

Table of Contents

Board of Education	4
Administration	4

DISTRICT POLICIES

Foreword	6
Anti-Discrimination Policy	6
District Mission Statement	7
Message from Superintendent	7
Title IX & VI	7
Section 504	7
Special Education for Children with Disabilities	8
Intervention Process	8
Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)	8

ENROLLMENT PROCEDURES

Admission Policies	11
Registration Requirements	12
Residence Verification Procedure	13
Transfer Students	14
Withdrawal Procedure	14
Homeless Children	14
Home Schooled Children	15

ATTENDANCE POLICIES

Absences	15
Extended Absences	16
Sign In/Sign Out Procedure	17
Student Arrival and Departure Times	17
Late to School	17
Late to Class	18
Leaving Class	18
Leaving School Grounds	18

HEALTH

Communicable Diseases	19
Exclusion from School	19
Health Policies Regarding Immunizations	20
Headlice	21

ACADEMIC GUIDELINES

Promotion and Retention Policy	23
Grades	24
Grade Level Classification.....	24
Examinations and Exemptions.....	25
Exemption Policy.....	25
Progress Reports Mid -Term.....	25
Report Cards	25
Honor Roll.....	25
Awards Day Program.....	25
Awards and Recording of Grades	25
Extended School Guidelines	26
State Testing Requirements	27
District Assessments	27

STUDENT CONDUCT PROCEDURES

Code of Conduct	27
Discipline Ladder	29
Assertive Discipline Program	31
Violence Policy	33
Sexual Harassment – Employees and Students.....	33
Mississippi School Safety Act of 2001	35
Prevention of School Violence.....	36

TRANSPORTATION SERVICES

School Bus Discipline.....	37
Interference with School Buses.....	39
Parents Picking Up Students or Student Riding a Different Bus.....	39
Bus Videos	40
Safety Regulations	41

PARENT INFORMATION

Students and Parent/Guardian’s Rights and Responsibilities	41
Grievance Procedure	42
Special Education Placement.....	43
Parental Involvement.....	43

GENERAL INFORMAITON

Connect - ED.....	44
Emergency Operations.....	44
Use of Telephone	45
Cellular Phones and other Electronic Devices’ Policy	45
Computer/Internet Appropriate Use Policy	46
Personal Safety.....	46

System Resource Limits.....	47
User Rights.....	48
Students and the News Media.....	50
Visitors on Campus.....	50
School Insurance.....	51
Dress/Grooming Policies.....	51
School Dress Code.....	51
Students Not In Compliance With the Dress Code.....	55
Financial Hardship.....	56
Student Recognition.....	56
Extra-Curricular Activities.....	56
Athletics.....	57
Fund Raising.....	57
School/Community Relations.....	58
Food Services.....	59
Meal Prices.....	59
Commitment to Physical Activity / Physical Education.....	61
Guidance and Support Services.....	71
Textbooks and Library.....	72

Board of Education

Kenneth A. FountainChairman
Randal B. Turner Vice-Chairman
Thomas L. Tootle Secretary
David A. Sims Member
Glenn A. Dickerson Member
Jack PickettBoard Attorney

Superintendent

Barry Amacker, Ed.D.

Administration

Central Office

826-1757

Margaret Bush Ext. 315Assistant Superintendent
Dr. Lisa McCartney, Ext. 303 Elementary Curriculum Director
Tonya Green Ext. 320..... Director of Special Education
Lark Christian, Ext. 310Director of Food Service
Laura McCool, Ext. 306Director of Human Services and Risk Management
Harold Rushing, 826-4842 Business Manager
William Rushing, 826-4842Assistant Business Manager

Technology Center

Diane Novak, 826-5944..... Director of Vocational-Technical Education

Jackson County Alternative School

Karl Swanson, 826-2177 Principal

St. Martin Attendance Center

Michael VanWinkle, 875-0256Assistant Superintendent
Dina Holland, 875-8418 Grades 8-12, High School Principal
Stephanie Gruich, 818-4833 Grades 6-7, Middle School Principal
Valerie Martino, 818-2849 Grades 4-5, Upper Elementary School Principal
Christopher Williams, 392-1387 Grades K-3, North Elementary School Principal
Judith Moore, 875-3204 Grades K-3, East Elementary School Principal

St. Martin Attendance Center (cont.)

John Scott..... Assistant Principal, High School
Dina Holland Assistant Principal, High School
Don Stringfellow Assistant Principal, 8th & 9th High School
Mary Miller Assistant Principal, 8th & 9th High School
Michelle Wilson Assistant Principal, Middle School
Cindy Honeycutt..... Assistant Principal, Upper Elementary School
Dr. Brigitte Myers.....Assistant Principal, North Elementary School
Crystal Savoy.....Administrative Assistant, Middle School

Vancleave Attendance Center

Hal Holmes, 826-3626.....Assistant Superintendent
Todd Knight, 826-4701 Grades 9-12, High School Principal
Jill Davis, 826-5902..... Grades 6-8, Middle School Principal
Amy Peterson, 826-5982 Grades K-2, Lower Elementary School Principal
Penny Westfaul, 826-4581 Grades 3-5, Upper Elementary School Principal
Anthony Gruich..... Assistant Principal, High School
Paul Wallace.....Assistant Principal, High School
Robert McRaney..... Assistant Principal, Middle School
Donna KnightAssistant Principal, Lower Elementary
Kenitra Barnes..... Assistant Principal, Upper Elementary

East Central Attendance Center

Dino Vecchio, 588-7025Assistant Superintendent
James Hughey, 588-7000 Grades 9-12, High School Principal
R.L. Watson, 588-7009 Grades 6-8, Middle School Principal
Mary Tanner, 588-7060..... Grades K-2, Lower Elementary School Principal
Lynn Brewer, 588-7019..... Grades 3-5, Upper Elementary School Principal
Sheree Nelson..... Assistant Principal, High School
Marty Floyd..... Assistant Principal, High School
Cecilia Corkhill Assistant Principal, Middle School
Rebecca White.....Assistant Principal, Lower Elementary School
Tammy Wolverton..... Assistant Principal, Upper Elementary
Mike Polk Administrative Assistant, Middle School

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 37-11-55), 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 in order 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 pupil, in the determination of the school superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupil and teacher of such class as a whole (MS Code 37-7-301). 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.

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:

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., 1400 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:

Margaret B. Bush, Assistant Superintendent
and/or
Tonya Green, Director of Special Education

Jackson County School District
4700 Colonel Vickrey Road
P.O. Box 5069
Vanceleave, MS 39565
Or

Director of the Office of Civil Rights, Department of Education, Washington, D. C.

District Mission Statement

The mission of the Jackson County School System is to provide an educational climate where all students have an opportunity to achieve academic success, develop physical and emotional well-being, and become productive and responsible citizens within a setting that is as safe and secure as possible.

Message from Superintendent

It is the goal of our Student Handbook to provide policies, procedures, and information to guide students and inform parents. We believe by providing this information in the following format, an informative overview of both individual school and school district procedures is available for students and parents.

Our staff encourages and expects students and parents to read this handbook. This knowledge will help ensure the success of our students in school by enabling pertinent rules and regulations to be followed.

Our school culture encourages and welcomes questions from students and parents in regard to policies and/or procedures. The teachers, counselors, and principals are available and willing to answer any questions or address any concerns about our policies.

By encouraging open communication among parents, students, and staff, and cooperating to provide what is best for our students, we will have an excellent school year. We wish each of you the very best in the 2008-2009 school year.

Title IX & 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. The Title IX & Title VI Coordinator for the Jackson County School System is Margaret B. Bush, P.O. Box 5069, Vanceleave, MS 39565-5069. Phone: 826-1757

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 programs and activities to the extent provided by law.

The person holding the position of Assistant Superintendent has been designated as the Section 504/Americans with Disabilities Act Coordinator and 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/ADA Coordinator
Margaret B. Bush, Assistant Superintendent
4700 Colonel Vickrey Rd.
P.O. Box 5069
Vanceleave, MS 39565-5069

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 Mrs. Tonya Green, Director of Special Education.

Intervention Process

An instructional model designed to meet the needs of every student is in place at all Jackson County schools. The model consists of three tiers of instruction: Tier I: quality classroom instruction based on Mississippi Curriculum Frameworks, 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) modifying instruction early enough to ensure that every student gains essential skills. Monitoring of student progress is an on-going process that may be measured through informal classroom assessment, benchmark instrument 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 will be designed to address the deficit areas, be research-based, be implemented as designed by the Teacher Support Team, and be supported by data regarding the effectiveness of the interventions. Parents will be contacted and invited to participate in the process when a student is referred to the Teacher Support Team (TST).

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) For Elementary and Secondary Institutions

The Family Educational Right and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. 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 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 or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents 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.

3. 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 in order 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 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 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 outlined below.

In the event that the school district provides either post secondary educational institutions or perspective employers of secondary 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 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.

4. 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, S.W.
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

Enrollment Procedures

Admission Policies

This school district shall admit into its schools all eligible residents and legally transferred minor children who are at least five years old and not over 21 years of age on or before September 1 of the current school year. Each minor child shall attend school in the school district of his/her residence, unless legally transferred to another school district by the school board pursuant to Section 37-15-29 (1992).

Except for those students who have been legally transferred, each minor child seeking to enroll in this school district will be a school district resident. All students will register at the school they are assigned to attend.

Any new student enrolling in this school district or any continuing student whose residence has changed will be accompanied to enrollment by his/her parent/guardian who will register the minor child for admission, except students who have been legally transferred. The student's parent or legal guardian will be required to verify his/her residence as herein provided as part of the registration process. In the case of separated or divorced parents, court orders and decrees involving custody of children will be controlling.

Student enrolling in grades two through twelve must present an up-to-date immunization record (See statement about Immunizations and Vaccinations following.)

Temporary enrollment will be allowed in the following cases:

- a. a temporary immunization is presented from the local Health Department.
- b. a copy of an official request for a birth certificate and a copy of the money order used to order the certificate is presented.
- c. an official letter from a lawyer or legal agency that states the custodian or guardianship process has officially begun is presented.

Temporary enrollment means the student will be allowed to attend classes for forty-five days. At the end of the forty-five days, the student may be removed from the school and reported to the attendance officer. Temporary enrollment will preclude official recording or release of grades or verification for a driver's license.

If a student is transferring into a Jackson County School District school from a school accredited by a state or regional accrediting agency, an official transcript mailed directly from the office of the school previously attended will be required. A report card or transfer papers from the previous school attended may be used for temporary class placement.

Students transferring into a Jackson County District school from a non-accredited school or home schooling must be given appropriate placement tests (grades K-8) and term tests (grades 9 - 12) as determined by school officials.

The student's social security number is required.

A student residing in the Jackson County School District at the beginning of the school year who is not attending another school and who enrolls after the first day of the school year in the Jackson County Schools must make up all work missed because of late enrollment. If a student resides in the Jackson County School District and enrolls after the beginning date of the school year, days missed because of late enrollment will be counted as absences. Failure to make up work missed will be cause for withholding credit for the term's work. All make-up work due to late enrollment must be completed by the end of the current term.

In accordance with the laws of the State of Mississippi, in order to be admitted to kindergarten, students must be 5 years of age on or before September 1 of the current school year. First grade students must be 6 years of age on or before September 1 of the current school year. Certificates of Immunization and Vaccination are required upon entering school. (See Section on Immunizations and Vaccinations.) This affects all students in grades K- 12.

For any child enrolling in kindergarten or grade 1, a certified birth certificate must be presented upon admission. The birth certificate must be from the Bureau of Vital Statistics or from the State Department for students born overseas. Hospital records, baptismal records, etc., will not be acceptable. No other birth certificate is acceptable. The principal or his/her designee must verify the birth certificate. Telephone calls are not acceptable.

Any child who transfers from an out-of-state public or private school in which the state's law provides for a first grade or kindergarten enrollment date subsequent to September 1, shall be allowed to enroll in this school district at the same grade level as their prior out-of-state enrollment, if

- a. That parent, legal guardian or established custodian of such child was a legal resident of the state from which the child is transferring.
- b. The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority.
- c. Such child was legally enrolled in a public or private school for a minimum of four weeks in the previous state.
- d. The superintendent of schools of this school district or designee has determined that the child was making satisfactory educational progress in the previous state.

Registration Requirements

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

1. 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." (Policy JBC)
2. A student shall present a withdrawal form from the school from which he/she is transferring (to include discipline record, grades, and attendance).
3. A certificate of immunization compliance shall be presented to the school when a child initially enters the school system upon registration. This certificate shall be issued by the local health office of physician on forms specified by the MS Dept. of Health.

4. 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.
5. A student who has been suspended or expelled from another school district may not be allowed to enroll.
6. Students not meeting the residency requirements will be withdrawn from school immediately.
7. Parents 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.
8. At the beginning of school each parent /guardian will fill out and sign the student emergency/service card.

Residence Verification Procedure

As a result of the Residency Verification Procedure adopted as a policy of the Mississippi Board of Education on April 20, 1990, each parent or legal guardian or other adult with whom a student lives must provide to the school administration the following documents.

A copy of at least **two** of the following items of verification of residence is essential. Items must reflect a street address or designated road address. All documents must be for present residence only; documents for rental or other commercial property will not be acceptable. Motel/hotel addresses will not be acceptable.

- a. Filed Homestead Exemption Application form
- b. Mortgage documents or property deed
- c. Apartment or home lease
- d. Utility bills
- e. Driver's license listing present address
- f. Voter precinct identification (only if current address is printed on card when issued)
- g. Automobile registration
- h. Homeowners Insurance
- i. Affidavit of residence and/or personal visit by designated school district official at district option
- j.. Any other documentation that in the determination of the School Board will objectively and unequivocally establish that the parent or guardian resides within the school district. We will not accept cellular phone or automobile insurance statements as proof of residency.

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.

NOTE: Any legal guardianship formed for the purpose of establishing residency for school district purposes shall not be recognized by the Board.

(Legal reference: Mississippi Code Ann. Section 37-15-31, 1989 Supplement.)

If a parent or guardian fails to provide the necessary documentation, his/her children will not be allowed to attend schools in the School District. No temporary enrollment will be processed.

If the Jackson County School District receives a complaint regarding the residence of a student, the district is required to take action to further verify residence, including but not limited to follow-up visits to the resident's address by school officials.

Transfer Students

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.

Withdrawal Procedure

Students withdrawing from school are to follow the procedure below:

1. Parent must notify principal or counselor giving permission for the student to withdraw. (If possible, please notify the school one day in advance in order for the necessary paperwork to be completed.)
2. Pick up two copies of the withdrawal form.
3. Have each teacher, including the librarian and homeroom teacher, complete his/her portion of the form.
4. Return the completed forms to the counselor. The counselor will keep one copy and give a student a copy to take with him/her to enroll in his/her next school.
5. Permanent records will be forwarded to the new school upon request. If the student has not paid all debts before leaving, the permanent record will be held until this debt is paid.
6. If a student returns to enroll in school and has outstanding debts, he/she will not be enrolled until this debt is paid.

Homeless Children

When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431(1), 11432(e)(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 above 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.

Home Schooled 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 home school environment shall be placed in grades and classes in accordance with the following criteria:

Elementary: (Grades K-8)

- The student shall not be placed more than three (3) grades above or below the grade or class that the pupil would have been assigned to had the pupil enrolled during the year the child reached his sixth birthday on or before September 1.
- The student shall 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. No enrollment of the home school student shall be considered official until the test has been given.
- The pupil 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.

Attendance Policies

The Jackson County School District stresses the importance of regular student attendance in school. A student benefits from good school attendance and promptness to class. Those benefits include the opportunity to expand present knowledge, an opportunity to learn more, more opportunity to practice under the guidance of a professional, an opportunity to interrelate with peers, and an opportunity to participate in one-time unique experiences.

The majority of funding for the operation of our school 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.

If a compulsory-school-age-child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of the school which such child is eligible to attend, the school district shall report within two (2) school days or within five (5) calendar days, whichever is less, such absences to the school attendance officer.

A compulsory-school age child is defined as a child who has attained or will attain the age of six (6) years of age on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year.

Absences

In order for a student to be counted present a student must be in attendance for **at least half of the class period**. All absences from school shall be classified under the following.

- **Official-** An official absence is when a student is representing the school in some official capacity in or out of the city. This classification includes when students are part of a school-related field trip or other educational activity.

The teacher or sponsor will issue a list of all students who are to be excused. The list will be the approved by the district and/or building administrator. The list will be the excuse for the absence, no other excuse will be necessary.

- **Excused-** An excused absence is one which results from personal illness/injury, medical or dental appointments, isolation ordered by county health officer or appropriate school official, death or serious

illness involving immediate family member (siblings, parents, grandparents), observance of religious holidays of a student's own faith (requires prior approval), or special circumstances such as court ordered appearances, family emergencies, extreme weather, which require immediate action and that the school principal deems necessary.

- **Unexcused** – Any absence after the first 5 parent note absences must be a doctor's excuse. The Jackson County School District follows the Mississippi Compulsory School Attendance Law in reporting unexcused absences to the County Attendance Officer and the Department of Human Services. When a student accumulates five (5) unexcused absences, the county attendance officer will be notified. An accumulation of twenty (20) unexcused absences may be one factor in determining promotion/retention of a student.

THE JACKSON COUNTY SCHOOL DISTRICT DOES NOT RECOGNIZE OR SANCTION SENIOR SKIP DAY OR SKIP ACTIVITIES FOR ANY OTHER GRADE. ANY STUDENT CHOOSING TO PARTICIPATE IN THESE ACTIVITIES WILL BE CHARGED WITH AN UNEXCUSED ABSENCE.

Extended Absences

If a student absent for an extended period of time (3 or more days), the parent/guardian is required to notify the school in advance. Notification of the school does not insure that the absence will be excused. If the parent/guardian does not contact the school prior to the absences and the days missed exceed the allowed five parent notes the days above the five will be unexcused.

Procedure for returning to school

Although the first five absences of each semester, with the exception of "Doctor Excused", are categorized as "Parent Excused", students are still required to bring a written excuse on the day they return to school. These excuses are to be turned in to the office before the first bell rings to start the school day. Excuses will be accepted up to 2 days of student's return to school. In lieu of a forwarded note, a parent/guardian may appear in person at the school office the morning the student returns and upon proper identification shall write a brief note of explanation excusing the absence. Late notes may be accepted at the principal's discretion.

Make-up-work

All work missed for an official absence must be made up as arranged by the teacher whose class was missed.

For excused absences, a student shall have two (2) days for each day's absence to complete missed assignments. It is the student's responsibility to initiate the necessary process with the teacher for making up missed assignments. (Example: A student is absent on Monday and returns to school Tuesday. Tuesday is the first day in which make-up work is to be done. The make-up work is due on Thursday when the student comes to class.)

For excused absences due to religious observance, students must contact his/her teachers to find out assignments for the day(s) of absences. All work shall be due the day the student returns to school, to include making up any test given during the absences.

For unexcused absences, students can NOT make up the work missed. The student will receive a grade of "0" for any graded work missed on the day of the unexcused absence. If no grade was given to the students present, then a "0" cannot be given for a student's unexcused absence.

Sign In/Sign Out Procedure

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 to sign the student out of school.**

Students will not be charged with a tardy when their bus is late. However, when a bus is late, students must check by the office for a pass to their 1st period class. Late students who do not ride a bus will report to the office for an admission slip to class. Students are allowed three parent excuses per semester. Any tardies beyond these three, other than doctor, are subject to disciplinary action. Students late to school or checking out early while assigned to ISI will be given an additional day of ISI.

Students will be allowed only 3 sign in/sign outs. Upon the fourth (4) sign in/sign out, the student will receive an absence for the period. If students check out, they must have a doctor's note or other verified emergency documentation to check in during the school day.

Check-out policy - When a student becomes ill or an emergency arises during the regular school 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 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 pupil accounting 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 and should be on file no later than 9:00 a.m. on the day of check-out. If the note cannot be verified, the school reserves the right to refuse release of the student.

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.

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.

Late to School

Excessive tardies will be reported to the district attendance officer for referral to Family Court. Late notices may be accepted at the principal's discretion. The third (3rd) late to school will result in a day of ISD.

Late to Class

(After 1st Period)

Students are allowed ample time to pass from one class to another. They should not be tardy. If a student should be delayed for any reason, he/she must have an admission slip from the office, or a note from his/her previous teacher. Any unexcused tardy will be punished by appropriate disciplinary action.

Student search and seizure – Courts have ruled that teachers and school administrators are “in loco parents” 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 reasonable suspicion that the student might possess items that might harm themselves or other students (drugs or drug paraphernalia, alcohol, weapons, stolen items, tobacco 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 from possible harm. “Emerging First and Fourth Amendment Rights of the Student.” 1J.Law and Education 44,451 (1972 “In re Donaldson”, 269 Cal. App.2nd 509, 75 Cal. Rptr. (1969) “Mercer v. State”. 450 S.W. 2nd 715 (1970) Academic Policies

Leaving Class

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

Leaving School Grounds

When the student leaves home, their parents assume they are in school. In order for the teachers and administration to locate the student in the event of an emergency call from home, it is very important that all students follow their schedule closely.

A student is not allowed to leave the grounds without his/her parent(s) making prearrangements with the school as specified by the principal. This note must be on the office no later than 8:00 a.m. on the day of the checkout.

A student should never leave school for any reason without permission from the principal. Once a student boards a bus or arrives on the campus by other means, then 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.

Health

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 the County Health Department, and its recommendations will be followed.

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.

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) 1995)

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.

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:

Disease	Exclusion from School
----------------	------------------------------

Chicken Pox	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.
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.
German Measles or Red Measles	Free of fever and the rash is fading.
Hepatitis A	May return to school 1 week after the onset of jaundice
Impetigo	The child may return to class 24 hours after treatment has started.
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	9 days after glands swell
Ringworm	The child may return to class when the treatment is started.
Scabies	The child may return to school as soon as treatment has been administered.
Staph	Student will return to school after being treated by a doctor and wound must be covered.
Strep Throat	The child may return to class 24 hours after treatment has been started if free of fever.

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.

For these or other communicable diseases, the principal may require a written note from the student's family doctor or public health department for a student to return to school after having a communicable or infectious disease.

This information is not intended to be used to **DIAGNOSE** an illness or infection. It should not replace a diagnosis by trained medical personnel.

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) 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 Exemption Certificate, or Form 121-T, Temporary Compliance Certificate.

In order 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) days to complete the required immunizations; if they are not completed at the end of ninety (90) days, the child by law must be suspended until compliance is achieved.

Health Policies Regarding Immunizations

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.

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

- A. The local health officer (not school official) may grant a period of time up to 90 days for such completion. No child can be enrolled without having at least one dose of each specified vaccine.
- B. 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.

Exemption:

- A. Medical Reason – Must be verified by a duly-licensed physician to the local health officer.
- B. The Mississippi Supreme Court has ruled that religious exemptions are **not** acceptable.

Head Lice

Identified infected students 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. 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.

After the third occasion of a student having head lice, a “no-nit policy” will be in effect. Any student who has had lice on four occasions will be required to be free of all nits before being readmitted to school.

House Bill 154, passed in the 1997 Legislative Session:

“If a student in any public elementary or secondary school has had head lice on three (3) consecutive 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 on (3) consecutive 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.”

Treatment of Head Lice – Prescribed or over-the-counter anti-lice treatments are considered appropriate. Back comb hair with a fine-tooth comb to remove all the nits.

Medications

The parent/guardian shall:

1. Provide the school with a health plan for their child who has a special medical problem. (i.e., allergic reactions, asthma, etc.)
2. Present a medical consent form signed by the parent to the principal or his/her designee.

The school administration may determine by local school or school district policy the role of teachers and other school personnel in administering medications. The school nurse may not delegate these functions to unlicensed personnel. If there is no nurse available, principals/administrators may designate personnel to administer medications. These designated personnel will be required to document each time a medication is given. All medications should be recorded on the client’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- Lorna Cumbest, RN (LC) 12:10 P.M.)

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.) If a child is to be given sample medications, the doctor should write specific orders of instruction for these medications.

Medical personnel licensed by the State of Mississippi employed by the School District must have a written physician’s order to administer medication to the student.

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 97-98 should not be given in 99. Example #2 – Cough medicine ordered 12/11 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/grey lady/designee will be allowed to give the medication that was forgotten at home.

In the event of an emergency in 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 continue to try and contact the parent/guardian. Any expense incurred will be the responsibility of the parent/guardian.

When school officials are aware that a child's temperature is 100 degrees, an attempt will be made to contact the parent/guardian. If the temperature reaches 101 degrees, a school official will request that the parent/guardian pick up the child. This procedure is followed to insure the safety of the child and the well being of the other students.

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.

Academic Guidelines

Promotion and Retention Policy

Goals for Establishing Promotion/Retention Policies

- Goal A: Establish retention as an educational concept to provide pupils extended time to master skills required for success at a higher level.
- Goal B: Establish evaluation criteria for determining pupil progression.
- Goal C: Establish performance-based standards to determine pupil progression.
- Goal D: Provide appropriate teaching/learning activities and services for students unable to achieve minimum mastery of established learning objectives.
- Goal E: Revise school policies governing graduation requirements.
- Goal F: Develop and maintain a plan (policy) to govern the promotion and retention of students to conform to the new state accreditation requirements.

The following alternatives may be considered:

- a. Retain and remediate at the same level on un-mastered skills.
- b. Promote and remediate at the next level on un-mastered skills.
- c. Provide transitional classes for K-6 students with additional drill on basic core skills.
- d. Partial promotion plus extended session (summer) with drills on the basic core and un-mastered skills.

Policy on Student Progression and Retention

General Policies

1. Decisions on pupil progression or placement shall be made to serve the best interests of the student.
2. The primary responsibility for determining each pupil's level of performance and ability to function academically, socially and emotionally at the next level shall be that of the classroom teacher, subject to review and approval by the principal. The Superintendent shall have the responsibility to review individual cases and make recommendations, provided they are in accordance with applicable state and federal laws.
3. Policies on pupil progression should be designed for the purpose of assuring that each student in the Jackson County School District is placed in an instructional program which provides appropriate opportunities for success in school.
4. A complete set of records must be maintained on each student for documentation. These records must contain the progression record.
5. Mastery of the minimum skills and learning objectives is required for each course or grade. Criteria for this purpose will include the objectives in the Mississippi Curriculum Framework and be reflected in the grade issued by the teacher.
6. Course mastery is defined as the demonstration of the minimum standards for passing each grade/subject/course as outlined in the promotion and retention policy.

7. Each principal shall ensure that the school is appropriately disseminating information to the parents. This information is to include data such as student progress and minimum skills required before assignment can be made to the next grade or course level.
8. Parents must be notified of deficiencies in academic progress no later than the middle of each grading period. Parents must receive written notification at the end of the second nine weeks if there is any doubt about a student progressing to the next grade or course level. Additionally, the parents of any student who is going to be retained should receive notice before final report cards are issued.
9. No student shall be allowed request a change to his/her schedule after the first five days of the semester. Changes in schedule based on teacher preferences shall not be done.
10. Pupils who do not satisfactorily achieve established objectives for the level they are assigned will be assigned to the same level for the next school year or referred to a special transitional group. These pupils must be provided instruction designed to continue progress toward mastery of the required standards.
11. Pupil retention is to be used as an administrative procedure to provide pupils with additional time to master skills required for success at higher levels.
12. Students shall not be retained for the sole purpose of participation in school sponsored extracurricular activities.

Grades

Explanation of Grades:

A	90 to 100
B	80 to 89
C	70 to 79
D	60 to 69
F	Below 59

*A student's average represents a combined grade of nine week tests and daily activities (e.g. projects, daily work, quizzes, etc.)

Nine week tests will count 20% and combined activities will count 80%. The semester average will consist of the average of the two nine week's grades. The yearly average will consist of the two semester averages.

Grade Level Classification

The students classification will be determined by the number of units of credit completed prior to the first day of the new school year. A student's classification will not be changed after the start of the new school year.

6th grade	Successful completion of these 5th grade courses, English, Math, Science, Social Studies, and Reading
7th grade	Successful completion of these 6th grade courses, English, Math, Science, Social Studies, and Reading
8th grade	Successful completion of these 7th grade courses, English, Math, Science, Social Studies, and Reading
8th grade to 9th grade	Successful completion of the 8th grade. To include passing English, Math, Reading, Science, and Social Studies. Note: 8th grade students may obtain two Carnegie Units by successfully completing Transitions to Algebra, Pre-Algebra, Algebra I and Computer Discovery.

Examinations and Exemptions

TEST (Regularly Scheduled)

Test in all subjects are given at the end of each nine weeks, will be given on the date assigned and count 20% of the 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. Nine week tests are comprehensive over the nine week term.

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

Exemption Policy

Criteria for semester exam exemptions are:

1. A student is eligible for exemption if he or she has maintained a 90 average with no more than five (5) absences in a course or the student has maintained an 80 average with no more than two (2) absences.
2. The student has only one (1) ISD discipline incident and no OSS.

Progress Reports Mid -Term

Reports of pupils' accomplishments will be sent home to parents by pupils four times during the year. All students will receive their reports on the same day. If a student fails to bring home a report on time, please contact the principal immediately so that a report of the student's work may be furnished. Dates for progress reports are listed in the back of this handbook.

Report Cards

Report cards are given at the end of each 9 weeks. If the parent desires a conference with the teacher, it may be arranged by making an appointment through the principal's office.

Honor Roll

There will be a Superintendent's Honor Roll for students making all A's. The Principal's Honor Roll is for students who have an A and B average.

Awards Day Program

Each year awards will be given to the outstanding student in each department. The awards will be given at an Awards Day Program near the end of the school year.

Awards and Recording of Grades

In the event that a student does not receive credit for a subject because of excessive absences, expulsion or dropout of school, NC (no credit) will be recorded in the applicable place in the students' cumulative folder and on the permanent record.

Extended School Guidelines

1. Extended school year programs provide the means by which elementary school students (grade 1-8) may be taught content and objectives not mastered during the regular school session. The extended school year program shall depend on the availability of qualified teachers.
2. To be eligible to attend extended school, a student must meet all of the following criteria:
 - A. Have a yearly average of not less than 60.
 - B. Be no more than one reading level below the level required for promotion in Policy IHA (IHE) in grades where a required level is specified.
 - C. Grades 4-8-has not failed more than 2 subjects.
3. In an extended school session, the number of courses in which a student may enroll is determined by his/her grade classification:
 - A. Grades 8-has not failed more than 2 subjects.
 - B. Algebra I cannot be taken during extended school year. Math remediation may be taken during extended school year for promotion.
 - C. The tuition is \$150.00 per subject.
4. The number of students registering for specific courses will be determining factors as to which courses will be offered in the extended school session.
5. The extended school session may end on the last working day in June.
6. For each student enrolled in extended 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.
7. Students who have not completed mastery of required skills/content by the end of the extended school term will be retained in the grade in which they were enrolled at the end of the school year.
8. Out of district students are not allowed to attend. Before transfer students from within the district are officially enrolled in the extended year session, parents 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.
9. The extended school year program will comply with the guidelines established by the State Department of Education and contained in Accountability.
10. All Jackson County School Board policies apply to extended school where applicable.
11. The Assertive Discipline Plan followed by the Jackson County School District during the regular school year will be the one used during the extended 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:

- A. The first time-Parents 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 extended school and will forfeit any fees paid.
- B. The second time- he/she will be dismissed from extended school and will forfeit any fees paid.

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 6-8 are required to take the Mississippi Curriculum Test given each spring. These tests include assessments in Reading, Language Arts and Mathematics. In addition, students in 7th grade must demonstrate mastery of the curriculum on the Mississippi Curriculum Test before exiting the 8th grade.

District Assessments

Each grade level will administer district assessments periodically throughout the year to assess mastery of state/local objectives. Results of the district assessment will be analyzed to determine strengths and weaknesses of individual students. This data will also be used to plan remedial and/or accelerated activities as needed.

Student Conduct Procedures

Code of Conduct

In implementing conduct and personal appearance regulations, it should be kept in mind that the primary responsibility for the conduct and personal appearance of a student rests with the student and the parents. 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:

1. 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 pupil from school for good cause.
2. The superintendent or the principal/school administrator of a school may have the power to suspend a pupil for any reason. The following steps should be followed by the parents should they wish to appeal a decision made by the principal: A-Appeal to the Assistant Superintendent of the Attendance Center; B-Appeal to the Superintendent; C-Appeal to the School Board.
3. 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. (ref. MS. Code 37-11-21)

4. 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 possess items that might harm themselves or other students (drugs, paraphernalia, alcohol, weapons, stolen items, tobacco 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 pupils 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, also, have a responsibility to help students develop wholesome attitudes toward themselves, other students and teachers.

1. Upon arrival, all persons, other than school employees and pupils 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.
2. 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.
3. 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.

The Jackson County School Board has adopted the “Assertive Discipline” 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 bring 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.

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.

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

Discipline Ladder

- Step 1**
- a. Break detention, work or written assignment
 - b. 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.
 - c. Contact the parent (phone/letter to be returned signed by the parent)
- Step 2**
- a. Contact parent or legal guardian (by phone or by letter)
 - b. 1 day ISS
 - c. 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**
- a. Contact parent or legal guardian (by phone or by letter)
 - b. ISS-2-3 days
 - c. 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**
- a. Contact parent or legal guardian (by phone or by letter)
 - b. Out of school suspension, 1-3 days
 - c. Loss of all privileges during the time of suspension
 - d. 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.
 - e. 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 a.** The school administrator can recommend Direct Placement to the Alternative School with verified parent contact and completion of Discipline Form A. This recommendation will be placed on the next agenda of the Jackson County School Board for final approval. In the event the parent disagrees with the direct placement, they can appeal to the Jackson County Board of Education. The Jackson County Board of Education may at that time, concur with this decision, overturn the decision, modify, without limits, the decision which is presented, not excluding expulsion. All decisions by the Board shall be final.
- b. 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 Jackson County Board of Education. The following procedures will be followed:
1. The parent(s) or legal guardian will receive a Notice of Suspension/Expulsion. This notice will be verified by the school administration.
 2. The parent(s) or legal guardian 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.
 3. If the School Board does not meet within ten (10)days after the recommendation for expulsion, the student will be placed in the Jackson County Alternative School or receive other Alternative Education Services as deemed appropriate by the school administration.
 4. Failure of the parent or legal 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.
 5. In the event the hearing is waived, the principal and superintendent shall consider all the facts, take appropriate action, and recommend appropriate action to the board along with a summary of the case. The Jackson County Board of Education may at that time, concur with this decision, overturn the decision, modify, without limits, the decision which is presented, not excluding expulsion. 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.

Assertive Discipline Program
Severe Disruptions

Consequences
Discipline Ladder

1. Using, selling, possessing, distributing, furnishing, giving away, transferring, obtaining, admitting or being under the influence of illegal drugs, over the counter drugs, fake drugs, unauthorized prescription medications, other unauthorized substances or alcohol on school grounds, including possession of drug paraphernalia or while under the supervision of school personnel.	Step 5
2. Possession of firearms on campus-to include in vehicle. Student will be arrested. Items that are intended to resemble weapons. Ie., realistic toys knives, guns, etc...	Step 5
3. Indecent exposure. Law enforcement will be notified and student may be subject to arrest.	Step 5
4. Any suspension offense after having been suspended on three prior occasions	Step 4
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 or tobacco-related products at school or while under the supervision of school personnel.	Step 3-5
8. Cutting or leaving class without authorization (remains on campus)	Step 3-5
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.	Step 1-5
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	Step 5

devices. Law enforcement will be notified and student will be subject to arrest.	
17. Stealing or forgery of documents	Step 2-5
18. Leaving campus without authorization	Step 3-5
19. Sexual harassment, harassment, intimidation, or threatening of other students or teachers (including phone, internet, etc.) Refer to violence policy	Step 3-5
20. Bullying 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	Step 1-3
24. Late to school (1 st period) 3 parent excuses per semester	Step 1-3
25. Misbehavior on the school bus (see Bus Rules of Behavior, page 37)	Step 1-5
26. Referral to the office for reaching level 5 of a classroom discipline plan	Step 2-5
27. Noise making devices (this includes radios, tape players, returned cellular phones and any other electronic devices which disrupt the educational process)	Taken up and returned at the end of the semester
28. Other disruptive materials (to include 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. Chewing gum	Step 2
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. Bomb Threats	Step 5

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 ISS 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 ISS will be given an additional day of ISS. Teachers of a student assigned to ISS 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 ISS and then returned to the classroom teachers. Students assigned to ISS 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.

Violence Policy

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:

1. 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 will **be** reported to the sheriff's department. Students making these threats will 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.
2. 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.

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 II

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.
- 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.
- 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. The third criterion is an example of hostile work or learning/teaching environment.

PART III

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 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 IV

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 V

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

Mississippi School Safety Act of 2001

The Mississippi School Safety Act of 2001 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 cause 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.

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:

(1) The following definitions apply to this section:

- (a) “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.
- (b) “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.
- (c) “Switchblade knife” shall mean a knife containing a blade or blades which open automatically by the release of a spring or a similar contrivance.
- (d) “Weapon” shall mean any device enumerated in subsection (2) or (4) of this section.

(2) 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.

(3) 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.

(4) It shall be a misdemeanor 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 knuckles, razor and razor blades (except solely for personal shaving), and any sharp pointed or edged instrument except instructional supplies, unaltered nail files, and clips and tools used solely for preparation of food, instruction and maintenance on educational property.

Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than one thousand dollars, or be imprisoned not exceeding six months, or both.

(5) It shall be a misdemeanor 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 (except solely for personal shaving), and any sharp pointed or edged instrument except instructional supplies, unaltered nail files, and clips and tools used solely for preparation of food, instruction and maintenance on educational property.

Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than one thousand dollars, or be imprisoned not exceeding six months, or both.

(6) 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:

- (a) The person is not a student attending school on the educational property;
- (b) The firearm is within a motor vehicle; and
- (c) The person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.

(7) This section shall not apply to:

- (a) 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;
- (b) 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;
- (c) Home schools as defined in the compulsory school attendance law, Section 37-13-91, Mississippi Code of 1972;
- (d) Competitors while participating in organized shooting events;
- (e) Any person as authorized in Section 97-37-7 while in the performance of his official duties;
- (f) Any mail carrier while in the performance of his official duties; or
- (g) 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 97-37-1 which is used to bring or pick up a student at a school building, school property or school function.

(8) All schools shall post in public view a copy of the provisions of this section.

Transportation Services

School Bus/All District Vehicle Services

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.

TRANSPORTATION SERVICES

The Jackson County School District operates transportation services required by state law which directs that all school districts furnish transportation to pupils living one or more miles from their attendance center.

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	Mike Polk	588-7032
St. Martin	Crystal Savoy	818-4833 ext. 303
Vanceleave	David Owens	826-3626

School Bus Discipline

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 or secondary 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 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

1. At no time are students to put heads, arms, legs, bodies, or hands out of the windows of the bus.
2. 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.
3. 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.
4. Students may not leave the bus on its way to or from the school except at their designated stop.
5. Students are not to throw any objects on the bus or from the bus.
6. Students must sit in the seat assigned by the driver. Drivers have the option of reassigning students to a different seat when necessary.

7. The bus must come to a complete stop before students enter or exit the bus.
8. Loud talking and other loud noises are not permitted on the bus.
9. No beverages or food may be consumed on the bus.
10. Intentional littering of the bus is prohibited.
11. Vulgar language is prohibited on the school bus.
12. Balloons, vases of flower arrangements, or other objects which hinder the view of a bus and/or create a dangerous situation are prohibited.
13. All school rules, as approved through the Assertive Discipline Plan, 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 level on which the student is placed.)

1st level – Written Warning (Shall be signed and returned by parent.)

2nd level – One to three days off the bus, and parent conference or contact before riding privileges are reinstated.)

3rd level - Three to five days off the bus, and parent conference or contact before riding privileges are reinstated.)

4th level – Five to ten days off the bus, and parent conference or contact before riding privileges are reinstated.)

5th level – 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.

Interference with School Buses

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 Picking Up Students or Student Riding a Different Bus

If it becomes necessary for a student not to ride his/her regular bus home, the parent should send a note to the school with the student that day. If an emergency arises during the school day, parents **should notify the school before 2:00 p.m. and 1:30 p.m. for SME, SMN, SMUE, and SMMS** to request a change in how the student will go home. Likewise, there may be a need for a parent 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.

Bus Videos

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.

Having carefully weighed and balanced these responsibilities with the privacy rights of students, the Board supports the use of video cameras on its transportation vehicles as a means to promote the order, safety, and security of students and staff.

Video cameras may be used on school buses to monitor student behavior while traveling to and from the school and school activities. The Board believes that such monitoring will deter misconduct and help to ensure the safety of students and staff. 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.

Tapes retained as part of an individual student's disciplinary record shall be maintained in accordance with law and board policy governing the access, review and release of student records.

Videotapes may be viewed by persons other than the Superintendent or designee under the following conditions:

1. The parent or guardian may request an opportunity to view the videotape.
 - A. Requests for viewing must be made within 3 school days of receiving notification that misconduct occurred.
 - B. A viewing shall be provided or denied within 3 days of the request.
 - C. Viewing will be limited to those frames containing the incident of misconduct.
2. Bus drivers and school administrators may ask to view the videotape in order to observe a specific problem and work toward its solution. Copies may be made to assist administrators.
3. Viewing shall occur only at school-related site and in the presence of a school administrator or designee. Tapes will not be duplicated for distribution to parents or guardians.
4. All persons who view a tape shall be identified in a written log. Viewing will be limited to school officials, the child involved in the misconduct, and his/her parent or guardian.
5. The Jackson County School District is the sole owner of the tape.

A sticker displaying the following statement will be placed on all buses:

“Video camera may be in operation.”

Safety Regulations

Parents play a vital role in assuring the safety of students served by the school transportation program. Parents may help by instructing their children in the following procedures for boarding, riding, and departing the bus.

1. Loading the bus:

- 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.

2. Departing the bus:

- 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 are required to cooperate with the flag boy/girl.
- 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.

3. Extracurricular trips:

- 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.

Parent Information

Students and Parent/Guardian's Rights and Responsibilities

Both parents/guardians and students have certain rights and responsibilities regarding schools.

Parents/Guardians*:

Parents/Guardians have expectation for the following **rights**:

- Their child to be safe
- Fair evaluations and treatment of their child
- An atmosphere conducive to learning
- 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 in their children 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 (as used in this handbook) - 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

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

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 for the Attendance Center, 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, food service, 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 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.

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 is listed in the front of this handbook.

Homework

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.

Parental Involvement

Parent/Guardian Conferences

Parent-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 should call the office of the school that their child attends to arrange a conference.

Parents' Participation

Some of the ways parents may help their son or daughter who is attending the Jackson County School District are:

1. Discuss the program planned for the four years and for each semester with your child.
2. Call the counselor or principal, get acquainted and go over your students' past grades, tests, records, etc.
3. Arrange for a conference with the counselor and your student to make plans for the future after graduation-college, trade schools, apprenticeship programs, etc.
4. Join the Parent Teacher Organization of your school. Attend meetings and support Booster Club activities.
5. Supervise homework. Most students should have homework each night. Check that he has a quiet place to study and a particular study time each night.
6. Parents are cordially invited to attend all school activities, athletic events, plays, assemblies, concerts, etc.
7. Call any member of the administrative staff for answers to questions or to give any suggestions you may have to improve the program for our students.

General Information

Connect - ED

The Jackson County School District is excited to introduce the **Connect-ED®** service, which will enable the district to personally communicate with parents, and staff, regarding emergency situations, school events and other important issues impacting you and your children.

It will allow the district personnel to send personalized voice messages to your family's home, work or cell phones, and also by e-mail. We will be able to reach everyone in the district within minutes. Based on the system's proven track record, we know that this messaging service will improve school and district-wide communication with parents and school system employees. The administration firmly believes that a more informed and involved parent leads to a higher achieving student.

Please help us by ensuring we have your current phone numbers. Please be aware that the **Connect-ED®** service cannot dial an extension, so be sure the numbers you include are direct lines. Also, we recommend that high school and middle school attendance messages be routed to a number other than the home telephone number.

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 or 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.

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.

Fire drills are of importance in training the students to conduct themselves in an emergency which might affect all students. 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.

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, beepers (pagers), or other electronic devices during school hours on any school campus.

Cellular Phones and other Electronic Devices' Policy

To avoid interruptions to the instructional program, the Jackson County School District **prohibits** the possession, use, display or activation of cellular phones, beepers (pages), iPods or other electronic devices 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 and electronic devices on the school buses.

Cell phone and other electronic possession or use will result in the following consequences:

First Offense:

If a student has a cell phone and it is taken up during the instructional day as cited above, will be secured by the administration until released to the student's parent/guardian. Parents will be given a copy of this policy and asked to sign a form of acknowledgement.

Additional offenses:

Further offenses will result in the student being disciplined according to the assertive discipline policy (beginning with one day of **ISS**) **and** the phone will be returned **AFTER SCHOOL ON THE LAST SCHOOL DAY OF THE GIVEN SEMESTER.**

***If a cell phone or other electronic device is taken up in ISS, the student will be given additional days of ISS and the phone will be returned AFTER SCHOOL ON THE LAST SCHOOL DAY OF THE GIVEN SCHOOL YEAR.**

NOTE: 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 use.

The Jackson County School District will assume no responsibility of student loss, damage, or theft of the devices.

Computer/Internet Appropriate Use Policy

Introduction

The Internet is an electronic communications network that provides vast, diverse, and unique resources. The goal of the Jackson County School District in providing this service to teachers, staff, and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Jackson County School District provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing these resources is to improve learning and teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. The system administration (authorized faculty members) is employees of the Jackson County School District and are authorized and required to monitor all activity on school network facilities.

The Internet is a vast, global network, linking computers at universities, high schools, science labs, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading from the Internet, many of which are of educational value. Because of its enormous size, the Internet's potential is boundless. It is possible to speak with everyone from prominent scientists to world leaders to a friend at college.

However, with such great potential for education also comes some potential for abuse. The purpose of this list of guidelines, as well as the contract for Internet use, is to make sure that all who use the Internet use it in an appropriate manner.

Overview

Jackson County School District is CIPA (Children's Internet Protection Act) and COPPA (Children's Online Privacy Protection Act) compliant. CIPA requires schools and libraries to put into place Internet safety policies. The Internet safety policy must include filtering or otherwise blocking access to "visual depictions" of obscene material, child pornography and material that is "harmful to minors" when minors are accessing the computer. COPPA relates to the online collection of personal information from children under 13. It requires a Web site operator to have a privacy policy that includes when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online.

Personal Safety

1. Users will not disclose use, disseminate or divulge personal and/or private information about himself or herself, minors or any others including personal identification information, etc. Jackson County School District will not disclose personal information about students on websites – such as their full name, home or email address, telephone number, and social security number. (COPPA)
 2. Users will immediately report to the Jackson County School District authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.
- Illegal and/or Unacceptable Usage

3. User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state, or federal law or regulations and/or school district policy.
4. User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors. (COPPA)
5. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
6. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
7. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
8. User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
9. User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.

System Resource Limits

1. User shall only use the Jackson County School District system for educational and career development activities and limited, high quality self-discovery activities as approved by the Jackson County School District. Users shall not use the JCSD Internet for commercial or for profit purposes (ex. eBay).
2. User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at a time when the system is not being heavily used.
3. User agrees not to post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to large numbers of people), send/forwarded mass email files that do not contain educational/instructional content across the district network.
4. User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist in protecting user against a claim or intentional violation of this policy.
5. User agrees not to provide access to the Jackson County School District’s technology for third parties without prior agreement of Jackson County School District.
6. User agrees not to attempt to damage computer equipment or software or attempt to alter software configuration.
7. User agrees not to allow anyone to work on Jackson County School District computers and network equipment without permission of the district technology staff. Students are NOT to be allowed to work on equipment or download software on computers without the supervision of the Jackson County Technology Staff.

8. User agrees not to use the district network with deliberate activities that are considered a waste of staff effort (computer/network support staff) and or network resources such as:

- play on-line games, music, run websites resident (weather, etc.) chat and/or *ANY* instant messenger service (ex. AOL, MSN, Yahoo, etc.). All use should serve an instructional purpose and be educational in nature.
- download any software that allows movies, music, etc., to be viewed or played on the Jackson County School District network (ex. Kazaa, Napster, WinMX, Morpheus, etc.)
- use of proxies to bypass the content filter for use of social networking sites or other sites specifically blocked by the filter which are deemed inappropriate for student use.

User Rights

1. Users shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.

2. Jackson County School District will fully cooperate with local, state, or federal officials in any investigation related to illegal activities or any other electronic evidence required that would be conducted through the user's Internet account, e-mail accounts, and school computers.

- A. The school district does not provide server space for teacher and student data storage use. Each teacher is provided a PC for classroom use and some teachers have a laptop computer for classroom use. Computer labs are provided for student use. Data is stored both on the teacher computers and student computers, but there are no backups performed by the school or district on a regular basis on any of the individual computers or laptops.

The computer of any staff member terminated by the district is isolated by the administration until it is determined there has been no data stored on the machine that would be required for evidence in legal proceedings by or against the district.

- B. The school district provides e-mail accounts for every staff member with computer access. E-mail accounts are provided for students on a very limited basis for special needs students. The student accounts are monitored by the specified teacher requesting the accounts. Some technology classes that teach computer skills have e-mail accounts with an on-line service.

The district e-mail server is backed up once a week for replacement purposes. This backup is overwritten each week with the current backup. E-mail that has been deleted by the user prior to the backup is not recoverable.

Jackson County staff members should use district e-mail to conduct all school related business rather than personal e-mail accounts. By federal law, the use of personal e-mail accounts to conduct school business is subject to discovery.

Jackson County School District is planning to provide an e-mail archive system for the 2008-2009 school year. Once funding has been approved, this system will be purchased and installed at the district office. Upon completion, incoming and outgoing e-mail will be archived for

a

period of (5) years for eDiscovery purposes. Any e-mail tagged as SPAM will not be saved and

archived.

3. Under no conditions should a user provide his/her password to another person or use another person's password.
4. User should not expect files stored on a school-based computer to remain private. Authorized staff may periodically inspect folders and logs or network usage may be kept. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of their child's user files.
5. Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.
6. Use electronic mail (email) only in response to educational curriculum requirements as assigned by the teacher. Personal use of email for correspondence is not allowed on school computers for Jackson County School District students.
7. User shall report a virus message found on a computer system to the building/school technology assistant or an administrator and disconnect the system from the network immediately.
8. User shall close the Internet browser and e-mail program when not actively in use.
9. User shall report any security issue of a questionable nature to the proper building administrative authority and/or the system administrator.
10. Use of the Jackson County School District computers and Internet is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension and/or cancellation of the user's privileges, as well as disciplinary action imposed by school officials.
11. The school district may include a process for the student to appeal the decision to deny, suspend, revoke or cancel Internet privileges.

Consequences for Failure to Follow Terms and Conditions of the Jackson County School District Appropriate Use Policy

Users of any Jackson County computer system should be aware that they are accessing property of the Jackson County School District and that system is intended for educational purposes. Users agree to the terms and conditions of the Internet Acceptable Use Policy. Users agree to avoid any violation of state or federal laws*. Users are alerted that they are entitled to no expectation of privacy in their use of this computer and access of the Internet. Users' computer usage and Internet access may be monitored at any time for unacceptable and illegal use.

1. There will be consequences for any user who fails to follow the Jackson County School District and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law.

At the discretion of the Jackson County School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

State Statutes:

Ms. Code, 1972, SEC 97-5-27. Disseminating sexual material to children, penalties; SEC 97-29-45. Obscene electronic and telecommunications, penalties; SEC. 97-45-3. Computer fraud, penalties; SEC. 97-45-5. Offense against computer users, penalties; SEC/ 97-45-7. Tampering with computer equipment, penalties; SEC. 95-45-9. Offense against intellectual property, penalties.

Federal Statutes:

18 USCS 2510 (1988) Electronic Communications Privacy Act

18 USCS 1030 (1991) Computer Fraud and Abuse Act

Federal Legislation:

S652: Telecommunications/Communications Decency Act

S984: Parental Rights and Responsibilities Act

Signatures

1. Each user will read the Jackson County Computer/Internet Appropriate Use Agreement that states that they understand and will abide by the terms and conditions as stated.

I understand that some Internet violations are unethical and may constitute a criminal offense resulting in legal action. I understand that access to the Internet will be supervised by Jackson County School District personnel and that provisions of the agreement will be reviewed with students. I further understand that the Jackson County School District is not responsible for the actions of individual users or the information they may access.

2. The AUP will be signed by the student, a student's parent, any teacher, administrator, staff, parent or community member using computers on campus.

3. The AUP must be dated and signed each year.

4. This Computer/Internet Appropriate Use Policy is a legal and binding document between the Jackson County School District, its students, faculty and staff, and the administration.

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.

Visitors on Campus

Visitors to school campuses are defined as all persons except school employees and currently enrolled students on campus for official school business.

- Visitors must first obtain a pass from the Principal's office immediately upon arriving on campus.
- Visitors who fail to secure written permission from the Principal's office to be on campus may be referred to police officials.
- Students shall not bring children to school.

Students are not to bring brothers, sisters, or friends to school for any reason.

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'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.

School Insurance

Student insurance enrollment forms are available in principal's office at each school. Telephone numbers are available for additional information concerning benefits or enrollment procedures. Parents are encouraged to enroll their children in this policy.

Students involved in football, basketball, baseball, shop, or extra-curricular activities 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.

Dress/Grooming Policies

Dress and grooming codes are based upon certain sound foundations; they are not just arbitrarily selected and dictatorially enforced for no cause. Laws surrounding indecent exposure, conditions necessitating safety and personal well being, health and sanitation are some of the basic fundamentals. Conditions conducive to learning must not be impaired because of temporary and individualized fads. In order for students to be able to cope with even larger restrictions and responsibilities, they must learn while still in school to observe regulations set forth for the group as a whole. Keeping this total concept in mind and realizing a need to satisfy peer group desires for current fashions, the Board will make an effort periodically to restructure the dress and grooming code according to current conditions.

It shall be the responsibility of district and school support staff to communicate information to parents regarding the requirement of the mandatory school uniform dress code, including, but not necessarily limited to: a. types and colors of uniforms, b. optional articles of attire, and c. compliance measures to be employed.

All due process procedures provided in Section 37-7-335 of the Mississippi Code, will be followed in the administration of this policy.

School Dress Code

The Jackson County School Board has defined the minimum standards of dress and grooming which will be acceptable for participants in the school system. The following is a description of the clothing that students shall wear while attending school in the Jackson County School District. An effort had been made to be as specific as possible about acceptable styles and colors. When purchasing your child's clothing for school you are encouraged to purchase within the guidelines listed below. Because a certain style, etc. is not listed does not mean that it is acceptable attire

that can be worn to school. If you have questions about a certain style of clothing, you are encouraged to contact the administrator of your child's school for clarification prior to the purchase of the clothing.

SHIRTS				
	Allowed		Not Allowed	Comments
STYLES	Oxford Knit Polo-Very small trademark allowed Peter Pan Collar button up shirt Long or Short Sleeve		Crop Tops Fitted Lace Midriff Shirts Pleats Ruffles Trim T-Shirts Zip Closure Hoods	All shirts must remain tucked in. No more than two buttons can be undone. Solid color shirts only Team and club shirts must meet uniform guidelines.
COLORS	Blue (All Schools) Gray (EC only) Khaki (Tan) (EC only) Maroon (EC only) White (All Schools) Yellow, Gold (SM only)			
LOGOS	School, mascot, or school club logo allowed **			**Logo is limited to shirt pocket, collar, or sleeve. Size: not to exceed the normal pocket size
PANTS SHORTS SKORTS				
	Allowed		Not Allowed	Comments
COLORS	Navy Blue - Solid only Khaki (tan)- Solid only		Bell Bottoms Denim Lace Pants of spandex fabric Pedal Pushers Trim Low riding Sagging Flare bottoms	All pants, shorts, skorts must be hemmed. A belt must be worn with pants, shorts, skorts that have belt loops.
STYLES	Cuffed Elastic Waist Flat Front Pleated Uncuffed Very Small Trademarks Capri Cargo – Pockets should not be excessive in size		Carpenter pants Wind Pants Zip-off pants Parachute Pants	Shorts and skorts are not to be shorter than 3" above the knee.
SHOES				
	Allowed		Not Allowed	Comments
STYLES	Athletic /Tennis Shoes Boots Dress Shoes Lace up Loafer Closed Toe "Crocs"		Cleats Flip Flops Lighted Shoes Open Toe Sandals Shoe Skates	Elementary students can wear shoes with cartoon characters, racecars, etc. Boots-as long as the pants come down over the top of boot
Socks, Tights,	Solid colors only		Socks must be worn and must	Socks must be visible above the shoe

Hose		match each other	
JUMPERS SKIRTS			
STYLES	Allowed	Not Allowed	Comments
	Round Neck	Denim Stretch Fabric Tight Fitting	Jumpers and skirts are not to be shorter than 3" above the knee.
COLORS	V-Neck Box Pleat Knife Pleat		Very small trademarks are allowed
	Kilt Style		
	Flared Style Straight		
	Blue Khaki (tan) Plaid (Royal Park)		

BELTS	Allowed	Not Allowed	Comments
COLORS			
STYLES	Solid colored belts Cloth Leather		

JACKETS COATS	Allowed	Not Allowed	Comments
STYLES	Pullover	No Trench Coats	Not to be worn tied around the waist, shoulders, or any other part of the body
LOGOS	Zipper Button Up Approved logos that are limited in size. School spirit jackets are allowed.		
			Coat length is limited to approximately mid-thigh

SWEATERS VESTS	Allowed	Not Allowed	Comments
STYLES	Cardigan - Button up Pullover-Scoop Pullover V-neck	Not to be worn tied around the waist, shoulders, or any other parts of the body	Uniform shirt must be worn underneath the sweater and the collar must be visible.
COLORS	Blue (All Schools) Gray (EC Only) Khaki (Tan) (EC Only) Maroon (EC Only)		

	White (All Schools)			
LOGOS	Very small trademarks allowed School, mascot, or school club logo allowed **			**Logo is limited to shirt pocket, collar, or sleeve. Size: not to exceed the normal pocket size
SWEAT-SHIRTS				
	Allowed		Not Allowed	Comments
COLORS	Solid Colors only Blue (All Schools) Gray (EC Only) Khaki (Tan) (EC Only)		Hoods Trim	Uniform shirt must be worn underneath the sweater and the collar must be visible.
	Maroon (EC Only) White (All Schools)		Tied around the waist, shoulders, or any other parts of the body.	
LOGOS	Very small trademarks allowed school, mascot, or school club logo allowed **			
TURTLE-NECKS	Allowed		Not Allowed	Comments
COLORS	Blue (All Schools) Gray (EC Only) Khaki (Tan) (EC Only) Maroon (EC Only) White (All Schools)		Trim Lace Pleats Ruffles	May be worn only underneath a uniform shirt or jumper.
STYLES	Long or Short Sleeve Plain Front Pockets			
	Very small trademarks allowed School, mascot, or school club logo allowed **			
RAIN GEAR	No limitations, but may not be worn in the building.			

1. In addition to the above clothing requirements there are certain minimum standards of hygiene, sanitation and personal appearance which students are expected to follow. Any student violating any of such regulations will be subject to appropriate disciplinary action.
2. (a) All Students
 1. Visible body piercing (other than ears) shall not be allowed. This includes tongue piercing.
 2. Footwear shall be worn, including socks, stockings or hose.
 3. Midriffs shall not be exposed.
 4. Cleanliness of dress, body and hair is mandatory.
 5. Headwear shall not be worn at school during school hours.
 6. Sunglasses shall not be worn in the building.
 7. Any style of clothing tending toward immodesty, poor taste, or offensive because of reference to race, sex, ethnic group, etc.

- shall be prohibited.
 - 8. Oversized clothing, “sagging” and/or “low-riding” clothing are not acceptable.
 - 9. Natural hair colors only will be permitted. (Example: blonde, brunette, etc.)
 - 10. Any clothing or appearance styles that are deemed as a distraction by the administration will not be permitted.
- (b) Boys
- 1. No undershirts without an outside shirt shall be worn.
 - 2. Shirts shall be buttoned.
 - 3. Underclothing shall be worn.
- (c) Girls
- 1. Underclothing, including panties and bras, shall be worn.
 - 2. No see-through clothing may be worn unless worn with proper underclothing.
 - 3. No clothing top shall be cut so low in front as to expose any part of the breast or be excessively low in the back.

The Jackson County School Board has adopted these standards expecting the support by parents and students in the spirit for which the standards are intended. Students are expected to dress and groom within the limits set by the standards. Students are expected to obey the rules and directions of their teachers and principals in charge of their educational programs. Parents are requested to encourage their students in participating in the spirit intended by the standards for personal appearance and the discipline program. The personal appearance code will be positively enforced by teachers, principals and administrators.

The standards for dress, grooming and discipline with appropriate methods of enforcement and appeal have been established to provide an environment and conditions whereby the school district's educational program can be so planned, adapted, and conducted as to provide each child the training and opportunity to take his place in a democratic society. The personal appearance code has been developed to establish a standard of decency for covering the body, improving the educational environment of the school and enhancing school safety and should be interpreted in the spirit for which it is intended.

Measures which will Be Employed for Students Not In Compliance With the Dress Code

Students new to the district and enrolling on or after the first day of school will have five (5) school days to comply with the dress code (mandatory uniform).

1. The administration at the school shall confer with the parent of each student who fails to comply with the dress code in an effort to ascertain the reason(s) for non-compliance.
2. Steps for non-compliance are as follows:
 - A. First Offense-Student will be placed in In-School Suspension until the parent/guardian can bring the required clothing for the student or checks the student out of school for the day.
 - B. Second Offense-Student will be placed in In-School Suspension 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.
 - C. Third Offense-Student will be placed in In-School Suspension until the parent/guardian picks up the student, and the student will receive a Three (3) days In-School Suspension to begin on the next school day.
 - D. Fourth Offense-Student will be placed in In-School Suspension 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.

3. 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).
4. The offenses are cumulative for the entire school year, with no probationary period.

Financial Hardship

Parents who find it difficult to comply with the requirements of the Jackson County School District's Dress Code Policy due to financial hardship may request assistance from the principal at their child's school. The principal may be able to offer suggestions to the parent regarding assistance from various community and civic groups or agencies.

Student Recognition

The 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.

Awards 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, NC will be recorded in the applicable place in the student's cumulative folder and on the permanent record.

Extra-Curricular Activities

Seventh, Eighth and Ninth grade Participation: Pupils in the seventh grade, eighth grade, and ninth grade, participating in school extra-curricular activities, must pass their grade level.

A pupil in the seventh and eighth grades, who is not eligible at the beginning of the school year, may become eligible the second semester by maintaining a 75 average in the four basic courses the first semester.

Summer School Credits: An accredited summer school shall be considered as an extension of the second semester of the school session, and credits earned in such a school may be considered in determining the scholastic eligibility of students. The completion of a full unit, major subject, during a summer school shall be classified as passing one major subject for one unit of credit and not as passing two major subjects for one half unit each. Accredited correspondence courses may be accepted for establishing athletic eligibility provided the course has been completed and recorded by the opening of school.

Students who choose to participate in extra-curricular activities must be classified as full time students and must work within the framework of four consecutive years of eligibility after entering the ninth grade regardless of when they began to participate.

Students who have been tested, screened and placed in a special education program with an Individual Education Program must make satisfactory progress (a passing grade in every subject required in the IEP) in order to be eligible for participation in extra-curricular activities.

If the student is in a regular diploma program, taking courses which culminate in Carnegie Units, he/she must successfully pass those units with an average of 75 as well as the special education units.

If the student is in a certificate program, he/she must be passing that coursework. In order to establish an entry point into the system, a date the student “enters the ninth grade” will be established.

No student can represent the school in any way or participate in any-school related activity unless he/she has been in attendance at school for at least 4 hours in the day of such participation. For these standards, “Extra-Curricular” is defined as organization-sponsored student activities which require administrative provision and student involvement outside the time allocation for instruction.

This would specifically apply to organized practice or competition which requires additional inputs of students’ time outside the normal school day. Extra Curricular activities will be those activities presently governed by the Mississippi High School Activities Association.

The Mississippi State Board of Education requests the Mississippi High School Activities Association to include this standard in its regulations and to monitor compliance with the standard.

Athletics

All students participating in athletics will be required to have on file written parent consent, proof of insurance, liability waiver, and medical screening by a licensed physician.

Eligibility for competitive activities is determined according to the rules of the Mississippi High School Activities Association.

Students must meet all requirements established by the MHSAA. Among the requirements are the following:

1. To meet all residency verification requirements as established by the MHSAA.
2. To acquire credits in major courses during the year prior to participation in accordance with MHSAA requirements.
3. To be under 19 years of age prior to August 1.
4. To be limited to 6 consecutive years of competitive athletics from the time the student enters the seventh grade.

Reference: Handbook, Mississippi High School Activities Association, I

Participation in School Activities: In order to participate in any extracurricular or school-related function or activity, students must attend school a minimum of 4 hours.

Fund Raising

An organization must receive prior approval from the principal and the superintendent before beginning any fund raising 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.

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 Student Activities.

School/Community Relations

School/Community Liaison

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.

Community Members as Resources

The use of resource persons in the community in the classroom can be a valuable educational instrument. The Jackson County School District wishes the professional staff to be concerned with locating and contacting people in various areas of interest and expertise who might serve as resource persons in particular units of study. All requests to use such resource persons shall be cleared with the principal of the school.

School Volunteers

The Board believes that volunteers can make many valuable contributions to our schools. The Board endorses a Volunteer Program in the schools subject to regulations and safeguards. Suitable recognition of volunteer services shall be made annually. Volunteers must be approved by the principal.

Food Services

The school district has a Food Service Program in order that students have the opportunity of receiving well-balanced, nutritious, lunch and breakfast meals in all schools. A computer system has been implemented in all cafeterias to help with accountability and to protect the identity of those students who receive free or reduced price meals. The system provides each student with an account to be used to pay in advanced for meals. Every student is issued a number to activate his or her account. They will keep this number until they transfer to another school. Advance payments can be received for any amount of time-weekly, monthly, for the semester or for the entire school year. All meal purchases will be deducted from the balance until it is gone. Money can be added to the account on Monday mornings or through breakfast or lunch lines daily. Charges are not allowed.

Any extra sales items must be paid for in cash, including milk purchases.

A free/reduced meal application will be provided to each student at the time of registration.

Well-documented research indicates that nutrient consumption is higher among students who eat in the school cafeteria. The Jackson County School District operates via the closed campus concept, which means that students may not leave the campus to purchase lunch without being checked out of school for the day. The State and Federal Competitive School Food Rules restrict sales of all food sold on campus beginning one hour before school lunch is served and until the last student is fed on campus.

No food deliveries from commercial establishments will be received or consumed on school property during serving periods as defined above.

Meal Prices

Breakfast	Reduced Price	.30
	Paid	1.25
Lunch	Reduced Price	.40
	Paid	2.25
Milk		.50
Adult Breakfast		2.00
Adult Lunch		3.00

If a student wishes to purchase a second meal, the student must pay adult price (\$3.00). Only one meal per child can be claimed for reimbursement; therefore, the price of the second meal must cover total costs.

Behavior in the Cafeteria

Students should enter the cafeteria as they would enter a restaurant. They should keep in line and take their turn, display a pleasant manner, and refrain from open complaint about the food. If students have a complaint to be made, it should be made to the principal in a courteous manner. Complaints will be heard. Students should use table manners, always respecting the rights of others.

Students are not to be in the cafeteria unless:

1. Standing in line to get tray (no cutting in line is permitted).
2. Sitting at the table eating.
3. Walking to tray-return to put up tray.

Jackson County School District **Local School Wellness Policy**

Rationale

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases, like Type 2 diabetes. Schools have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment, since school staff can be daily role models for healthy behaviors.

Goal

All students in the Jackson County School District shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in the Jackson County School District are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Jackson County School District adopts this school wellness policy with the following commitments to nutrition, physical activity, comprehensive health education, marketing, and implementation.

This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture.

Commitment to Nutrition

The **Jackson County School District** will:

- Offer a school lunch program with menus that meet the meal patterns and nutrition standards established by the U.S. Department of Agriculture and the Mississippi Department of Education, Office of Child Nutrition Programs.
- Offer school breakfast and snack programs (where approved and applicable) with menus that meet the meal patterns and nutrition standards established by the U. S. Department of Agriculture and the Mississippi Department of Education, Office of Child Nutrition Programs.
- Encourage school staff and families to participate in school meal programs.
- Operate all Child Nutrition Programs with school food service staff who are properly qualified according to current professional standards (Mississippi Board of Education Policy, Code EE-2E)
- Follow State Board of Education policies on competitive foods and extra food sales (Mississippi Board of Education Policy, Code EEH) Attachment A, and Local Competitive Food Sales Policy (Code EECA) Attachment B.
- Implement nutrition standards as adopted by the State Department of Education in accordance with the Mississippi Healthy Schools Act (Policy 4011).
- Establish guidelines for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity.

See Appendix A.

- Provide adequate time for students to eat and enjoy school meals (a minimum of 10 minutes after receiving meal for breakfast and at least 24 minutes for lunch).
- Encourage students to make food choices based on the 2005 Dietary Guidelines for Americans, by emphasizing menu options that feature baked (rather than fried foods), whole grains, fresh fruits and vegetables, and reduced-fat dairy products.
- Establish a cafeteria environment conducive to a positive dining experience, with socializing among students and between students and adults; with supervision of eating areas by adults who model proper conduct and voice level; and with adults who model healthy habits by eating with the students.
- Make school meals accessible to all students with a variety of delivery strategies, such as breakfast in the classroom, grab-and-go lunches, or alternate eating sites.
- Offer nutritious and appealing options (such as fruits, vegetables, nuts, trail mix, beef jerky, reduced-fat milk, reduced fat-yogurt, reduced-fat cheese, 100% juice, and water) whenever foods/beverages are sold or otherwise offered at school, including vending machines, school stores, concessions stands at sporting and academic events, parties, celebrations, social events, and other school functions.

See Appendix A for example of guidelines and options.

- Restrict use of foods as rewards for student accomplishment to acceptable snacks as described in this policy.
- Eliminate the withholding of food as punishment (e.g., restricting a child's selection of flavored milk at mealtime due to behavior problems).

See Appendix B for non-food reward ideas.

- Encourage all school-based organizations to use services, contests, non-food items, and/or healthful foods for fundraising programs. The sale of candy as a fund-raiser is prohibited.

See Appendix C for alternative fundraising ideas.

- Provide nutrition information for parents, including nutrition analysis of school meals and resources to help parents to improve food that they serve at home.
- Use marketing, pricing, and nutrition education to encourage healthy extra sale selections.

Commitment to Food Safe Schools

The **Jackson County School District** will:

- Implement a food safety program based on HACCP principles for all school meals, as required by the U.S. Department of Agriculture and the Mississippi Department of Education, Office of Child Nutrition Programs and ensure that the food service permit is current for the school site.
- Develop a food safety education plan for all staff and students, consistent with Fight Bac® (www.fightbac.org) and other national standards for safe food handling at home and in school.
- Ensure that all staff has viewed the video developed by the Office of Healthy Schools to support food safety on the school campus. For compliance with the Nutrition Standards all staff must complete and sign pre and post test developed by the Office of Healthy Schools and maintain documentation of completion. The video and Pre/Post Test can be downloaded at: http://healthyschoolsms.org/ohs_main/instructionalvideo.htm.
- All school personnel (school board members, administrators, teachers, school nurses, instructional and health services paraprofessionals, foodservice staff, custodians and facilities managers, and administrative support staff) will receive copies of the Local School Wellness Policy to include food safety policies and procedures and relevant professional development. Examples of professional development include, but are not limited to, the video developed by the Office of Healthy Schools and *Eating Safely at School*, (<http://schoolhealth.nsba.org/site/docs/42400/42324.pdf>) developed by the National School Boards Association.
- Adequate access to hand washing facilities and supplies will be available whenever and wherever students, staff, and families prepare, handle, or consume food.
- The food safety assurance plan must address strategies that minimize risks for students and staff who have food allergies and intolerances.
- Encourage parents, caregivers, vendors, and any other community members who provide or are likely to provide foods prepared for consumption at school events to review appropriate information about safe food preparation and storage

Commitment to Physical Activity / Physical Education

The **Jackson County School District** will:

- Provide 150 minutes per week of activity-based instruction for all students in grades K-8 (in accordance with Section 37-13-134, Mississippi Code of 1972, ann., reference 2004 Mississippi Public Schools Accountability Standards 32, Appendix B and 33).
- Kindergarten students will participate in physical activity for a minimum of 40 minutes per school day. The 40 minutes does not have to take place continuously. This time should be used to help the child increase the skills involved in physical coordination (Kindergarten Guidelines).
- Provide Physical Education/Activity in accordance with the Physical Education Rules and Regulations as approved by the State Board of Education in compliance with the Mississippi Healthy Students Act (State Board of Education Policy 4012).
- Require fitness testing for all 5th grade students.

- Require fitness testing for high school students; during the year they acquire the ½ Carnegie unit in physical education as required for graduation by the Mississippi Healthy Students Act (State Board of Education Policy 4012).
- Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
- Instruction must be based on the 2006 Mississippi Physical Education Framework.
- Implement the requirements of the Mississippi Healthy Students Act of 2007 (Senate Bill 2369).
- Graduation requirements for 9th through 12th grade students shall include ½ Carnegie unit in physical education.

Commitment to Comprehensive Health Education

The **Jackson County School District** will:

- Provide ½ Carnegie unit of comprehensive health education for graduation (2004 Mississippi Public School Accountability Standard 20, Appendix A).
- Instruction must be based on the 2006 Mississippi Comprehensive Health Framework for grades 9-12 (2004 Mississippi Public School Accountability Standard 20, Appendix A).
- Implement the requirements of the Mississippi Healthy Students Act of 2007, which requires 45 minutes per week of health education instruction as defined by the State Board of Education for grades K through 8.
- Graduation requirements for 9th through 12th grade students shall include ½ Carnegie unit in physical education.

Commitment to a Healthy School Environment

The **Jackson County School District** will:

- Ensure that there are no pad locks or chains on exit doors; exits should never be obstructed (in accordance with Mississippi State Fire Code). Ensure that all exit signs are illuminated and clearly visible.
- Ensure that all chemicals are stored properly (in accordance with the Material Safety Data Sheet www.msdssearch.com).
- Refer to the U.S. Consumer Product Safety Commission's Handbook for Public Playground Safety (www.cpsc.com); for federal guidelines for playground safety.
- Ensure that fire extinguishers are inspected each year and properly tagged.
- Complete yearly maintenance of the heating and cooling system in your school; check coils, filters, belts, etc. in order to maintain safe operation and healthy air quality.
- Conduct at least one emergency evacuation drill per month.
- Ensure that two means of egress are available in each classroom in case of an emergency; if there is only one door, designate a window (properly sized) as a means of egress.
- Never use extension cords as a permanent source of electricity anywhere on a school campus. Comply with the applicable rules and regulations of the State Board of Education in the operation of its transportation program (in accordance with the MS Code 37-41-53; State Board of Education Policies 7903, 7904, and 7909; and Accreditation Standard #35).
- Inspect all buses on a quarterly basis and ensure that they are well maintained and clean.
- Require that all bus drivers have a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. Maintain a record of yearly motor vehicle reports on each bus driver and evidence that each driver has received two hours of in-service training per semester. (SB Policy 7903)

- Ensure arrival of all buses at their designated school sites prior to the start of the instructional day.
- Conduct bus evacuation drills at least two times each year. (SB Policy 7904)
Provide facilities that meet the criteria of: (MS Code 37-7-301 (c) (d) (j); 37-11-5, 49 and 45-11-101; and Accreditation Standard #36).
- Provide facilities that are clean.
- Provide facilities that are safe.
- Provide proper signage that explains tobacco, weapons, and drugs are prohibited on the school campus and at school functions.
- Provide operational facilities that are equipped and functional to meet the instructional needs of students and staff (in accordance with the Mississippi School Design Guidelines at www.edi.msstate.edu).
- Provide air conditioning in all classrooms, Code §37-17-6(2) (2000).
Comply with the requirements for Safe and Healthy Schools:
- Maintain a comprehensive School Safety Plan on file that has been approved annually by the local school board. (MS Code 37-3-81 and 37-3-82(2); and Accreditation Standard #37.1); see the School Safety Manual and the MDE School Occupational Safety and Crisis Response Plan at: http://www.healthyschoolsms.org/healthy_school_environment/school_safety.htm.
- State Board Policy EBB (1990) prohibits the possession of pistols, firearms or weapons by any person on school premises or at school functions. Code §~~37-11-18~~ (1996) requires any student who possesses a knife, a handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commit a violent act on educational property be subject to automatic expulsion for one calendar year. The superintendent of the school is authorized to modify the period of time for expulsion on a case-by-case basis.
- Prohibits students from possessing tobacco on any educational property, Criminal Code §97-32-9 (2000). Code §97-32-29 (2000) further prohibits the use of tobacco on any educational property for adults who, if in violation, would be subject to a fine and issued a citation by a law enforcement officer. Educational property is defined as any public school building or bus, campus, grounds, athletic field, or other property used or operated during a school-related activity.

Commitment to Quality Health Services

Minimum requirements:

The Jackson County School District will:

- Ensure all school nurses are working under the guidelines of the *Mississippi School Nurse Procedures and Standards of Care*.

Commitment to Providing Counseling, Psychological and Social Service

Minimum requirements:

The Jackson County School District will:

- Adhere to the details outlined in the Licensure Guidelines (451) when hiring guidance counselors and psychologists. The state does not have a policy specifically outlining the requirements for a school social worker. For licensure as a social worker in the state of Mississippi, a candidate must provide verification of a baccalaureate degree in social work from a college or university accredited by the Council on Social Work Education (CSWE) or Southern Association of Colleges and Schools (SACS) and scores a minimum of 70 on the ASWB basic exam.
- Provide at a minimum, a ½ time licensed guidance counselor for high school and ensure that all elementary school students have access to qualified student support personnel such as:

guidance counselors, social workers, nurses, psychologists, psychometrists, and others (as required by the Mississippi Public School Accountability Standards, Process Standards 6.1 and 6.2).

- Hire school guidance counselors with a minimum of a Master's Degree in Guidance and Counseling, or in an emergency situation, an appropriate certification as determined by the Commission on Teacher and Administrator Education, Certification and Licensure and Development.
- Hire school counselors who agree to abide by the American School Counselor Association Code of Ethics.
- Ensure that all school guidance counselors provide comprehensive counseling services such as:
 - Academic and personal/social counseling
 - Student assessment and assessment counseling
 - Career and educational counseling
 - Individual and group counseling
 - Crisis intervention and preventive counseling
 - Referrals to community agencies

 - Educational consultations and collaborations with teachers, administrators, parents and community leaders
 - Education and career placement services
 - Follow-up counseling services
 - Conflict resolution
 - Other counseling duties or other duties as assigned by the school principal

Commitment to Family and Community Involvement

Minimum requirements:

The Jackson County School District will:

- Give parents and community the opportunity to serve on the School Health Council (SHC).

Commitment to Marketing a Healthy School Environment

The Jackson County School District will:

- Provide positive, motivating messages, both verbal and non-verbal, about healthy lifestyle practices throughout the school setting. All school personnel will help reinforce these positive messages.
- Involve students in planning for a healthy school environment. Students will be asked for input and feedback through the use of student surveys, and attention will be given to their comments.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events (e.g., school registration, parent-teacher conferences, PTA meetings, open houses, health fairs, teacher in-services, and other events).
- Eliminate advertising and other materials on the school campus that promote foods of minimal nutrition value.

- Work with local media, like newspaper, TV and radio, to inform the community about the health problems facing Mississippi children, as well as the need for and benefits of healthy school environments.

See Appendix D for marketing resources.

Commitment to Implementation

The Jackson County School District will:

- Implementation of the school wellness policy will become effective with school board approval.
- The principal will be designated to insure that the school wellness policy is implemented as written.
- Measurement and Implementation of plan is through discussion and documentation during district principal meetings. Annual Office of Healthy Schools Monitoring Tool will be kept on file at each school.
- The School Health Council will also serve as the District Wellness Advisory Committee.
- Prepare and submit a yearly report to the school board regarding the progress toward implementation of the school wellness policy and recommendations for any revisions to the policy as necessary.

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, discrimination is prohibited on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Appendix A: Nutrition Guidelines

Goal

The goal of establishing guidelines for all foods and beverages served or sold during the school day (outside of Child Nutrition Programs that follow USDA guidelines) is to improve the nutritional intake of Mississippi children. This can be done with a combination of two strategies.

1. **Offer more nutrient-rich, appealing options** whenever foods and beverages are sold (or otherwise offered), including vending machines, school stores, parties, celebrations, social events, concessions stands at sporting and academic events, , and other school functions. Possible options include fruits and vegetables (fresh, canned, and dried); nuts, seeds, and trail mix; beef jerky and peanut butter; reduced-fat dairy products (milk, cheese, yogurt, frozen yogurt, and smoothies); 100% juice, and water.
2. **Limiting intake of discretionary calories** (in the venues described above). These are calories from fat and added sugar that provide few if any important nutrients (like protein, vitamins, minerals, fiber, etc.). As described in the 2005 Dietary Guidelines for Americans, discretionary calories **include intrinsic fats in the basic food groups** (like the fat in whole milk versus low-fat milk), **most solid fats** (like butter and margarine), and **all added sugars**.

Marketing

The goal of improving nutritional intake can also be accomplished by applying basic marketing strategies to sales of healthful options. Schools can consider the four P's when establishing guidelines for foods and beverages served or sold during the school day:

- **Product:** Vendors and companies have increasing numbers of products available – many with a more healthful profile than traditional snack foods and beverages.
- **Placement:** The sales of more nutrient-rich foods and beverages can be increased by placing them in “prime” locations –like at students’ eye level in a vending machine.
- **Price:** Another way to increase the sales of healthful items is to offer them at a lower cost.
- **Promotion:** There are many creative ways to promote healthy options – like offering samples of new healthful products or giving discount coupons during the introductory period.

Example of Nutrition Standards for Vending

Suggested Items for Vending Machines and Concession Stands

Organizations operating concessions at school functions **should** include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students.

SNACKS - Criteria Per Package

Nutrients	Calories	Fat	Saturated/Trans Fat	Added Sugar
At least 5% of the recommended Daily Value (DV) for three or more nutrients (fiber; vitamins A, C, D, E, thiamin, niacin, riboflavin, calcium, iron, and zinc).	No more than 200 calories per pkg.	No more than 35% of total calories from fat and 7 grams max.	No more than 10% calories from saturated fat and/or trans fat and 2 grams max.	No more than 35% added sugar and 15 grams max.

See Mississippi Department of Education List of Approved and Denied Items for Vending posted at the CN website or under Food Service at the JCSJ Website.

BEVERAGES

Grade Level	Approved	Denied
Elementary	Bottled water, 8 oz. low fat, flavored and unflavored Milk, and 100% Juice	Sports Drinks, Carbonated Soft Drinks
Middle	Same as Elementary except 10 oz. of Juice and Milk	Sports Drinks, Carbonated Soft Drinks
High School	Bottled Water, 12 oz. of Milk, 100% Juice, Light Juice and Sports Drinks. At least half of the beverages must be water or low calorie drink option.	Carbonated Soft Drinks

Appendix B: Non-Food Rewards

Kids naturally enjoy eating nourishing foods and being physically active. Schools and teachers can provide them with an environment that supports these healthy behaviors by using non-food rewards. Here are effective alternatives – from outstanding educators across the country – to offering food as a reward to individual students or entire classes.

Read a book.
Sit by friends.
Read outdoors.
Teach the class.
Have extra art time.
Enjoy class outdoors.
Have an extra recess.
Play a computer game.
Read to a younger class.
Get a no homework pass.
Sing a silly song together.
Make deliveries to the office.
Listen to music while working.
Play a favorite game or puzzle.
Earn play money for privileges.
Walk with a teacher or principal.
Eat lunch outdoors with the class.
Be a helper in another classroom.
Eat lunch with a teacher or principal.
Start and maintain a vegetable garden.
Dance to favorite music in the classroom.
Get a “free choice” time at the end of the day.
Listen with a headset to a book on audiotape.
Have a teacher perform special skills (i.e. sing).
Be first in line when the class leaves the room.
Have a teacher read a special book to the class.
Take a trip to the treasure box (filled with stickers, pencils, erasers, bookmarks, etc.).

Additional online resources are available at the JCSD website, Food Service Dept.

Appendix C: Healthy Fundraising

Fundraising Alternatives

Food Items:

- Fresh and exotic fruit, like cases of citrus fruit
- High quality potatoes, onions, or other produce items
- Nuts and trail mix
- Popcorn
- Frozen Cookie Dough

Non Food Items:

- Gift wrap
- Magazine subscriptions
- Garden seeds
- Candles
- Discount coupon books
- Raffles of gift baskets
- Plants and flowers
- School spirit items

Non-Traditional Fundraising Events:

- Car washes
- Walk-a-thons, bike-a-thons, jog-a-thons, skate-a-thons, etc.
- Family game nights
- “Hire a student day” for odd jobs (with proceeds going to the school)
- 3-on-3 basketball tournaments
- Silent auctions
- Talent shows

Additional online resources are available at the JCSD website, Food Service Dept.

Appendix D: Marketing

Promoting Healthy School Meals: Marketing strategies that work

There are many reasons to do promotions for school food and nutrition programs. First and foremost, the students, faculty, and staff are customers. They have choices to make in deciding what to purchase and what not to purchase. Promotions are powerful marketing tools that have a direct, meaningful impact on customers and their purchasing decisions.

Promotions do not necessarily have to promote one particular product or event. After all, nutrition is something to promote all of the time. Some effects promotions might have:

- Show customers that the school food and nutrition department cares about them.
- Get customers excited or interested in the programs so that they keep participating
- Highlight specific services or products.
- Introduce new items on a continual basis, for instance to highlight a new recipe on the menu. Perhaps one new item might be featured each month.
- Introduce or reinforce an identity or a marketing theme, such as National School Lunch Week or School Breakfast Week.
- Celebrate a nutrition and health awareness event, such as National 5 A Day Month or National Diabetes Month.
- Establish a distinctive image or “brand” for the school food and nutrition department.
- Reinforce the school food and nutrition departments’ role in the total school environment through promotions around special school activities and events.

Keep in mind that promotions do not make a poorly run operation better. If promotions are poorly planned or done at the wrong time, they may create problems or make problems worse.

Measure Your Promotion Success

Promotions are designed to cause **action**. Ultimately, a promotion is designed to change some attitude or belief and/or cause customers to buy something. For instance, a promotion may be designed to convince students that the fruits and vegetables on the school salad bar are good for them or just that they want to eat breakfast at school. National School Lunch Week and School Breakfast Week, for example, are designed around annual themes to promote the value of school meals to the entire school community. A promotion may strive to influence students to buy the reimbursable meal in general or to try a new product in particular.

Because promotions are supposed to change attitudes or behaviors, the effect of promotions should be evaluated -- that means that they need to be measured. How might a promotion be measured? That depends on what the goals of the promotion are. In general, the school nutrition department might measure:

- Sales, overall or of a particular product
- Participation
- Customer satisfaction
- Customer attitudes or customer perceptions

Reference: www.asfsa.org/newsroom/sfsnews/promotemeals.asp

Additional Marketing Resources

<http://schoolmeals.nal.usda.gov/Training/lesson10.pdf>

Attachment A: State Policy Competitive Foods

State Policy on Competitive Foods and Extra Food Sales

Federal Regulations and State Board Policy restrict food sales in competition with the National School Lunch and School Breakfast Programs. On February 22, 1985, the State Board of Education passed the state's policy on the selling of foods in competition with the National School Food Service Programs and on the nutritional quality of foods sold as extra items. This purpose is to ensure that students are not in the position of having to decide between non-nutritious and nutritious foods immediately before or during any meal service period. Mississippi's competitive food sales policy is provided in Exhibit 3.4. **On October 19, 2007 the State Board amended the policy to allow the purchase of water along with milk and milk products without the purchase of a tray.**

Exhibit 3.4 Mississippi Board of Education Policy on Competitive Food Sales

- No food is to be sold on the school campus for one (1) hour before the start of any meal service period.
- The school food service staff shall serve only those foods that are components of the approved Federal meal patterns being served (or milk products) and such additional foods as necessary to meet the caloric requirements of the age group being served.
- With the exception of water or milk products, a student may purchase individual components of the meal only if the full meal unit also is being purchased.
- Students who bring a lunch from home may purchase water and milk products.
This policy should be viewed as a minimum standard. Local boards of education are encouraged to develop more comprehensive restrictions

Clarification Interpretation of Competitive Foods Rule

The State policy is clarified/interpreted below, as follows:

No food is to be sold on campus for one hour before breakfast or one hour before lunch and until the end of either serving period. Any food may be sold after breakfast, until one hour before lunch, and any time after the end of the last lunch period.

School food services shall **sell only those foods that are components of the approved Federal meal patterns being served (or milk products).** With the exception of **water and milk products**, a student may purchase individual components of the meal only if the full meal is being served. After the full meal has been served, a student may purchase individual components or milk products as extra food sales. **A food must be a component of the meal pattern to be sold extra.**

Examples are as follows:

- Orange juice is a component and can be sold extra.
- Hamburger is a component and can be sold extra.
- Any fruit or vegetable is a component and can be sold extra.
- A dessert that qualifies under the fruit or bread/grain requirement as component can be sold extra; the dessert that doesn't qualify as a fruit or bread/grain component cannot be sold extra.
- Ice cream is a milk product. It is not a component but is exempt and can be sold extra.

The state policy is a minimum requirement. A local school board may adopt a more restrictive policy.

Students who bring lunches can purchase only water, milk and ice cream.

Attachment B: COMPETITIVE FOODS POLICY

Descriptor Term:

EECA

COMPETITIVE FOODS POLICY

ISSUE DATE: 11-15-07

To ensure that students are not in the position of having to decide between non-nutritious and nutritious foods before or during meal service periods:

- A. No food items will be sold on the school campus of any elementary school before 1:00 P.M. of any school day. High Schools and Middle Schools shall be allowed to have one break each morning.

It shall be the responsibility of the sponsor of any snack or drink machines at the elementary schools that they not be at the students' disposal before 1:00 P.M. Middle/Junior High and High Schools with organized breaks shall adhere to such regulations other than at the time of a specified break designated by the Assistant Superintendent for the particular school. Any violation of this rule will result in the removal of such mentioned equipment from the school campus and/or the termination of the organized break.

Schools will be allowed to forego this policy for field days, etc., provided the function is organized in advance and approved in writing by the District Superintendent at least two weeks prior to the function. However, state law shall prevail in that no food items will be sold on the school campus for one hour before the start of any meal period (breakfast and lunch).

- B. The school food service staff shall serve only those foods which are components of the approved federal meal patterns being served (or milk products) and such additional foods as necessary to meet the calorie requirements of the age group being served.
- C. With the exception of water and milk products, a student may purchase individual components of the meal only if the full meal unit is being purchased and the item to be purchased is a component of the federal meal pattern. An additional dessert item cannot be purchased at any time since dessert is not a component of the USDA meal pattern. Adults are allowed to purchase desserts at the price approved by the School Board each school year.
- D. Students who bring a lunch from home may purchase water and milk products.
- E. No food deliveries from commercial establishments will be received or consumed by adults or students on school property during serving periods as defined in paragraph A. This does not pertain to adult staff members consuming food in areas other than the cafeteria.

Guidance and Support Services

Guidance Services

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

1. To provide individual inventories in the form of cumulative records for staff use in undertaking students.
2. To make counseling services available to all students.
3. To assist the student in choosing a course of study best fitted for his needs, abilities, and goals.

4. To collect, organize, and present educational and occupational information to students.
5. To assist new students in orientation to the school.
6. To provide information on available financial assistance for the student wishing to further his education.
7. To assist students in job placement after graduation.
8. To work closely with parents, employers, and community agencies in furthering the welfare of the students.

Parent-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 will be encouraged to avail themselves of the help of guidance personnel.

Textbooks and Library

Textbooks

Textbooks may be issued by the teacher for each subject. The state-owned textbooks are estimated to last five years. The condition of the book issued to a student is checked at the beginning of the school year and again at the close of the session. Parents are required to assume full responsibility for the books and their proper care until they have been returned to the school.

Fines will be charged for all book damages that show unnecessary wear. In the event a textbook is lost or damaged beyond use, the list price of the book must be paid. There will be a check made on all textbooks at different times during the year by the teacher. A lost textbook must be paid for before another one is issued.

Students who do not pay book fines will not be issued books for the following school year,

If a textbook is lost 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 fair market value of the book(s). (House Bill 1063)

The Jackson County School District will not require fees for curriculum materials and other supplemental instructional materials and supplies. Students will be required to have a paper, pencils, erasers, etc. Good care of books and equipment is an indication of good citizenship.

Students are encouraged to keep book covers on all books.

Library Books

Students who lose a library book will pay the current price of the book.