


GL INSTANT IMPACT
BAL PREP

2023-2024

STUDENT HANDBOOK



A Guide for Students and Parents



Approved by IIGP Board of Trustees



Greetings IIGP Parents,

Welcome to the 2023-2024 school year! We pride ourselves on offering a wide variety of educational options to meet the needs of our students and their families, and we are very glad that you have joined us! The guidelines provided in this manual have a very important purpose: to inform our students and parents about Instant Impact Global Prep's (IIGP) policies and practices. We want the best for every student, and we believe that this information will contribute to student success.

IIGP views parents as partners. Parents are advised to become acquainted with their child's teacher as soon as possible. Cooperation between the teacher, the student, and the parent will create and promote a solid education foundation for students. If you do not find the desired information within pages of this handbook, please contact your child's teacher or the school office.

The 2023-2024 school year promises to be outstanding, and we can hardly wait to get started. Best wishes for a s



DISTRICT CONTACT INFORMATION

**Instant Impact Global Prep
319 Highway 61 South
Natchez, MS 39120
(601) 653-3709**

instantinpactglobalprep.org

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SCHOOL VISION

To prepare our students to excel in the complex global world of the 21st Century and enact positive change in their communities and society by providing them with college and career-aligned pathways and equipping them with critical thinking, problem-solving, and culturally responsive skills.

MISSION STATEMENT

Provide students in grades K-8 with a rigorous STEM-infused, 21st century educational program that provides all students with what we call the 4-Factor Foundation: Student Engagement, Cultural & Civic Responsibility, Social Emotional Development, and College and Career Readiness.

COMMITMENTS

- We are committed to developing positive, productive citizens who display good character.
- We are committed to making data driven decisions that are in the best interest of the children.
- We are committed to providing rich experiences and exposure to all students that will prepare them for the 21st century.
- We are committed to providing an emotionally safe environment for students and staff.
- We are committed to investing in the development and curation of strong partnerships with and between staff, parents, school board members, and the community.

BOARD MEMBERS & ADMINISTRATORS

Board of Trustees	Administrators
Joyce Cornett, Board Chair Ellen Edwards, Board Vice Chair Gloria Chatman-Brooks, Trumeka CkarK Edna Gloria Davis	Dr, JoAnn Rucker, Executive Director/Principal Jasmine Ellis, Chief Financial Officer Walter Sago, Chief Operations Officer Debra Reed Director of Student Services/Counselor Vacant, Director of Academics Ashley Ellis, Parent Education Coordinator Vacant, Data Coordinator Vacant, Office Manager/ School Secretary
Advisory Council Committee of Community Ambassadors to Bridge Community and School Relationships	
<ul style="list-style-type: none"> ● Albert Matthews ● Vernica Yearby 	<ul style="list-style-type: none"> ● Valarie Griffin ● Parent ● Parent

SCHOOL DAILY SCHEDULE
Kindergarten – 2nd Grade

7:00 AM	Student Arrival/Breakfast
7:30 AM	Class Begins
3:30 PM	Bus Dismissal
3:35 PM	Car Rider/Walker Dismissal

NOTE: Students are not permitted to be on campus prior to that time. Students are expected to be in their classroom and ready to start class at 7:30 a.m. For Early Dismissal Days (60%) - Students will be dismissed at 12:00 PM.

SCHOOL CALENDAR

FIRST SEMESTER

Tuesday	July 4	Holiday - Independence Day Observed
Tuesday	July 25	July Regular School Board Meeting
Tuesday	August 1	Teacher Work-Day/Professional Development Day #1
Tuesday	August 2	Teacher Work-Day/Professional Development Day #2
Wednesday	August 3	Teacher Work-Day/Professional Development Day #3
Monday	August 7	First day of school
Tuesday	August 22	August Regular School Board Meeting
Monday	September 4	Holiday - Labor Day Holiday
Tuesday	September 6	Progress Reports Available in PowerSchool
Tuesday	September 26	September Regular School Board Meeting
Thursday	October 6	1st Grading Period Ends (Day #44)
Friday	October 7	Fall Holiday/Weather Make-Up Days (No School)
Monday	October 9	2nd Grading Period Begins (Day #46)
Tuesday	October 24	October Regular School Board Meeting
Tuesday	October 11	Report Cards Available in PowerSchool
Tuesday	November 28	November Regular School Board Meeting
Tuesday	November 8	Progress Reports Available in PowerSchool
Wed-Fri	November 20-24	Thanksgiving Holidays
Tuesday	December 26	December Regular School Board Meeting
Friday	December 20	2nd Grading Period Ends (Day #99.5)
Mon-Mon	Dec 21-Jan 4	Christmas/Winter Break

SECOND SEMESTER

Tuesday	January 3	Teacher Work Day/Professional Development Day #4
Thursday	January 4	Students Return/3rd Grading Period Begins (Day #100)
Tuesday	January 23	January Regular School Board Meeting
Monday	January 15	Dr. Martin Luther King Jr. Holiday (No School)
Tuesday	January 10	Report Cards Available in PowerSchool
Tuesday	February 7	Progress Reports Available in PowerSchool
Tuesday	February 27	February Regular School Board Meeting
Monday	February 20	Mardi Gras Holiday/Weather Make-Up Day
Tuesday	March 26	March Regular School Board Meeting
Tuesday	March 8	3rd Grading Period Ends (Day #135) -
Wednesday	March 15	4th Grading Period Begins (Day #136)
Tuesday	March 20	Report Cards Available in PowerSchool
Friday	March 29	Good Friday Holiday
Monday	April 1	Easter Break
Mon-Fri	March 11-15	Spring Break
Tuesday	April 23	April Regular School Board Meeting
Tuesday	April 24	Progress Reports Available in PowerSchool
Friday	May 10	Bad Weather Makeup Day
Tuesday	May 28	May Regular School Board Meeting
Wednesday	May 24	4th Grading Period Ends (Day #180) - 60% Day
Wednesday	May 29	Report Cards Available in PowerSchool (Elementary)
Monday	May 27	Memorial Day (All IIGP offices closed)
Tuesday	June 25	Public Hearing on FY25 Budget/June Regular Meeting

DISTRICT POLICIES

STATEMENT OF PURPOSE

The information contained in **the *Instant Impact Global Prep Student Handbook***, summarizes the policies of the Instant Impact Global Prep (IIGP) and should not be considered a substitute for the official policies of the school/district. All policies adopted by the Board of Trustees (BOT) for IIGP are maintained in the office of the Executive Director and are available for inspection and review. Policies are subject to change by IIGP BOT action. Copies of IIGP BOT policies are available online at the district website.

JURISDICTION

All policies cited in the ***Instant Impact Global Prep Student Handbook***, apply to all school-sponsored events, including those activities that take place off-campus.

RELATED SCHOOL BOARD POLICIES

The rules adopted by the IIGP BOT, as well as administrative regulations that pertain to student control and discipline, are found in the ***IIGP BOT Policies and Regulations***. This handbook is not intended to be a complete review of all IIGP BOT policies and does not equate to an irrevocable contractual commitment to students and their parents/guardians, but only reflects the current status of the IIGP BOT policies and elementary school rules.

ASSESSMENT PROGRAMS

Based on IIGP BOT ***Assessment*** policy student performance, and achievement are assessed periodically in each school. Assessment programs are based on school's goals and objectives which are compatible with the state's plan of education and which supplement the minimum performance standards approved by the State Board of Education (SBE). As required by the Mississippi Department of Education (MDE), elementary students participate in the **Kindergarten Readiness Assessment (MKAS)**.

COMPLIANCE WITH TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

The IIGP BOT Title IX policy, Students Complaints of Sexual Discrimination/Harassment, is to promote and ensure a work environment where students and employees are free from all forms of discrimination including sexual harassment. Conduct that is harassing toward students or employees will not be tolerated. Such conduct whether committed by supervisors, non-supervisory personnel, school contractors, volunteers or students is prohibited and is grounds for severe disciplinary action.

IIGP does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in the provision of educational programs and services or employment opportunities and benefits. It is the intent of the IIGP to ensure that students will not be excluded from participation in, or denied the benefits of, or be subject to discrimination, based on sex, in any course offerings, athletics, counseling, or school activity, as put forth under Title IX of the Education Amendments of 1972. Due process rights of students and their parents will be enforced as set forth in Title IX.

Inquiries regarding compliance with Title IX may be directed to the Executive Director.

COMPLIANCE WITH SECTION 504, AMERICANS WITH DISABILITIES ACT (ADA), AND INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

It is the IIGP BOT Policy, Section 504 – Americans With Disabilities Act – Non- Discrimination, to provide a free, appropriate public education to students with disabilities as defined in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Individuals with Disabilities Education Act. It is the intent of the district to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. Due process rights of the students with disabilities and their parents, as set forth under Section 504, the Americans with Disabilities Act, and the Individuals with Disabilities Act will be enforced.

The Counselor/Director of Student Services has been designated as the Section 504/Americans with Disabilities Act Coordinator and will handle inquiries regarding IIGP non-discrimination policies, the filing of grievances, and requests for grievance procedures covering discrimination on the basis of disability:

Director of Student Services
Phone: (912) 977-3687

FEDERAL PROGRAMS

The public is invited to review the IIGP's Federal Programs approved application and offer input into the upcoming school year's Federal Programs planning. The period for public review and comment is April – May each school year. Interested persons are invited to review these documents in IIGP's Central Office, located at 319 Highway 61 South, Natchez, MS 39120. Your suggestions are welcome

NON-DISCRIMINATION POLICY

Students

It is outlined in IIGP *Equal Educational Opportunities BOT Policy* that every pupil will have equal educational opportunities regardless of race, color, creed, sex, handicap, religion, or marital status. No student shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, and extracurricular activities.

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

HARASSMENT PROHIBITED: Further, the IIGP prohibits sexual harassment of or by any student. The IIGP BOT Policies, *Equal Educational Opportunities* and *Student Complaints of Sexual Discrimination/Harassment* and *Title IX* applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

EMPLOYEES AND APPLICANTS FOR EMPLOYMENT

It is the policy of IIGP BOT not to discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin, marital status, age, or physical or mental handicap. This policy shall apply to recruitment, transfers, compensation, and other terms and conditions of employment.

PARENTAL RIGHTS CONCERNING INSPECTION OF SCHOOL RECORDS

Pursuant to the Family Educational Rights & Privacy Act (FERPA) and other federal and state laws, parents have certain rights concerning information and records. In accordance with the IIGP BOT Policy, *Student Records*, the following regulation shall govern the release of student records to students, members of the student's family, legal custodian, or legal guardian. Parents and eligible students have the following rights under the FERPA and this policy:

1. The right to inspect and review the student's education record,
2. The right to exercise a limited control over other people's access to the student's education record.
3. The right to seek to correct the student's education record in a hearing, if necessary,
4. The right to report violations of the FERPA to the Department of Education
5. The right to be informed about FERPA rights.

All rights and protections given to parents under FERPA can be obtained through the IIGP BOT Policy, *Compliance with FERPA*.

PARENT'S RIGHTS TO REQUEST INFORMATION ON QUALIFICATIONS OF TEACHERS

Under the Federal statute, Every Student Succeeds Act (ESSA) Section 1111 (g) (2)(J), all parents/guardians of students attending a school that receives funding through Title I have the right to request information about the professional qualifications of classroom teachers instructing their child. IIGP do receive federal funding through Title I. Therefore, if you are interested in information regarding the professional qualifications of your child's teachers, you may send a written request to the building principal who will provide a response.

RELEASE OF STUDENT INFORMATION AND PARENT NOTIFICATION/PERMISSION

During the school year, students are often involved in activities that go beyond the confines of the classroom and the usual day-to-day instructional process. In most cases these are routine events associated with learning and the culture of the schools. Such activities may include field trips, classroom events/parties which relate to cultural observances, plays or programs, individual and group pictures in the school yearbook, school academic and activity photographs in news articles in newspapers, and recognition in general interest and news television reports. Please realize that this list may not include all activities that could arise during the year. Understand also that the school will require specific permission for field trips or certain activities or programs. School officials recognize their responsibility to conduct a thorough program and to ensure that activities are planned using good taste and respect for the status and integrity of children.

The Buckley Amendment Regulations of 1980, called the Privacy Rights of Parents and Students, also known as the Family Education Rights and Privacy Act (FERPA), 34 Code of Federal Regulations Part 99, permits school officials under certain conditions to disclose certain *directory information* about enrolled students. School officials have the right to release *directory information* unless the parent or eligible student informs the principal that any or all of the information designated below should not be released without prior consent. The following information is designated *directory information*:

- the student's name, address, telephone listing, and date and place of birth;
- parent or lawful custodian's name, address, and telephone listing;
- major field of study and grade level classification;
- student's participation in officially recognized activities or sports;
- dates of attendance, dates of enrollment, withdrawal, re-entry;
- certificates, awards, and honors received;
- most recent previous educational agency or institution attended.

When registering your child online using the parent portal, the guardian will agree/disagree to the following permissions as outlined in the Compliance with FERPA.policy:

- Internet use and access
- release of information & press releases (internet, newspaper, directories, rosters, school publications, etc.).

STUDENT SUPPORT SYSTEMS

The primary purpose of the Multi-Tiered System of Supports (MTSS) is to assess students’ needs and design instructional interventions and strategies for those students who demonstrate learning and/or behavior problems that interfere with their success in the classroom and in the school environment. At IIGP the MTSS process is a combination of the Response to Intervention(RTI) system and Positive Behavior Intervention System(PBIS). The MTSS process is supported by the MDE SBE 41.1 Intervention.

An instructional model designed to meet the needs of every student is in place at all IIGP elementary schools. The model consists of three tiers of instruction:

IIGP TIERS	RTI TIERS	PBIS TIERS	MTSS TIERS
<p>Success for All</p> <ul style="list-style-type: none"> ● Each student will receive an individual success plan (ISP). ● employ interventions and plans with students and their families to target skills students need to strengthen ● develop and performance goals that will indicate student mastery of each skill. 	<p>Universal Instruction</p> <ul style="list-style-type: none"> ● Provide high-quality classroom instruction that all students receive 	<p>Universal Supports/Practices</p> <ul style="list-style-type: none"> ● Instructional best practices ● positive school climate 	<p>Universal Support encompass “whole child” data (academics as well as social-emotional behavior) in a systematic and collaborative manner</p>
<p>On-Track Model</p> <p>Use a combination of academic and behavioral assessments to develop a picture of the whole child which will help in the decision-making process</p>	<p>Targeted Interventions</p> <ul style="list-style-type: none"> ● research based supports provided to students not responding to tier 1 ● Implemented in a small group setting 	<p>Targeted Supports</p> <ul style="list-style-type: none"> ● supports based on data ● provided to students at risk for severe problem behaviors 	<p>Targeted Support</p> <ul style="list-style-type: none"> ● all students receive the support they need to succeed academically and

to determine a student's <ul style="list-style-type: none"> School Connectedness Academic Readiness 21st Century Readiness. 			behaviorally
Circle of Success <ul style="list-style-type: none"> Provide additional support from three assigned adults (ideally teacher, counselor, and parent). Provide comprehensive support to include social emotional, home environment support, and extended academic support examine every aspect of the child's life to intentionally remove barriers or obstacles to student learning and healthy development. 	Intensive Interventions <ul style="list-style-type: none"> provide more frequent individualized interventions for students not responding to Tier 2 supports. 	Intensive Supports <ul style="list-style-type: none"> Individualized and targeted support for students with severe behaviors 	Intensive Support <ul style="list-style-type: none"> all students receive the support they need to succeed academically and to identify and address any learning or behavioral difficulties as early as possible

Teachers use progress monitoring information to determine if each student is making adequate progress, identify any student as soon as he/she is falling behind, and modify 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. The intervention process requires a broad range of competencies and shared responsibilities for educational planning so that all who have an interest in the student's success (teacher, administrator, parent and/or guardian) can cooperate and continue their efforts. It increases the clarity of teacher, staff, and home communication. It is important to note that the referral of a student for a child study to begin the process for consideration of a student for special services under the provisions of the Individuals with Disabilities Education Act (IDEA) is considered only after all other appropriate instructional interventions and strategies have been implemented and the student continues to be "at risk" or if the student is obviously disabled.

ADMISSION & ENROLLMENT POLICY

It is the policy of Instant Impact Global Prep (IIGP) to comply with all state and federal regulations regarding admission as outlined in Mississippi Code §37-28-15 and §37-28-23 to ensure that any lottery be "equitable, randomized, transparent, and impartial". IIGP will not discriminate during the admission and lottery process on the basis of gender, gender identity, national origin, ethnicity, religion, proficiency in English language, income level, disability, academic, artistic, athletic ability, sexual orientation, or the district the child would otherwise attend.

Lottery Application Requirement. IIGP requires applicants to submit a complete lottery application form in order to be considered for admission. During the start-up year, IIGP intends to accept applications immediately upon receiving the charter. Therefore, the application period will begin with the issuance of the charter, and end at the lottery date, which will be held in April of the start-up year. For the following years, the official lottery application time period will be from January 1 through April 1. In the event there are not enough applications to fill all the seats by April 1, all students will be given a seat who have submitted an application. The enrollment process will continue on a first come, first serve basis until all seats are filled.

Lottery Provisions. A "lottery" for purposes of this policy is a non-weighted, random selection process that determines the order of enrollment of student applicants. A lottery is to be conducted if the number of applicants exceeds the maximum enrollment by April 1 of every year. The lottery shall take place within 7 calendar days after the closing date of the application period, April 1. The School Leader or designee of the School will conduct the lottery, with supervision by at least one member of the School Board. Every effort will be made to conduct the lottery in a public forum unless restrictions are in place, such as those that were mandated by COVID-19. This ensures the integrity of the application and selection process.

Development of Waiting List. Once all seats are filled, the lottery process will continue in order to develop a Wait List. Any student who applies outside the application period (January 1 through April 1) will be added to the wait list below those who were chosen through the lottery. As space becomes available throughout the year, applicants will be called from the waiting list beginning with applicants at the top of the list. The wait list will be cleared every January and all parents on the list will be notified that they will need to apply again for admission if they wish to be considered for the upcoming school year.

Enrollment Preferences and Priorities. After IIGP's opening year, returning students (students who currently attend IIGP and intend to return the next school year) are exempted from the lottery and can return for the next year if they notify IIGP of their intent to return for the next school year by June 1. For any student who is attending IIGP whose parent has NOT notified the school of the intent to return, the school will make every effort to contact the parent, including home visits.

Siblings of returning students are exempt from the lottery, space permitting, and are automatically accepted for admission. For this policy "sibling" shall mean a biological or legally adopted brother or sister residing in the same household as the applicant or step sibling residing in the same household or children living together due to homelessness or other issues.

Children of the School's founders, teachers, and staff (so long as the total number of students allowed constitutes no more than 10% of the total enrollment as per Mississippi Code §37-28-23(8)(c)) are exempt from lottery requirements, as permitted by federal guidance on the Charter Schools Program.

In the event the school does not meet the 80% requirement for special populations of the district as per Mississippi Code §37-28-23(5), the Board of Trustees will work with senior school administration and the authorizer to develop a fair, weighted lottery to ensure these students are allowed equitable access.

Lottery and Application Documents Parents will be able to apply for the lottery in a variety of ways including coming to the school to fill out a lottery application, requesting that the school mail them an application and returning it by mail, or logging onto the school's website and completing the lottery application. The following information will be required:

- Students name

- Current grade, grade requesting through lottery
- Address
- Phone number
- If the Student has a sibling already in the school or if the student is related to a founding school member
- Parents name
- Date of Application

All lottery applications will be awarded a number based on when received by the school. School personnel will keep records of who submitted a lottery application and the student's number. This will be sorted by grade applying for. At the lottery, these numbers will be randomized (or manually picked from a container) and will determine who will receive a seat at the school. The lottery will be administered by grade level. After obtaining a seat in the school through the lottery, applicants are considered to be admitted to the school but will be required to submit a completed school enrollment application packet for formal enrollment. The application form will include the following items:

- Student's name (first, last, and middle names)
- Student's birth date and age
- Student's current grade level and grade applied for
- Student's residential address
- Phone numbers
- Student's current school and district names if applicable
- Any and all paperwork on Special Ed and English Language proficiency
- All the required consent forms
- Proof of Residency
- Immunization
- Any medical forms, issues and medications
- School records from prior school, if applicable
- Applicant's parents' name and signature

Under no circumstances will the information in the enrollment packet be used to counsel students out, transfer them to another school, or deny them the seat obtained through the lottery process.

Verification of Residency. According to Mississippi Code §37-28-23(1)(a) & (b), students must reside within the boundaries of the school district in which the charter school is located or who reside within a District rated C, D, or F at the time of authorization or student enrollment. Verification will include:

- Ownership of housing
- Property tax bill
- Current rental or lease agreement with parent/guardian's name
- Social Security, Benefit, or Entitlement official letters from government agencies
- Cable bill in parent/guardian's name
- Utility bill in parent/guardian's name
- Payroll stub in parent/guardian's name

These requirements are different for students who are homeless. "Homelessness" means lacking a fixed, regular, and adequate nighttime residence. The Director of Academics in year 1 and Director of Student Supports in year 2 onward will serve as the primary contact between homeless families and school staff, shelter workers, and other service providers. The director will also assist in obtaining necessary residential verification if needed. If a dispute arises over the enrollment of a homeless child, (s)he shall be immediately admitted to IIGP until

resolution of the dispute. Under no circumstances will a homeless child be denied enrollment due to lack of shelter.

McKinney-Vento Compliance IIGP shall strive to enroll homeless children who are not currently attending school and shall adopt policies and practices to ensure that students, including homeless children are not stigmatized or segregated on the basis of their homeless status. IIGP shall review and revise policies which act as barriers to the enrollment of homeless children. In determining homelessness, consideration will be given to factors such as transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

Student's Family Residing with a Third Party

If the student's family is residing in the home or apartment of another individual, the following is necessary for enrollment:

1. Complete your student's registration.
2. The school will contact the parent/guardian to complete an Affidavit of Residency

NOTE: Two Proofs of Residency are required from the third party the student resides with. (See Acceptable Proofs of Residency above.)

Food Allergy Information

The parent of each student enrolled at IIGP must complete a form that discloses (1) whether the child has a food allergy that should be disclosed to take any necessary precautions regarding the child's safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction. Food allergy information forms will be maintained in the child's student records, and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors, school nurses, lunchroom staff, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 ("FERPA").

Policies and Procedures Around Waiting Lists, Withdrawals, Re-Enrollment, and Transfers

As stated above, the waiting list will be cleared every year. Parents on the waiting list will be notified in January that they must reapply again for the lottery for the upcoming school year. (NOTE: the wait list will be saved and in the event the school must backfill prior to April 1, the students on the waitlist will still be offered the seat.)

Withdrawals and transfers in an elementary school are the same thing. In no case will a student be allowed to leave school without documented proof that they have already enrolled in another school. In the event that this were to occur, the school will immediately notify the appropriate legal authorities. Records of transfers will be kept for seven years.

Student re-enrollment will be determined on a case-by-case basis depending upon available space.

The school will of course host open houses and school visits but there is no requirement for any pre-admission activity for students or parents.

Home Schooling/Transfer Student Testing

IIGP BOT *Home Schooling/Transfer Student Testing* policy pertaining to admission of students from any public, private, or homeschool within or outside the boundaries of the State of Mississippi to a

public school within the state may be required to take a test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer. The parent will be given advance notice for testing, and the counselor at the school will administer and score the test. The student will be assigned to a specific grade and class for which the test shows he/she is best suited only after the test has been given and scored. Pending the administration of the test, the principal may temporarily assign the student to a grade and class comparable to that in which the student would have been had the student continued in the school from which the transfer was being made.

INTERNET ACCEPTABLE USE POLICY

IIGP takes every reasonable precaution to ensure that the Internet is safe. However, students may attempt to bypass the school filters or use home computers that expose your student to the following risks:

- Sharing offensive websites with other students
- Sending and receiving inappropriate email, blogs and other prohibited messages
- Sharing offensive material created at home
- Sending or receiving libelous electronic messages
- Engaging in the violation of criminal and civil laws
- Illegally uploading or downloading copyrighted material
- Using your child's picture in a false light
- Violating your child's privacy regarding health and other personal issues

The IIGP BOT provides Internet access to students for educational purposes only. The use of the Internet is necessary for many school research projects. Misuse of the Internet violates IIGP BOT *Internet Acceptable Computer Use Policy* and subjects your child to suspensions and other school disciplinary consequences. Additionally, your child may incur civil and criminal penalties under Mississippi and Federal law for misuse of the Internet. Some of the misuses are as follows:

- using proxy sites (sites that allow the user to bypass the district Internet filter) to avoid the district filter
- sending and distributing offensive material on district computers or school grounds
- sending cyber-threats of death, bodily harm, damage to property to other students or staff
- creating offensive materials on home computers and distributing them on school grounds
- using their own portable devices to distribute offensive material on school grounds

General guidelines include, but are not limited to, the following:

- The student should have no expectation of privacy at any time while using district resources, nor at home when it pertains to school business.
- The district is authorized to monitor email logs and internet histories of students and does so.
- Students should use the Internet/network for appropriate educational purposes and research.
- Students should use the Internet/network only with the permission of designated school staff.
- Students should be considerate of other users on the network.
- Students must use appropriate language for school situations and must not use vulgar or profane language or images, including those with implied vulgarity and/or profanity.
- Students should immediately report any security problems or breaches of these responsibilities to the supervising teacher.
- Students must adhere to copyright laws and plagiarism rules when using the Internet.
- Students must not share user IDs and passwords required to access e-mail and other programs.
- Students must not give out personal information about themselves or where they live.
- Students must not fill out forms on the Internet without parent/teacher permission.

- Students must not send pictures of themselves through email.
- Students may not have access to e-commerce or publicly provided Internet Service Providers.
- Students will receive district accounts upon teacher request and parent permission if the accounts are needed for educational projects.
- Students must not use proxy avoidance sites (sites that allow the user to bypass the district Internet filter) or other sites indicated as blocked. Use of these sites violates this contract and could result in loss of Internet access and/or other disciplinary actions.
- Students must not intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, unauthorized redirection of school web pages or violating copyright laws.
- Students must not work directly on teacher, school, or district department webs without express written permission from the district web administrator and/or Chief of Instructional Technology.
- Students must not construct websites using content or links that violate state or federal laws.
- Students must not use the network in a fashion inconsistent with directions from teachers and other staff.

The parent/guardian of each elementary student will be expected to read the IIGP *Internet Acceptable Computer Use Policy* and to sign an *Acceptable Use Agreement for Internet/Media Use*. Parents/guardians are expected to properly supervise their child's computer activity at home and to advise the IIGP immediately if they discover any violation of the user agreement at home or at school. Additionally, parents/guardians are expected to notify the IIGP immediately if they discover their child or their child's fellow students are committing civil and criminal violations of the law. Failure to report this behavior is negligent supervision and relieves the school of any liability that flows from this behavior if the school could not have reasonably foreseen this type of behavior on the child's home computer. Any conduct by a student that is in conflict with these responsibilities is inappropriate and such behavior may result in the termination of access and possible disciplinary action. No student will be given Internet access unless a completed and signed *Acceptable Use Agreement for Internet/Media Use* form is on file.

District Technology Issued to Students

As part of school's/district's efforts to provide the tools and resources students need to be successful in today's digital age; access to electronic devices will be afforded to all students as necessary for instruction as long as funding is available. A record will be kept that details what specific device is used by each student.

In the event a program of virtual learning is implemented, a district-owned device will be provided for home use. All parents and students must agree to the IIGP BOT *Acceptable Use Agreement for Internet/Media* policy before they are issued a device. An IIGP Computer Use Parent Agreement (CUPA) must be signed by the parent or guardian acknowledging receipt, responsibility and terms associated with the acceptance of the device.

VANDALISM/DESTRUCTION OF PROPERTY

The intent of the IIGP is to provide a clean, safe, and orderly environment for the students, teachers, administrators, and others in order that conditions conducive to learning may be present at all times. As outlined in the IIGP BOT *Vandalism/Destruction of Property* policy, any student who destroys or

damages school property or the property of another student, teacher, administrator, or any employee of IIGP shall be suspended and/or expelled in accordance with law and other policies of IIGP BOT.

VISITORS

Parents/guardians play a key role in the education of their children. Your words of encouragement, a hug when the day has been rough, your interest in your child's work, and your presence at school are all vital! You are encouraged to be actively involved because your involvement shows your children that you value their education. The partnership between school and parents is essential for student success, and parents/guardians are always welcome to visit the school. **However, due to security concerns and the value of undisturbed academic time, all visitors must report to the school's administrative office area upon entering the school building to sign in to our school's visitor management system. A state or federal photo identification is required. Each visitor will be screened with a background check to maintain student safety, and customizable passes will be issued to the visitor once approved.** Each visitor will be screened with a background check to maintain student safety, and customizable passes will be issued to the visitor once approved. Please refrain from using your personal cell phone to have conversations while on campus. A parent who wishes to observe in his/her child's classroom must contact the teacher at least twenty-four (24) hours in advance with teacher and administrator approval. Without such advance planning, the parent will not be permitted to go to the classroom. Due to student supervision and to protect the integrity of our instructional time, teachers will not be called to the office to speak to a parent during the regular school day. You may call and leave a message or email the teacher and he/she will return your call during his/her planning, before, or after school. Teachers are not authorized to release students to parents who come to the classroom. Students are not allowed to bring juvenile guests to school with them during regular school hours. See IIGP BOT *Visitors to the Schools* policy.

EMERGENCY PROCEDURE INFORMATION

Emergency procedure information is to be provided online at time of registration. This information provides the administrative staff with essential information about students in case of an emergency at school. It also gives the attendance office staff information necessary to permit a student to check out during the school day. All individuals placed on the checkout list must be 21 years or older, unless they are an immediate family member who is not currently enrolled in IIGP. Any exceptions to this policy must be approved by IIGP administration. Parents who wish to change/add an adult to a check-out form must do so in person unless there is an emergency in which the administration is notified.

ACADEMIC

GRADE REPORTING

Grades can be viewed on the PowerSchool regularly and a report card will be issued at the end of each nine weeks. A minimum of ten grades will be taken in ELA and Math per nine weeks.

PROGRESS REPORTS

Progress reports will be made available via PowerSchool midway through each grading period. Parent teacher conferences are not limited by grading periods or scheduled parent teacher conference calendar dates. Parent conferences are encouraged as needed to assure student progress.

The following reporting code is used for letter grades:

A	Outstanding/Excellent
B	Exceeds Requirements
C	Meets Minimum Requirements
D	Working Below Ability Level
F	Unacceptable Performance

The following grading scale is used in core academic subjects:

A	93-100
B	85-92
C	77-84
D	70-76
F	69 and below

These marks are used for special subject areas and kindergarten:

E- Excellent	93-100
S-Satisfactory	85-92
N-Needs Improvement	70-84
U-Unsatisfactory	0-69

PROMOTION AND RETENTION

The IIGP Instructional Program has sequential planned instructions for all subject/grade levels. Minimum proficiency requirements are necessary for students to progress to the next higher level/grade. Promotion requires passing in all core subjects and demonstrating the mastery of skills as prescribed by the standards and frameworks adopted by the MDE, Student's academic progress will be communicated throughout the school year. *Parents of students who are at risk of being retained will be notified in writing in March. The final decision to promote or retain a student will be a joint decision made by the teacher and principal based on the considerations listed above.;*

Considerations for promotion are:

1. Minimum numeric average of 70 in current subject/grade level;
2. Attendance;

HONOR ROLL/PRINCIPAL LIST

At the end of each grading period, students having earned an “B” average or above in every subject in which they are enrolled as having attained the Honor Roll. At the end of each grading period, students having earned a “A” average in every subject in which they are enrolled as having attained the Principal’s List, as outlined in IIGP BOT *Honor Roll* policy.

GIFTED EDUCATION

The Mississippi Gifted Education Act of 1989, as amended in 1993, mandates that each public school district within the state provide gifted education programs for intellectually gifted students in grades two through six. Students must meet specific state and district guidelines as outlined in state regulations and IIGP BOT *Gifted Education Program* policy. Although students are usually referred by teachers for screening, parents can also initiate referrals. All requests for testing should be directed via email to the counselor/DOSS, d.reed@instantimpactglobalprep.org.

The State of Mississippi mandates the assessment and placement process to be completed in a timely manner. Testing periods will be designated by IIGP Student Services and Phase I testing will be administered in the spring of each year for all referrals. Students who are new to IIGP can be tested after their first nine weeks of attendance. Students will only be tested twice by the district. A blanket screener will be administered yearly.

HOMEWORK

Homework is an extension of the student’s school activities. Recognizing the value of homework assignments that are purposeful, well planned, well-motivated, and age appropriate, the IIGP BOT encourages the assignment of independent activities for students to complete at home. The type and the amount of time necessary to complete assignments will vary based on grade level; however, there will not necessarily be an assignment every night. Homework assignments should have the following purposes: See IIGP BOT Policy *Homework* policy.

1. To reinforce classroom instruction;
2. To complete unfinished classroom assignments;
3. To promote independent work;
4. To promote growth and responsibility in meeting curriculum requirements; and,
5. To accommodate the student’s individual achievement level and ability.

PARENT CONFERENCES

Parent-teacher conferences are encouraged. At various times during the school year and for various reasons, teachers and parents/guardians should confer concerning students. If the teacher feels a conference is necessary, the teacher will contact the parent. If for any reason a parent wishes to have a conference with the teacher, the parent should contact the teacher. When parents have concerns or issues to discuss, they are encouraged to discuss the issue with the classroom teacher first. If the situation is not resolved, parents may address the issue with the elementary administration. Teachers, administrators, and parents share the common goal of creating the best learning experiences for students. Conferences may be scheduled for before or after school or during a teacher's planning period and must be scheduled at least one day in advance.

PERMANENT RECORDS

A permanent record is set up for each student in the school system. This record begins when the student starts school and is kept current on the student until he/she finishes school. The permanent record follows the student wherever he/she goes. Permanent records are available for review by parents upon request. A

student's educational record will be forwarded to a requesting school in which the student enrolls upon the school's request for the record. Permanent and cumulative records for individual students are collected, maintained, and disseminated in compliance with MS Codes § 37-3-49, § 37-15-1 through 37-15-3, and the Family Educational Rights and Privacy Act of 1974.

TRANSFER OF RECORDS

A student's educational record will be forwarded to a requesting school in which the student enrolls upon the school's request for the record. Permanent and cumulative records for individual students contain academic achievement and other required data and are collected, maintained, and disseminated in compliance with Mississippi laws and the Family Educational Rights and Privacy Act of 1974.

GENERAL INFORMATION

EMERGENCY CONTACT INFORMATION

PowerSchool provides the school with essential information about the student. It is extremely important that the school has this information in the event of illness or injury, an emergency at school, or a request to check a student out of school. Schools utilize PowerSchool to expedite student care. Parents should list home, work and cell numbers so that they can be reached quickly if needed. Additional authorized adults should be listed on the card in the event a parent cannot be reached. No student will be released to any person not authorized by the custodial parent on the emergency portion of PowerSchool. **Important information must be updated during the school year as numbers or emergency contacts change. This must be done in person at the school's front office.**

Field Trip Policy

Educational field trips related to class subjects must be authorized by the executive director. Any approved IIGP staff member wishing to take a field trip shall first obtain the Executive Director's/Principal's written approval before proceeding with planning a trip. Next the approved IIGP staff member shall contact the COO to ensure that transportation is appropriate and available for the date and time of the trip.

No field trip or activity should commence until such time as one there is:

1. a field trip activity request form on file with the Executive Director/Principal.
2. a field trip parent permission form that have been completed, signed and on file at the school.
3. the field trip activity request form has been approved by the executive director bearing the Executive Director's signature.
4. a copy of current insurance and valid driver's license has been uploaded with online field trip request form, if private transportation is used.

Safety and supervision

Any approved IIGP staff member who sponsors field trips must address the safety and security of students. Participating students would be divided into primary groups with an approved adult in charge of each group. IIGP will use the 1:10 adult to student ratio. based on provisions for school student safety, instructional activities, and differing ratios of adults to students, additional approved staff members or other IIGP employees may be considered for the field trip.

An emergency plan will be established to address illness or injuries to participants mechanical failure of buses or other means of transportation, changes or delays in schedules, cancellation of activities, severe weather conditions, separation of students from group, inappropriate behavior, ETC. Updated emergency and health forms or summary list will be collected and copied by chaperones. Copies of all information will also be filed in the school building.

Participating students in their parents/guardians will be notified that all IIGP roles relating to student behavior and conduct are applicable during field trips. Based on the nature of the particular field trip, students and their parents/guardians must also be provided in writing any special rules for behavior and conduct and conduct applicable to the trip. Students may be charged a fee to help it cost for transportation in admission charges

Approved field trips cancelled due to weather may be rescheduled with approval from the building Executive Director/principal.

COUNSELING SERVICES

Counseling services at the IIGP exist to facilitate the growth and development of students as they progress through school. These services are designed to help students in their educational planning, decision-making, and personal-social development. The school counselor is committed to working with parents as well as

with students to assist students in gaining the greatest benefit from school experiences. Counseling services, which complement both instructional and administrative operations, provide opportunities for students to develop self-understanding, self-evaluation, and self-direction. The counselor's goal is for the student to mature as an individual who understands the responsibility for making decisions and living with the consequences of those decisions. The school counselor will be available throughout the day for individual and group conferences. Teachers are expected to refer students to the school counselor and students are urged to ask the counselor for assistance in any issue that concerns them. Parents are also encouraged to contact the counselor to discuss any areas of concern.

LOST AND FOUND ARTICLES

All articles found in the school or on school grounds are turned in to the homeroom teacher or the school office. If a student has lost an article, he/she should check by the office to see if the article has been found. Throughout the year, many items are turned into the lost and found and are never claimed. Proper marking of all personal property can reduce such losses, and parents are encouraged to mark all items such as coats, jackets, sweaters, sweat-shirts, lunch boxes, book bags, etc. Students are urged not to bring large amounts of money or expensive personal items to school. The school assumes no responsibility for loss if it should occur.

PARENT-TEACHER ORGANIZATION

The education of your child is a cooperative enterprise. Close cooperation and understanding between the home and the school is most important. To help achieve this goal, there is a Parent-Teacher Organization (PTO) in each of the Ocean Springs elementary schools. In the interest of your child, you are urged to join and become an active member of this group. The PTO sponsors fundraisers throughout the year, and school-wide participation is encouraged. The money raised pays for additional school programs, educational opportunities, equipment, and supplies for classrooms.

RADIOS - CELL PHONES - ELECTRONIC DEVICES – SMART WATCHES

Students are not permitted to possess personal communication or electronic devices which could disrupt a class on school property during the school day. Noncompliance with this regulation will result in confiscation of the device. Recording and/or posting content that can lead to the disruption of the school environment will result in disciplinary action. Also, elementary students are not allowed to bring toys, cards, or games to school without prior permission of the teacher. When any item is confiscated by teachers or administrators, the device or item will only be returned to a parent in the principal's office.

SOLICITING OF FUNDS

The sale of any item for personal profit by students is not permitted on school grounds.

TELEPHONE USE

The purpose and desire of the office staff is to serve parents, students, and teachers courteously. Office phones are maintained for business and personal use of faculty and staff and are not to be used by students unless specific permission is granted by office personnel. In the event a student is granted the privilege of using a school phone, a professional staff member will supervise the call.

TEXTBOOKS & TECHNOLOGY

A *Textbook & Technology Assignment Form* will be completed by the teacher listing all textbooks and technology assigned to a student and the parent/guardian will be asked to sign the completed form. Workbooks or supplementary materials that are used in school must be furnished by the parent/guardian. Parents/guardians and students must assume full responsibility for the books and technology issued to the student during the school year. If any book or resource is lost, damaged, or destroyed, such loss must be paid before the student will be entitled to further resources. Students should take proper care of textbooks and technology and see that their resources are not abused. A fine will be assessed for any state-owned book/technology that shows unnecessary wear. In the event a book or resource is lost or severely damaged, the list price of the item must be paid.

WITHDRAWAL FROM SCHOOL

The parent/guardian must send a written request or come to the school at least one (1) day before the student can be withdrawn from school. Official withdrawal papers must be completed. If the record is not clear in the office, the student may encounter difficulties in enrolling in another school. The record is not clear until all library books have been returned, textbooks have been checked in, and all fees/fines have been paid.

PERSONAL APPEARANCE

PERSONAL APPEARANCE

Students shall come to school looking clean and neat, wearing the appropriate uniform and exhibiting grooming that will not be a health and/or safety hazard to the student or others. On “free dress” days” where students wear clothing other than the school uniform, the District prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, obscene or that depict or advertise tobacco products, alcoholic beverages of any kind, drugs, or any other substance prohibited under policy; further it prohibits any dress or grooming that, in the principal's judgment, may reasonably be expected to interfere with normal school operations. If the principal determines that a student’s grooming or clothing violates the school’s dress code, the student will be given an opportunity to correct the problem at school. With the parent’s permission, the school may provide loaner apparel, if available. If not corrected, the student may not be allowed to attend class until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. The School Board makes an effort periodically to restructure the dress and grooming code according to current conditions. The following personal appearance regulations for grades K – 2 are included the IIGP BOT Personal Appearance policy.

Required Uniforms

1. Black Bottoms: slacks, shorts, skirts, skorts, jumpers
2. Deep red or weather gray tops

Free Dress Days

1. Shoes must be worn. Taps, cleats, wheels and spikes on shoes will not be permitted except in appropriate settings.
2. No excessively large, torn, or worn clothing will be permitted.
3. No patches, emblems, or advertisements of a violent, suggestive, indecent, or obscene nature will be allowed.
4. Slacks, jumpsuits, jeans, and shorts of moderate length may be worn.
5. Any clothing tending toward immodesty will be prohibited.
6. Head coverings, caps, hats, headdress (including the hood of a shirt or sweatshirt), etc, will not be worn unless there has been prior approval from administration).
7. Muscle shirts, basketball jerseys, and tank tops will not be permitted unless worn as a vest-type garment over a shirt.
8. Clothing, hats, caps, or other personal property which advertises, or promotes the use of alcohol, tobacco, or illegal drugs shall be prohibited.
9. Clothing, hats, caps, or other personal property which convey obscene, lewd, or vulgar comments, messages, or portraits shall be prohibited.
10. Clothing, hats, caps, or other personal property with sexual innuendos shall be prohibited.
11. Clothing, hats, caps, or personal property which shall cause a disruption to the learning process or which might be a hazard to the safety of students shall be prohibited.
12. Anything not covered in the code that is distracting to either a teacher or student should be brought to the attention of the administration.
13. For the safety and well-being of all students and staff, coats, jackets, windbreakers, vests, and other similar outer garments which extend below the knee in length shall be prohibited.
14. Students shall not wear any attire which shall impinge upon the health, safety and/or welfare of the students and employees within the district.

ATTENDANCE INFORMATION

ATTENDANCE INFORMATION

MISSISSIPPI COMPULSORY SCHOOL ATTENDANCE LAW

The IIGP BOT is committed to providing the students of the IIGP a performance-based educational program. The IIGP BOT believes that all children can learn and that their daily attendance enhances the educational process. Therefore, in accordance with MS Code § 37-13-91, IIGP shall enforce the Mississippi Compulsory School Attendance Law and shall apply the same standards to all students as described in IIGP BOT *Compulsory School Attendance/School Age* policy.

"Compulsory-school-age children" means a child who has attained or will attain the age of six (6) years on or before September 1, of the calendar year. An "unlawful absence" is an absence during a school day by a compulsory-school-age child and is not due to a valid excuse for temporary nonattendance.

Parents or guardians of any child enrolled in a full day public school kindergarten program cannot withdraw the child from the program on a one-time basis as before. They are considered compulsory upon enrollment of the program and must abide by the law. If the child is withdrawn, the child must be enrolled in home or private school.

Each of the following shall constitute a valid excuse for temporary nonattendance of a compulsory-school-age child enrolled in school, provided satisfactory evidence of the excuse is provided to the Executive Director of the school district or his/her designee.

1. An absence is excused when the absence results from the compulsory school-age child's attendance of an authorized school activity with the prior approval of the Executive Director of the school district or his/her designee. Such activities may include field trips, athletic contests, student conventions, musical festivals and any similar activity.
2. An absence is excused when the absence results from illness or injury which prevents the compulsory-school-age child from being physically-able to attend school.
3. An absence is excused when isolation of a compulsory-school-age child is ordered by the County Health Officer or by the State Board of Health.
4. An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory-school-age child. The immediate family member(s) of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers, and sisters, including step-brothers and step-sisters.
5. An absence is excused when it results from a medical or dental appointment of a compulsory-school-age child where an approval of the Executive Director of IIGP or his/her designee is gained prior to the absence, except in the case of an emergency.
6. An absence is excused when it results from the attendance of a compulsory-school-age child at the proceedings of a court or administrative tribunal if such child is a party to the action or under subpoena as a witness.
7. An absence may be excused if the religion to which the compulsory-school-age child or such child's parents adheres requires or suggests the observance of a religious event. The approval of such absence is within the discretion of the Executive Director or his/her designee, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.
8. An absence may be excused when it is demonstrated to the satisfaction of the Executive Director of the IIGP or his/her designee that the purpose of the absence is to take

advantage of a valid educational opportunity such as travel including vacations or other family travel. Approval of such absence must be gained from the Executive Director of IIGP or his/her designee prior to the absence but such approval shall not be unreasonably withheld.

9. An absence may be excused when it is demonstrated to the satisfaction of the Executive Director or his/her designee that conditions are sufficient to warrant the compulsory-school-age child's nonattendance.

Any parent, guardian or custodian of a compulsory-school-age child subject to the provisions of this policy who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this policy, or who intentionally falsified any information required to be contained in a certificate enrollment will be guilty of contributing to the neglect of a child and, upon conviction, shall be punished in accordance with the provisions of MS Code §97-5-39.

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 or such child has accumulated ten (10) unlawful absences during the school year, the principal or school Executive Director shall report such absences to the school attendance officer of the youth court or family court. The Compulsory School Attendance Law states that every child who has not reached the age of 17 years prior to September 1 of that school year SHALL be enrolled and regularly attend school.

ABSENCE FROM SCHOOL

Regular and punctual attendance on the part of all students is necessary for successful accomplishment in elementary school. Therefore, it is important that parents not only encourage their students to attend school regularly, but also that the students be punctual. Also, only in unavoidable cases should a student be taken out of school before the close of the school day. **In order for a student to be considered as having attended school for a full day, the IIGP BOT Attendance, Tardiness and Excuses policy specifies that each student must be present for 63% of his or her individual instructional day as fixed by the IIGP BOT.** For purposes of reporting absenteeism, a student who has an absence that is more than thirty-seven percent (37%) of the student's instructional day, as fixed by the board of trustees for the school at which the student is enrolled, shall be considered absent the entire school day.

Reporting an Absence

Each day a child is not in school, the parent must notify the school office by phone, in writing, or in person that the student will be absent. If notification is not received, the principal or his/her designee will investigate the absence in a timely manner.

Excused Absences

A student is allowed **two parental absences** per nine weeks grading period. **Documented dates must coincide with the actual days of absence.** Parents must notify the attendance office by phone, in writing or in person no later than the day the student returns for the absence to be considered a parental excuse. All other absences require medical or legal documentation to be submitted to the school office. Documentation must be submitted to the office within **two (2) days of the student's return to school** for the absence to be considered excused. **Medical documentation will only be excused full day if the excuse indicates it to be full day. If the doctor's excuse indicates beginning and ending times, the excuse may only be accepted for those times, not the entire day. The doctor's office can fax or scan and email the excuse to the school.** The scan and email can be sent to our school attendance clerk.

Unexcused Absences

If proper documentation is not submitted upon return to school, the absence will be reflected as an unexcused absence. The IIGP follows the Compulsory School Attendance Law in reported unexcused absences to the County Attendance Officer and the Department of Human Services. An accumulation of 10 unexcused absences may be one factor in determining promotion/retention of a student.

Administrative Absences

Administrative absence designation is used to cover special situations which include college visits, funerals, graduations and certain school related activities. Administrative absences will only be approved once per year for a maximum of 5 days once all parental absences have been applied for the given term. Final approval for Administrative Absence will not be recorded until all steps have been completed.

Tardiness

Students may enter the building at 7:20 A.M. **A student is considered tardy if he/she is not in his or her classroom at 7:45.** Punctual daily attendance is necessary for student success. Being on time ensures that the student is properly accounted for in the morning attendance report and allows the student to hear important morning announcements. Punctuality by all students prevents disruptions for the teacher and other students in the class. Parents who provide transportation for their child to school are encouraged to consider possible traffic congestion as well as inclement weather conditions in developing a schedule to make sure the student arrives by no later than 7:40 A.M. Tardies to school caused by any of the following reasons shall be excused. **All other tardies shall be considered unexcused.** Reasons to be accepted for an excused tardy include:

1. school transportation or other school-related actions,
2. medical or dental appointments if accompanied by a written excuse from the physician, dentist, or other medical personnel, and
3. special circumstances in accordance with the Mississippi Compulsory School Attendance Law and deemed acceptable by the principal or her designee.

The principal or her designee will investigate excessive tardiness. Excessive tardiness is considered more than five tardies in a nine-week period. Administrative action, including referral to the County Attendance Officer and/or Child Protective Services, may be taken.

Late Check-in And Early Check-out

It is in the best interest of the student and the school's instructional program that all students are in class and ready to begin when the instructional days start at 7:45 A.M. Late check-ins should be avoided. To protect the integrity of the instructional program, appointments should be scheduled after the end of the school day, whenever possible. Late check-ins and early check-outs are discouraged and are subject to school attendance policies. Furthermore, any student who checks in late or checks out early will be responsible for making up all work that was missed. The teacher will provide make-up work to ensure that the student does not fall behind academically.

A student is expected to remain at school throughout the school day except in case of emergency. In the event a student becomes ill during the school day, the parent/guardian will be contacted and, if necessary, expected to come to school and check the student out. When early check-out is necessary, the student's parent/guardian or adult designated by the parent/guardian on the student's emergency card must personally sign the student out in the school office. Teachers are not authorized to release students to parents who come to the classroom. The time when schools are preparing for dismissal and loading students on buses

and into parents' vehicles is extremely sensitive. Every possible step must be taken to ensure the safe dismissal of all students. Therefore, **no student will be called from class for early check-out after 2:15 P.M.**

Make-up Work

Students who miss a class for any reason will be given the opportunity to complete the work missed in that class. Students are allowed three days to make-up missed work. All make-up work must be completed and returned to the appropriate teachers for credit.

Absence Summary

- Regular and punctual attendance is necessary for academic growth.
- A student is allowed only two parental absences per nine week period. The office must be notified by the parent prior to or on the day of absence for the absence to be considered an excused absence.
- All other absences require medical or legal documentation for the absence to be considered excused. Documentation must be submitted to the school office or to the student's teacher prior to the absence or within 2 days of the student's return to school.

TRANSPORTATION REGULATIONS

To ensure the safety and security of each student, it is essential that a regular procedure for returning to home from school daily be established and followed every day. **A change in transportation arrangements must be pre-approved or the student will be expected to follow his/her normal procedure.** In the event of an emergency, the parent/guardian must contact the building principal.

NOTE: If a change in procedure must be made, parents are required to send a handwritten note with school verification or email to explain the circumstances (will not be accepted after 10:00 A.M.). If the change of procedure requires that a student get off the bus at a different bus stop, the student will be issued a temporary bus pass if approved by an administrator.

SCHOOL BUS REGULATIONS

As provided by law and IIGP BOT *Transportation* policy, student transportation shall be provided for all pupils in grades K-5 who reside one-half (1/2) mile or more from the school to which they are assigned. Transportation schedules and routes are established at the direction of the Executive Director and the Transportation Supervisor, and are available in the school office. **Students are not allowed to ride a bus other than the one assigned to them.** IIGP requires that a *School Bus Transportation Agreement* be completed for all students by their parents/guardians. The purposes of this agreement are to ensure that both the parents/guardians and the school are aware of the bus assigned to each child and to identify the pick-up/drop-off points to ensure safety.

The following bus transportation guidelines apply for all schools:

1. The student must ride the bus assigned to him/her in the morning and the afternoon.
2. No bus changes or pick-up/drop-off changes will be allowed (except for extreme emergency situations which require principal or designee approval).
3. Permanent bus changes and/or pick-up and drop-off changes must have the prior approval of the school, parent, and transportation department. If a change is approved, a new form must be completed by the parent/guardian.
4. No student will be allowed to ride home with another student for any reason other than extreme emergency situations with the principal or designee approval (bus pass will be required).
5. Projects that will not fit in a child's lap will NOT be permitted on the bus.

School Bus Conduct

While the law requires IIGP to furnish transportation, it does not relieve parents/guardians from the responsibility for the conduct of their child. Furthermore, the privilege of riding a school bus carries with it responsibilities on the part of the student. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus. Therefore, students are expected to cooperate with the following regulations:

1. Students must be at assigned stops 5 minutes prior to loading time.
2. At no time should students touch the outside of the bus, nor hang heads, arms, legs, hands or bodies out the window of the bus.
3. Immediately upon entering the bus, students are to be seated and are to remain seated until they arrive at their destination.
4. Students will board the bus and leave the bus according to the instructions of the bus driver.

Students are to obey all instructions of the bus driver.

5. Students may not leave the bus on its way to or from the school except at their designated stop.
6. Students must cross the road in front of the bus during loading and unloading.
7. Students are not to throw, sail, shoot, or pitch objects.
8. Drivers have the option of delegating students to an assigned seat. Students must sit in the seat assigned by the driver.
9. The bus must come to a complete stop before students try to enter or exit.
10. Loud talking and other loud noises are not permitted on the school bus.
11. Students are not to damage any part of the bus. Students will be held financially responsible for any damage done.
12. No beverages or food may be consumed on the bus.
13. Chewing gum is prohibited on the school bus.
14. Intentional littering on the bus is prohibited.
15. Students must identify themselves properly when requested to do so by school personnel.
16. Vulgar language is prohibited on the school bus.
17. Students are not to harass, intimidate, or threaten other students while waiting for or while riding on a school bus.
18. Fighting is prohibited on the bus or at the bus stop.
19. Use or possession of dangerous objects on the school bus or at the bus stop is forbidden.
20. Students will not use, sell, or possess drugs or alcohol on the school bus or at the bus stop.
21. Stealing is prohibited.
22. Smoking is prohibited on school property. Tobacco products are not permitted on the bus.
23. Open defiance or displays of disrespect or insolence toward a bus driver are not acceptable.
24. Other misbehavior as determined by the administration, including a pattern of misbehavior will not be permitted.

In cases when a child does not follow bus regulations, such behavior/conduct will be brought to the attention of the school principal or his/her designee through the issuance of a **Bus Conduct Report**. At this point, the student may be placed on the discipline ladder for his/her school. The 1st referral is a warning, 2nd referral will warrant a one-day suspension from the bus, a 3rd referral will warrant a two day suspension, etc. If the student is a serious disciplinary problem, or a danger to himself/herself or the safety of other students, he/she may have riding privileges suspended immediately, with consideration being given to circumstances surrounding each case. In case of suspension, the parent/guardian will be responsible for providing transportation to and from school. If a student exceeds six (6) bus suspensions, he/she may be required to appear before the IIGP BOT Board for possible expulsion of bus privileges.

SCHOOL HEALTH POLICIES

SCHOOL HEALTH POLICIES

MEDICATION

The IIGP BOT *Student Health Services* policy states that any student who is required to take medication, whether prescribed or over-the-counter, during regular school hours must comply with school regulations.

1. Written permission is to be provided by the parent or guardian requesting that the school district comply with the physician's order for all prescribed medication. The medication permission request form is to be filled out stating: name of medication, dosage to be given, time medication is to be given, number of days to be given, and any other special instruction.
2. Medication is to be given to the student by the nurse, principal/designee, provided that the prescribing physician submits medication permission in writing.
3. Medication is to be brought to and signed into the nurse or principal/designee by the parent/guardian or adult designated by the parent/guardian in a container appropriately labeled by the pharmacy or physician. Over-the-counter medication is to be provided by the parent and brought to the nurse or principal/designee in the original container with the child's name clearly labeled on the container. **Under no circumstances are students allowed to bring medication to school or take medication home from school.**
4. The principal will designate the staff member(s) to administer the prescribed or over-the-counter medicine to the student. The person designated to administer the medication will document on the medicine log each time the medicine is given.
5. A locked cabinet or drawer is provided for the storage of prescribed medication.
6. Communication between the parent, school personnel, and physician regarding the effectiveness of the medication administered during school hours is encouraged.
7. The nurse or principal/designee of the school will notify the parent/guardian as quickly as possible when the student taking the prescribed or over-the-counter medication shows signs of having an adverse reaction to the medication. (The parent's current telephone number(s) must be available on the student's emergency procedure card which is located in the school office.)
8. In the event emergency medical treatment is required for any student and the school is unable to contact the parent/guardian by telephone within a reasonable period of time, the parent/guardian consents to and gives authority to school officials to secure the required treatment for the child/ward. The statement for emergency medical treatment is on the student's emergency procedure card. The written consent for emergency medical treatment by the parent/guardian also includes a statement of understanding that the parent/guardian accepts sole responsibility for payment of such medical costs incurred.
9. Non-prescription medication (i.e., aspirin, Tylenol, cold medicine, cough drops, homeopathic or herbal medication/preparation, etc.) will not be given to a student by school personnel without prior written permission from a physician. Non-prescription medication must be provided by the parent or guardian as indicated in item #3 above.
10. IIGP recognizes that some students have medical conditions which require that the student possess certain medical supplies in order to immediately treat their condition. Therefore, students shall be allowed to possess items such as inhalers, epi-pens, medical supplies, and medications if the student presents to the district a written statement from a licensed physician which documents the need for the student to possess the medical supply

and/or medication as well as verification that the student has been directed on its use. In addition to the physician's statement, the student's parents shall execute the district medication permission request form.

11. **§ 37-11-71 - Mississippi Asthma and Anaphylaxis Child Safety Act and IIGP BOT Self - Administered Prescription Medication policy** This policy states that schools can maintain a supply of Epi-Pens. These will be used for emergencies only.
12. IIGP does not allow the use of medical cannabis while on IIGP property as defined by MS Code § 97-37-17 (1) (a).

HEALTH POLICIES REGARDING IMMUNIZATION

According to MS Code § 41-23-37, it is unlawful for any child to attend any public or private school, including kindergarten, unless the child has been vaccinated against those diseases specified by the State Health Officials. The required vaccinations for students in grades K - 5 are as follows:

Diphtheria/Tetanus/Pertussis	DTaP	5 doses
Polio	IPV	4 doses
Hepatitis	Hep B	3 doses
Measles/Mumps/Rubella	MMR	2 doses
Varicella (Chickenpox)		2 doses

Vaccinations may be received at the Adams County Health Department or at the office of a physician. In all cases, only certificates of vaccination issued on forms specified by the Mississippi State Board of Health will be acceptable by school officials by showing compliance with the immunization requirements. Parents whose children have previously been vaccinated at the County Health Department or at the physician's office still must obtain a certificate of vaccination for their children as required by IIGP BOT *Student Health Services Inoculations* policy.

Beginning with the 1993-94 school year, the Mississippi State Department of Health requires that all children entering an elementary or secondary school for the first time must have proof of two (2) doses of MMR vaccine. The first dose must be on or after the first birthday and the second dose must be at least 30 days later than the first. The only exceptions are:

- Children with a documented history of physician-diagnosed measles or serologic evidence of immunity to measles; or
- Children with a valid Certificate of Medical Exception (Form 122).

A medical exemption may be recommended by the child's physician and must be approved by the local health officer. Valid contraindications to MMR vaccine are rare. Two (2) doses of MMR vaccine are recommended for all other school children.

Medical Exemption Policy

The child's pediatrician, family physician or an internist, who must be duly licensed in the state of Mississippi, may submit a letter requesting the medical exemption for their patient to the local public health District Health Officer. The exemption will be granted unless there is a local or statewide occurrence of disease which would indicate that the exemption will cause "undue risk to the community." The exemption expiration date will be based on the circumstances for the exemption and will be for a minimum of one

school year. If any of the vaccine preventable diseases for which the child has not been adequately immunized are occurring in or threatening to occur in the community, the child will, for the safety and benefit of him/herself and other children, be excluded from school until the infectious disease is no longer present, or is no longer a threat to the safety and welfare of the child or other children in the school.

HEALTH EXAMINATIONS/OBSERVATIONS

Vision and Hearing

As a means of determining whether vision and/or hearing problems are the cause of a child's lack of success in the regular program, a teacher may recommend a vision and/or hearing examination of a student. Vision and hearing screenings are conducted yearly on all kindergarten and 3rd grade students. 1st Grade students not registered in kindergarten will be screened. These examinations are done by qualified personnel under the supervision of health services. Reference *Student Health Services* policy.

Head Lice Examination

Students in IIGP will be checked periodically for head lice as determined by the principal. The classroom teacher will do the first screening and have all suspected cases rechecked by the school nurse. The IIGP BOT *Communicable Diseases policy* regarding head lice is based on recommended guidelines by the Centers of Disease Control (CDC), American Academy of Pediatrics, National Association of School Nurses, and the Harvard School of Public Health. **If live lice are observed**, then parents will be asked to pick up their student and begin treatment. Once treatment has been verified (**signing of the document sent home with the child as well as proof of treatment**), the child will be allowed to return to school. Upon return, school staff will re-examine the student before the child returns to the classroom. The student will be examined again in 7-10 days by school staff to confirm the absence of lice and nits. **If only nits (lice eggs) are observed**, the student may remain in school for the balance of the day, parents will be notified and information will be sent home advising how to address the condition. Once treatment has been verified (**signing of the document sent home with the child and proof of treatment**), the child will be allowed to return to school. Upon return, school staff will re-examine the student before the child returns to the classroom. The student will be examined again in 7-10 days by school staff to confirm the absence of lice and nits. The county health department will be notified of a recurring head lice problem with a student if the student has three (3) consecutive occasions during one (1) school year. The principal or administrator shall not allow the child to attend school until proof of treatment is obtained. MS Code 41-79-21

Communicable Diseases

IIGP works cooperatively with the Mississippi Health Department to prevent, control and contain communicable disease in schools. Students are expected to be in compliance with the required immunization schedule. The building principal is required under Section §41-23-37 to exclude students from school attendance who are out of compliance with the immunizations required by this act. School personnel cooperate with public health personnel in completing and coordinating all immunization data, waivers and exclusions, including the necessary Immunization Assessment Program Forms, to provide for preventable communicable disease control.

The Executive Director has the authority and obligation under the Mississippi State Board of Health Rules and Regulations Governing Reportable Diseases to exclude students or staff members from school when reliable evidence or information from a qualified source confirms his/her having a communicable disease or infection that is known to be spread by form of casual contact and is considered a health threat to the

school population. Such a student or staff member shall be excluded unless his physician approves school attendance or the condition is no longer considered contagious.

When reliable evidence or information from a qualified source confirms that a student/staff member's illness is known not to be spread by casual contact (i.e., HIV infection, Hepatitis B, and other like diseases), the decision as to whether the affected person will remain in the school setting will be addressed on a case-by-case basis by a review panel to ensure due process. Mandatory screening for communicable diseases that are known not to be spread by casual contact is not warranted as a condition for school entry or for employment or continued employment.

Irrespective of disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood or other body fluids within the school setting or school buses. School personnel will be trained in the proper procedures for handling blood and body fluids, and these procedures will be strictly adhered to by all school personnel.

All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions and documents as confidential information.

Instruction on the principle modes by which communicable diseases are spread and the best methods for the restriction and prevention of these diseases is taught to students by their teachers and the school nurse. Any student having evidence of a significant communicable disease must remain out-of-school until the disease is no longer a threat to others.

Common communicable diseases as listed below will automatically result in exclusion from school and school-related activities for the designated period of time shown below. 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's return to school after having a communicable disease.

<u><i>Disease</i></u>	<u><i>Exclusion from School</i></u>
Chicken Pox	Until no new blisters are present
German Measles	4 days after onset of rash
Measles	Red
Mumps	7-10 days after onset of rash
Hepatitis.....	9 days after glands swell
Mononucleosis	Clearance by physician
Conjunctivitis (Pink Eye)	Clearance by physician
Impetigo:	Until proper treatment
Pediculosis (Lice)	Until proper treatment
Ringworm:	Until proper treatment
Scabies:	Until proper treatment

When A Communicable Disease Is Suspected

If a student becomes ill at school, there are facilities and personnel to accommodate the student until the parent can be reached to take the student home.

- Students with fever will not be admitted until the fever subsides (See FEVER),
- Students with diarrhea will not be readmitted until diarrhea subsides (See DIARRHEAL)

DISEASES)

- Students with conjunctivitis (pink eye), bacterial meningitis, or tuberculosis will not be readmitted without a note from a health care worker.

Parents will be informed if their child has been exposed to a communicable disease that requires exclusion. The notification will include the signs and symptoms of the disease, so that immediate medical advice and treatment can be sought. If it is necessary for a student to leave school because of an illness or injury, the student must be signed out and escorted by the parent/guardian, or a designee, if the parent or guardian is unavailable.

Illness

Students with a temperature of 100.0 degrees or above (orally) will be sent home. To prevent the spread of a communicable disease, ill students must be symptom free and fever free WITHOUT the use of temperature reducing medications for 24 hours before returning to school.

Diarrheal Illness

Many different viral and bacterial agents may cause diarrhea. The child MUST be excluded from attendance until the diarrheal illness has resolved or until the child's physician or the health department has cleared, in writing, the child to return to school.

IIGP EXCLUSION AND READMISSION CRITERIA

It is requested that parents notify the school nurse if a student is diagnosed with a communicable or contagious disease. School Administration/school nurse require a note from a parent or health care worker (Physician, local health authority, Advanced Practice Nurse or Physician's Assistant) for readmission to school when a student is excluded from attendance for a communicable disease. A student sent home by the school nurse under the following criteria will be considered excused until they meet the required criteria to return to the classroom. A notification of treatment requirements will be provided by the nurse for the parent to sign and return with the child.

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

The American Academy of Pediatrics recommends that a student be kept home from school if any of the following conditions exist:

- Signs of severe illness, including fever, irritability, difficulty breathing, crying that doesn't stop with the usual comforting, or extreme sleepiness.
- Diarrhea or stools that contain blood or mucus.
- Vomiting and diarrhea two or more times in 24 hours unless a physician feels the cause of vomiting is not infectious disease, and writes a note to that effect and the student is no longer in danger of becoming dehydrated and must be able to self-care for diarrhea.
- Mouth sores and/or drooling until a physician or the health department does not feel the condition is infectious.
- Fever or rash or a change in behavior until a physician has determined that the problem is not caused by an infectious disease.

EMERGENCY MEDICAL TREATMENT

Each year parents are asked to complete an emergency care form that includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that

may be required in case of an emergency should be provided and updated by the parents as necessary. Should it become necessary to call EMS, the expense will be incurred by the parent or legal guardian.

DISCIPLINE GUIDELINES

Discipline Policy & Code of Conduct

Note: Some of the content of this was derived with permission from Royal Public Schools.

Philosophy of Behavior at Instant Impact Global Preparatory (IIGP)

The Mission of IIGP is to provide students in K- 8th from Natchez-Adams and the surrounding areas with a rigorous STEM-based, 21st Century education program that focuses on culturally relevant curriculum, social emotional learning and ultimately, CCMR through our 4Factor Foundation.

The vision of IIGP is to prepare our students to achieve and excel in the complex world by participating in our college and career aligned Innovative Pathways (IExplore, ICaptivate, ILead) and Innovative Drivers, equipped with critical thinking, problem-solving, and culturally responsive practices to enact positive change in their local communities and the global society (ISTAND or ISTEAM).

IIGP (“the School”) is committed to providing a learning environment that is conducive to the achievement of academic excellence and the development of age-appropriate social skills and relationships. Each student has the opportunity and the right to use school as a means for self-improvement and individual growth. In doing so, he/she is expected to conduct him or herself in a manner compatible with the school's function and in accordance with policies and regulations concerning student conduct and discipline. The entire culture of the school will be designed around our expectation that the majority of students will learn to behave according to the School’s discipline policy. However, conduct that disrupts or threatens to disrupt the operation of a school, that interferes in any way with the public or private rights of other students or citizens, that threatens or endangers the health or safety of any person, or that damages property, will result in disciplinary action.

To develop a positive growth culture, Positive Behavior Interventions and Supports (PBIS) will be implemented as part of the Discipline Policy to provide a framework consisting of evidenced based practices that support the development of social emotional capabilities in every child, speak to the behavioral and social emotional needs of all children who are at risk, and are used to formulate supports for children with persistent social, emotional and behavioral issues. A variety of practices will be used to support the PBIS system such as restorative practices to promote inclusiveness, relationship building, and problem solving among students.

The School will also implement a school-wide incentive program which will focus on rewarding positive behaviors and downplaying negative behaviors. This program will be consistent across grades and classes to ensure that students have the opportunity to learn and integrate positive behavior with their daily activities. Even with these programs instituted that support and reward positive behavior, there will still be the need for a discipline policy which is outlined below.

Student Discipline Policy

General Guidelines

The School personnel shall adhere to the following general guidelines when dealing with behaviors. Students will be treated fairly and equitably, and discipline will be based on a careful assessment of the circumstances of each case.

The Student Discipline Policy will be shared with parents/guardians at enrollment, available for review or pick-up in the front office, and will be posted on the website. The Board of Trustees will approve the Student Discipline Policy and will review the policy every year.

While reinforcing positive behaviors will be the focus of discipline policy at the school, a student can be disciplined, as per Mississippi Code § 37-11-57, for any violation of the Code committed while a student is:

1. On school property;
2. In transit to and from school;
3. Attending any school-related or school-sponsored activity, so long as the student is under the direction of a school employee;
4. On the school property of another Mississippi school district;
5. Attending another district's school-sponsored or school-related activity;
6. When a school employee or volunteer is a victim of retaliation no matter when or where it takes place; or
7. When a felony is committed.

General Standards for Student Conduct

Classroom Rules: Students will:

- Not disrupt classroom activities.
- Follow instructions and directives immediately.
- Not chew gum or bring food or drink in the building, except in designated food service areas.
- Not leave class without permission. Any student leaving class must have a hall pass.

School-Wide Rules: Students will:

- Behave in a responsible manner, always exercising self-discipline and control.
- Attend all classes, regularly and on time.
- Demonstrate courtesy at all times.
- Meet school standards for grooming and dress.
- Obey all school and classroom rules.
- Respect the rights of others, including property and facilities of the school.
- Cooperate with and assist school personnel, including volunteers, in maintaining safety, order and discipline.

IIGP will implement a PBIS program. Two of the five best practices include developing a team to create the program and understanding your school. These two steps are necessary for a successful program to be implement: there must be staff involvement and there must be an understanding of the students being served. Therefore, during year 1, a PBIS Committee will be formed and this Committee will develop age appropriate rewards for students who meet the rules. For students who are struggling, they will be assigned Tier 2 or Tier 3 status and appropriate discipline will be developed.

Progressive Discipline Policy

The School's progressive discipline policy provides a progression of interventions that accompany each successive disciplinary referral to the issue. The first line of defense for instilling positive behavior is of course the teacher. If the teacher cannot deal with the behavior or feels that his/her attempts have not worked, the teacher can refer the student to the Counselor. When referred to the Counselor, students are encouraged to reflect on their actions, take a cooling-off period, and if necessary, ask for help in resolving ongoing issues. For highly disruptive behavior or unsafe behaviors, students can receive an immediate referral to the Counselor or Director.

Teacher's and classroom management are key to a progressive discipline policy and successful PBIS program. In the event a teacher is making a disproportionate amount of referrals, the Principal will spend time in the classroom assessing the situation and will provide support for the teacher. Under no circumstances can the teacher make the decision to remove a child from a classroom. The AP or Principal must make that decision. Parents are also responsible for the behavior of their children. Throughout all referrals and tiers parents will be part of the process. At any time referrals and supports for parents will be available. In the event that there are serious home issues, Children Services will be contacted. In these cases every avenue will be taken to support parents and keep the student in school.

Progression of Referrals: First Referral (PBIS Tier 1)

- Student reflects (age appropriately) on actions
- Student meets with the Counselor, Director of Student Supports (DoSS—once hired), or Principal (Executive Director/Principal)
- Student finds a way to repair his/her actions
- Appropriate staff calls parents to inform them of the situation.

Second Referral (PBIS Tier 1)

- Student reflects on his/her actions,
- Student meets with Counselor, DoSS (once hired), or Principal (ED/Pr)
- Student works on finding a way to repair his/her actions
- Appropriate staff calls parents to inform them of the situation, with notice that next referral will result in a parent/school meeting.

Third Referral (PBIS Tier 2)

- Student reflects on his/her actions,
- Student meets with Counselor, DoSS, or Principal
- Student works on finding a way to repair actions
- Discipline is administered (detention, loss of privileges, etc.)
- Student is referred for counseling
- Principal calls to inform parents of the need for mandated student/school meeting.

Fourth Referral (PBIS Tier 2)

- Student reflects on his/her actions,
- Student meets with Principal,
- Student works on finding a way to repair actions
- Student is referred for counseling or other remediation both inside and outside of school
- Principal contacts parents for a mandated meeting at the school during which time a behavior contract is created.
- Students must perform an act of service (age appropriate) to make up for the impact of his/her actions on his/her community.

Fifth Referral (PBIS Tier 3)

- Student reflects on his/her actions,
- Student meets with Principal
- Student works on finding a way to repair actions
- Student continues counseling or other remediation both inside and outside of school
- Principal contacts parents for a mandated meeting at the school during which time a behavior contract is reviewed and determination are made regarding why it did not work
- Students must perform an act of service (age appropriate) to make up for the impact of his/her actions on his/her community.
- As the school grows and students get older, parents will be encouraged to take student to visit the alternative/continuation school that student's district might require him/her to attend if student is expelled.
- Student is suspended, if age and disability appropriate.

Sixth Referral (PBIS Tier 3)

- All steps above will be followed
- Parent will receive notice that the student (age appropriate) will be referred for expulsion.

Seventh Referral (PBIS Tier 3)

- All steps above will be followed
- Student will be referred for expulsion.

Suspension/Expulsion

The following list gives the School the option to expel but does not require expulsion for the listed offenses. Under this policy, the student may be expelled only when one of these offenses is committed on a campus, at a School-sponsored or School-related event or activity, or during transportation to or from a School-sponsored activity. Be aware that Code § 37-11-57 (the list that is in the Code) permits expulsions for certain listed non-school related criminal acts as well.

Notice of Expellable Offenses

While there is a seven-step process above, not all referrals will be eligible for the “seven strikes you are out” based on age and disability. That said, students who continue to commit one of the following offenses, whether on campus, during transportation to or from a School-sponsored activity, or at a School-sponsored or School-related event or activity, is subject to expulsion.

- Stealing from students, staff, campus visitors, or theft or misuse of School property.
- Committing extortion, coercion, or blackmail, including obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
- Aggressive, disruptive action that substantially disrupts or materially interferes with School activities.
- Engaging in verbal abuse such as name-calling, racial or ethnic slurs, or derogatory statements that may disrupt the School environment or incite violence.
- Fighting, committing physical abuse, or threatening physical abuse.
- Hazing.
- Engaging in offensive conduct that constitutes sexual harassment or sexual abuse, whether verbal or physical, that may include requests for sexual favors or other intimidating sexual conduct directed toward other students or School employees.
- Possession of, or conspiracy to possess, any explosive or explosive device, or explosive-appearing device.
- Possession or distribution of pornographic materials.
- Making or assisting in making threats, including threats against individuals, and bomb threats.
- Any conduct that materially disrupts the School environment or educational process.
- Using, selling or trading on campus:
 - tobacco products;
 - alcohol products;
 - matches, lighters;
 - a prescription drug not belonging to the person;
 - unlawful drugs or controlled substances;
 - any drug look-alike product;
 - any so-called designer legal drug, party pill, or synthetic drug
- Placing a prohibited substance in another person's food, drink and/or other possessions.
- Participating in gang-related activities.
- Using any electronic equipment (i.e., paging devices or cellular phones) in a manner that disrupts the peace or provokes hostility.
- Possessing, exhibiting or using a pellet gun, air-powered rifle, paintball gun, BB gun, sling-shot or other device which propels a projectile by compressed air or gas, chemical, springs or elastic material.
- Possessing, exhibiting or using devices that produce loud noises (cap guns, fireworks noise devices, etc.).
- Violating any rule set forth in this Code or School policy pertaining to computers and the Internet.
- Possessing or using a firearm or explosive devices.
- Possessing firearm or explosive device look-alikes (toy guns, fake guns, fake explosive devices).
- Possessing or using unloaded firearm accessories, components or parts (such as but not limited to a gun barrel, gun magazine, housing, grip, receiver, bolt, butt stock, scope, or firing mechanism).
- Possessing, exhibiting, or using weapons including but not limited to knives (regardless of design or length); brass knuckles or similar items;
- Pulling a fire alarm as a prank, in a building owned or operated by the School when there is no smoke, fire, or danger that requires evacuation.
- Repeatedly violating classroom standards of behavior or repeatedly creating classroom disturbances.
- Displaying or using mace or pepper spray or other similar substance.
- Acts of discrimination relating to race, ethnicity or national origin.

- Sexual harassment, sexual acts.
- Possession of noxious chemicals or toxins.
- Assaults that cause or threaten bodily injury to another.
- Bullying.
- Conduct punishable as a felony.
- Offenses listed in Mississippi Education Code § 37-11-55

Procedures for Suspensions and Expulsions Suspensions

The School may suspend a student for up to five school days for Student Discipline Policy violations. Suspension may be in-school or out-of-school at the discretion of the suspending administrator. Prior to the suspension, the School Leader or other designated administrator will administer all activities as listed in the fifth referral listed above. The purpose is to notify the student of the violations charged, the factual basis for the charges, and to permit the student to present his or her version of the incident. Parents or guardians will be notified of the suspension as soon as practically possible. The parents or guardians will be informed of the violations charged, and the factual basis for the charges, which they will have already been made aware of under referral #4. The administrator may offer, and the parents or guardians may request, a further conference with the principal or designee. Conditions of suspension will address the number of days of the suspension, on-campus or off-campus suspension, exclusion from extra-curricular activities, and other conditions. A suspension may be combined with other discipline consequences in the sole discretion of the administration.

Emergency Suspensions

In an emergency, the seven referral steps may be set aside and the administration may order the immediate suspension of a student for up to five school days if the student's presence at School or School-sponsored or School-related activities, threatens the health, safety, or welfare of himself/herself or others. A conference with the student and parents/guardians will be held within three school days of the suspension. The purpose is to notify the student of the violations charged, the factual basis for the charges, and to permit the student to present his or her version of the incident.

Expulsions

Expulsions, either permanent or for a specified period, may be imposed for those infractions of the Student Discipline Policy listed above (see Notice of Expellable Offenses). The decision of whether to suspend, expel or apply any lesser form of discipline will rely on an assessment of the facts and circumstances of each case. The length of the expulsion, the opportunity, if any, to return to the educational program, the conditions of return, and other conditions of the expulsion will be decided by the administration. An expulsion may be preceded by a suspension. An expulsion affects, for the period of the expulsion, a general severance of the student from the right to attend the School and to receive educational services from the School.

Hearing Before the School Leader

Prior to a decision to expel, the administration shall conduct an expulsion hearing. The parents or guardians must be provided with at least twenty-four hours' prior notice of the hearing. The notice must include a statement of the offense or offenses with which the student is charged, notice that the student is potentially subject to discipline consequences including expulsion, and the time and place for the hearing. The hearing normally occurs within three school days of the date of the notice, but in cases in which a student has been suspended for a period exceeding five school days, the hearing shall not take place later than five school days of the date of the suspension (the parties may mutually agree to extend the date). The purpose of the hearing is to notify the student of the violations charged, the factual basis for the charges, and to allow the student to present his or her version of the incident. Parents or guardians may present evidence on the student's behalf, hear the School's evidence and witnesses, and may be represented by an attorney if they wish. The hearing will be audio recorded or transcribed. An appropriate order in writing will thereafter issue. In the event of a decision to expel, the order will specify the length of the expulsion, and the right to appeal the order to the Board of Directors.

Appeal to the Board of Directors

To affect an appeal, the parents or guardians must notify the School Leader of the appeal in writing.

The Board shall listen to the audio tape of the hearing, or review a hearing transcript, or take any other appropriate action in reaching a decision at the next regularly scheduled Board meeting, or, in the discretion of the Board, at a specially called meeting. The Board will notify the parents or guardians of its decision in writing. An appeal to the Board of an expulsion decision will not abate that decision pending the Board's review and final decision. The parents/guardians will have to opportunity to meet with the Board if they wish.

Appeal to Mississippi State

If the parent/guardians do not agree with the outcome of the Board hearing, they may file a complaint with the State of Mississippi.

Placement of Students with Disabilities

All disciplinary actions regarding students with disabilities (504 or special education under the IDEA) shall be conducted in accordance with applicable federal and state laws as per Mississippi Code §37-11-57

Suspension/Expulsion Requirement

A student with a disability shall not be removed from his or her current placement for disciplinary reasons and/or pending appeal to the Board of Directors for more than ten days without ARD Committee action to determine appropriate services in the interim and otherwise in accordance with applicable law. If a special education due process appeal to a TEA special education hearing officer is made, the student with a disability shall remain in the then current education setting in place at the time such appeal is noticed to YCP, unless YCP and the student's parents agree otherwise.

DEFINITIONS

Bullying: Engaging in behavior that prevents or discourages another student from exercising his/her right to public education by use of threats, coercion, repeated harassment, abuse, and/or intimidation, whether physical, psychological, sexual or indirect through electronic, digital or telephonic means.

Corporal Punishment: Physically punishing a student for violation of the Code of Conduct; corporal punishment does not include that use of force necessary to (i) calm a disturbance; (ii) obtain possession of a weapon or other dangerous object; (iii) defend oneself; or (iv) protect persons or property.

Disability: Physical or mental impairment that substantially limits one or more major life activities of an individual; a record of such impairment; being regarded as having such impairment; or having a specific disability, including but not limited to, autism, mental retardation, specific learning disability, hearing impairment, speech/language impairment, visual impairment, serious emotional disturbance, orthopedic impairment, traumatic brain injury, other health impairment.

Expulsion: Removal of a student from the School permanently due to a violation of the Student Code of Conduct.

Gang: Any organization with an identifying name, sign or symbol, or that individually or collectively engages in or has engaged in activity or conduct, or a pattern of activity or conduct that endangers or disrupts the safety of the School or members of the School community.

IEP: Individualized Education Plan developed for a student with a disability who qualifies to receive special education services.

In-School Suspension: A disciplinary measure taken by the Administration which allows a student to attend school, but which prohibits the student from attending regular classes.

Manifestation Determination: A meeting of teachers, parents, and relevant members of an IEP Team regarding the conduct of a student eligible to receive special Education services, during which the team evaluates all relevant information and any unique circumstances to determine whether (i) the conduct in question was caused by, or had a

direct and substantial relationship to, the student's disability; or (ii) the conduct was the direct result of the School's failure to implement the student's IEP.

NOREP: Notice of Recommended Educational Placement, which is presented to the parent(s) of a student who qualifies to receive special education services, and recommends an appropriate placement for the student and discusses the appropriate educational program for the student.

Possession: Physical control over property, whether lost, found or stolen, which may include items contained in or on clothing, in lockers, storage areas or bags.

School Grounds: Any property owned or leased by, or licensed to the Charter School, and/or utilized by the School in association with any vendor.

School Privileges: Any school-related or school-sponsored activities or programs, including but not limited to, graduation ceremonies, dances, class trips, sports, clubs, recess, or any other extracurricular activities. Participation in these activities are privileges not rights.

Serious Bodily Injury: Bodily injury that creates a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of any bodily member, organ or mental faculty.

Suspension: Involuntary removal of a student from class and/or school attendance for a period of ten (10) school days or fewer.

Trespass: Entry on school property without permission or when prohibited.

Weapon: any instrument, including, but not limited to, any knife, cutting instrument or tool, nunchaku, firearm, shotgun, rifle, explosive device, pepper spray, mace, laser pointer and any other tool or implement capable of inflicting serious bodily injury to another.

DRESS CODE

The School reserves the right to establish dress and grooming guidelines that are within the parameters of generally accepted community standards. Students are required to show proper attention to personal cleanliness. Fashions and fads that constitute a health hazard to oneself or others will not be permitted. Student dress and personal hygiene must be of such character so as not to disrupt or distract from the educational environment of the school. Any form of dress or appearance so determined is prohibited. The school will provide hygiene supplies and support for students struggling with these issues. Students who are in violation of the dress code must immediately change into alternative clothing provided by the School or parent to correct the violation. If it is not feasible to correct the violation, the student will be sent home. The Dress Code will be outlined in the Student/Parent Handbook.

ANTI-DISCRIMINATION/ANTI-HARASSMENT STATEMENT

Students at the School have the right to education in an environment that is free from harassment and discrimination. Harassment occurs when a student demands a sexual favor, or otherwise threatens, intimidates, annoys, alarms, causes substantial emotional distress, or creates a hostile environment for another based on the other's gender, age, race, color, national origin, religion, disability, socioeconomic status or beliefs.

Discrimination occurs when a rule or established practice confers privileges on or denies privileges to a particular class of persons based on race, age, gender, national origin, religion, disability, socioeconomic status or beliefs. If a student believes he/she is the victim or harassment or discrimination, he/she shall report the alleged harassment or discrimination to the Principal, or to another Administrator if the Principal is the accused. Any student who believes he/she is the victim of harassment or discrimination may likewise make a complaint to the Board of Directors in accordance with the Complaint Policy established by the Board. The School and/or the Board of Directors will undertake to investigate the student's complaint thoroughly and completely and will maintain confidentiality to the extent allowed by federal, state or local law and the policies established by the Board of Directors of the School. Nothing in this Code shall be construed

to discourage or prohibit a student who feels he/she has been the subject of criminal activity or a criminal offense from contacting the police or other appropriate authority. To the extent anything in this Code could be construed to conflict with federal and; or state law, the federal and/or state law applies.

Acknowledgment of Discipline Policy

My signature below acknowledges that the School has made the Student Discipline Policy available to me; that I have been given notice of the rules, responsibilities and consequences; that I have been informed that when I or my child is enrolled at the School, all information herein is applicable to me, my child, and all school staff; and that I have expressed intent to review this Policy contained within and to abide thereby.

Student Name: _____

Grade level: _____

Student Name: _____

Student Signature: _____

Date: _____

Parent Name: _____

Parent Signature: _____

Date: _____

GENERAL PROVISIONS -- DISTRICT DISCIPLINE PLAN

The IIGP BOT recognizes that discipline is necessary to the orderly operation of the education process as referenced in IIGP BOT *Student Conduct and Discipline Plan* policies. Actions which are disruptive or which interfere with the educational process must be dealt with in a fair, consistent and positive manner.

1. A copy of the discipline plan shall be distributed to each student and the parent/guardian of the student shall sign a statement verifying that they have been given notice of the discipline policies (MS Code 37-11-53). The school board shall have its official discipline plan legally audited on an annual basis to ensure that its policies and procedures are currently in compliance with applicable statutes, case law and state and federal constitutional provisions.
2. All discipline plans shall include, but not be limited to, the following:
 - The parent/guardian of a compulsory-school-age child enrolled in a public school shall be responsible financially for his or her minor child's destructive acts against school property or persons;
 - The parent/guardian of a compulsory-school-age child enrolled in a public school may be requested to appear at school by an appropriate school official for a conference regarding acts of their child;
 - The parent/guardian of a compulsory-school-age child enrolled in a public school who has been summoned by proper notification by an appropriate school official shall be required under this provision to attend such discipline conference;
 - The parent/guardian of a compulsory-school-age child enrolled in a public school shall be responsible for any criminal fines brought against each student for unlawful activity as defined in MS Code § 37-11-29 occurring on school grounds;
3. Any parent, guardian or custodian of a compulsory-school-age child subject to the provisions of this section imposed upon him or her under the provisions of this section shall be guilty of a misdemeanor and, upon conviction shall be fined not to exceed three thousand five hundred dollars (\$3500.00).
4. Any public school district shall be entitled to recover damages in an amount not to exceed twenty thousand dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6), who maliciously and willfully damages or destroys property belonging to the school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree. The action authorized in this section shall be added to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.

GENERAL EXPECTATIONS OF BEHAVIOR

It is not possible to list all behaviors which may be displayed during the school day by our students or the consequences which are judged appropriate. Consequently, at some point, experienced, trained, and fair-minded school administrators must make judgments about the appropriateness or inappropriateness of student behaviors and assign appropriate consequences. The following overall school rules serve as a general guide to student behavior, but not as an exhaustive list of behavior expectations.

Overall School Rules

- Listen and follow directions.

- Take care of school property, and keep our school neat and clean.
- Stay in assigned areas, and act in an orderly manner.
- Keep hands, feet, and other objects to yourself.
- Be in hallways or restrooms only with permission.
- Walk quietly and in an orderly manner in the hallways and on walkways.
- Chewing gum is not allowed.
- Running is allowed only on the playground under supervision.
- Trading items of any kind is not allowed at school.
- Cell phones, radios, games, and other electronic devices are to be left at home.
- Toys are not to be brought to school without written permission from the teacher.
- Proper behavior is expected in the cafeteria, on campus, at all and other school activities.
- A student is not permitted to use the school phone except in an emergency with principal approval.

Severe Disruptions

Believing that teachers have the right to teach and students have the right to learn, the following acts of misconduct are considered severe and will result in immediate referral to the principal or her designee for disciplinary action. It should be pointed out that this list is not all inclusive and, as such, a student committing an act of misconduct not listed will nevertheless be subject to the discretionary authority of the principal or her designee. Some of these actions may require the involvement of law enforcement agencies.

- Open defiance (bold refusal to obey or conform)
- Profanity or vulgarity (to include acts, gestures, or symbols) directed at another person
- Use or possession of any form of tobacco or tobacco paraphernalia on school property or at any school-sponsored activity
- Use, sale, or possession of drugs or alcohol on school property or at any school-sponsored activity
- Defacing or otherwise injuring property that belongs to the school district (plus restitution for damages)
- Fighting at school or at school-sponsored activities
- Use or possession of dangerous objects (including fireworks)
- Use or possession of weapons
- Stealing or possession of stolen property (plus restitution)
- Cutting classes or in-school truancy
- Leaving campus without authorization
- Bullying, harassment, intimidation, or threats toward other students or staff members
- Action resulting in injury or endangerment of other students
- Other behaviors as determined by the principal

PROCEDURES TO BE FOLLOWED IN DISCIPLINARY ACTIONS

In the application of disciplinary actions, it is important to note that students have the right to:

- know what the charges are against them,
- give explanation in their own defense,
- be told what kind of consequences they can expect from violating the rule or regulation.
- any student suspended and/or expelled for violation of the district's drug policy, weapons policy, or for committing a violent act on educational property shall have the right to appeal the suspension and/or expulsion to the IIGP BOT.

INFORMAL DISCIPLINARY ACTIONS

Teachers and administrators strive to use a variety of informal disciplinary steps prior to formal disciplinary

action. It must, of course, be understood that the type of disciplinary action taken depends greatly on the offense committed. Some informal disciplinary actions used include:

- teacher-student conference,
- teacher-parent contact and/or conference,
- counselor-student conference,
- counselor-parent contact and/or conference,
- administrator-teacher conference,
- administrator-student conference,
- administrator-teacher-student conference,
- administrator-teacher-student-parent conference,
- student program adjustment
- referral to MTSS

FORMAL DISCIPLINARY ACTIONS

Withdrawing Privileges

A student's privilege of participating in an extracurricular activity may be suspended for a certain period of time by the principal or his/her designee. The parent/guardian will be notified of this action.

Work Assignment

The principal or designee may elect to provide a student the opportunity to perform supervised activities related to the upkeep and maintenance of school facilities.

Detention

As a corrective instructional measure, students may be required to report to detention. Time, location, and professional supervision will be determined by the principal or her designee. Parents/guardians will be notified of this action and expected to provide transportation.

Time Out

A student may be excluded from class for a brief period of time while being placed under the supervision of a staff member to complete class assignments, discuss behavior concerns, and/or develop a plan for correcting the behavior.

In-School Isolation

A student may be placed in isolation under the supervision of a staff member to complete class assignments for a specified period of time. The parent/guardian will be notified of this action.

Out-of-School Suspension

Violation of IIGP BOT policy may result in suspension of a student by the principal or assistant principal. If an out-of-school suspension is effective immediately during the school day, the parent will be required to provide transportation home in a timely manner.

Expulsion

Expulsion is the removal of the right to attend public school. Any principal who feels that expulsion of a student is required shall recommend to the Executive Director in writing, stating the charge against the student in detail. Illegal use, possession, or sale of a controlled substance or weapon by any student on school property or at a school function is grounds for suspension or expulsion.

DISCIPLINE POLICIES

SEARCHES

The right of inspection of a student's school desk and/or assigned area is inherent in the authority granted school boards and administrators and should be exercised to assure that the school will exercise every safeguard to protect the well-being of all students. In an attempt to protect students from exposure to illegal drugs and dangerous materials, school property is subject to searches by the administration where there is reasonable suspicion to believe that illegal drugs or dangerous materials are present. If the principal or her designee has reasonable suspicion to believe that a student has illegal substances and/or dangerous items or weapons in his/her desk, book bag, backpack, purse, or on his/her person or his/her property, the principal or her designee has the authority to make a search of the appropriate object in order to discover the presence of any contraband.

When a search, based on reasonable suspicion, is conducted, the administrator shall record the reason(s) for believing a search is justified. The search should, when possible, be conducted in front of an adult witness, and both the witness and searcher should briefly record, in writing, what was: (a) said, (b) done, (c) found, and (d) at what time the search took place.

While it is not necessary, the student's consent to the "reasonable suspicion" search is obtained, if possible, and the search conducted in the presence of the student. In the event that illegal drugs or dangerous materials are present, the parents of the student, the police and the Executive Director shall be immediately notified.

POSSESSION AND/OR USE OF TOBACCO

The possession (either actual or constructive) and/or use of tobacco in any form or is not permitted on the campus nor in the buildings of the IIGP; nor at any school sponsored activity or function; nor during any school-related activity; nor on a school bus or school sponsored transportation; nor during travel to and from school sponsored events, activities, events and ceremonies.

All pupils shall be held accountable for any cigars, cigarettes, chewing tobacco, skoal or any other form of tobacco which may be located in any vehicle, book bag, locker or any other personal property of the pupil and for which the pupil is aware of or should have been aware of. The extent of the pupil's awareness of the presence of any cigars, cigarettes, chewing tobacco, skoal, or any other form of tobacco shall be determined by school administration and shall be determined by considering all circumstances.

In cases in which the school administration determines that the student should have been aware of the presence of cigars, cigarettes, chewing tobacco, skoal, or any other form of tobacco by conducting a reasonable inspection of their vehicles, book bags, and other personal property, the student shall be subject to disciplinary action according to the student handbook and policies of the IIGP. The IIGP Executive Director of Schools or designee shall develop procedures to support this policy.

- **For a first offense, the student shall receive three (3) days ISI-In School Suspension or one (1) day OSS – Out of School Suspension.**
- **For a second offense, the student shall receive three (3) days OCS – Off Campus Suspension.**

- **For a third offense, the student shall receive five (5) days to ten (10) days OCS – Off Campus Suspension and may be recommended for expulsion.**

Any disciplinary action in accordance herewith shall be subject to the requirements of Part B of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.

If a student is seen with tobacco products, school authorities will confiscate and turn over to the IIGP Police Department.

POSSESSION, USE, OR SALE OF VAPE/VAPE PRODUCTS

The IIGP BOT Vaping, Use of Tobacco and Other Smoking Devices, polices recognize that the use of electronic cigarettes and other vaping devices, or any tobacco products, is detrimental to the health and safety of students, staff and visitors and is therefore prohibited at all times.

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

- A. For a first offense, the student shall receive three (3) days OSS – Out of School Suspension, complete an educational training designated by administration, and engage in class instruction virtually. Certification of program completion will be submitted to administration.
- B. For a second offense, the student shall receive five (5) days OSS - Out of School Suspension and engage in class instruction virtually.

All pupils shall be held accountable for any E-cigarettes, vape or any other form of E-cigarette/vaping products or E-cigarette/vaping paraphernalia which may be located in any vehicle, book bag, locker or any other personal property of the pupil and for which the pupil is aware of or should have been aware of. The extent of the pupil's awareness of the presence of any E-cigarettes, vape or any other form of E-cigarette/vaping products or E-cigarette/vaping paraphernalia shall be determined by school administration and shall be determined by considering all circumstances.

In cases in which the school administration determines that the student should have been aware of the presence of any E-cigarettes, vape, or any other form of E-cigarette/vaping products or E-cigarette/vaping paraphernalia by conducting a reasonable inspection of their vehicles, book bags, and other personal property, the student shall be suspended in accordance with subparagraphs A-C above.

Any student who is found to be distributing or selling any E-cigarettes, vape or any other form of E-cigarette/vaping products or E-cigarette/vaping paraphernalia while in school, on campus, on school grounds, upon school buses, on the road to and from school or during participation in or attendance at or travel to and from school sponsored events, activities, events and ceremonies shall be subject to the following disciplinary action:

- A. For a first offense, the student shall receive five (5) days OSS – Out of School Suspension.**
- B. For a second offense, the student shall receive nine (9) days OSS-Out of School Suspension and shall be recommended for expulsion.**

Any disciplinary action in accordance herewith shall be subject to the requirements of Part B of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.

USE AND POSSESSION OF DRUGS AND ALCOHOL

The administration will cooperate with the local, state, and federal agencies in the detection, prevention and prosecution of any and all possible violations. Unannounced visits and inspections by law enforcement officers and agencies for the detection of drugs and alcohol on school property is approved by the IIGP BOT.

Any student found to be in possession, under the influence, distributing or selling alcoholic beverages or illegal controlled and/or illegal prescription drugs shall be suspended out-of-school for up to ten (10) days and the principal may recommend the student for expulsion and charges may be filed with the local law enforcement agency.

NOTE: The principal with Executive Director/designee approval shall suspend the student (OSS: Out-of-School Suspension) for ten (10) days and shall recommend the student for expulsion.

FIGHTING

Physical violence or fighting will not be tolerated either on the school grounds, on buses or at any school activity. Any physical struggle that includes an act of violence by one (1) participant toward another will result in immediate disciplinary action.

In the event there is an exchange of physical violence between two (2) or more participants, all participating will receive disciplinary action.

The IIGP BOT Fighting policy - Disciplinary Action recognizes the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, IIGP defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

The disciplinary action for fighting or physical violence, with the exception of the use of dangerous or destructive weapons, will be an automatic suspension of the student(s) involved for (5) days. The school principal will determine, based on the circumstances of the individual case, whether the disciplinary action will be out-of-school suspension or off campus suspension. If the administration determines that a fight poses a serious danger to the students involved or to the well-being of the campus, participating parties will be suspended up to nine (9) days and may be referred for expulsion to the Alternative Education Center. This policy is separate and distinct from the policy regarding possession and/or use of weapons by students.

At the principal's discretion, the Police Department may be called and charges filed against violent students to ensure the safety of the campus. **Also, any student that instigates, encourages, or videotapes a fight will be subject to disciplinary action.**

STUDENT RESTRAINT

The IIGP BOT recognizes that staff may be called upon to intercede in situations wherein students may be displaying physically violent behavior MS Code § 37-9-69 and 37-11-57. The use of seclusion, excessive force or cruel and unusual punishment is prohibited.

POSSESSION AND/OR USE OF WEAPONS

No student shall have in his/her possession a knife, gun or other object that could inflict harm to persons, the building or equipment. If found guilty, after due process, violation of this policy shall result in suspension of a student. **The principal shall suspend the student for a period up to 10 days and shall recommend the student for expulsion.**

STUDENT BULLYING

STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

In accordance with MS Code §37-11-67, IIGP BOT *Bullying* policy Students and employees in the IIGP are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. IIGP BOT *Bullying* policy provides a complaint procedure and a process for filing, processing and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

Definitions:

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

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

The above conduct constitutes bullying if that conduct interferes with a student's education or substantially disrupts the operation of a school MS Code § 37-11-67.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school Executive Director or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole. See *Mahanoy Area School District v. B.L.*, 141 S.Ct.2038 (2021).

IIGP encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official. Retaliation or reprisal against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying or harassing behavior, is prohibited. MS Code § 37-11-67

The IIGP discipline policies and procedures recognize the fundamental right of every student to take “reasonable actions” as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassment. Furthermore, IIGP defines “reasonable action” as promptly reporting the behavior to a teacher, principal, counselor, or other

school employee when subjected to bullying or harassing behavior.

SEXUAL HARASSMENT

Title IX

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

Each employee in IIGP is a mandatory reporter of child abuse. IIGP will respond whenever any employee has notice of sexual harassment, including allegations of sexual harassment. IIGP has a Title IX Coordinator designated to handle any complaints regarding Title IX issues. The Title IX Coordinator will be contacted and will ensure reasonable prompt timeframes are met for the completion of the grievance process. This includes filing and resolving appeals while accounting for delays such as law enforcement involvement, absence of a witness, party, etc. with written notice to both parties explaining the reasons for the delay.

To report potential sexual harassment, please provide notice to any IIGP employee or administration.

Inquiries regarding compliance with Title IX may be directed to: Dr. JoAnn Rucker, *Title IX Coordinator*, j.rucker@instantimpactglobalprep.org, Instant Impact Global Prep Charter School/District, 319 Highway 61 South, Natchez MS 39120.

CAFETERIA

The school offers students a hot, nutritious breakfast and lunch each day.

We encourage all students to purchase the well-balanced meals provided by the cafeteria. Money to be used for meals is placed in the student's account and as money runs out, students and parents are given notice to replenish the account. Parents are encouraged to keep a balance in their student's lunch account. Money should be sent in a sealed envelope with the child's name, teacher, and amount enclosed written on the outside of the envelope.

Students who are full pay or reduced pay category may charge up to but not more than 5 days. After the fifth day of charges parents/guardians must pay the charges or send a meal from home. Accountability in the school and the collection for these charges are the responsibility of the Cafeteria Manager with the assistance of the Director of Child Nutrition and the Principal. Parents/Guardians may fill out an extra food permission purchase form for students to buy additional food items from lunch accounts. Soft drinks and other carbonated beverages are not to be consumed by elementary students in the cafeteria.

Students who bring lunch from home may purchase water and milk products. No food items will be sold on the school campus one hour prior to any meal service period. No commercial business food deliveries may be received or consumed in the cafeteria dining room during serving periods. The meal prices are

TITLE I PARENT INVOLVEMENT

SCHOOL SAFETY

Video surveillance equipment is used in schools for security purposes. As part of its ongoing use, students, staff, and visitors may be under video surveillance while on campus. Students will be instructed in the methods of fire drills, severe weather drills, school evacuation, lock down drills, shelter in place and bus evacuation drills. Practices will be conducted throughout the year. MS Code § 37-11-5.

Tornado Warning

1. An announcement will be given to teachers to move their students to the assigned areas in an orderly manner. If not enough time permits movement to halls, students are to lie flat on the floor away from windows and near the inside wall.
2. Students are to sit on the floor in their designated location with their head between knees with some sort of covering on heads.
3. There will be one responsible person for each corner of the building.
4. Students stay in the assigned areas until the warning is lifted.

Shelter-In-Place

Shelter-in-place is initiated when school officials believe there is some type of emergency that does not directly impact the interior of the school. Staff and students are instructed to stay inside their locked and secured classrooms. The goal is to keep students and staff safe and indoors while continued learning takes place. An announcement will signal the shelter-in-place, and staff and students will be instructed to follow safety protocols.

Fire Drills

Emergency escape routes are posted in each room. Fire drills are held monthly during the school year to maintain order and efficiency. An announcement will signal the beginning of the drill, and students will be instructed to evacuate the building. An announcement will also end the drill. Students should return to the building in an orderly manner after a drill.

TITLE I PARENT INVOLVEMENT

IIGP believes positive parental involvement is essential to achieve maximum emotional, social, and academic growth and encourages participation of parents in all aspects of their child's education.

Research shows:

- High-achieving and successful students have parents who set high goals and expectations for their child's process.
- The earlier in a child's educational process parents become involved, the more powerful and positive the results will be.
- Children who read at home with parents make significant gains in reading achievement.
- When parents are involved in the educational process, their children have:
 - Higher grades, test scores, and graduation rates.
 - Increased motivation and self-esteem.
 - Decreased use of drugs and alcohol.

Strategies to Increase Parental Involvement

IIGP will implement the following:

- Administer a parent needs survey in the spring of each year which will provide input as to the effectiveness of the targeted assistance program; especially the Parental Involvement Policy. This is an excellent time for parents to voice concerns.
- Provide information and decision-making parent meetings.
- A parent newsletter is emailed to each student's home monthly and provides information on all activities and upcoming events for the school.
- Classroom newsletters are distributed weekly.

Listed below are some of the opportunities you will have for parental involvement throughout the year:

- Title I Parent Meetings (3 annual meetings)
- Open House/Meet the Teacher
- Read Across America/Reading Emphasis Day
- Spaghetti Dinner/Book Fair
- PTO Meetings/Events/VIP Tuesdays/Popcorn Fridays
- Family Afternoons & Nights
- Parent Resource Library

Building Capacity

To ensure effective involvement of parents and to support a partnership among Magnolia Park Elementary, Parents, and Community members that enhances student academic achievement we believe:

Parents + Involvement = Success

- Provide training opportunities for parents, faculty, and staff for improved student achievement.
- Educate faculty and staff through in-service opportunities of the importance of working with parents as equal partners to build ties between parents and school.
- Provide parents with opportunities that explain state academic and achievements standards, state and local assessments and student progress.
 - Parent/Teacher Conferences
 - Progress Reports
 - Report Cards
- Ensure that all documents sent home are in parent friendly languages.

Shared Responsibilities for High Student Performance

School-Parent Compact is jointly developed and outlines the responsibilities of parents, teachers, administrators, and students for student achievement. It also provides means by which Magnolia Park Elementary and parents will build a partnership to help students achieve the state's high academic standards.

Accessibility

Parents with disabilities and parents of migratory students will be provided with information in an easy to read format and assistance will be provided for understanding their child's needs and academic progress. IIGP is also a handicapped-accessible campus.

Parents' Right-to-Know

A parents' Right-to-Know letter is included in the registration packet received at the beginning of the year.

Educator Responsibilities:

- Believe that each student can learn.
- Show respect for each child and his/her family.
- Provide an environment conducive to learning.
- Help each child grow to his/her fullest potential.
- Provide meaningful and appropriate activities.
- Enforce school rules fairly and consistently.

- Maintain open lines of communication with the student and his/her parents/family.
- Seek ways to involve parents/families in the school program.
- Demonstrate professional behavior and attitude.

Student Responsibilities:

- Always try to do my best in my work and in my behavior.
- Work cooperatively with my classmates.
- Show respect for myself, my school and other people.
- Obey the school, class, cafeteria, recess and bus rules.
- Take pride in my school.
- Come to school prepared with my assignments and my supplies.
- Believe that I can learn and will learn.

Family Responsibilities:

- See that my child attends school regularly and on time.
- Provide a home environment that encourages my child to learn.
- Insists that all assignments and projects are completed.
- Communicate regularly with my child's teachers.
- Support the school in developing positive behaviors.
- Talk with my child to read at home and monitor his/her screen time.
- Show respect and support for my child, teacher and school.