based on each student's preferences and interests, his or her IEP and the planned outcomes for post-secondary activities specific to the student. As determined appropriate by the IEP Committee, transition services may include:
  - Instruction in functional academics
  - Community experiences
  - Adult living
  - Employment skills
  - Related services
  - Daily living skills
- An IEP Committee will review the previous exiting option decision for each student at least annually. The committee, along with the parents/guardians and, if appropriate, the student, may change the original or previous decision regarding the student's exiting option.

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

• Any student who fulfills an approved course of study on or before the age of 21 will be awarded an alternate option diploma and may participate in graduation ceremonies.

Grading for Student with Disabilities

- All grades awarded to students in grades 1-12 shall be awarded in compliance with the district's promotion/retention policy.
- Grades awarded to students who have been ruled eligible for special education services and who are also actively participating in the District's special education program(s) shall be based on the following:
- Inclusion and resource students receiving a traditional diploma is based on the same guidelines as the district's promotion/retention policy. Accommodations/modifications provided in coordination of both special classroom teachers and general classroom teachers to obtain final grades will be provided.

Graduation Ceremonies

The following requirements concerning graduation ceremonies shall be met:

- The scheduling of formal graduation ceremonies shall be limited to those honoring senior students who have successfully completed prescribed secondary school graduation requirements.
- Preparation for graduation ceremonies shall be scheduled in such manner that complies with all MS Department of Education requirements.
- The secondary schools shall not deliver a diploma, signed or unsigned, to a student who fails to meet the requirements for graduation. A student who fails to meet the graduation requirements is not permitted to participate in graduation exercises. Students who have completed satisfactorily the local district's secondary curriculum for special education may be awarded a high school certificate or diploma which states, "This student has successfully completed an Individualized Educational Program." This student may be permitted to participate in graduation exercises.
- All State and District requirements must be met in order for a student to participate in graduation or receive a diploma. This includes foreign exchange students. (Decision of Mississippi Commission on School Accreditation, Summer 1988)

Student Message at Graduation Ceremonies

It is the intent of the Jackson County School District to allow the graduating senior class the discretion to use a brief opening and/or closing message, not to exceed two (2) minutes at their respective school graduation exercises. If the graduating class chooses to use an opening and/or closing statement, the message shall be given by a student in the graduating senior class chosen by the senior class as a whole and the message shall be wholly prepared by the student selected. The content of the message delivered shall not be monitored or otherwise reviewed by the school administration, the board of education or any school district employee, but the content shall not be libelous, slanderous or obscene. The printed event program at all graduation ceremonies shall include the following disclaimer: "The opinions, remarks and viewpoints expressed by any student speaker at this ceremony do not reflect the endorsement, sponsorship, position, opinion, expression or viewpoint of the Jackson County School District."

Participation in Graduation Ceremonies/Discipline Violations

- The Jackson County Board of Education recognizes that participation in graduation ceremonies is a significant milestone in the education of our students and believes that said participation should be protected whenever possible. However, schools must have the ability to discipline students who are near the end of their academic career in the high schools in the Jackson County School District in meaningful ways in order to sustain the type of safe, secure, disciplined environment that is necessary.
- In accordance with this philosophy, it shall be the policy of the Jackson County Board of Education that high school seniors will be held to high standards of discipline until the conclusion of the academic year. Since some of the typical discipline measures that are approved for other students are not applicable for seniors who are near the end of the school year, additional measures need to be available to administrators in the high schools.
- Any senior who commits a Level 5 infraction (as defined by the discipline code of the district) during the last 9 weeks of the school year may have his/her right to participate in the graduation exercises for his/her school revoked.
- This policy does not restrict the ability of the administration to address severe discipline issues that may occur during an earlier term of the school year in any way.

Reference: Accreditation Requirements of the State Board of Education
Legal References: (MS Code 37-16-7) Graduation standards established by district school boards; standard diploma (MS Code 37-16-11) Special diploma or certificate of completion for handicapped students. See JCSD School Board Policy IHF. (MS Code 37-16-17)

Computation of Grade Point Average for Seniors

All courses for which students are given credit will be used in computation of Grade Point Average (GPA).

In computing the GPA, if a subject is failed and not repeated, the grades recorded will be used in computing the GPA. If a subject is failed and repeated, the highest semester grade will be used in computing the GPA. See JCSD School Board Policy IHF. For information regarding class weights, please refer to the Course Description Guide. The Course Description Guide is available online and from the school counselor's office.

Course Description Guide

E1 Honors Courses	E2 Accelerated Courses	E3 Dual Credit Courses
Aquaculture I	Forensics	All academic and CTE dual-credit courses
Botany	Advanced Math Plus	ALL AP courses
Business & Marketing I (CTE)	Algebra III	
Chemistry I	All Pre-AP courses	
Educator Preparation I (CTE)	Anatomy/Physiology	
Engineering I (CTE)	Aquaculture II	
Foreign Language I	Business & Marketing II (CTE)	
Health Science Core (CTE)	Calculus	
Honors Algebra II	Educator Preparation II (CTE)	
Honors Biology	Engineering II (CTE)	
Honors English I - II	Foreign Lang. II, III & IV	
Honors Geometry	Genetics	
Honors U.S. History	Health care & Clinical Services (CTE)	
Honors World History	Information Technology II (CTE)	
Information Technology I (CTE)	Organic Chemistry w/Field Experience	
Marine and Aquatic Science	Physics I	
Principles of Engineering	Sports Med II (CTE)	
Sports Med I (CTE)		
Zoology		

All Advanced Placement (AP) and dual credit (DC) courses for more than 1 college credit with the exception of laboratory classes are Advanced Placement courses and will receive 1.5 additional quality points. *Beginning with the Senior Class of 2026

Diplomas	Traditional	Traditional with Career/Tech or JROTC	Traditional with Academic	Traditional with Distinguished Academic
Credits	24	26	26	28*
English	4 (Eng I and II)	4 (Eng I and II)	4 (English I, II, III, IV) AP/DC accepted	4 (English I, II, III, IV) AP/DC accepted
Math	4 (Alg I)	4 (Alg I)	4 (Alg I and 2 above Alg I)	4 (Alg I and 2 above Alg I)
Science	3 (Bio I)	3 (Bio I)	4 (Biology I and 2 above Bio I)	4 (Biology I and 2 above Bio I)
History	4 (WG/MS/WH/US/Gov't/Econ)	4 (WG/MS/WH/US/Gov't/Econ)	4 (WG/MS/WH/US/Gov't/Econ)	4 (WG/MS/WH/US/Gov't/Econ)
Additional	PE/Health/Art/Tech/CCR	PE/Health/Art/Tech/CCR	PE/Health/Art/Tech/CCR	PE/Health/Art/Tech/CCR
CTE Electives	None required	4 (Must complete a 2-year sequential program)	None required	None required
Electives	5	3	6 (Must meet CPC requirements)	8 (Must meet CPC requirements)
ACT	No requirement	No requirement	Eng – 17: Math-19 (Graduation Requirement)	Eng – 18: Math - 22 (Graduation Requirement)
WorkKeys	No requirement	Silver Level (Graduation Requirement)	No requirement	No requirement
GPA	No requirement	2.5	2.5	3.0
Additional	If ACT requirement is not met for early release (not diploma): 2.5 GPA Passed all 3 state tests On track to meet graduation requirements Enrolled in Essentials for Math or Essentials for College Literacy	Requirements for graduation: Work-based learning or Career Pathway Exp. OR Earn a State Board of Education approved National Credential or Dual Credit*	Requirements for graduation: One AP course with at least a "C" & take the AP test OR One dual credit course with at least a "C"	Requirements for graduation: One AP course with at least a "B" & take the AP test OR One dual credit course with at least a "B"
NOTE: Students can have more than one endorsement. They can be Distinguished Academic and Career/Tech or JROTC				

Number Grade	**E-3** (AP) Advanced Placement and Dual Credit (DC) **QP**	**E-2** Accelerated **QP**	**E-1** Honors **QP**	**Regular QP**
100	6.5	6.0	5.5	5.0
99	6.4	5.9	5.4	4.9
98	6.3	5.8	5.3	4.8
97	6.2	5.7	5.2	4.7
96	6.1	5.6	5.1	4.6
95	6.0	5.5	5.0	4.5
94	5.9	5.4	4.9	4.4
93	5.8	5.3	4.8	4.3
92	5.7	5.2	4.7	4.2
91	5.6	5.1	4.6	4.1
90	5.5	5.0	4.5	4.0
89	5.4	4.9	4.4	3.9
88	5.3	4.8	4.3	3.8
87	5.2	4.7	4.2	3.7
86	5.1	4.6	4.1	3.6
85	5.0	4.5	4.0	3.5
84	4.9	4.4	3.9	3.4
83	4.8	4.3	3.8	3.3
82	4.7	4.2	3.7	3.2
81	4.6	4.1	3.6	3.1
80	4.5	4.0	3.5	3.0
79	4.4	3.9	3.4	2.9
78	4.3	3.8	3.3	2.8
77	4.2	3.7	3.2	2.7
76	4.1	3.6	3.1	2.6
75	4.0	3.5	3.0	2.5
74	3.9	3.4	2.9	2.4
73	3.8	3.3	2.8	2.3
72	3.7	3.2	2.7	2.2
71	3.6	3.1	2.6	2.1
70	3.5	3.0	2.5	2.0
69	3.4	2.9	2.4	1.9
68	3.3	2.8	2.3	1.8
67	3.2	2.7	2.2	1.7
66	3.1	2.6	2.1	1.6
65	3.0	2.5	2.0	1.5
64	2.9	2.4	1.9	1.4
63	2.8	2.3	1.8	1.3
62	2.7	2.2	1.7	1.2
61	2.6	2.1	1.6	1.1
60	2.5	2.0	1.5	1.0

Unweighted 4.0 GPA Scale

Numeric Grade	Letter Grade	GPA
90 - 100	A	4.0
80 - 89	B	3.0
70 - 79	C	2.0
60 - 69	D	1.0

For information regarding class weights, please refer to the Course Description Guide. The Course Description Guide is available online and from the school counselor's office. See JCSD School Board Policy IHF.

Student Conduct Procedures

Mississippi School Safety Act Of 2019

The Mississippi School Safety Act of 2019, provides additional disciplinary procedures to the school district's existing authority regarding the discipline of students. In conformity with the Act, the school district has adopted policies that recognize the teacher as the authority in classroom matters regarding the school district's written discipline code of conduct, and the right of the teacher to remove from the classroom any student who in the professional judgment of the teacher is disrupting the learning environment, subject to the immediate review of the principal or assistant principal.

In the event the removal is approved by the principal or assistant principal, the student may not be returned to the classroom until a conference has been held with the student's parent, guardian or custodian during which the disrupting behavior is discussed and agreements are reached that no further disruption will be tolerated. The conference may be in person, by telephone, by e-mail or by other written communication.

The term "disruptive behavior" means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or a school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or a school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or to other school employees; defiance, ridicule or verbal attack of a teacher; willful, deliberate and overt acts of disobedience of the directions of a teacher.

If a student commits "disruptive behavior" as determined by the principal or assistant principal for a second time during the school year, the principal, reporting teacher and the student's parents will develop a behavior modification plan for the student.

A student, thirteen years or older, who does not comply with the behavior modification plan may be deemed to be "habitually disruptive" and subject to expulsion if the student commits a third act of "disruptive behavior" during the school year. Students under age thirteen may be subject to expulsion for such conduct pursuant to other school policies and procedures. The term "habitually disruptive" refers to such actions of a student which causes disruption in a classroom, on school property or vehicles or at a school-related activity on more than two (2) occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption.

Students with disabilities are responsible for adhering to the same rules of conduct as non-disabled students. State and federal regulations relating to students with disabilities will be followed when implementing discipline procedures. See JCSD School Board Policy JD, JDH-1, and JDAA.

Code of Conduct

In implementing conduct and personal appearance regulations, it should be stated that the primary responsibility for the conduct and personal appearance of a student rests with the student and the parents. Every effort should be made to impress upon the students and the parents that discipline and order can only be maintained in the school when the school is not used as a vehicle for disruptive influences. In carrying out school regulations, students, parents, teachers, and the administrative staff should observe the following:

- Administrators and teachers shall hold students to strict account for disorderly conduct or misconduct at any school, on the way to school meetings, programs, functions and activities, and upon school buses. The superintendent or principal/school administrator of any school may suspend any student from school for good cause.

- The superintendent or the principal/school administrator of a school may have the power to suspend a student for any reason. The following steps should be followed by the parents should they wish to appeal a decision made by the principal:
    - Appeal to the Assistant Superintendent of Curriculum and Instruction
- Courts have ruled that teachers must maintain their effectiveness and respect in order to perform their duties as a teacher. The effectiveness and respect must be maintained on or off the school premises and during or after school hours.
- The Board of Education of the Jackson County School District is dedicated to maintaining a secure and educationally sound environment for its students and staff. Therefore, to ensure safety, security and an atmosphere conducive to teaching and learning on all campuses, it shall be the policy of this board that upon entering the campus of any school within this district, all visitors must report immediately to the office of the school principal and obtain his/her permission before visiting any part of the campus. Each visitor must sign a visitor list in the principal's office. A visitor's badge will be issued and must be worn at all times while on the school campus. The badge will be returned to the principal's office when the visitor departs the campus.
- A teaching situation, which is conducive to learning, must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be sent to the principal's office. The administrator will review the case and try to resolve the problem. The Board of Education will support and protect its teachers and administrators when they are making a conscientious professional effort. The code of conduct shall take effect and be in force from and after its adoption and does not change any previous codes.
- Student Search and Seizure Courts have ruled that teachers and school administrators are "in loco parentis" of students. This means that teachers and administrators are acting in place of parents during the school day and may do anything a parent would do to maintain discipline. In addition, school officials must protect all students from possible harm. Therefore, courts have ruled that school officials may conduct searches of students when there is a reasonable suspicion that the student might posses' items that might harm themselves or other students (drugs, paraphernalia, alcohol, weapons, stolen items, tobacco, electronic cigarettes, any smoking devices, or any other items that might cause harm to that student or other students). These court rulings were made in order to protect all students of possible harm. "Emerging First and Fourth Amendment Rights of the Student." 1 J. Law and Education 449, 451 (1972) "In re Donaldson", 269 Cal. App. 2nd 509, 75 Cal. Rptr. (1969) "Mercer v. State" .450 S.W.2d 715 (1970)

The Board of Education is mindful of public concern about student discipline and protection in the school. It is the responsibility of the Board to provide a situation in the schools where learning can take place. This responsibility has been upheld in the past and will continue to be with the continued positive, wholesome attitude toward learning on the part of the students and their parents or guardians. Students who come to the schools to learn will cause no trouble nor get in trouble. When students come from homes where parents have a positive attitude toward learning and have the ability to adjust to change, discipline and conduct problems are minimized.

The principals, counselors, and all classroom teachers continue to have responsibility to teach by precept and example good conduct and positive attitude toward learning. They and parents/guardians, also, have a responsibility to help students develop wholesome attitudes toward themselves, other students and teachers.

- Upon arrival, all persons, other than school employees and students enrolled at that specific school, must first go to the principal's office to secure admission to the campus. Otherwise, they will be considered to be trespassers and, as such, subject to arrest and prosecution. Therefore, to ensure safety, security, and an atmosphere

conducive to teaching and learning on all campuses, it shall be the policy of this board that upon entering the campus of any school within this district, all visitors must report immediately to the office of the school principal and obtain his/her permission before visiting any part of the campus. Each visitor must sign a visitor's list in the principal's office. A visitor's badge will be issued and must be worn at all times while on the school campus. The badge will be returned to the principal's office when the visitor departs the campus.

- Students are not to bring brothers, sisters, or friends to school for any reason.
- A teaching situation, which is conducive to learning, must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be sent to the principal's office. The administrator will review the case and try to resolve the problem. The Board of Education will support and protect its teachers and administrators when they are making a conscientious professional effort.

This code of conduct shall take effect and be in force from and after its adoption and does not change any previous codes. See JCSD School Board Policy JCA, JD, JDH-1, JDAA, AND JCD. (MS Code 37-11-55)

Addendum to the Code of Conduct

- A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his or her minor child's destructive acts against school property or persons.
- A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph 1 of this subsection, or for any other discipline conference regarding the acts of the child.
- Any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district that 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.
- A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

The Jackson County School Board has adopted the "Assertive Discipline Model" plan developed by Lee Canter as the format for maintaining an atmosphere conducive for learning in the classroom. Each child will receive his/her classroom rules and take them home for parents to sign and return to his/her teacher. Each child will also be instructed about other behaviors which are not acceptable and the consequences that accompany the behaviors.

As a component of the "Assertive Discipline Model, the following is a list of some of the more serious behaviors that students shall not display while being supervised by school personnel at school, at school sponsored activities and while being transported on a school bus. Disciplinary action is not limited only to the behaviors listed below. The actions listed on the following Disciplinary Ladder will be taken by the principal when students are referred to the office for reaching Step 5 on a teacher's classroom discipline plan, or sent to the principal's office for misbehavior outside the classroom.

The escalation through the steps of the "Assertive Discipline Model" may vary depending upon a student's age, grade, and discipline history; therefore, Jackson County School District will institute a separate step ladder for Elementary (K – 5) and Secondary (6 – 12) schools. See JCSD School Board Policy JD and JDAA.

Elementary (K-5) Campus Discipline Ladder and Consequences

Step 1

- Reprimand, one day of ISI, or recess detention to be signed by the parent/guardian and returned to school.
- Remove from ladder if not referred to the office for ten school days. If the student is referred to the office during the probationary period, he/she will move to the next step on the discipline ladder.

Step 2

- Detention or 1 - 2 day(s) ISI. Signed by a parent/guardian and returned to school.
- Remove from ladder if not referred to the office for ten school days. If the student is referred to the office during the probationary period, he/she will move to the next step on the discipline ladder.

Step 3

- 2-3 days ISI. Contact parent or legal guardian. (In writing or by phone)
- Intervention referral/possible behavior improvement plan. (MS School Safety Code 37-3-83, 37-11-53, 37-11-54, and 37-11-55)
- Remove from ladder if not referred to the office for 15 school days. If the student is referred to the office during the probationary period, he/she will move to the next step on the discipline ladder.

Step 4

- 1–2-day(s) OSS.
- Parent/guardian conference will be held before student returns to school so that interventions and behavioral suggestions can be put in place.
- Remove from ladder if not referred to the office for 15 school days. If the student is referred to the office during the probationary period, he/she will move to the next step on the discipline ladder.
- Absences due to suspension will be treated as excused in relation to makeup work and tests.

Step 5

- 1-5 days OSS
- Parent/guardian conference will be held before student returns to school so that interventions and behavioral suggestions can be put in place.
- Remove from ladder if not referred to the office for 15 school days. If the student is referred to the office during the probationary period, he/she will move to the next step on the discipline ladder.

Step 6

- Referral to the Superintendent for further action.

ELEMENTARY (K-5) ASSERTIVE DISCIPLINE PROGRAM

Discipline Ladder	Consequences
1. Use, sale, possession, or under the influence of drugs or alcohol on school grounds or while under the supervision of school personnel. (This includes the sale of "fake" drugs, depressants, stimulants, unauthorized inhalants, and any other unauthorized substance.)	Step 6
2. Possession of weapons on campus. This also refers to items that are intended to resemble weapons. I.E., realistic toy knives, guns, etc. Law enforcement may be notified.	Step 6
3. Use or possession of fireworks	Step 2-5
4. Use or possession of dangerous objects	Step 2-6
5. Indecent exposure	Step 2-5
6. Fighting at school, on the way to or from school (May result in student being arrested for disturbing the peace.)	Step 2-6
7. Possession or use of tobacco, tobacco-related products, any smoking devices or vaping devices at school or while under the supervision of school personnel, to include transportation. See "Electronic Cigarettes and/or any Devices such as vapes"	First Offense: Step 3 Second Offense: Step 4 Third Offense: Step 5
8. Cutting or leaving class without authorization (remain on campus)	Step 2-5
9. Public display of affection or inappropriate actions	Step 2-5
10. Pornographic materials	Step 2-5
11. Open defiance of a teacher/school personnel	Step 2-5
12. Profanity or vulgarity (to include acts, gestures, or symbols directed to another person)	Step 2-5
13. Defacing or otherwise damaging property located on school district campuses	Step 1-5 (to include restitution)
14. Stealing	Step 2-5(to include restitution)
15. Lying/Forgery	Step 1-5
16. Leaving campus without authorization	Step 2-5
17. Harassment, intimidation, threatening, (verbal assault) or bullying of other students or school personnel	Step 3-6
18. Refusal to identify oneself properly when requested to do so by a faculty, or staff member	Step 1-5
19. Continuous disobedience	Step 2-5
20. Improper behavior in the cafeteria or on the campus	Step 2-5
21. Improper behavior at assembles or other school activities	Step 2-5
22. Improper use of computer/internet	Step 1-5
23. Referral to the office for reaching level 5 of a classroom discipline plan	Step 1-3
24. Noise making and/or electronic devices (this includes radios, cellular phones, iPods, iPads, MP3 players, DS, Game Boy, air horns, duck calls, and any other electronic and/or noise making devices which disrupt the educational process)	Taken up and returned to parent by the principal
25. Other disruptive devices/political materials (to include gang paraphernalia)	Step 1-6 (to be taken up by principal)
26. Late to class	Step 1-2
27. Gambling or possession of gambling devices	Step 1-3
28. Recording and/or photographing others	Step 3-5
29. Misuse/Abuse of lunch number, passwords, identification	Step 1-5 (to include restitution)
30. Any suspension offense after having been suspended on three prior occasions	Step 6
31. Refusal to follow the instructions of a teacher/school personnel and or/principal may result in the student being removed from campus by law enforcement officials.	Step 2-6
32. Provoking or instigating a fight or disturbance	Step 1-3
33. Other misbehavior determined by the administration.	Step 2-5

_*Building level administration may use their discretion.

All school rules apply to school bus conduct (pages 62-65) and follow the Elementary (K- 5) Assertive Discipline Program.

The principal may suspend students out of school for a period not to exceed ten (10) school days. Long-term suspension, or that in excess of ten (10) school days, or expulsion may be given only by action of the Board of Education, and then only after such student has been afforded notice, opportunity of a hearing, and other procedural rights consistent with state and federal due process requirements. See JCSD School Board Policy JCDAD, JD, and JDAA.

The student may be represented at such hearing by counsel of his/her choice. The hearing will be closed to the public to protect the student from adverse effects of any disclosure made at such a hearing. See JCSD School Board Policy JDAA.

Secondary (6-12) Campus Discipline Ladder and Consequences

Absences due to suspension will be treated as excused in relation to make-up work and tests.

Step 1

- Break detention or 1 day ISI
- Remove from ladder. If the student is referred to the office during the 10-day probationary period, he/she will move to the next step on the discipline ladder.
- Contact the parent (phone/letter to be returned signed by the parent)

Step 2

- Contact parent/guardian (by phone or by letter)
- 1 - 2 day(s) of In School Isolation (ISI)
- Removal from ladder if not referred to the office for ten school days from date of return to regular class. If the student is referred to the office during the probationary period, he/she will move to the next step on the discipline ladder.

Step 3

- Contact parent/guardian (by phone or by letter)
- ISI 2-3 days
- Removal from ladder if not referred to the office for fifteen school days from date of return to school after suspension. If the student is referred to the office during the probationary period, he/she will move to the next step on the discipline ladder.

Step 4

- Contact parent/guardian (by phone or by letter)
- Out of school suspension (OSS), 1–5 day(s)
- Loss of all privileges during the time of suspension
- Students in OSS are not allowed to participate in school activities or be allowed on campus.
- Absences due to suspension will be treated as excused in relation to make- up work and tests.
- Removal from ladder if not referred to the office for twenty school days from date of return to school after suspension. If the student is referred to the office during the probationary period, he/she will move to the next step on the discipline ladder.

Step 5

- The school administrator can recommend Direct Placement to the Alternative School with verified parent contact and completion of Discipline Form A of the appropriate forms. In the event the parent disagrees with the direct placement, they can appeal to the District Discipline Appeal Committee. The District Discipline Appeal Committee may at that time, concur with this decision, overturn the decision, and modify, without limits, the decision which is presented,

not excluding expulsion. All decisions by the Board shall be final.

- In the event that a student is recommended for expulsion because an offense represents a danger to students, staff or the school, the student will be given the opportunity for due process by appearing before the District Discipline Appeal Committee . The following procedures will be followed:
- The parents/guardians will receive a Notice of Suspension/Expulsion. This notice will be verified by the school administration.
- The parents/guardians of the student has five (5) school days to request a hearing before the Jackson County School Board. The request for the hearing is made by calling the Superintendent's secretary at the Jackson County Administrative Office. The hearing will be scheduled as soon as possible after the request. All consideration of the student's disciplinary actions shall be conducted in accordance with standard board procedure.
- Failure of the parent/guardian to request a hearing or appear at the appointed time and place for the hearing shall waive the student's right to a hearing.
- All decisions by the Board shall be final.

Note: Students who consistently abuse the first steps in the discipline ladder may have a discipline ladder developed to best meet the needs of the individual student. This new ladder will be in effect for the student when the parent has been contacted and informed of the new discipline ladder. See JCSD School Board Policy JCA, JD, JDAA, JD-1, and JCDAE (2).

SECONDARY (6-12) ASSERTIVE DISCIPLINE PROGRAM

Law enforcement may be notified in any of the below offenses at the discretion of the school administration and according to applicable laws.

Discipline Ladder Severe Disruptions	**Consequences**
1. Using, selling, possessing, distributing, furnishing, giving away, transferring, obtaining, admitting or being under the influence of illegal drugs, fake drugs, unauthorized prescription medications, other unauthorized substances or alcohol, including possession of drug paraphernalia on school grounds, or while under the supervision of school personnel.	Step 5
2. Possession of weapons on campus - including in vehicle. This also refers to items that are intended to resemble weapons. I.E., realistic toy knives, guns, etc. This may result in being arrested.	Step 5
3. Indecent exposure. Law enforcement may be notified and student may be subject to arrest.	Step 3-5
4. Any suspension offense after having been suspended on three prior occasions	Step 4-5
5. Fighting at school, on the way to or from school. Law enforcement will be notified and student may be subject to arrest.	Step 4-5
6. Provoking or instigating a fight or disturbance	Step 3-5
7. Possession or use of tobacco, tobacco-related products, any smoking devices or vaping devices at school or while under the supervision of school personnel, to include transportation. See "Electronic Cigarettes and/or any Devices such as vapes"	First Offense: 3 days ISI *must complete prevention program Second Offense: 3 days OSS Third Offense: Alternative School Fourth Offense: Recommendation for expulsion
8. Cutting, leaving class, or out of area without authorization (remains on campus)	Step 2-3
9. Refusal to identify one's self properly when requested to do so by any faculty or staff member.	Step 3-5
10. Public displays of affection or inappropriate action (including in cars in the vicinity or any school building or activity).	Step 1-5
11. Pornographic materials, possession of (to include internet)	Step 2-5
12. Open defiance to a teacher	Step 2-5
13. Profanity or vulgarity (to include acts, gestures, or symbols directed to another person)	Step 2-5
14. Defacing or otherwise damaging property that belongs to the school district, (to include teachers, or other students restitution for damages) Law enforcement will be notified and student may be subject to arrest.	Step1-5
15. Use or possession of (dangerous) objects/wallet chains. (May result in student being arrested)	Step 4-5
16. Possessing, using, selling, furnishing, giving away, transferring, distributing, obtaining, or admitting to the same of fireworks or other explosive devices. Law enforcement will be notified and student will be subject to arrest.	Step 5
17. Stealing or forgery of documents	Step 2-5
18. Leaving campus without authorization	Step 3-5
19. Sexual harassment, harassment or intimidation (including phone, internet, etc.)	Step 3-5
20. Bullying, threatening students or teachers, or continuous disobedience	Step 2-5
21. Improper behavior in the cafeteria or on the campus	Step 2-5
22. Improper behavior at assemblies or other school activities	Step 2-5
23. Unexcused tardy to class	Step1-3
24. Late to school in excess of three (3) times per term	Step 1-3
25. Misbehavior on the school bus	Step 1-5
26. Referral to the office for reaching level 5 of a classroom discipline plan	Step 2-5

27. Noise making and/or electronic devices (this includes radios, cellular phones, iPods, iPads, MP3 players, DS, Game Boy, air horns, duck calls, and any other electronic and/or noise making devices which disrupt the educational process)	Taken up and returned at the end of the semester
28. Other disruptive materials (to include political and gang related paraphernalia).	Taken up and returned at the end of the school year
29. Gambling or possession of gambling device	Step 1-3
30. Recording and/or photographing others	Step 3-5
31. Misuse/abuse of free/reduced lunch number (to include restitution)	Step 1-5
32. Refusal to follow the instructions of a teacher and/or principal may result in the student being removed from campus by law enforcement officials. May result in recommendation for expulsion.	Step 2-5
33. Other misbehavior as determined by the administration	Step 1-5
34. Improper use of computer/internet	Step 1-5
35. Bomb Threats	Step 5
36. Using, selling, possessing, furnishing, transferring or obtaining over the counter drugs without proper authorization.	Step 3-5
37. Unauthorized use of school grounds (to include any school campus, school facilities, school buses, athletic facilities)	Step 1-5

All school rules apply to school bus conduct (pages 62-65) and follow the Secondary (6-12) Assertive Discipline Program.

Consequences for the above disruptions apply to students under the supervision of school personnel during school hours, at school sponsored functions and while being transported on school buses.
Students assigned ISI will attend school but will spend school hours completely isolated from the remainder of the student body. Students late to school or checking out while assigned to ISI will be given an additional day of ISI. Teachers of a student assigned to ISI will prepare daily assignments which include the work the student is missing during his/her absence from class, and these assignments will be completed in ISI and then returned to the classroom teachers. Students assigned to ISI will not be allowed to participate in any school activities, such as pep rallies, assemblies, etc., that take place during normal school hours.
Should a student who is recommended for expulsion be placed on probation by the school board, probationary period will be determined by the school board. The student may be represented at such hearing by counsel of his/her choice. The hearing will be closed to the public to protect the student from adverse effects of any disclosure made at such a hearing. See JCSD School Board Policy JCA and JDAA.

Violence Policy or "Threat Protocol"
As a result of the violence and numerous shootings that have taken place nationally on school campuses, the Jackson County School District feels that it must take action to prevent an incident of this nature from occurring in our school district. The following actions will be taken with students making threats to do bodily harm on a school campus or at a school function:

- Students making threats to other students, teachers, administrators, and other school personnel or in the community that they would like to do bodily harm to someone else or themselves on the school campus or at a school function may be reported to the sheriff's department. Students making these threats may be recommended to the school board for expulsion. Before the students return to school, they will need to provide school officials with documentation that they have undergone counseling and/or psychological evaluation and that they pose no threat to students or school personnel.

- Students who hear other students making threats to other students, teachers, administrators, or other school personnel are encouraged to report this action to a teacher or an administrator. The names of students making such reports will be kept in confidence. In addition, a toll-free number is available to report any situation that could put your school's safety at risk. This number, 1-866-960-6472, is provided by the State of Mississippi, Department of Safe and Orderly Schools. All calls are confidential, and no one will ask for your name.
- School personnel are aware of the unwritten code that you do not "tattle" on a fellow student, but feel that when the lives of one or more students, teachers, administrators, or other school personnel are threatened, this code does not apply. Students who withhold such information could face disciplinary action. See JCSD School Board Policy EBBB, JCDAE(2), JCA, JDAA, and JD.

Prevention of School Violence

The Jackson County School District shall be in compliance with the following Mississippi Code: Section 1. Section 97-37-17, Mississippi Code of 1972, is amended as follows:

- The following definitions apply to this section:
  - "Educational property" shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any school board, school, college or university board of trustees, or directors for the administration of any public or private educational institution or during a school related activity; provided however, that the term "educational property" shall not include any sixteenth section land or lieu land on which is not located a school building, school campus, recreational area or athletic field.
  - "Student" shall mean a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five years from a public or private school, college or university, whether the person is an adult or a minor.
  - "Switchblade knife" shall mean a knife containing a blade or blades which open automatically by the release of a spring or a similar contrivance.
  - "Weapon" shall mean any device enumerated in subsection (2) or (4) of this section.
- It shall be a felony for any person to possess or carry, whether openly or concealed any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than five thousand dollars, or committed to the custody of the State Department of Corrections for not more than three years, or both.
- It shall be a felony for any person to cause, encourage or aid a minor who is less than eighteen years old to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than five thousand dollars, or committed to the custody of the State Department of Corrections for not more than three years, or both.
- It is prohibited for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic metal knuckles, razor and razor blades metal nail files, and any sharp pointed or edged instrument except instructional supplies and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection of the law and found guilty will be required to pay a fine and may be imprisoned.

- It prohibited for any person to cause, encourage, or aid a minor who is less than eighteen years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razor and razor blades, metal nail files, and any sharp pointed or edged instrument except instructional supplies, and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be reported to the proper law enforcement and upon conviction will be required to pay a fine and possibly be imprisoned. It shall not be a violation of this section for any person to possess or carry, whether openly or concealed any gun, rifle, pistol, or other fire arm of any kind on educational property if:
  - The person is not a student attending school on the educational property and had a proper license/permit to carry a weapon;
  - The firearm is within a motor vehicle; and
  - The person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.
- This section shall not apply to:
  - A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted over the supervision of an adult whose supervision has been approved by the school authority (i.e., archery, ROTC). Armed forces personnel of the United States, officers and soldiers of the Militia and National Guard, law enforcement personnel, School Resource Officers or any private police employed by the District 5, State Militia or Emergency Management Corps, and any guard or patrolman of a state or municipal institution, when acting in the discharge of their official duties.
  - Armed forces personnel of the United States, officers and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by an educational institution, State Militia or Emergency Management Corps and any guard or patrolman in a state or municipal institution, when acting in the discharge of their official duties.
  - Home schools as defined in the compulsory school attendance law, Section 37-13-91, Mississippi Code of 1972 Competitors while participating in organized shooting events
  - Any person as authorized in Section 97-37-7 while in the performance of his official duties
  - Any mail carrier while in the performance of his official duties; or any weapon not described by Section 97-37-1 which is in a motor vehicle under the control of a parent, guardian, or custodian, as defined in Section 43-21-105 which is used to bring or pick up a student at a school building, school property or school function

  All schools shall post in public view a copy of the provisions of this section. See JCSD School Board Policy JDDB, JCDAE(2), and JCA. (MS Code 97-37-17)

Sexual Harassment: Employees and Students
Part 1

In accordance with Title VII of the 1964 Civil Rights Act, as amended in 1972, Section 703, no employee in the Jackson County School District shall be subject to sexual harassment. Furthermore, students in academic institutions are protected from sexual harassment by the Title IX of the Education Amendment of 1972, and shall not be subjected to sexual harassment by their peers or employees.

It is the intent of the school board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, requests for sexual favors, retaliation against persons involved in sexual harassment complaints and investigations, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

Part 2

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when certain criteria are met.

Criteria I:

Submission to such conduct is made either implicitly or explicitly, a term or condition of employment, the assignment of grades, or promotion, or used to deprive the student of access to the educational opportunities and benefits provided by the school district.

Criteria II:

Submission to or rejection of such conduct by an individual is used as the basis for employment or academic and other educational decisions affecting such individual.

Criteria III:

Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment. With regards to students, the criteria are when such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or creating an intimidating, hostile, or offensive learning/teaching environment.

Criteria I and II are examples of quid pro quo or conditional sexual harassment.
Criteria III is an example of hostile work or learning/teaching environment.

Part 3

Complaints of violation of this policy should be immediately reported to an administrator, teacher, counselor, or the Title IX coordinator/district counsel without fear of reprisal. If your supervisor or administrator is the person you believe has engaged in sexual harassment, report it to the Assistant Superintendent resources or the Title IX coordinator/district counsel. No administrator, manager, or supervisor has the authority to condition the terms and conditions of employment, such as raises, assignments, or promotion, on the receipt or denial of sexual favors. Likewise, no administrator, teacher, or other school official has the authority to condition grades or promotions, or other academic decision on the receipt or denial of sexual favors.
Therefore, should violation prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination of employment. Students who engage in sexual harassment of other students shall be subject to disciplinary action, including suspension and expulsion.

Part 4

The school district will not in any way retaliate against an individual who makes a complaint of sexual harassment or against any participant in the investigation nor will it permit an supervisor, administrator, principal, or employee to do so. Retaliation is a serious violation of the sexual harassment policy and should be reported immediately. A person who engages in retaliatory conduct against another individual for reporting sexual harassment will be subject disciplinary action up to and including termination.

Part 5

Relationships between individuals who occupy different levels of authority are banned.
If there are relationships between individuals who occupy equal levels of authority then those individuals will exhibit professional conduct in the workplace.
Legal Reference: Title VII Civil Rights Act 1964, as amended in 1972, Section 703.2000
See JCSD School Board Policy GBR.

Definitions of Bullying or Harassing Behavior

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

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

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the students and teacher of such class as a whole. See JCSD School Board Policy JDDA.

Student Bullying Policy

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

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

The Jackson County School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures are appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions".

Furthermore, the Jackson County School District defines one "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior. The policies and procedures must recognize the fundamental right of every student to take reasonable actions as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. See JCSD School Board Policy JBA and JDDA.

Procedures for Bullying or Harassing Behavior

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

Procedures for Processing a Complaint

- Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee, or volunteer has been subjected to bullying or harassing behavior shall immediately report such conduct to a teacher, principal, counselor, or other school or district official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. All witnesses and alleged victims shall complete a "Bullying/Harassing Report Form" (available in this handbook under the section Bullying/Harassing Report Form, from any school or district office, and on the district website), which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the alleged victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint.
- The report shall be given promptly to the principal, assistant superintendent, or superintendent who shall institute an immediate investigation. Complaints against a principal or director shall be made to the proper assistant superintendent for each attendance center or central office.
- Complaints against an assistant superintendent shall be made to the superintendent. Complaints against the superintendent shall be made to the Board chairman.
- The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings if necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the alleged victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.
- If the alleged victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the appropriate assistant superintendent. Such appeal shall be filed within ten working days after receipt of the results of the initial decision. The appropriate assistant superintendent will arrange such meetings with the alleged victim and other affected parties as deemed necessary to discuss the appeal. The appropriate assistant superintendent shall provide a written decision to the alleged victim's appeal within ten (10) working days.

- If the alleged victim is not satisfied with the decision of the assistant superintendent, a written appeal may be filed with the superintendent. Such appeal shall be filed within ten working days after receipt of the decision of the assistant superintendent. The Superintendent shall, within twenty (20) working days, review all documentation and decisions of other actions and render a decision in writing to the alleged victim regarding the appeal.
- If the alleged victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the alleged victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the alleged victim's appearance before the Board. See JCSD School Board Policy JDDA, JDDA-P and JBA.

Resolving Complaints

If the investigating administrator determines that bullying has occurred and it is the first offense of bullying for the aggressor, the aggressor will be punished according to the handbook steps 2-5. If a student has a second offense for bullying, the student may be sent to the alternative school for up to 45 days. If the student has a third offense for bullying the student may be recommended to the school board for expulsion.
See JCSD School Board Policy JD, JDDA, JDDA-P and JDAA.

Bullying/Harassing Report Form

Directions:
Harassment or bullying are serious and will not be tolerated in the Jackson County School District. This is a form to report alleged harassment or bullying behaviors that occurred on school property, at a school-sponsored activity, an event off school property, on a school bus, or on the way to and/or from school. If you are a victim who is getting harassed or bullied or a witness to someone being harassed or bullied, you must report it immediately by completing this form and returning it to any school or district office. See JCSD School Board Policy JDDA, JDDA-P and JBC.

Jackson County School District **Bullying Form**		
Name of the person reporting the incident:	Today's Date:	Was an adult near at the time? If so, who?
Names of all who witnessed the incident:		
Name of the alleged victim:	Name(s) of the person(s) allegedly causing the problem:	
Date when the incident happened:	Time the incident happened:	Where the incident happened: (Please be specific, i.e., 8th grade hallway, outside the cafeteria, in the gym locker room, etc.)
Describe in detail what happened: (Please write on the back, if more space is needed.)		
School Official:		**Date Received:**

Transportation Services

Transportation Services for Elementary (K-5) and Secondary (6-12)
The Jackson County School District operates transportation services required by state law, which directs that all school districts furnish transportation to students living one or more miles from their attendance center. Use of the JCSD transportation service is a privilege.
The district regards transportation as a vital service for students and maintains annual equipment maintenance and driving programs as to assure an efficient, safe operation. Drivers receive special certification and participate in safety and energy conservation programs.
Any questions regarding the overall operation of the particular attendance center's transportation program may be directed to the local transportation supervisor:

East Central Attendance Center	228-283-3100
St. Martin Attendance Center	228-283-3400
Vancleave Attendance Center	228-283-3700

See JCSD School Board Policy EDD, EDC, and EDDAC.

School Bus/All District Vehicle Services for Elementary (K-5) and Secondary (6-12)
The district provides transportation for all students. In addition to riding the school bus students may walk, ride bicycles, drive other motor vehicles, or their parents may provide transportation to school. Students who drive motor vehicles to school are required to have a valid Mississippi driver's license and to abide by all regulations regarding driving, parking, and conduct in parking lots. School buses are school property.

School Bus Discipline for Elementary (K-5) and Secondary (6-12)

- Student discipline is the shared responsibility of parents, students, and school personnel. Drivers are expected to keep order and discipline on the bus, but their major responsibility must be driving the bus.
  - Riding the school bus is a privilege. This privilege carries with it some responsibilities on the part of the student. Behavior which prevents the driver and the student from having a safe trip to and from school will not be tolerated.
- Any violation of conduct by students, performed while on the school bus, waiting to board the school bus, or departing from the school bus, shall be addressed by utilizing the assertive discipline steps prescribed for elementary (K-5) or secondary (6-12) levels in the respective handbooks.
- Students may be denied the privilege of riding the school bus because of improper behavior, including the suspension of the privilege of riding the bus for the remainder of the school year, if the principal determines the action is necessary for the safety of the other students on the bus. (MS, State Code 37-7-301, [e]) Consequences for misconduct on the bus will be consistently applied. The transportation director, school administration, or other designee may handle minor offenses. Questions involving disciplinary actions should be directed to the school administration. Action requiring suspension shall be the responsibility of the school administration. The administration shall notify transportation director and the student's parents when a student's bus riding privileges are suspended. The transportation director will notify the appropriate bus driver. In addition to unacceptable behaviors listed in the assertive discipline section for elementary (K-5) and secondary (6-12) of this handbook, the following behaviors on the bus are unacceptable and will result in disciplinary action being taken against the student.

Established Rules of Behavior for Elementary (K-5) and Secondary (6-12)

- At no time are students to put heads, arms, legs, bodies, or hands out of the windows of the bus.
- Immediately upon entering the bus, students are to be seated and are to remain seated until they arrive at their destination. The guidelines apply at any time a student is transported on a school bus.
- Students will board the bus and leave the bus according to instructions of the bus driver. Students are to obey all directions of the bus driver at all times.
- Students may not leave the bus on its way to or from the school except at their designated stop.
- Students are not to throw any objects on the bus or from the bus.
- Students must sit in the seat assigned by the driver. Drivers have the option of reassigning students to a different seat when necessary.
- The bus must come to a complete stop before students enter or exit the bus.
- Loud talking and other loud noises are not permitted on the bus.
- No beverages or food may be consumed on the bus.
- Intentional littering of the bus is prohibited.
- Vulgar language is prohibited on the school bus.
- Balloons, vases of flower arrangements, or other objects, which hinder the view of a bus and/or create a dangerous situation are prohibited.
- Students will not be allowed to spray any perfume or other type of spray on the bus.
- Parents/guardians may not view bus video.
- All school rules, as approved through the Assertive Discipline Plan for elementary (K-5) and secondary (6-12), also apply to school bus conduct.

A student's failure to follow established rules of behavior will result in the following disciplinary action. (The severity of the student's misbehavior will determine the step on which the student is placed.)

- **Step 1**
  Written Warning: Shall be signed and returned by parent/guardian.
- **Step 2**
  One (1) to three (3) days off the bus, and parent conference or contact before riding privileges are reinstated.
- **Step 3**
  Three (3) to five (5) days off the bus, and parent conference or contact before riding privileges are reinstated.
- **Step 4**
  Five (5) to ten days off the bus, and parent conference or contact before riding privileges are reinstated.
- **Step 5**
  Shall result in loss of bus privileges for the remainder of the school term/year. If the student is removed from the school bus, a conference with the school administration must be held prior to the student being permitted to ride the bus. Continued or severe misbehavior may result in the student's removal from the bus for the remainder of the school year. If a student misbehaves during the final days of school, the punishment may continue into the next school year.
- **Step 6**
  Referral to the superintendent for further action. See JCSD School Board Policy JD, EDC, and JCDAD.

Interference with School Buses for Elementary (K-5) and Secondary (6-12)
It is unlawful for any individual to board a school bus, other than a student scheduled to, a member of the public-school administration or faculty, or a law enforcement official. State law prohibits unauthorized boarding of school buses or interference with passenger boarding or leaving, under penalties of fines and/or imprisonment.

Parents/Guardians Picking Up Students or Student Riding a Different Bus for Elementary (K-5) and Secondary (6-12)
If it becomes necessary for a student not to ride his/her regular bus home, the parent/guardian should send a note to the school with the student that day. If an emergency arises during the school day, parents/guardians should notify the school before 1:30 p.m. to request a change in how the student will go home. Likewise, there may be a need for a parent/guardian to check out a student at the point of boarding a school bus. This will be permitted only with the clearance of an administrator or transportation director.

Changing Afternoon Transportation for Elementary (K-5) and Secondary (6-12)
To ensure the safety of all students, changes to daily transportation should be minimal.

- The parent/guardian must send a note to the school if the student is going to ride a different bus or will be picked up instead of riding the bus.
- If a student misses the bus in the afternoon, he/she has to be signed out in the office by the individual picking up the student.
- Students will not be allowed to ride a bus, other than their own bus, without a note signed by a parent/guardian and/or principal/transportation supervisor.

For the safety of your child, phone calls are not accepted to change afternoon transportation arrangements.

Buses for Elementary (K-5) and Secondary (6-12)
The Board of Education recognizes the district's continuing responsibility to maintain and improve discipline and to insure the health, welfare, and safety of its staff and students on school transportation vehicles.
Students found to be in violation of the district's bus conduct rules shall be subject to disciplinary action in accordance with district policy and regulations.
Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding, or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. (MS Code 37-37-301 [e])
Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take appropriate action as described in the student handbook. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year, and parents will be notified. See JCSD School Board Policy EDC and JCDAD.

Safety Regulations for Elementary (K-5) and Secondary (6-12)
Parents/guardians play a vital role in assuring the safety of students served by the school transportation program. Parents/guardians may help by instructing their children in the following procedures for boarding, riding, and departing the bus.

Loading the Bus for Elementary (K-5) and Secondary (6-12):

- Students should arrive at the designated bus stop on time. The bus cannot wait for late arrivals.
- Students should always stand away from the street or roadway (a minimum of 15') and avoid pushing and playing while waiting for the bus to arrive home.
- Students should wait until the bus comes to a complete stop before approaching and attempting to enter the bus.
- Students should board the bus quickly and quietly, as directed by the bus driver.

Riding the Bus for Elementary (K-5) and Secondary (6-12):

- Students will be held to the same rules and regulations listed on the district discipline ladder.
- Student will follow the instruction of the bus driver at all times.
- Students will not be allowed to spray any perfume or other type of spray on the bus.

Departing the Bus for Elementary (K-5) and Secondary (6-12):

- Drivers will not discharge riders at places other than regular bus stops unless proper authorization from school officials has been given.
- When necessary to cross a street or roadway after getting off the bus, students should cross only in front of the bus. Students should carefully look both ways to make certain that no traffic is approaching from either direction. Students should carefully look both ways to make certain that no traffic is approaching from either direction.
- Students should cross a minimum of 10' in front of the school bus. This will enable the bus driver to see the student until he/she is safely to the other side of the road.
- Students should not stop to pick up any items dropped in front of the school bus.

Extracurricular Trips for Elementary (K-5) and Secondary (6-12):

- All transportation rules and regulations apply to any trip under school sponsorship.
- Teachers and/or chaperons appointed by the school will enforce all school and transportation regulations.
  See JCSD School Board Policy EDC and JCDAD.

School Dress Code

The Jackson County School District is committed to fostering a safe, respectful, and productive educational environment. In alignment with this mission, the following Dress Code has been established to promote student success, uphold standards of decency, and minimize disruptions to the learning process. Student attire should reflect a sense of pride and be conducive to a focused, inclusive, and safe school culture.

General Philosophy

The dress and appearance of students shall not:

- Disrupt the learning environment.
- Create a safety hazard to the student or others.
- Promote illegal or harmful behavior.
- Convey messages that are discriminatory, obscene, vulgar, or otherwise inappropriate.
- Interfere with the rights of others to learn in a safe, respectful setting.

General Guidelines

1. Students must wear clothing that appropriately covers the body and is suited for school activities.
2. Any style of clothing tending toward immodesty, indecency, or that is too revealing, tight-fitting, or risqué is prohibited.
3. Clothing must be worn as designed (fastened appropriately and not inside out or backwards).
4. All clothing must be free of holes, rips, or tears above the knee that expose skin or undergarments.
5. All pants, skirts, and shorts must be worn at the waistline and remain secure without being held up by hands.
6. Shorts, dresses, and skirts must reach at least to the fingertips when arms are extended by the sides.
7. Students may not wear pants, shorts, skirts, etc. with writing on the seat of the clothing item.
8. Leggings, jeggings, spandex shorts, or yoga pants are not permitted as outerwear. These items may be worn under shorts and skirts.
9. Appropriate undergarments must be worn and must not be visible at any time.
10. See-through, sheer, or mesh garments are prohibited even with clothing worn underneath that meets dress code requirements.
11. Strapless, spaghetti strap, halter, off-the-shoulder, backless, racerback, or low-cut tops are not allowed. Shoulder straps must be at least **3 inches wide**. Males may not wear sleeveless shirts.
12. Clothing that exposes midriffs, cleavage, or backs is prohibited. (Clothing must not expose the midriff including with arms raise).
13. Pajamas, lounge wear, bathrobes, and house slippers are not allowed.
14. Clothing or accessories that display, advertise, or promote drugs, alcohol, tobacco, profanity, violence, gang affiliation, or sexually explicit content are strictly prohibited.
15. Tattoos that display inappropriate or offensive content must be covered.
16. Hats, caps, hoods, head coverings, or sunglasses are not to be worn inside school buildings, except for religious or medical purposes with proper documentation.
17. Footwear must be worn at all times. Shoes with wheels, cleats, or metal taps are prohibited. Open toe shoes are also prohibited.

Jewelry, Accessories, and Personal Grooming

1. Visible body piercings, other than earrings, are limited to small stud-type with no attachments. This includes tongue, eyebrow, nose, and facial piercings.
2. Jewelry that could be considered a safety hazard, including spiked accessories or heavy chains, is not permitted.
3. Wallet chains and accessories that could be used as weapons are not allowed.
4. Grills, decorative mouthpieces, or non-medical dental jewelry are not permitted.
5. Hairstyles, hair colors, or makeup that are considered distracting, disruptive, or costume-like are not allowed.
6. Blankets, stuffed animals, or other non-academic accessories may not be brought to school or worn.

Prohibited Items

- Trench coats or outerwear extending below the knee (for safety reasons).
- Gang-related attire, symbols, or colors.
- Bandanas and sweatbands of any kind are not permitted to be worn on campus.
- Items promoting fraternities, sororities, political organizations, or non-school-affiliated groups. This includes rebel flags.
- Any item, style, or accessory not explicitly listed but deemed disruptive or unsafe by school administration.

Non-Compliance of Dress Code

- The administration at the school shall confer with the parent/guardian of each student who fails to comply with the dress code in an effort to ascertain the reason(s) for non-compliance.
- School administrators have the final authority to determine what constitutes a violation of the dress code.
- Steps for non-compliance are as follows:

  - First Offense- Student will be asked to correct the issue by covering the item or changing clothes. The student will be placed in In-School Isolation (ISI) until the parent/guardian can bring the required clothing for the student or checks the student out of school for the day.
  - Second Offense- Student will be placed in In-School Isolation until the parent/guardian picks up the student, and the student will receive a Three (3) days In-School Isolation to begin on the next school day.

    Third Offense- Student will be placed in In-School Isolation until the parent/guardian picks up the student, and the student will receive One (1) day Out-of-School Suspension to be served on the next school day.
  - Fourth Offense- Student will be placed in In-School Isolation until the parent/guardian picks up the student, and the student shall be suspended from school until a disciplinary review hearing is held before the Jackson County School Board at its next regularly scheduled meeting.
    - If a suspension is issued for non-compliance, the remainder of the suspension will be revoked upon compliance (for the 1st and 2nd offenses only, during the suspension period).
    - The offenses are cumulative for the entire school year, with no probationary period. See JCSD School Board Policy JCA.

Parent/Guardian Information

Students' and Parents'/Guardians' Rights and Responsibilities
Both parents/guardians and students have certain rights and responsibilities regarding schools. Parents/Guardians have expectations for the following rights:

- Safety of their child
- Fair evaluations and treatment of their child
- A conducive learning atmosphere for their child
- Their child to be taught and treated in a competent and professional manner.

Parents/Guardians have the following responsibilities:

- Realize the extent of their responsibility for the behavior of their child. (Parents are responsible for the behavior of their children while at school, and to and from school.)
- Prepare their children to assume the responsibility for their own behavior.
- Foster positive attitudes toward themselves, others, school, and community.
- Communicate with school personnel about their child.
- Comply with state law on compulsory attendance, property damage, suspension and expulsion procedures.
- Know and see that their child follows school rules.
- Attend individual or group training sessions and conferences when requested.
- Recognize that the teacher acts as parent while the child is at school.
- Safeguard the physical and mental health of their child and be responsible for necessary health examinations and immunizations.
- Work with and support school personnel who are trying to help their child.

Parents - Defined as the biological parent, step-parent, court appointed (legal) guardian or foster parent, and any individual who is acting in loco parentis on behalf of a court of jurisdiction.

Students have the following rights within the provisions of constitutional, federal, state, and common laws:

- An atmosphere conducive to learning
- To participate in school-sanctioned, organized, approved, scheduled assemblies;
- To refrain from any activity which violates precepts of their or others religious beliefs
- To form and express their own opinion without jeopardizing their relationship with their teachers, school administration, or their peers
- Through their student council representative to discuss issues related to school environment
- Participation in school program and activities
- Freedom from discrimination
- Due process
- Participation in decision-making.

Students have the following responsibilities:

- Attend school and be on time.
- Take seriously their responsibility to learn.
- Assume responsibility for their personal growth and self-discipline.
- Take care of their personal property. Respect the rights and privacy of others.

- Work cooperatively with school personnel and other students.
- Study the school's handbook.
- Know and follow school rules.
- Accept responsibility for their actions.
- Must not disrupt educational process.
  See JCSD School Board Policy LAA, JRAD, and JRAB.

Grievance Procedure

- Any student/parent who may have a problem during the course of the school year should go first to the person with whom he/she disagrees. If the problem cannot be resolved at this level, he/she should go next to the building principal. If he/she is still not satisfied, he/she should continue to the Assistant Superintendent, Superintendent, and finally the School Board. To appear before the School Board, the grievant must submit the request to the Superintendent.
- This procedure should be followed if there is a problem with transportation, child nutrition, or any other division of the school system. For example, if there is a problem with transportation, the person would go first to the bus driver, transportation supervisor, principal, and then continue through the chain of command as listed above.
- Students/parents/guardians are encouraged to follow the chain of command in an effort to resolve any problems at the lowest possible level in the chain of command. See JCSD School Board Policy GAEP, GAE, and IDDHA.

Modifications for Exceptional Students Special Education Placement

Educational programming and placement will be in accordance with the student's individualized education plan. Questions or concerns should be directed to the Director of Special Education. The address and phone number are listed in the front of this handbook. See JCSD School Board Policy IDDFAA and IHAA.

Parent/Guardian Involvement in Conferences

Parent/guardian-teacher conferences should be arranged by appointment for the time set aside each day following the close of school or during the teacher's consultation period. Parents/guardians may contact the office or teacher at the school that their child attends to arrange a conference.

Parent/Guardian-Teacher Organization

The education of each child is a cooperative enterprise. Close cooperation and understanding between the home and school is most important. To help achieve this, there is an organization of parents/guardians and teachers on each of the school’s campuses. All parents are encouraged to participate in the school’s PTO.

General Information

Emergency Operations

- School staff members faced with an emergency affecting the health and welfare of a student will exercise their discretion and judgment as to procedures for handling the emergency, following established policy and procedural guidelines as far as possible. In the event that a student's parent/guardian cannot be reached, the school officials will act to safeguard the student in a reasonable way.
- Schools are sometimes faced with emergencies that require the total cooperation of staff members and students. The Jackson County schools have detailed plans for operating under such emergency conditions as fire, tornado, flood, severe weather, explosions, and other emergencies.
- Fire drills and other emergency preparedness measures are a regular part of each school's program. Detailed instructions for emergency operations will be outlined to all students at their respective schools. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully with the supervising teacher, staff, and/or administrator during drills and/or the actual event of such an emergency. The teacher will instruct all classes as to the procedure and exit to follow. Each room will use a certain exit, and it is necessary that each student follow the directions of the teacher in order that the building may be vacated in the shortest time possible. All students will leave the building as quickly as possible. See JCSD School Board Policy EBBC and EBBC-R.
- When a decision must be made to close or dismiss any school(s) within the Jackson County School District, the superintendent or his/her designee will notify local radio and television stations. Parents/Guardians and students should listen for announcements from these media outlets and/or contact the school district's homepage on the Internet. Callouts via telephone or other appropriate technology will be attempted as necessary.

Textbooks and Technology

- Textbooks and technology may be issued by the teacher for each subject. The state- owned textbooks and technology are estimated to last five years. The condition of the book or technology issued to a student is checked at the beginning of the school year and again at the close of the session.
- Parents/guardians will be required to sign a statement assuming full responsibility for the books and technology and their proper care until all items have been returned to the school.
- Textbook and technology checks may be made at different times during the school year by a school official.
- In accordance with House Bill 1063, if a textbook or technology device is lost, damaged beyond use, or not returned by a student who drops out of the district, the parent or legal guardian will be required to compensate the district for the list value of the book(s) and device(s). Lost textbook(s) and device(s) must be paid for before another one is issued. Students who do not pay fines will not be issued books or devices for the following school year.
- The Jackson County District will not require fees for curriculum materials and other supplemental instructional materials and supplies. Students will be required to have paper, pencils, erasers, etc.
- Good care of books and equipment is an indication of good citizenship.

Library Books
Visiting the library is a privilege to all students. Students are expected to maintain proper care of the books and equipment. Students with overdue books may not be permitted to check out additional library books. Students who lose or damage library books beyond use will pay the current price of the books.

Video Policy
In compliance with the Family Education Rights and Privacy, there will be no videos, cameras, or any other recording devices without a proper written release form from the administration on school property or school related activities.

Student Insurance
Student insurance enrollment forms are available on the district website. Telephone numbers are available for additional information concerning benefits or enrollment procedures. Parents/guardians are encouraged to enroll their children in this policy. Students involved in any extra-curricular activity are required to have insurance coverage. A policy is offered through the school or parents may sign a waiver if coverage is provided by private insurance. The policy offered through the school is an additional policy and all students are encouraged to enroll.

Blood Drives
Jackson County Schools may sponsor blood drives on secondary (6-12) campuses several times during the school year. Students who are seventeen years of age or older are eligible to be a blood donor. The standards of eligibility are established nationally and approved by the FDA. A notice will be sent home with each student on any secondary (6-12) campus prior to any scheduled blood drive.

Students and the News Media
The school district will publish the name and/or picture of a student in school publications or school-related articles or include students in other school-related news media programs unless prior requests have been made by a student's parent/guardian for exclusion of his/her child's name or picture from such publications or news media programs.

Attendance at Prom (High School Only)
Only those students who are classified as juniors or seniors at the beginning of the school year and are in good standing with their respective classes and school are eligible to receive an invitation to attend the prom.
All juniors will be required to contribute a minimum amount of money in order for the prom to be held. Juniors not meeting these requirements will not be given an invitation to prom, nor will they be allowed to attend prom with someone else who has received an invitation. In addition, any junior not paying dues as a junior must pay the dues as a senior before receiving an invitation to attend the prom. Any student who wishes to bring a date that does not attend the same school as the JCSD student must complete an "outside date form" and obtain permission from administration prior to the outside date being allowed to attend prom. No person 21 years of age or older will be allowed to attend.

Deliveries to Students during the School Day
To protect the instructional time of our classes, parents/guardians may not take deliveries to classrooms at any time. Deliveries to individual students are not allowed.

Drink and Snack Machines
The drink and snack machines in the teacher's lounge are for office personnel and teachers only. Students are not to enter the lounge and get drink or snacks from these machines. See JCSD School Board Policy JG.

Science/Technology Laboratories
Good behavior in the laboratory is most important because of the use of acids, burners, and electrical equipment which could cause serious accidents if improperly handled. Any student damaging or breaking any laboratory equipment intentionally or through neglect on his/her part will be required to pay for the damage.

Student Parking Lot (High School Only)
The Jackson County School District is not responsible for damages to or property stolen from a student's vehicle while parked on the school campus. In order to purchase a parking pass, students must show a valid Mississippi Driver's License and proof of current insurance.

- Students who drive on campus are subject to random drug testing. See JCSD School Board Policy GBRM-2.
- Students driving recklessly or speeding shall lose their privilege of parking on campus for a period of time, as determined by the administration.
- After students arrive on campus, they are prohibited from remaining in cars in the parking lot or returning to their cars during the school day without administrative approval.
- Bringing a personal vehicle on campus is a privilege and may be restricted by the administration of the school. The school district provides free transportation to and from school and may require that a student not bring a personal vehicle on school property if said student violates rules governing personal vehicle use and parking lot decorum.
- Schools may assess a fee for a parking decal and require a student to place this decal in a particular area on each car he/she drives to school. This decal is for identification purposes only and does not represent any responsibility on the part of the school for any damages or loss to vehicle.
- School administrators have the right to insure a safe and orderly school environment. Mississippi Code 97-37-17 specifies that it is unlawful to be in possession of guns, knives, or other items that may be used as weapons on school grounds. If the administration determines that probable cause exists that any gun, other weapon, alcohol, illegal drugs, or other controlled substances or items are contained in a private vehicle on campus, they are authorized, under law and by the provisions of this policy, to provide for search of such private vehicles. See JCSD School Board Policy JCDAB.

In addition, if a student demonstrates that they are unwilling to comply with school rules pertaining to student's bringing private vehicles on school campuses, the administration may, at their discretion, restrict such access and require that said student utilize the free transportation system provided by the school district for all students.

Extra-Curricular Activities
Middle (6-8) and High School (9-12) Only
Students participating in school extra-curricular activities, must meet eligibility requirements established by the Mississippi High School Activity Association.

Fundraising
An organization must receive prior approval from the principal and the superintendent before beginning any fundraising project. No student representing groups outside school will be permitted to conduct fund raising activities in the school. Students possessing candy or other items at school for sale to other students, other than for school-sponsored and approved activities, may be subject to placement on the discipline ladder. Refer to School Board Policy. See JCSD School Board Policy JKAA and JG.

Activity Fund
School clubs and organizations will deposit all money and make requests for withdrawals through the office of the Principal and the Director of Organizational Sponsor. See JCSD School Board Policy DK.

School/Community Relations and Liaisons
The specialists in this area serve the educational process by assisting in maintaining and enhancing lines of communication with parents, community members, law enforcement, and other public and private organizations and agencies. They are also available to disseminate information and to assist school administrators in developing and maintaining effective relationships with parents and community agencies.

Use of Telephone
- School telephones are for school business only, and students will not be permitted to use them. In case of emergency or illness, calls for students are made through the office.
- Students are not permitted to use personal cell phones or other electronic devices during school hours on any school campus without permission from a teacher or administrator.

Cellular Phones and Electronic Devices
To avoid interruptions to the instructional program, the Jackson County School District prohibits the use, display, or activation of cellular phones by students during the instructional day on any school campus. Under this policy, the instructional day also includes, but is not limited to lunch breaks, class changes and any other structured or non-structured activity that occurs during the normal school day. The district also prohibits the activation or use of cellular or electronic devices on the school buses.
Nothing in this handbook shall preclude the campus administrator from establishing appropriate use policies regarding electronic devices at their school or on the school bus within the District's Appropriate Use Policy.

Cellular Phone and Electronic Device Usage Consequences:

First Offense:
- If a student has a cell phone or electronic device and it is taken up during the instructional day as cited above it will be secured by the administration until released to the student's parent/guardian.

Additional offenses:
- Further offenses will result in the student being disciplined according to the assertive discipline policy (beginning with one day of ISI). The cell phone or electronic devices will be returned after school on the last school day of the given semester.

- If it is determined that a cell phone was used in a drug transaction, promoting a disturbance, texting answers, or any illegal or immoral activity, the student will be suspended and the phone will be returned on the last school day of the given school year.
- There is no probationary period for cell phone or electronic devices.

Electronic Cigarettes and/or any Devices such as vapes

All use of electronic cigarettes and/or any devices such as vapes is prohibited on any school campus and at any school function or activity. Under this policy, the instructional day also includes, but is not limited to lunch breaks, class changes and any other structured or non-structured activity that occurs during the normal school day or at a school related event. There is no probationary period for electronic cigarettes and/or smoking devices. See elementary and secondary discipline ladder item number 7 for additional consequences.

***The Jackson County School District will assume no responsibility of student loss, damage, or theft of the cell phones, electronic devices, any smoking devices or electronic cigarettes.**

Guidance and Support Services

Guidance Services

The goals of the Jackson County School District Guidance Department are:

- To provide individual inventories in the form of cumulative records for staff use in undertaking students.
- To make counseling services available to all students.
- To assist the student in choosing a course of study best fitted for his needs, abilities, and goals.
- To collect, organize, and present educational and occupational information to students.
- To assist new students in orientation to the school.
- To provide information on available financial assistance for the student wishing to further his education.
- To assist students in job placement after graduation. See JCSD School Board Policy IFB.
- To work closely with parents/guardians, employers, and community agencies in furthering the welfare of the students.

Parent/guardian-teacher conferences will be scheduled when deemed necessary and when requested by either party. This will be done through the principal or counselors.

Guidance Program

- Guidance services shall be available for every student in the district. These shall be supervised at all grade levels by a staff member designated by the superintendent and shall include school psychological services, guidance services, testing services and in- service programs in guidance and psychological areas.
- Guidance shall include aiding the student in discovering and measuring his/her capabilities, abilities, and real interest; in helping him/her obtain adequate and accurate information about schools, courses, occupations, and careers, and in helping him/her solve personal and academic problems.
- Students and parents/guardians will be encouraged to avail themselves of the help of guidance personnel. See JCSD School Board Policy IFB.

Child Nutrition

Child Nutrition Programs are federally funded and administered by the Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA) and implemented by the State Department of Education which operates through agreements with school food authorities. The objective of the program is to enhance the health and academic achievement of students by providing affordable, nutritionally balanced meals and nutrition education in the cafeteria. Staff members are trained to serve quality meals so that the student enjoys cafeteria meals and the dining room experience.

Free and Reduced (www.myschoolapps.com)

- Child Nutrition Programs provide children in low-income households the opportunity to qualify for meals at a free or reduced rate. Households apply for free/reduced meals annually and their eligibility is based on their household size and income.
- Income guidelines are set annually nationwide. A students' free/reduced eligibility lasts for the entire school year. Households may re-apply for benefits if their financial circumstances change within the school year.
- Students who qualify for free/reduced meals are eligible for other assistance programs. Schools use the free/reduced data for benefits as well. Therefore, it's important for all households who think they may qualify to apply even if they do not eat meals at school.
- Verification is required to make sure that only eligible children receive free and reduced-price meal benefits. Therefore, a sample of applications for free and reduced-price benefits is selected to be verified. Selected households have to show information and/or documents which prove they are eligible for free or reduced-price meal benefits. Households affected by a reduction or termination of benefits may reapply for benefits at any time during the school year. However, those households terminated due to verification efforts will be required to submit income documentation or proof of participation in the Supplemental Nutrition Assistance Program (SNAP) at the time of reapplication. (JCSD School Board Policy EE).

Program Accountability

- Child Nutrition Program revenues and expenditures are separate from the school district budget. All food, supplies, salaries with benefits, equipment, etc. related to the food service program are purchased within the program. Federal and state revenue is generated through claim reimbursement and it's based on the total meals served within that time period. Local revenue is generated by extra food sales, paid student and adult meals.
- Student lunches are sold at a price lower than actual cost because federal reimbursement makes up the difference between what the meal costs to produce and what the student pays.
- An additional goal of the Jackson County School District is to keep the meal prices low for paying students and adults, within federal parameters. USDA FNS Instruction 782-5 sets forth the policy on pricing of meals served to paid students and adults in the National School Lunch, Commodity and Breakfast Programs. No reimbursement or commodities are received for adult meals and the program is not allowed to absorb this difference in cost. The difference in cost must be covered by a higher price to the adult. A child purchasing a second meal would be charged the price of an adult meal due to the fact that only one meal per child can be claimed for reimbursement.

Charge Policy (School Board Policy EEDA)

- Debt not paid before the end of the school year are carried forward into the next school year.
- Withdrawing students will be required to pay their debt during the withdrawal process. Seniors must pay all charges before graduation.
- All returned checks are handled by a collection agency.

Meal Prices

Meal Prices **https://www.jcsd.ms/departments/child-nutrition/for-parents**		
Breakfast	Students	Free $0.00, Reduced $0.30, Paid $2.00
	Adults	$2.75
Lunch	Students	Free $0.00, Reduced $0.40, $3.00
	Adults	$4.50

Meal Accounts (www.myschoolbucks.com)

- The point of service software system provides each student with a meal account to be used to pay for meals and to not overtly identify those students who receive free or reduced priced meals. The account number is to be used each year they are enrolled in the district, regardless of the school they attend. Advance prepayments are encouraged in efforts to decrease wait time in line, but cash is also accepted from students at the time of purchase.
- An on-line service (www.myschoolbucks.com) is available to view meal balances, track purchases and/or to prepay for students' meals with a credit or debit card. Funds are immediately available for use.
- Parents/Guardians are able to complete a requisition for account transfers or refunds.

Menus (www.mealviewer.com)

- Jackson County School District offers breakfast and lunch to all students daily.
- Menus for Jackson County Schools are designed to give Mississippi students appealing choices and a variety of food selections that meet the National School Lunch and Breakfast meal patterns.

Federal Meal Requirements and Food Sales Policy

- The National School Lunch pattern contains a minimum of the following five meal components: (1) meat/meat alternative, (2) vegetable, (3) fruit, (4) grain, and (5) milk.
- The National School Breakfast pattern contains a minimum of the following meal components, (1) fruit/vegetable, (2) milk, (3) grain and (4) optional meat/meat alternative.
- The *Offer Versus Serve* provision is offered in all grades. This allows for students to decline meal components if they wish.
- Federal policy *Smart Snacks in Schools* sets parameters on the nutrient content of the foods and beverages sold to students during school hours.
    - Foods sold on campus during school hours must be whole grain-rich products or must have a fruit, vegetable, dairy or protein food as the first ingredient. The food must contain 10% of the daily value of calcium, potassium, vitamin D, or fiber. The sale of candy is prohibited.

Smart Snacks in Schools	
Calories	≤ 200 calories per serving
Total Fat	≤ 35% per serving (excludes nuts, seeds, & reduced fat cheese)
-Saturated Fat	≤ 10% per serving (excludes reduced fat cheese)
-Trans Fat	≤ 0.5 grams/serving
Sugar	≤ 35% sugar by weight (excludes fruits, vegetables and milk)
Sodium	Snack: ≤ 230 mg/serving Entrée: ≤ 480 mg/serving

    - Beverages sold on campus during school hours must be plain water, unflavored low-fat milk, flavored fat free milk and milk alternatives, or 100% fruit and vegetable juice. High schools may sale low and no calorie beverages, but must not contain more than 40 calories per 8 fl ounces, or 60 calories per 12 fl ounces.
    - Beverages must be within the proper portion limits:
        - K-6 grades may sell up to 8 oz portions of beverages.
        - 7-12 grades may sell up to 12 oz portions of beverages.
        - There are no portion limits on water.

State Competitive Food Law

- State law restricts the sales of all food sold on campus beginning one hour before school lunch is served. All food sales (school stores, PTO sales, fundraisers during school hours, and/or vending machines) that students have access to must be turned off one hour before your first lunch period and cannot be turned back on until after the last lunch period.
- Foods of minimal nutritional value are not allowed in the cafeteria during meal periods. These foods include, but are not inclusive of, candy, carbonated beverages, fast food, and frozen desserts that contain less than 100% fruit juice. Food deliveries from commercial establishments are prohibited during serving periods.
- Student *A la Carte sales* of single meal components of the school meal program is prohibited in the state of Mississippi, unless the full meal unit is being purchased. Water and milk products are an exception to the state law, so students who bring a lunch from home may purchase water, milk or ice cream from their lunch account or with cash at the time of purchase.

Local School Wellness (School Board Policy JB)

- Wellness is a part of Mississippi Public Schools Accountability Standards and the policy is enforced by school administrators and school health council coordinators.
- The use of foods as rewards for student accomplishment are prohibited.
- The wellness policy eliminates the withholding of food or physical activity as punishments.

USDA Non-Discrimination Statement – Civil Rights Policy and Complaint Procedure

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. **fax:**
   (833) 256-1665 or (202) 690-7442; or
3. **email:**
   program.intake@usda.gov

This institution is an equal opportunity provider.

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