

## **Perry County School District Mission Statement**

The Mission of the Perry County School System is to build a community of life-long learners by providing diverse educational opportunities.

### **Vision Statement**

To empower all stakeholders to become actively engaged in every aspect of the school community.

## **FOREWORD**

It is the responsibility of parents and students to familiarize themselves with this Student Handbook, which is approved by the School Board and which includes official district policies with which you should be acquainted.

The handbook has been prepared by the staff of the Perry County Schools as a guideline for procedures, policies, and practices governing the operation of our schools and the behavior of our students. Perry County administrators and instructional staff members believe that it will help both parents and students to be properly informed about matters which concern all of us. Academic and extracurricular opportunities, routine day-to-day events and activities, disciplinary rules and consequences of misbehavior, accreditation requirements and special programs and services—all are part of this handbook, together with many other concerns which are clearly explained in this publication.

The School Board and the administration of the Perry County School District work closely together to establish sound and reasonable goals for our schools, to anticipate district needs, and to provide an environment conducive to learning. The primary purpose of providing this handbook is to help make your school experiences in this environment more satisfying, because it will tell you what you need to know and what you need to do in order to make this year both pleasant and successful.

# Perry County School District Student Handbook Grades K-5

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## **WE BELIEVE**

- Everyone can learn.
- Each individual is accountable and responsible for the quality of education in his/her community.
- Everyone can be successful.
- Parental/Guardian involvement is essential.
- High expectations promote high achievement.
- Quality education is essential.
- Differences are strengths, not weaknesses.
- Education is a cooperative effort between the school and community.
- Families play a major role in education.
- All people should have an opportunity to learn.
- The total well being of the individual must be a part of the educational process.
- Vocational-Technical education is an important, essential component of our school system's total educational process.

## **BOUNDARIES**

We will not initiate any new programs of service that:

- Are not consistent with our beliefs
- Do not contribute to our mission
- Are not accompanied by adequate staff development

Our behavior will be consistent with our beliefs and mission. We will not exclude anyone from participating in the accomplishment of our mission.

## **ANNUAL REPORT TO ALL PARENTS**

The Federal Environment Protection Agency (EPA) required that on an annual basis each school district notify every parent and employee of the status of any asbestos in the school. This report will serve as the annual notification by the Perry County School District.

The Perry County Schools completed the required re-inspection report. There was no major change in the report. A copy of this report is on file in the school administration office and is available to the public for review.

## SPECIAL NOTES

**This handbook takes effect with the 2022-2023 school year, and therefore renders all previous handbooks invalid. All K-5 students enrolled in the Perry County School District will abide by this handbook.**

**Prevention of School Violence Act**-Copies of the Prevention of School Violence Act of 1994 are included in this handbook. The Act provides for penalties as specified related weapons, assaults, drugs, and other matters of particular concern to parents, students, school employees, or other persons. Parents and students are responsible for compliance with the law and for familiarizing themselves with the consequences of violation of the law.

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

**Emergency Operations**-Parents should listen to the local radio or television station for announcements from the superintendent's office. The Perry County School District will also use an automated phone system to contact parents.

**Absences/Tardies**- It is extremely important for every student and parent to read the district's policies related to absences (see "Attendance Policy and Tardies"). Students should make every effort to be present every day and not to be tardy to school or class. Any questions related to absences or tardies should be referred to the principal immediately following enrollment.

## VISITORS

**Parents are encouraged to visit the school. Visiting your child's school is one way of showing your child that you are interested in his/her success in school. It is very important that we know the people who are in the building, therefore: EVERY VISITOR MUST CHECK IN AT THE ADMINISTRATOR'S OFFICE UPON ENTERING THE SCHOOL CAMPUS. Visitors must be approved by administration (may be asked for picture id) before being given a visitor badge to wear while on campus. Anyone who fails to comply with this policy is subject to being reported to the local law enforcement authorities. This is very important in order to maintain a safe and secure environment for our students.**

## PERRY COUNTY SCHOOL BOARD

Mr. Fredrick Jackson .....Board Chairman  
Mr. Kevin Courtney ..... Vice Chairman  
Ms. Sharon Lott..... Board Secretary  
Mrs. Evelyn Garner .....Member  
Mr. Glennwood Mathis .....Member

## SUPERINTENDENT OF EDUCATION

Dr. Titus M. Hines

## DIRECTORY OF SCHOOLS

<u>SCHOOL</u>	<u>ADDRESS</u>	<u>PHONE</u>
<b>Perry Central Middle</b>	P.O. Box 197 New Augusta, MS 39462	964-3226 964-3229 (fax)
<b>South Perry Elementary</b>	1300 Beaumont/Brooklyn Road Beaumont, MS 39423	784-3393 794-9374 (fax)
<b>Runnelstown Elementary</b>	9214 Hwy 42 Petal, MS 39465	544-2811 543-0933 (fax)
<b>Perry Central High School</b>	P.O. Box 139 New Augusta, MS 39462	964-3235 964-8273 (fax)
<b>Perry County Vo-Tech</b>	P.O. Box 138 New Augusta, MS 39462	964-8282 964-8562 (fax)
<b>Perry County Alt. School</b>	P.O. Box 139 New Augusta, MS 39462	964-3235 964-7273(fax)

**PERRY COUNTY SCHOOLS  
2022-2023  
SCHOOL CALENDAR**

<b>AUG. 1</b>	<b>TEACHERS' FIRST DAY- DISTRICT STAFF DEVELOPMENT (PERRY CENTRAL)</b>
<b>AUG. 2 &amp; 3</b>	<b>STAFF DEVELOPMENT</b>
<b>AUG. 4</b>	<b>STUDENTS' FIRST DAY</b>
<b>SEPT. 5</b>	<b>HOLIDAY (LABOR DAY)</b>
<b>SEPT. 8</b>	<b>PROGRESS REPORTS</b>
<b>OCT. 5, 6, &amp; 7</b>	<b>9 WEEKS EXAMS</b>
<b>OCT. 10</b>	<b>HOLIDAY (BAD WEATHER DAY IF NEEDED)</b>
<b>OCT. 11 &amp; 12</b>	<b>STAFF DEVELOPMENT (NO STUDENTS)</b>
<b>OCT. 13</b>	<b>REPORT CARDS</b>
<b>NOV. 10</b>	<b>PROGRESS REPORTS</b>
<b>NOV. 21-25</b>	<b>THANKSGIVING HOLIDAYS</b>
<b>DEC. 14, 15, &amp; 16</b>	<b>9 WEEKS EXAMS</b>
<b>DEC. 20</b>	<b>60% DAY</b>
<b>DEC. 21 - JAN. 3</b>	<b>CHRISTMAS HOLIDAYS</b>
<b>JAN. 4</b>	<b>STAFF DEVELOPMENT (NO STUDENTS)</b>
<b>JAN. 5</b>	<b>STUDENTS' RETURN AFTER HOLIDAYS</b>
<b>JAN. 12</b>	<b>REPORT CARDS</b>
<b>JAN. 16</b>	<b>HOLIDAY (MLK) (BAD WEATHER DAY IF NEEDED)</b>
<b>FEB. 9</b>	<b>PROGRESS REPORTS</b>
<b>FEB. 20</b>	<b>HOLIDAY (BAD WEATHER DAY IF NEEDED)</b>
<b>MAR. 8,9, &amp; 10</b>	<b>9 WEEKS EXAMS</b>
<b>MAR. 13-17</b>	<b>SPRING BREAK</b>
<b>MAR. 23</b>	<b>REPORT CARDS</b>
<b>APR. 7</b>	<b>HOLIDAY (GOOD FRIDAY)</b>
<b>APR. 10</b>	<b>HOLIDAY (EASTER MONDAY) (BAD WEATHER DAY IF NEEDED)</b>
<b>APR. 27</b>	<b>EMPLOYEE AWARDS BANQUET</b>
<b>APR. 27</b>	<b>PROGRESS REPORTS</b>
<b>MAY 4</b>	<b>VO-TECH AWARDS NIGHT 6:30 P.M.</b>
<b>MAY 9</b>	<b>PERRY CENTRAL UNDERCLASSMEN AWARDS</b>
<b>MAY 16</b>	<b>PERRY CENTRAL SENIOR NIGHT/AWARDS</b>
<b>MAY 17, 18, &amp; 19</b>	<b>9 WEEKS EXAMS</b>
<b>MAY 23</b>	<b>STUDENTS' LAST DAY 60% DAY</b>
<b>MAY 23</b>	<b>GRADUATION PERRY CENTRAL GYM 7:00 P.M.</b>
<b>MAY 24</b>	<b>STAFF DEVELOPMENT/ TEACHER'S LAST DAY</b>
<b>MAY 29</b>	<b>HOLIDAY MEMORIAL DAY</b>
<b>JUNE 1</b>	<b>REPORT CARDS</b>

## VERIFICATION OF RESIDENCE REQUIREMENTS

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

1. A copy of two of the following items of verification of residence. No post office box address will be acceptable. These items must reflect a street address or designated road address. All documents must be for present residence only; documents for rental or other commercial property will not be acceptable.
  - a. Filed Homestead Exemption Application Form
  - b. Mortgage documents or property deed
  - c. Apartment or home lease
  - d. Utility bills (water, electricity, or gas)

**Only one of the following documents will be accepted. These items must also reflect a street address or designated road address.**

- a. **Driver's license listing present address**
  - b. **Voter precinct identification**
  - c. **Automobile registration**
  - d. **Affidavit of residence and/or personal visit by designated school official at district /administrator option.**
2. Any other documentation, that in the determination of the Perry County School Board, will objectively and unequivocally establish that the parent or guardian resides in the school district.
    - If you are the legal guardian of the student, you must also provide a copy of the court order appointing you as the guardian. If a petition for guardianship has been filed and the decree is pending, you must provide a certified copy of the filed petition for guardianship. Note: Any legal guardianship formed for the purpose of establishing residency for school district purposes shall not be recognized by the board. (Legal reference: Mississippi Code Ann. Section 37-15-31, 1989 Supplement.)
    - Note: Only parents or legal guardians may grant permission for school activities and sign legal documents such as Individual Education Plans, etc.
  3. If you fail to provide the necessary documentation, your children will not be allowed to attend school in the Perry County School District. No temporary enrollment will be processed.
  4. If the Perry County School District receives a complaint regarding the residence of a student, the district is required to take action to further verify residence, including but not limited to follow-up visits to the resident's address by school officials.
  5. Any false information or illegal residence may result in a student not being permitted to remain in attendance.

## **ADMISSIONS**

1. In accordance with the laws of the state of Mississippi, in order to be admitted to Kindergarten, students must be 5 years of age on or before September 1 of the current school year. First grade students must be (6) six years of age on or before September 1 of the current school year. Certificates of Immunization (vaccination) are required upon entering school. (Immunization requirements are subject to change.)
2. A certified birth certificate must be presented upon admission. The birth certificate must be from the Bureau of Vital Statistics or from the State Department for students born overseas. No other birth certificate, hospital records, baptismal records, telephone calls, etc., will be accepted. The principal or his/her designee must verify the birth certificate.
3. Students must present an up-to-date immunization record.
4. If a student is transferring into the Perry County School District from a school accredited agency, an official transcript, mailed directly from the office of the previously attended school, will be required. A report card or transfer paper from the previous school attended may be used for temporary class placement.
5. Students transferring into the Perry County School District from a non-accredited school must be given appropriate placement tests by school officials in order to determine grade and/or subject placement.

## **ENROLLMENT AND WITHDRAWAL**

Pupils transferring from out-of-state or another school district within the state should present the following upon registration:

- a. Proper withdrawal documentation from previous school
- b. Guardianship papers if applicable
- c. Mississippi immunization certificate
- d. Two proofs of residence
- e. Former school discipline and attendance report
- f. Free/reduced lunch form
- g. Alternative Program Packet if applicable
- h. Parent/guardian presence
- i. Special education information if applicable

A request through the school office for complete transcript of prior credits or grades shall be made upon registration of the pupil. The final grades and credits of the pupil shall be incomplete until the transcript is received. Any student who is on probation from, expelled from, or not properly cleared from his/her former school will not be allowed to enroll in Perry County School District, unless otherwise approved by the Perry County School Board. It is the responsibility of the student's parents to notify the school if the student is suspended or expelled from the school from which the student is transferring.

Perry County School District will not require written consent of parents or eligible students in order to transfer records. Student's educational records will be forwarded to a school and/or other educational institution.

## ATTENDANCE ELEMENTARY (GRADES K-5)

1. The Perry County School District supports the philosophy that the instructional program is the most vital part of formal education. Experience has shown that a high quality of work is virtually impossible with irregular attendance; therefore, students are expected to attend school at all times when school is in session.
2. A student shall be excused six (6) absences during the school year with a parental note. Every absence after six (6) shall warrant documentation from a doctor or an approval by the principal due to extenuating circumstances. An absence shall be unexcused without proper documentation.
3. In case of unreported absences, the parent should contact the principal's office, or the student should bring a note to the principal's office by the next day from his/her parent/guardian or doctor on the day the student returns to school. The note should state the specific reason for absence. Notes or doctor's excuses received more than five days after the absence will not be accepted.
4. A student shall not be absent for more than ten (10) days during a semester and twenty (20) days during a year and receive credit without administrative review.
5. A student with excessive absences as defined in #4 above may request administrative review of his/her absences only if every absence can be properly documented (including the first ten (10) absences in semester or twenty (20) in year-long classes as specified in #4 above). Acceptable documentation will be for doctor or dentist's appointment and other just reasons or extenuating circumstances. Administrative review, if granted, will be made at the end of the year.
6. All graded work missed as a result of an absence must be made up within two (2) days upon returning to school.
7. Students under the age of seventeen (17) are required to attend school on a regular basis due to the Mississippi Compulsory Attendance Law. Irregular attendance reports of these students will be referred to the Perry County Attendance Officer for action by the Youth Court.
8. Irregular attendance will be monitored by teachers and the principal's office.
9. Perry County School District does not recognize or condone "skip days". All parents of students who are absent during a skip day will be contacted, and skip-day related absences will be in violation of School Board policy on attendance.
10. In order to be counted present, a student must be in attendance for 63% of the class time.
11. Parents will be periodically notified of absences of their child during each semester.
12. Students are expected to be in school 180 days. Academic growth and success are based upon regular attendance. If a compulsory school-age child who was expected by a school principal or his/her designee to enroll has not enrolled within fifteen (15) calendar days after the first day of the school year, or when a compulsory school-age child has accumulated five (5) unlawful/unexcused absences during the school year of the school in which he/she is enrolled, the principal of that school or his/her designee shall immediately report such absences to the school attendance officer of the Youth Court within two (2) school days or five (5) calendar days whichever is less.
13. Students' absences resulting from officially approved school business will not be counted; however, accreditation standards must be adhered to in regard to student activities.

## TARDINESS

School attendance on a daily basis is critical to a child's academic success. Arrival at school on time and staying the entire school day is crucial to the learning process, especially at the elementary school level. Since students are engaged in learning activities the entire school day, parents are strongly encouraged to refrain from bringing a child late to school and from checking a student out of school.

Students are required to be at school when the tardy bell rings. **Any student arriving at school after the tardy bell MUST be escorted to the school office by a parent/guardian to obtain permission to enter class.**

The following are the only ways a tardy can be excused:

1. If a student is late for school because of a doctor or dentist appointment, the student must provide the attendance clerk with a doctor's excuse when the student is signed in to school.
2. A parent will be allowed to write six notes to excuse tardies during the school year; the note to excuse a tardy must be presented to the office staff when the student is signed in to school.
3. Students who are riding a school bus that arrives late to school will not be counted as tardy.

All other tardies will be counted as unexcused.

The accumulation of three (3) unexcused tardies will result in the student receiving one (1) day of detention. The accumulation of five (5) unexcused tardies will result in the student receiving three (3) days of detention. The accumulation of ten (10) unexcused tardies will result in the student receiving one (1) day of in-school suspension. At this point, the student's name will be given to the school attendance officer. Beyond this point, the student will receive a day of in-school suspension for each unexcused tardy or check-out and the student's name will be given to the school attendance officer.

## WITHDRAWALS

In grades K-5, if a student withdraws during the school year and moves out of the district, the student will receive grades in progress to be presented to his/her new school. The school to which the student is transferring will have the option of accepting the grades in progress as the student's final grade. No examination will be given ahead of time. School officials must be notified one school day prior to the withdrawal of any student. A parent must come to the principal's office and officially withdraw the student. All books and fines must be cleared before official withdrawal is completed and the academic record is cleared.

## **TRANSFERS, CHANGES OF ADDRESSES**

1. The principal will release Perry County School District education reports or records when an official written request is received from the school district to which the student is transferred.
2. A parent or legal guardian has the right to review his/her child's school records.
3. A student leaving Perry County School District may obtain the following: a report card and/or a record of the student's work to date for the current term. Reports may be held if the student has any indebtedness to the school (lunchroom, workbooks, library, textbooks, damages, etc.).
4. Any student who moves during the school year must record the change of address with the main office. Any changes of telephone number must be corrected in the same manner.
5. In order to be able to contact or locate parents or guardians in a timely manner, it is the responsibility of the parent/guardian to be sure that addresses and telephone numbers on student registration forms are accurate and up-to-date.

## **IN-SCHOOL TRANSFERS**

The principal or his/her designated representative shall make the final determination regarding transfers.

## **LEAVING CLASS**

At no time during class hours are students to be in hallways or out of class without an approved pass. Students will be called from class only in cases of emergency. If a student must be in the hall between classes, a hall pass with the student's name, date, destination, and time will be provided by the staff member, teacher, or administrator granting permission to be out of class. There are sufficient times to use the restrooms and go to a student's next class. Going to the restroom during class time is discouraged.

## **LEAVING CLASS—TELEPHONE**

At no time during class hours are students to be out of class without hall passes. Students will be called from class only in cases of emergency. School telephones are for school business only, and students will not be permitted to use school telephones. The school will contact parents in cases of illness or emergency.

## **STUDENT CHECK-OUT**

In order to provide for the best welfare of each student and the school, the following check-out policy has been adopted. When a student becomes ill or an emergency arises during the regular school day, which may warrant early dismissal, the student must report to the principal's office. Before the student will be allowed to leave the school, the student's parent or legal guardian must be contacted by telephone or the parent, legal guardian, or person authorized by the legal guardian must come to the school to sign the student out. The attendance clerk and/or the school administration will reserve the option to release a student from school if the student's parents cannot be contacted.

A student may be released for a doctor’s appointment, dental appointment, or other just reason when the parent, legal guardian, or person authorized by the parent comes to the school and signs the student out or sends a note to the office stating the reason for check-out. This note must include the check-out time and telephone number where the parent can be contacted and should be on file no later than 7:55 a.m. on the day of check-out. If note cannot be verified, the school reserves the right to refuse release of the student.

It is asked that no calls be made to the school office after 2:00 p.m. concerning checking out or picking up your child from school. **Please make arrangements before 2:00 p.m. or send a note to your child’s teacher if your child needs to be picked up. Checkouts after 2:00 p.m. will be for emergencies only. Students need to be picked up in the designated pick up areas unless there is an emergency.**

During bad weather conditions, lock-down and other emergency situations, parents may check their child out from school after signing a check out document acknowledging the risk of taking such actions in the situation.

**STUDENT ARRIVAL AND DEPARTURE PLAN**

SCHOOL	STUDENT ARRIVAL	SCHOOL BEGINS	SCHOOL ENDS
South Perry Elementary	7:23 a.m.	7:45 a.m.	2:45 p.m.
Runnelstown Elementary	7:15 a.m.	7:45 a.m.	3:15 p.m.

Students are **ONLY** allowed on campus at the designated times when teachers are to report to duty. The school will not assume responsibility for any student arriving on school grounds prior to stated times unless they are transported by school bus. Students are to leave school at the end of the school day unless he/she is participating in a school activity and are under the supervision of a teacher.

**CONTACTING PARENTS**

It is the parent’s/guardian’s responsibility to provide accurate and current telephone numbers which will permit school personnel to reach a responsible adult at all times. The school must be informed of any changes in telephone numbers and addresses. Parents/guardians are advised that if a responsible adult cannot be reached after good faith efforts by school personnel, Perry County Social Services and/or the Perry County Sheriff’s Department or city police will be contacted.

**CUSTODIAL PARENTS**

The Perry County School District will be responsible for issuing report cards, progress reports, and other necessary reports only to the custodial parent, defined as the parent with whom the student resides during the school year. All legal documentation of custodial rights must be on file in the office.

## PARENT CONFERENCES

Any parent, guardian or custodian of a compulsory school-age child who shall fail to attend a conference to which such parent, guardian or custodian has been summoned shall be guilty of a misdemeanor and upon conviction, shall be fined not to exceed two hundred fifty dollars (\$250.00).

### **Discipline Plans: parental responsibility for conference appearances, fines and damages**

1. A copy of the school district's student handbook distributed to each student enrolled in the district and the parents, guardian or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies. The school board shall have its official discipline plan legally audited on an annual basis to insure that its policies and procedures are currently in compliance with applicable statutes, case law and state and federal constitutional provisions.
2. All discipline plans of school districts shall include, but not be limited to the following:
  - a. A parent, guardian or custodian of a compulsory school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against school property or persons.
  - b. A parent, guardian or custodian of a compulsory school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for conference regarding acts of the child specified in a paragraph (a) of this subsection, or for any other discipline conference regarding the acts of the child.
  - c. Any parent, guardian or custodian of a compulsory school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph (b) of this section may be summoned by proper notification by the superintendent of schools and be required to attend such discipline conference; and
  - d. A parent, guardian or custodian of a compulsory school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity as defined in Section 37-11-29 occurring on school grounds.
3. 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 cost, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) years, who maliciously and willfully damages or destroys property belonging to such 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 in addition 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 person, including the parents, for damages to which such minor or other person would otherwise be liable.

## INSTRUCTIONAL PROGRAM GRADES

A -----	90-100
B -----	80-89
C -----	70-79
D -----	65-69
F -----	64 and BELOW

Daily grades will account for  $\frac{1}{4}$  of the grade, tests will count  $\frac{1}{2}$  of the grade, and nine weeks tests will count  $\frac{1}{4}$  of the total grade. Teachers should ensure that each student has a minimum of twelve daily grades per nine weeks.

## CURRICULUM

The basic curriculum for the elementary schools, as defined in the Mississippi Public School Accountability Standards and the Perry County School District consists of reading/language arts, mathematics, science, social studies, the arts, and physical education which may be taught by regular classroom teacher.

## PROGRESS REPORTS

At mid-term during each nine-week term, the teacher or team will inform the parents of work that is unsatisfactory or below standard for the student. This is done by way of a progress report. In addition, if a student is later identified as a possible or probable failure, the parent will be informed through a second progress report at least one week prior to term test. Students in all schools will discuss the progress report with their parents and have them signed.

## AWARDING OF ACADEMIC CREDIT

Academic credit for courses taken by students in the Perry County School District shall be awarded upon successful completion of courses.

The following guidelines must be adhered to:

- a. If a student has a yearly average of 65 or above, he/she can pass the course.
- b. A student will not be eligible to receive yearly average if either semester is failed due to excessive absences, subject to administrative review, if granted.

**Students transferring into Perry County School District from a non-accredited school must be given an achievement test and/or special subject test to determine grade and/or subject placement.**

## REPORT CARDS—ACADEMIC CREDIT

Report cards will be issued following the end of each nine-week term. Grades will be recorded for academic work. Grades will be awarded on the basis of student performance.

- A. The Perry County Schools will accept transfer students and award credit for grades earned during the school year if the student is enrolled in the Perry County School District for at least twenty (20) school days. A student enrolled in a Perry County School District for less than twenty (20) school days will receive an incomplete grade, except for those students transferring into Perry County School District whose grades are in progress at a previous school are sent to the principal's office. Grades in progress will be averaged with grades received while in attendance in Perry County School District.
- B. Students with excessive absences who do not pass administrative review will not receive credit for courses failed in which excessive absences occurred.
- C. Examinations will not be administered prior to the regularly scheduled time.
- D. In order for students to receive term, semester, or yearly grades, all course or grade level requirements must be met.
- E. Parents should be aware of dates when report cards will be issued. Parents should expect students to have their report cards on dates as noted in the calendar.

## EXEMPTION

Students in grades 2<sup>nd</sup> -5<sup>th</sup> can be exempt from the final examination at the end of the school year. To be exempt, a student must have maintained at least a 90 average in a class/subject during each of the preceding three nine weeks and also have a 90 average in the fourth nine weeks in that class/subject. In addition to the grade average required, the student cannot accumulate more than five (5) absences during the year in that class/subject for any reason except school sponsored activities. The principal, at his/her discretion, can give consideration for bereavement. Students may not be exempt from any exams until all fines (library, cafeteria or textbooks) have been paid and all books returned.

During testing and review periods attendance will still be counted.

If a student receives three (3) or more Office Disciplinary Referrals from an individual teacher to the principal, that student shall automatically lose any right to exemption in that teacher's class.

## PERRY COUNTY SCHOOL DISTRICT RETENTION POLICY GRADES K-5

### Grades K-3

1. Students who fail any one of the following subjects may be retained: Math, Language, or Reading.
2. **Beginning in the 2014-2015 school year, a student scoring below the established score in reading on the established state assessment for third grade will not be promoted to fourth grade unless the student meets the good cause exemptions for promotion. (see Literacy Based Promotion Act Policy below)**
3. In an effort to better determine academic progress of students in kindergarten and first grade, Perry County School District will utilize a standards-based checklist to indicate students' mastery of skills. The checklist of skills will be used instead of numerical or

letter grades. In the classroom, teachers will use checklists, rubrics, student observation, detailed notes, and written assessments to determine student mastery. The Perry County Standards-based Checklist includes the skills expected to be mastered at each grade level in reading, language arts, and math, and the essential skills are highlighted. Mastery of skill is defined as being able to use 80% of the skill appropriately in each subject. Kindergarten students must be able to identify all letters with 100% accuracy. The goal is for all students to gain mastery of the skills, so students will be given multiple opportunities to learn skills and to show mastery.

### **Grades 4-5**

Students who fail any one of the following subjects may be retained: Math, Reading, Language, Science, or Social Studies.

## **LITERACY BASED PROMOTION ACT (SB 2347) Amended 2016 (SB 2157)**

### **PURPOSE AND INTENT (Section 37-177-1)**

The 2013 legislation mandates that third graders must score at an acceptable level on a state assessment in order to be promoted to the fourth grade. The Literacy-Based Promotion Act places an emphasis on grade-level reading skills for public school students, particularly as they progress through kindergarten and grades 1 through 3. The purpose of this legislature is to improve reading skills of all kindergarten and first through third grade students enrolled in public schools, to prohibit student promotion based on age or other social factors, and to ensure parents or legal guardians are informed of students' academic progress.

### **Intensive Reading Instruction and Intervention**

Each student who exhibits a substantial deficiency in reading at any time, as demonstrated through performance on a reading screener approved or developed by the State Department of Education or through locally determined assessments and teacher observations conducted in kindergarten and grades 1 through 3 or through statewide end-of-year assessments or approved alternate yearly assessments in Grade 3, shall be given intensive reading instruction and intervention immediately following the identification of the reading deficiency. The intensive reading instruction and intervention must be documented for each student in an individual reading plan, which includes, at a minimum, the following:

- (a) The student's specific, diagnosed reading skill deficiencies as determined (or identified) by diagnostic assessment data;
- (b) The goals and benchmarks for growth;
- (c) How progress will be monitored and evaluated;
- (d) The type of additional instructional services and interventions the student will receive;
- (e) The research-based reading instructional programming the teacher will use to provide reading instruction, addressing the areas of phonemic awareness, phonics, fluency, vocabulary and comprehension;
- (f) The strategies the student's parent is encouraged to use in assisting the student to achieve reading competency; and
- (g) Any additional services the teacher deems available and appropriate to accelerate the student's reading skill development.

The universal reading screener or locally determined reading assessment may be given in the first thirty (30) days of the school year and repeated, if indicated, at midyear and at the end of the school year to determine student progression in reading in kindergarten through third grade. If it is determined that the student continues to have a reading deficiency, the student shall be provided with continued intensive reading instruction and intervention by the school district until the reading deficiency is remedied. A student exhibiting continued reading deficiency with continued intensive interventions should be considered for exceptional criteria (special education) evaluation.

A kindergarten or first-, second-, or third-grade student identified with a deficiency in reading shall be provided intensive interventions in reading to ameliorate the student's specific reading deficiency, as identified by a valid and reliable diagnostic assessment. The intensive intervention shall include effective instructional strategies and appropriate teaching methodologies necessary to assist the student in becoming a successful reader, able to read at or above grade level, and ready for promotion to the next grade. A kindergarten-, first-, second- or third-grade student identified with a reading deficiency or not promoted may be placed in a transition class.

#### PARENT NOTIFICATION OF READING DEFICIENCY (Section 37-177-3)

Immediately upon the determination of a reading deficiency, and subsequently with each quarterly progress report, until the deficiency is remediated, the parent or legal guardian of a kindergarten- or first-, second-, or third-grade student who exhibits a substantial deficiency in reading shall be notified in writing by the student's teacher of the following:

1. That the student has been identified as having a substantial deficiency in reading;
2. A description of the services that the school district currently is providing to the student;
3. A description of the proposed supplemental instructional services and supports that are designed to remediate the identified area of reading deficiency which the school district plans to provide the student, as outlined in the student's individual reading plan;
4. That if the student's reading deficiency is not remediated before the end of the student's third-grade year, the student will not be promoted to fourth grade unless a good cause exemption specified under Section 37-177-11 is met;
5. Strategies for parents and guardians to use in helping the student to succeed in reading proficiency; and
6. That while the state annual accountability assessment for reading in third grade is the initial determinant, it is not the sole determiner of promotion and that approved alternative standardized assessments are available to assist the school district in knowing when a child is reading at or above grade level and ready for promotion to the next grade.

## ALTERNATIVE STANDARDIZED ASSESSMENTS (Section 37-177-5)

The State Department of Education shall establish a Mississippi Reading Panel to collaborate with the State Department of Education in recommending appropriate equitable alternative standardized assessments and cut scores to be used to determine promotion to the fourth grade of those third-grade students who did not score at the required achievement level on the state annual accountability assessment, as outlined in Section 37-177-9, or who, for unforeseen circumstances, were unable to take the assessment. The panel should have knowledge and input in the adoption or development of a universal screener for required use only in select schools most in need for the reading intervention program to identify reading deficiencies and determine progress. A suggestive list of no less than four (4) screening assessments should be available to schools not selected for the critical reading intervention program taking into consideration those screening assessments already being used satisfactorily in Mississippi elementary schools. An approved alternative standardized reading assessment may be used in years when the state is transitioning to a new state annual accountability assessment.

## NO SOCIAL PROMOTION (Section 37-177-9)

Beginning in the 2014-2015 school year, if a student's reading deficiency is not remedied by the end of the student's third-grade year, as demonstrated by the student scoring the established achievement level in reading on the state annual accountability assessment or on an approved alternative standardized assessment for third grade, the student shall not be promoted to fourth grade.

Beginning in the 2018-2019 school year, if a student's reading deficiency is not remedied by the end of the student's third-grade year, as demonstrated by the student scoring above the lowest two (2) achievement levels in reading on the state annual accountability assessment or on an approved alternative standardized assessment for third grade, the student shall not be promoted to fourth grade.

## GOOD CAUSE EXEMPTION (Section 37-177-11)

1. A third grade student who does not meet the academic requirements for promotion to the fourth grade may be promoted by the school district only for good cause. Good Cause Exemptions for promotion are limited to the following students:
  - (a) Limited English proficient students who have had (2) years of instruction in an English Language Learner program;
  - (b) Students with disabilities whose individual education plan (IEP) indicates that participation in the statewide accountability assessment program is not appropriate, as authorized under state law;
  - (c) Students with a disability who participate in the state annual accountability assessment and who have an IEP or a Section 504 plan that reflects that the individual student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading or previously was retained in kindergarten or first, second, or third grade;
  - (d) Students who demonstrate an acceptable level of reading proficiency on an alternative standardized assessment approved by the State Board of Education; and
  - (e) Students who have received intensive intervention in reading for two (2) or more years but still demonstrate a deficiency in reading and who previously were retained in kindergarten or first, second, or third grade for a total of two (2) years and have not met exceptional education criteria.

A student who is promoted to fourth grade with a good cause exemption shall be provided an individual reading plan as described in Section 37-177-1(2), which outlines intensive reading instruction and intervention informed by specialized diagnostic information and delivered through specific reading strategies to meet the needs of each student so promoted. The school district shall assist schools and teachers in implementing reading strategies that research has shown to be successful in improving reading among students with persistent reading difficulties.

### **Good Cause Request**

2. A request for good cause exemptions for a third-grade student from the academic requirements established for promotion to fourth grade must be made consistent with the following:
  - (a) Documentation must be submitted from the student's teacher to the school principal which indicates that the promotion of the student is appropriate and is based upon the student's record. The documentation must consist of the good cause exemption being requested and must clearly prove that the student is covered by one (1) of the good cause exemptions listed in subsection 1 (a) through (e) of this section.
  - (b) The principal shall review and discuss the recommendations with the teacher and parents and make a determination as to whether or not the student should be promoted based on requirements set forth in this act. If the principal determines that the student should be promoted, based on the documentation provided, the principal must make the recommendation in writing to the school district superintendent, who, in writing, may accept or reject the principal's recommendation.

The parent of any student promoted may choose that the student be retained for one (1) year, even if the principal and district superintendent determines otherwise.

### **THIRD GRADE RETENTION (Section 37-177-13)**

Beginning in the 2014-2015 school year, each school district shall take the following actions for retained third grade students:

1. Provide third grade students who are not promoted with intensive instructional services, progress monitoring measures, and supports to remediate the identified areas of reading deficiency, as outlined in the student's individual reading plan, including a minimum of ninety (90) minutes during regular school hours of daily, scientifically research-based reading instruction that includes phonemic awareness, phonics, fluency, vocabulary, and comprehension, and other strategies prescribed by the school district, which may include, but are not limited to:
  - i. Small group instruction;
  - ii. Reduced teacher - student ratios;
  - iii. Tutoring in scientifically research-based reading services in addition to the regular school day;
  - iv. The option of transition classes;
  - v. Extended school day, week or year; and
  - vi. Summer reading camps

2. Provide written notification to the parent or legal guardian of any third-grade student who is retained that the student has not met the proficiency level required for promotion and the reasons the student is not eligible for a good cause exemption.

This notification must include a description of proposed interventions and supports that will be provided to the child to remediate the identified areas of reading deficiency, as outlined in the student's individual reading plan. This notification must be provided to the parent or legal guardian in writing, in a format adopted by the State Board of Education in addition to report cards given by the teacher.

3. Third grade students who are retained shall be provided with a high-performing teacher, as determined by student performance data, particularly related to student growth in reading, above-satisfactory performance appraisals, and/or specific training relevant to implementation of this act.
4. Provide parents and legal guardians of third grade students with a "Read at Home" plan outlined in a parental contract, including participation in regular parent-guided home reading.

#### **MAKE STATE ACCOUNTABILITY RESULTS PUBLIC**

Within thirty (30) days of final State Board of Education approval of state accountability results, the Perry County School Board will publish, in a newspaper having a general circulation within the school district, and report to the State Board of Education and the Mississippi Reading Panel the following information relating to the preceding school year:

1. The provisions of this act relating to public school student progression and the school district's policies and procedures on student retention and promotion;
2. By grade, the number and percentage of all students performing at each level of competency on the reading and math portion of the annual state accountability system and the number and percentage of students given an approved alternative standardized reading assessment and the percentage of these students performing at each competency level on said alternative standardized assessment;
3. By grade, the number and percentage of all students retained in kindergarten through grade 5; and
4. Information on the total number and percentage of students who were promoted for good cause, by each category of good cause described in this act.

The MDE shall compile annually the required district information, along with state-level summary information, and report the information to the Governor, Senate, House of Representatives, and general public.

#### **HONORS AND AWARDS**

Superior performance in both academic and non-academic areas for students in Perry County School District shall be recognized. To accomplish this, the following honors and awards will be given to deserving students:

1. Honor rolls are published at the end of each nine weeks. Honor rolls will be designated as all A's Honor Roll and Honor Roll.
2. Scholastic Awards will be awarded each year to students in grades 1-5.
3. Student of the Month, must have good class attendance, must show conscientiousness in class work, have all assignments completed, and must display overall good citizenship toward teachers and fellow students.
4. Attendance awards will be given based on the following:

**Perfect Attendance** No absences, no tardies, and no checkouts

## **TEXTBOOKS**

Textbooks are supplied by the school at no cost to the student on a loan basis. Since these books remain the property of the school district, defacement or abuse of books will result in the assessment of a damage fee. The amount charged will be determined according to the damage.

## **FINES**

Parents and legal guardians are responsible for the cost of lunchroom fees, activity fees, library books and textbooks. If a textbook is lost or not returned by a student who withdraws or drops out of school, the parent or legal guardian shall be required to compensate the district for the fair market value of the textbook. In addition to paper, pencils, and composition books, parents will be responsible for the purchase of workbooks, weekly publications, art supplies, and other materials as needed. All fees and fines must be cleared through the office prior to the completion of the school year. A student's report card may be held and promotion or credit will not be given to the student.

## **STUDENT SCHEDULES**

No student will be permitted to change his/her class schedule without permission from the principal or his/her designated representative.

## **STUDENT ELECTIONS**

To be eligible to participate in student elections, they must meet the criteria set by each school.

## **STUDENT ACTIVITIES**

The Mississippi State Department of Education Commission on School Accreditation mandates that a school district may not allow a student to miss more than twenty (20) class periods for school-related activities in courses for which grades and/or units of credit are issued during the school year, and students may not have more than five (5) absences in the same class period for school-related activities in courses for which grades and/or units of credit are issued during the school year. In compliance with this standard, the Perry County School District will not grant permission for any student to participate in any school-related activity which would require absences that would exceed five (5) per class and/or twenty (20) total class periods during the school year.

When required, students participating in extra- and co-curricular activities must have on file at the school written parent consent and liability waiver forms. In order to participate in any extra- or co-curricular activity, the student must attend school for at least three class periods on the day of the scheduled activity.

## **INTERVENTION PROCESS**

MDE shall require an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction. The Three-Tiered Intervention as described below is a regular education function.

**Tier I.** Quality classroom instruction based on Common Core State Standards (Data documentation of interventions for a minimum of six weeks)

**Tier II.** Focused supplemental instruction (Data documentation of interventions for a minimum of six weeks)

**Tier III.** Intensive interventions specifically designed to meet the individual needs of the student.

(Six-weeks minimum documented interventions, not to exceed eighteen weeks maximum per subject area.) Teachers shall use progress-monitoring information to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments, and large-scale assessments.

If strategies at Tiers I & II are unsuccessful, students must be referred to the Teacher Support Team (TST). The TST is the problem-solving unit responsible for interventions developed at Tier III. Each school must have a Teacher Support Team (TST) implemented in accordance with the process developed by the Mississippi Department of Education. The chairperson of the TST shall be the school principal as the school's instructional leader. The core members of the Teacher Support Team shall not be comprised of members of the school's Special Education staff. Special Education staff may serve in an advisory capacity only.

### **Interventions shall be:**

- √ designed to address the deficit areas;
- √ research based;
- √ implemented as designed by the TST;
- √ supported by data regarding the effectiveness of interventions.

In addition to failing to make adequate progress following Tiers I & II, students will be referred to the Teacher Support Team for interventions as specified in the guidelines developed by MDE if any of the following events occur.

- A.** Grades 1-3: A student has failed one (1) grade;
- B.** Grades 4-12: A student has failed two (2) grades, OR
- C.** A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year.

Referrals to the Teacher Support Team must be made within the first twenty (20) school days of a school year if the student failed the preceding year resulting in a referral as stated above.

## STUDENT CONDUCT

Although student conduct in the Perry County School District is considered in most cases to be exemplary and situations have not arisen to cause undue concern for students' welfare and safety, the Perry County School District are required to establish policies and procedures that detail expectations of students and outline consequences of student misbehavior. The publication of these policies and procedures in the student handbooks will help assure that there is a clear understanding among students and parents concerning matters covered in the handbook under Student Conduct.

The provisions of these policies shall apply to all students during all of the period of time that they are under and subject to the jurisdiction of the Board of Education, in the sole and absolute discretion of the principal of the attendance center wherein such offense is committed and the Superintendent of Education of the Perry County School District shall be suspended for a period to be determined by the school administrator and may be expelled in the sole and absolute discretion of the Board of Education of this school district. Appropriate referrals will be made to juvenile authorities as required under state law.

### DISCIPLINE GENERAL INFORMATION AND GUIDELINES

The basic objective of discipline within the school may be described as fourfold:

1. To establish conditions under which no student will be permitted to prevent any teacher from teaching or any student from learning.
2. To establish and maintain study conditions conducive to learning.
3. To develop, on the part of each student, the habits and skills that make him/her self-directive and to help him/her realize that he/she is responsible for his/her own behavior.
4. To guide students in learning how to make better behavioral choices based on decision-making skills that enable them to become self-disciplined.

\*\* In both elementary schools the *Keys to Successful Learning* will apply:

1. Students can and will do what is asked, the first time they are asked, by any adult in the school.
2. Students can and will respect all people.
3. Students can and will do good deeds and say good things.
4. Students can and will ask permission to speak or to leave their seats.
5. Students can and will be prepared for class and do their best at all times.
6. Students can and will walk quietly from place to place, in a straight line.
7. Students can and will tell the truth at all times.

Conferences, reprimands, parent care, corporal punishment, suspension or expulsion may follow student failure to conform to accepted standards of behavior in school.

### SCHOOL BUS DISCIPLINE

**Riding the school bus is a privilege.** This privilege carries with it some responsibilities on the part of the student. Behavior which prevents the driver and student from having a safe trip to and from school will not be tolerated.

Any violation of conduct by students, performed while on the school bus, waiting to board the school bus, or departing from the school bus, shall be addressed by utilizing the assertive discipline steps prescribed for elementary or secondary levels in the respective handbooks. Students may be denied the privilege of riding the bus because of improper behavior, including the suspension of the privilege of riding the bus for the remainder of the school year; in these matters the principal determines the action that is necessary for the safety of the other students on the bus. (MS State Code 37-7-301,e) The principal, according to the severity of offense, will determine consequences for misconduct on the bus.

Questions involving disciplinary actions should be directed to the school principal. Action requiring suspension shall be the responsibility of the school administration. The administration shall notify the transportation director and the student's parents when a student's bus riding privileges are suspended. The transportation director will notify the appropriate bus driver.

Students are expected to cooperate with the following regulations:

1. Students must be assigned seats at loading time.
2. At no time are students to touch the outside of the bus. They are not to hang heads, arms, legs, bodies, or hands 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 school in the morning and bus disembarking station in the afternoon.
4. Students will board the bus and leave the bus according to the instructions of the bus driver. Students are to obey all directions of the bus driver.
5. Students may not leave the bus on its way to or from school except at their designated stop.
6. Students are not to throw or in any way sail/shoot/pitch objects.
7. Students must sit in the seat assigned by the bus driver.
8. The bus must come to a complete stop before students try to enter or exit the bus.
9. Loud talking and other loud noises are not permitted on the bus.
10. Students are not to damage any part of the school bus. Students will be held financially responsible for damage done.
11. No beverages or food may be consumed on the school bus.
12. Chewing gum is prohibited on the bus.
13. Intentional littering of the bus is prohibited.
14. Students must identify themselves properly when requested to do so by school personnel.
15. Vulgar language is prohibited on the school bus.
16. Students are not to molest or bother in any way (harass, intimidate, or threaten) other students while waiting for/or while riding on a school bus.
17. Students will not fight on the bus or at the bus stop.
18. Use or possession of dangerous objects on the school bus or at the bus stop is forbidden.
19. Students will not use, sell, or possess drugs or alcohol on the school bus or at the bus stop.
20. Stealing is prohibited.
21. Smoking is prohibited while on the school bus. Tobacco products are not permitted on the bus.
22. Open defiance or open displays of disrespect toward a bus driver will not be condoned.

23. Other misbehavior as determined by the administration including a pattern of repeated bus misbehavior will not be permitted. Written instructions from the parent must be presented to the principal before a student will be permitted to ride a bus other than his/her regular bus. The note must be given to the principal in advance in order to provide time for verification.
24. Any act, which places the safety of the students on the bus at risk, will be referred to the principal for appropriate action.
25. Students' behavior will be monitored on a random basis through video recording equipment installed on district buses. Students found to be continually disruptive or threatening to the safety of other students will be immediately removed from the bus and will be permanently suspended from bus transportation.

### **CONSEQUENCES FOR FAILURE TO FOLLOW BUS SAFETY RULES**

Students will be disciplined for disorderly conduct on the bus. The bus driver will give to the principal a written report of the misbehavior. Reports will be investigated and offenders will be subject to the following consequences:

1. First offense: reprimand, corporal punishment, parent care, or loss of transportation privilege for 1 to 3 days. A copy of the report will be sent home to the parent/guardian.
2. Second offense: corporal punishment, parent care, or loss of transportation privilege for 3 to 5 days.
3. Third offense: corporal punishment or loss of transportation privilege for 5 to 9 days.
4. Fourth Offense: loss of transportation privilege for 9 days. Could also result in student being removed from the bus for the remainder of the school year.
5. Infractions involving spitting out the window, throwing articles out of the window or on the bus, smoking, striking matches, using lighters, or other dangerous behaviors will result in an immediate suspension from the school and the bus to be determined by the principal.
6. Assault on the bus driver or school personnel will result in an immediate suspension from the school and a recommendation for expulsion the remainder of the school year. A report will also be submitted to the local police department or Perry County Sheriff's Office.

The principal may, at his/her discretion, use more severe punishment than listed above if the situation warrants. When a student is suspended from the bus the parent/guardian must arrange for transportation to and from school. Regular school attendance is expected.

### **INTERFERENCE WITH SCHOOL BUSES**

It is unlawful for any individual other than a member of the public school administration or faculty or a law enforcement official to interfere in any way with the operation of a school bus. State law prohibits unauthorized boarding of school buses or interference with passenger boarding or leaving under penalties of fine and/or imprisonment.

## STUDENT DISCIPLINE

INFRACTION	STEP
1. Bringing food or drink items in school building without teachers' permission.	1-2
2. Throwing objects	2-3
3. Loitering	1-2
4. Littering	1-2
5. Pretense/cheating	1-6
6. Making excessive noise	1-6
7. Improper cafeteria conduct	1-3
8. Running in unapproved areas	1-2
9. Inappropriate display of affection	1-6
10. Disrespect	1-6
11. Truancy	1-6
12. Extreme rudeness and disrespectful behavior	1-6
13. Possession of over-the-counter medication and prescription drug that have not been approved by the principal or school nurse	1-6
14. Disruption of any school activity	1-6
15. Willful disobedience	1-6
16. Internet abuse	1-3
17. Obscenity/Pornography (all media types: digital or print)	2-6
18. Dress code violation	1-3
19. Stealing (Restitution required)	2-6
20. Skipping off campus	1-6
21. Vulgar language	2-6
22. Petting	1-6
23. Vandalism Includes internet abuse (Restitution required)	3-6
24. Physical or verbal acts of sexual and/or other harassment, including but not limited to unwelcome touching, pinching or patting	3-6
25. Inciting conflict/threats-bullying, intimidating, or in any way encouraging or provoking others to fight or engage in conflict. Fight that is determined to be violent or flagrant.	3-6
26. Tobacco Possession	3-6
27. Drug Paraphernalia (Mississippi Code 41-29-105)	4-6
28. Other misbehavior designated by administration	1-6

## **STEP**

1. Reprimand, corporal punishment, parent care, or loss of privilege (including participation in athletics or other extracurricular activities).
2. Corporal punishment, one day suspension, one to three days In School Detention or parent care. Removal from ladder if not referred in 15 school days.
3. One to three-day suspension, parent conference, or parent care. At this time, according to state law 37-11-18 a student must be brought before TST (Teacher Support Team) and a Behavior Modification Assessment and Behavior Improvement Plan must be designed. Removal from ladder if not referred in 30 school days.
4. Three to five-day suspension, parent conference, or parent care awaiting administrative conference. Removal from ladder if not referred in 45 school days.
5. Five to nine-day suspension, parent conference, or parent care awaiting administrative conference. Removal from ladder if not referred in 45 school days.
6. Alternative referral or recommendation for expulsion

## **CORPORAL PUNISHMENT**

Corporal punishment is an option in the disciplinary program of the Perry County School District. The district has established procedures under which a parent/legal guardian will indicate whether he/she gives permission for his/her child to receive corporal punishment as appropriate under the assertive discipline plan outlined in the student handbook and in accordance with district policy. Alternative disciplinary actions will be required for students whose parents/legal guardians have declined in writing corporal punishment permission.

Disciplinary action in lieu of or in addition to corporal punishment may include parent care, suspension from school, referral to social services, or other appropriate disciplinary measures, including requirement that the parent or legal guardian attend classes with the child.

Corporal punishment may be administered by school principals, teachers in charge, and certified teachers. Corporal punishment shall be administered by a teacher to a student in the presence of another Perry County School District employee.

Corporal punishment shall be administered in the principal's office or a designated area. A maximum of (3) three licks may be administered. All discipline K-5 will be at the discretion of the principal, subject to review by the Superintendent of Education.

## **SUSPENSION**

Suspension (both in-school detention, ISD, and out-of-school suspension) is a forfeiture of participation in regular scheduled school activities for the time designated during suspension. Graded work missed during the time of suspension may be made up at a time designated by school officials. Students may be assigned to in-school, alternative school placement, or out-of-school suspension.

**In all cases, parents must have a conference with the designated school administrator before the child will be allowed to return to classes.** Telephone calls will not be acceptable. In-school detention requires that a student complete all assignments during the period of suspension. Additional time in ISD may be given for failure to complete assignments in the ISD program. A student who disrupts the ISD program will be referred to the appropriate administrator and the student will complete the assigned suspension in the district's alternative school or out-of-school; he/she will not be allowed to return to regular classes until suspension is completed in its entirety.

## **EXPULSION**

Expulsion is the total exclusion of the student from participation in or attendance at any school District related activity. A student who has been expelled from the Perry County Schools must apply in writing to the Board of Education for possible re-admission.

Repeated patterns of misbehavior may require counseling and parental involvement and assistance to the extent that the parent may be requested to come to school and attend classes with the student in order to identify and correct such behavioral patterns.

All disruptions/discipline problems and consequences shall be applicable to all students during all periods of time they are under and subject to the jurisdiction of the Board of Education of this school district and/or while under the supervision and direction of any teacher, principal, or other authority of this school district.

## **FIGHTING/INCITING CONFLICT**

Students who are involved in assaults, who engage in fighting or who are responsible in any way for fighting while under the jurisdiction of the school will be subject to arrest, removal and/or expulsion from school in accordance with state statutes. This includes fighting while on bus, at bus stops, or at any activity/event sponsored by the Perry County School District.

## **SEVERE DISCIPLINE OFFENSE**

1. **Firearm possession (GUN FREE SCHOOL ACT Senate Bill 33.49)** - possession of any firearm, including pistols, rifles, shotguns, BB guns, pellet guns, air pistol/rifles, etc.
  - A. **First offense**-expulsion for minimum of one school year. Offender will be prosecuted to the fullest extent of the law. The State Department of Education, Office of Community and Outreach Services, requires that any student who brings a firearm to school be expelled or placed in an alternative program.
2. **Weapon possessions** (other than firearms)-defined as any object that in the opinion of the school official is capable of inflicting bodily injury. (Example: metal picks, metal combs, knife, chemicals, and mace.)
  1. **First offense**-confiscation, three day suspension with parent conference on returning to school.
  2. **Second offense**-confiscation, parent conference, and nine-day suspension with possible recommendation for alternative placement.
  3. **Third offense**- confiscation and possible referral to Discipline Committee that can result in a referral to the Perry County Board of Education for expulsion for the remainder of the school year or other punishment deemed appropriate.

3. **Drug Possession/Alcohol Possession/Drug Alcohol Use**
  - B. **First offense**-immediate ten-day (10) suspension with possible recommendation for expulsion. Local law enforcement will be notified.
  - C. **Second offense**-mandatory expulsion for one school year.
  
4. **Fighting** an altercation between two or more students where both individuals strike and/or attempt to strike each other with the intent to do bodily harm. (Grades K-5)
  - A. **First offense**-three-day mandatory out of school suspension and parent conference
  - B. **Second offense**-five-day mandatory out of school suspension and parent conference
  - C. **Third offense**-ten-day mandatory out of school suspension, and possible alternative referral or expulsion.
  
5. **Tobacco use and/or possession**
  - A. **First offense**- three-day suspension and parent conference
  - B. **Second offense**-five-day mandatory suspension and parent conference
  - C. **Third offense**- nine-day out of school suspension and parent conference
  - D. **Fourth offense**- parent conference, alternative referral, and expulsion

## PREVENTION OF SCHOOL VIOLENCE

SECTION I. Section 97-37-17, Mississippi Code of 1972, is amended as follows:

1. The following definitions apply to this section:
  - A. **Educational property** shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school college or university board of trustees, or directors for the administration of any public or private educational institution or during a school related activity; provided however, the term “educational property” shall not include sixteenth section school land or lieu land on which is not located a school building, school campus, recreational area or athletic field.
  - B. **Student** shall mean a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college or university, whether the person is an adult or a minor.
  - C. **Switchblade knife** shall mean a knife containing a blade or blades, which open automatically by release of a spring or similar contrivance.
  - D. **Weapon** shall mean any device enumerated in subsection (2) or (4) of this section. **TOY GUNS OR REPLICAS OF ANY TYPE ARE NOT ALLOWED ON CAMPUS AND WILL BE DEALT WITH AS NEEDED.**
  
2. It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this sub-section does not apply to BB gun, air rifle, or air pistol. Any person violating this sub-section shall be guilty of a felony and, upon conviction thereof, shall be fined more than five thousand dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

3. It shall be a felony for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive on educational property. However, this sub-section does not apply to BB gun, air rifle, or air pistol. Any person violating this sub-section shall be guilty of a felony and, upon conviction thereof, shall be fined not more than five thousand dollars (\$5,000.00), or be imprisoned not exceeding six (6) months, or both.
4. It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance of education property. Any person violating this sub-section shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than one thousand dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.
5. It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance of education property. Any person violating this sub-section shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than one thousand dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.
6. It shall not be a violation of this section for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind on educational property if:
  - A. The person is not a student attending school on the education property;
  - B. The firearm is within a motor vehicle; and
  - C. The person does not brandish, exhibit or display the firearm in any careless angry or threatening manner.
7. This section shall not apply to:
  - A. A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;
  - B. Armed forces personnel of the United States, officers and soldiers of the militia and National Guard, law enforcement personnel, any police employed by an educational institution, State Militia or Emergency Management Corps and any guard or patrolman in a state or municipal institution, when acting in the discharge of their official duties;
  - C. Home schools as defined in the compulsory school attendance law, Section 37-13-91, Mississippi Code of 1972;
  - D. Competitors while participating in organized shooting events;
  - E. Any person as authorized in Section 97-37-7 while in the performance of his official duties;or

F. Any mail carrier while in the performance of his official duties; or

G. Any weapon not prescribed by Section 97-37-1 which is in motor vehicle under the control of a parent, guardian or custodian, as defined in Section 43-21-105, which is used to bring or pick up a student at a school building, school property or school function.

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

## **GANG ACTIVITY OR ASSOCIATION**

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangements, trademark, symbol, or any other attribute, which indicates or implies membership or affiliation with such group, presents a clear and present danger and is prohibited. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts of violations or violations of school regulations may occur.

The Perry County School District shall enforce the above rule and attempt to ensure that any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

## **OTHER PROHIBITED ORGANIZATIONS/SECRET ORGANIZATIONS**

No student shall actively participate or wear other indications of membership in an organization which advocates violence or hatred toward any group of students or other individuals, or an organization which either intends to or does disrupt the educational process through its purpose or actions.

State law specifically prohibits the existence of any sorority, fraternity, or secret society as part of any school in Mississippi. The Perry County School District expressly prohibits use of Perry County School District as part of the name of any of these groups, raising funds in the name of Perry County School District, conducting any part of the initiation at Perry County School District (including wearing of unusual dress, signs, and directions or instructions given to initiates by member), and the use of any school facility grounds or buildings for the purpose of meeting or holding any type of program or exhibition.

The above regulations are not inclusive; other conduct in connection with these groups is forbidden at or in the schools. Students who violate the position of the Perry County School District in this matter will be subject to suspension, with a parental conference required before student reinstatement.

## **DRESS CODE**

The Dress Code for Perry County School students is the result of a joint effort by parents, teachers, and administrators to provide guidelines which will govern the choice of appropriate school dress by our students.

1. The student must present a neat, well-groomed appearance.
2. Students will be required to wear clothing as the garments were intended to be worn (example: no low-riding pants) and in such a manner that will not cause undue attention or disruption of instructional activities.
3. No hats, caps, bandannas, sunglasses, or other inappropriate headwear will be worn on the school grounds at any time except during adverse weather. If worn during adverse weather, caps or head protection should be stored in locker or backpack upon arrival at school. Hoods of any kind are not to be worn in the buildings.
4. Appropriate footwear will be worn at all times. Gym or tennis shoes should be worn during physical education class. (No house shoes, wheelie shoes or plastic flip flops allowed at any time.)
5. Students will not be permitted to wear clothing which exposes the midriff.
6. Clothing with inappropriate patches or emblems or profane, vulgar or abusive images or language or portrays violence will not be worn. Clothing, accessories, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with gangs or gang activity or association will not be permitted. Symbols that might be considered racially offensive will not be worn. In addition, clothing displaying symbols or advertising or promoting the use of alcoholic beverages, tobacco, or drugs will not be worn at school.
7. No picks, combs or curlers in hair. Disruptive hair styles or unnatural hair color is not permitted.
8. **Students whose dress, appearance or lack of dress is disruptive will not be permitted to remain in school.**
9. Appropriate undergarments shall be worn by all students. Students that wear see through shirts must wear proper undershirts so that no underwear or midriff is visible.
10. **Clothing that is considered indecent or extremely sloppy will not be allowed. If pants or shorts have belt loops then a belt must be worn.**
11. The fit and length of skirts, shorts and dresses must not distract from the learning environment and must not be shorter than 4 inches above the top of the knee cap.
12. Pants or shorts that are torn, cut-up or frayed will not be allowed if more than 4 inches above the top of the knee cap.
13. **Bicycle pants/shorts, gym shorts, pajama pants, jogger pants, tights or yoga pants will not be allowed (leggings can be worn with a shirt covering backside completely.**
14. Clothing which includes Greek organizations or social clubs will not be allowed.
15. No tank tops, muscle shirts, sleeveless undershirts, or anything resembling these items will be worn without T-shirts or other clothing that provides adequate cover.
16. Only visible piercing allowed is earrings.
17. Braces and retainers are acceptable. (No “grillz”).
18. No trench coats or full-length coat.
19. In all instances, school administrators or designee, considering the style or manner in which the clothing is worn or how it fits, will determine the appropriateness of school dress.

## DISCIPLINE DEFINITIONS

The following definitions and procedures shall be used as guidelines in matters relating to discipline and punishment:

- A. **Alcohol possession-** students responsible in any way for alcoholic beverages of any description being on person, in a school building, on school bus, on school property, at an off-campus activity sponsored by the school, to, from, and/or at, adjacent to school property shall be subject to suspension and/or expulsion from school.

- B. **Assault**- any assault with force and violence to do bodily injury to another; threatening, bullying, and other forms of intimidation.
- C. **Battery**-any act of assault accompanied by force; hitting, kicking, fighting, slapping, or other such overt acts that could cause injury.
- D. **Cheating**-any act of giving or receiving information on tests, exams, homework, or other work or projects assigned by teacher.
- E. **Disobedience**-the failure to act upon or to follow instructions given by the person in charge.
- F. **Disrespect**-failure to show regard for a superior.
- G. **Disruptive behavior**-any act, physical or vocal, which makes it difficult to continue normal activities.
- H. **Drug/alcohol use**-students under the influence of alcoholic beverages or illegal drugs at any place under the jurisdiction of the school shall be subject to suspension and/or expulsion from the school.
- I. **Drug Paraphernalia**- See Mississippi Code 41-29-105
- J. **Drug possession**- students responsible in any way for illegal drugs of any description being on a person, in a school building, on a school bus, on school property, at an off-campus activity sponsored by the school, to, from and/or at adjacent to school property shall be subject to suspension and expulsion from school.
- K. **Inciting conflict**-bullying, intimidating, or in any way encouraging or provoking others to fight or engage in conflict.
- L. **Obscenity**-an act or expression which is offensive to prevailing concepts of morality or decency of the school community; stressing or suggesting indecency, lust, or depravity, offensive to the senses.
- M. **Open defiance**- refusal to act upon or to follow instructions given by the person in charge.
- N. **Petting**-any amorous act, embracing, caressing, or kissing.
- O. **Pretense**-an act of telling falsehood with the intent to deceive.
- P. **Profanity**-the irreverent use of a sacred name or any other words considered lewd or coarse, swearing, cursing, or other vile words showing contempt.
- Q. **Stealing**-any act of removing public or private property without the consent of the owner.
- R. **Tardy**-not adhering to approved time schedule.
- S. **Tobacco possession**- having in one's possession, any type of cigarette, snuff, chewing tobacco, or other tobacco product.
- T. **Truancy**-an act of being absent from school or class without permission.
- U. **Vandalism**-any act of destroying, altering, defacing, or otherwise damaging public or private property.
- V. **Vulgar language**-the use of words which are offensive to anyone present or tend to defame the character of another person.
- W. **Weapon possession**-having in one's possession any instrument capable of causing bodily harm.
- X. **Weapon possession with threat to use**-any overt display of and/or threat to use instrument capable of causing bodily harm.
- Y. **Willful disobedience**-willfully failing to act upon or to follow instructions given by the person in charge.

## TRESPASSING

The administration and the School Board recognize that a problem exists with students who are on the school campus at night or on weekends for the purpose of vandalism or other misbehavior. Students who are found on the school grounds at unauthorized times for malicious

or inappropriate purposes will be placed on the school discipline ladder under school policy and will be subject to arrest.

In all instances of such vandalism, restitution will be the responsibility of the students and their parents. Students who are assigned to parent care or out-of-school suspension, recommended for expulsion, or expelled but are on campus unaccompanied by parent/guardian will be considered to be trespassing.

## **APPEARANCE OF BUILDING AND CAMPUS**

Taking pride in one's surroundings is good training in citizenship. The school buildings and the campus can be kept attractive with cooperation of students and all school personnel. Trash should be deposited in containers. Restrooms should be kept clean.

## **FIELD TRIPS**

As part of the educational service of the school, students may be taken on field trips. Such trips are made only with permission of the parent. When such trips are being planned, permission slips will be sent home to be signed by the parent. All field trips must be approved by the district administration and must be supervised by regular classroom teachers. Teachers serving as supervisors shall submit all forms (field trip requests, school business leave requests, and requisitions) at the same time, and all requests must be approved at least two weeks prior to the field trip. No field trips will be approved for the weeks of term tests or state tests.

**Students who have accumulated two disciplinary referrals per semester, who have been suspended, or owe fines in the library, cafeteria, or for textbooks will not be permitted to go on field trips.**

## **PARTIES**

In elementary schools, parties are permitted at Christmas and Valentine's Day.

## **GIFTS**

Gifts to teachers by pupils and gifts to pupils by teachers are discouraged. However, if such is allowed, it shall be completely voluntary and on an individual basis. There shall be no flowers, balloons, nor gifts sent to the school for students. These items will not be allowed on school buses.

## **SEXUAL HARASSMENT – EMPLOYEES AND STUDENTS**

### **PART I**

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

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

## PART II

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

### CRITERIA

- I. Submission to such conduct is made either implicitly or explicitly, a term or condition of employment, the assignment of grades, or promotion, or used to deprive the student of access to the educational opportunities and benefits provided by the school district.
- II. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic and other educational decisions affecting such individual.
- III. Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment. With regards to students, the criteria are when such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or creating an intimidating, hostile, or offensive learning/teaching environment.

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

## PART III

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

## PART IV

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

## PART V

Relationships between individuals who occupy different levels of authority are banned. If there are relationships between individuals who occupy equal levels of authority, then those individuals will exhibit professional conduct in the workplace.

Legal Reference: Title VII Civil Rights Act 1964, as amended in 1972, Section 703.2000

## PARENT/TEACHER ORGANIZATION

Close cooperation between home and school is fostered by the Parent-Teacher Organizations, which are active in every Perry County School. Parents and teachers are encouraged to join the P.T.O. and to attend meetings.

## CAFETERIA

USDA Federal Management Circular 796.1 (RV.2) lists bad debt as non-allowable expenditures of federal funds, therefore losses on meals charged and/or NSF checks cannot be paid out of Child Nutrition funds. To assure compliance with Federal Management Circular 796.1 (RV.2) annually a transaction should be made for uncollectible charges or insufficient fund checks by general funds to record reimbursement for all said bad debt.

USDA Federal regulations state that all meal payments are to be made at point of service. The state agency's position is that Child Nutrition Program funds cannot be used for program purposes to resolve bad debt as noted by USDA, FNS Instruction 796.1 Rev. 2.

1. All full paying and reduced priced students in grades K-8 will be allowed to charge reimbursable lunch meals not to exceed \$40.00 and 9-12 will not be allowed to charge at all.
2. Charge notices will be sent home two (2) times a month with students in an effort to notify the parent of outstanding charges from the moment a student receives his/her first charge.
3. Once the charge limit is exceeded, parents will be informed by mail from Child Nutrition administrative staff to send a meal from home until charges are paid down below the allowable limit.
4. No extra foods or items (chips, ice creams, water, etc.) will be allowed to be charged to a student's account unless they already have funds in the account.
5. Report cards for any student with charges may be withheld and require that parents pay all outstanding charges before report cards will be released.
6. Principals will be given a charge report at the end of each month with the names of students who have outstanding charges.
7. Students who owe meal charges will not be allowed to purchase extra food items until all charges are paid in full.
8. Students who are withdrawn in the middle of a school year must pay all outstanding charges. School staff should obtain outstanding charge amount information from the Child Nutrition office before final withdrawal is conducted. If student is released with a negative balance, the owed amount will be taken out of the principal school budget to cover cost.
9. All students who reach or exceed allowable charge limit may not be allowed to participate in any school activities (field trips, incentives, field day, etc.) until the balance is paid or arrangements are made with the school principal or child nutrition director.
10. All students who owe will not be allowed to take their semester exams or be exempt from their nine weeks or semester test.

\*Instructional staff will share in the responsibility of collection of monies for sales of meals.

Breakfast and lunches are served each day in the Perry County School District. Prices for breakfast and lunches will be subject to change during the school year. Free and reduced price breakfasts and lunches are available for those who apply and qualify. Milk may be purchased by any student in the cafeteria. In compliance with the federal USDA guidelines, commercially prepared competitive food and drink items will not be distributed or sold one hour prior to or during the lunch period and will not be taken into the cafeteria during lunch.

	Breakfast	Lunch
Full Price	\$1.25	\$2.75
Reduced	\$0.30	\$0.40
Free	Free	Free
Adult	\$2.00	\$3.75

### **MEDIA CENTER/ LIBRARY**

1. Students with library deficiencies or overdue books are not permitted to check out books.
2. Reference books, such as encyclopedia and dictionaries, are to be used only in media center or checked out by the teacher.
3. Books may be checked out for a period of two weeks.
4. The student must have the book with him/her when he/she wishes to renew.
5. Students will pay for lost books and will pay fines on books that have been returned damaged.
6. No book may be taken from the media center unless it is checked out to the borrower.
7. The media center is open each day at times set by the principal. Students are urged to use the media regularly and to comply with the above regulations.
8. Students in the media center are subject to book check.
9. The use of electronic media (computers) will be monitored.
10. Students who are found to be using electronic media for illicit purposes will be disciplined according to the discipline ladder in a manner appropriate to the severity of the violation.

### **TELEPHONES, BEEPERS, TOYS, ELECTRONIC DEVICES, GANG-RELATED PARAPHERNALIA**

No beepers, cell phones, gang-related paraphernalia, toys, games, radios, tape players, CD players, cameras, or other electronic type devices will be allowed. This will result in confiscation and discipline under Willful Disobedience.

### **CELL PHONE POLICY**

**Students will not be allowed to have cell phones on the campus. If a cell phone is brought to school, the teacher will take it up and a parent will have to come to the office to pick it up. If a student is caught with a cell phone more than once, the phone will be kept in the office until the end of the semester.**

## **SEARCHES**

The right to inspection of students' school lockers or desks is inherent in the authority granted school boards and administrators and will be exercised to protect the well-being of all students. Not only have school authorities a right to inspect, but their right becomes a duty when suspicion arises that something of an illegal nature may be hidden in a locker or desk. Drug dogs and metal detectors may be used in searches. By bringing a backpack, book bag, purse, etc... to school, a student hereby consents to a search of the contents by school personnel.

## **FUND RAISING**

An organization must receive prior approval from the principal and the superintendent before any fund-raising project. No student representing groups outside school will be permitted to conduct fund raising activities in the school. Students possessing candy and/or other items at school for sale to other students other than for school-sponsored and approved activities will be subject to placement on the discipline ladder.

## **ACTIVITY FUND**

School clubs and organizations will deposit all money and make requests for withdrawals through the office of the principal.

## **COMPLIANCE POLICIES**

The Perry County School District is in compliance with Title IV of the Civil Rights Act of 1962, including regulations in vocational education, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Family Educational Rights and Privacy Act of 1974.

District policy assures that no one shall, on the grounds of race, color, age, religion, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school. Copies of the Title IX policy of the Educational Amendments of 1972 and the Family Educational Act of 1974 are available in the principal's office in each building upon request.

The name and address of the Perry County School District, P.O. Box 197, New Augusta, MS 39462, telephone 964-3635.

It is the policy of Perry County School District not to discriminate against any otherwise qualified individual with disability, solely by reason of the disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this School District  
Inquiries regarding compliance with this policy should be directed to the Special Service Director Section 504/ADA Coordinator or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

The name and address of the Coordinator of Section 504 of the Rehabilitation Act of 1973 is the Director of Special Services, P.O. Box 197, New Augusta, MS 39462: telephone 964-3635.

## PROGRAMS AND SERVICES

1. **Special Education for Children with Disabilities**- Classes are provided for children with disabilities who have been evaluated and determined eligible for placement in the program. Students moving into the district should contact the Program Developer for Special Education for school assignment. These classes are provided in the Perry County School District under the direction of trained and certified teachers for exceptional children. Telephone 964-3635 for further information.
2. **Educationally Disabled Program**- These programs are for the educable mentally disabled and specific learning disabilities.
3. **Gifted Education**- Perry County School District uses the Resource option for students meeting eligibility requirements for the Intellectually Gifted Program in 2-8 grades. Students are grouped together for a minimum of five hours per week. Gifted students shall not be required to make-up work missed when scheduled for a time in gifted. However, gifted students shall be held accountable for demonstrating mastery of concepts or information on regularly scheduled test.
4. **Language/Speech Disabled**- Students screened eligible for Language/Speech therapy are provided therapy by qualified therapists.
5. **Physically Disabled Program**- Students who manifest physical disabilities severe enough to require special programming to participate in regular school activities are served in this program.
6. **Emotionally Disabled**- Students who have been determined to be seriously emotionally disabled are served in this program.
7. **Child Find Program**- An ongoing project to locate, identify, evaluate, and appropriately place children with disabilities. Contact the Program Developer of Special Education for additional information. Telephone 964-3635
8. **Special Education Testing**- Educational evaluations are provided for students at no expense to parents, to determine the student's eligibility for placement in special education in the Perry County School District. Referrals must be made through certified personnel.
9. **Guidance Services**- Extending throughout all schools in the system encompassing a comprehensive testing, counseling, and placement program.
10. **School Nurse**- Assigned to all schools on a less than full-time basis, offering health information and special health services for students who need them.
11. **Crisis Intervention**- Counseling and consultative services provided to a school or classroom in times of extreme emotional stress.
12. **Alternative School**- The Perry County School District offers an Alternative School Program for compulsory-school-age children who:
  - Have been suspended or expelled from school, except that such placement may be denied when the expulsion was for possession of a weapon or other felonious conduct.
  - Are referred for placement based upon a documented need by the parent, legal guardian, and/or school personnel because of but not limited to disciplinary problems, academics, or attendance issues.
  - Are referred by order of a Chancellor or Youth Court judge. Students placed in the alternative program are subject to the policies and rules of conduct and discipline as well as any other rules of conduct and discipline deemed appropriate by the superintendent. Students will be placed in the Alternative Program for no less than one grading period (nine weeks).

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

1. Parent(s) or eligible student may request, in writing to principal an appointment to inspect and review contents of the student's educational records. Appointments must be granted with forty-five (45) days of request.
2. Parent(s) or eligible student may request, in writing to the principal that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent(s) or eligible student may request, in writing to the principal, a formal hearing. After the hearing, if the school still refuses the correction, the parent(s) or eligible student has the right to put a note in the record explaining his or her concerns.
3. Parent(s) or eligible student may review the student's record on request. Copies of a student's permanent record may be obtained for a fee of \$2.00. All other materials in the student's cumulative folder may be copied for 50 cents per page.
4. Educational records may not be released to a third party without the written consent of parent(s) or the eligible student. The following exceptions are legal:
  - a. School employees
  - b. Other schools to which the student is transferring
  - c. State or federal officials for audit purposes or for reporting information required by the state statute.
  - d. Educational agencies for developing, validating, and administering predictive tests or studies if such information will not permit identification of individual students.
  - e. Appropriate persons who need information to protect health and safety of student.
  - f. Parents of a student over eighteen (18) who is still dependent.
5. A record of individuals requesting access to the educational record of each student will be maintained at each school campus. The record will contain the signature, the date, and the reasons for needing access and will be available for parents' review upon request.
6. Student records are at the following locations:

TYPE OF RECORD	LOCATION	CUSTODIAN
Cumulative School Record	Elementary School Principal's Office	School Principal
Psychological Record Special Education	South Perry Elementary	Coordinator of Special Services

### EMERGENCY ACTION BY SCHOOL STAFF

School staff members faced with an emergency affecting the health and welfare of a student will exercise their best judgments as to procedures for handling the emergency, following established policy and procedural guidelines in every case so far as possible. In the event that the parent or guardian cannot be reached, the school officials will act to safeguard the student in every reasonable way.

#### FIRST AID

The school attempts to provide an environment in which the child will be safe from accidents. If a minor accident occurs, first aid will be administered. No care beyond first aid, defined as the immediate, temporary care given in case of accidents or sudden illness, will be given. Home telephone numbers, business telephone numbers, and emergency telephone numbers **must be furnished to the school.**

## IMMUNIZATION AND VACCINATIONS

It is unlawful for any child to attend school without first being vaccinated with at least one dose of diphtheria, whooping cough, tetanus, red measles, rubella, and polio vaccine and completing the entire series within ninety days. Every student in pre-k and kindergarten-12<sup>th</sup> grade must present a certificate of immunization compliance from his/her doctor or from the health department. This certificate of compliance must be presented in order to attend school.

In order to secure this certificate of compliance, it will be necessary for the student to go to the Perry County Health Department or the office of his/her family physician, taking with him/her all official shot records. Before a child can register, the CERTIFICATE OF COMPLIANCE or copy must be presented. The validation of this certificate will become a permanent part of the student's records and will be valid through grade 12. The following vaccines are required:

- 5 doses of DTaP, unless the 4<sup>th</sup> dose is given on or after the 4<sup>th</sup> Birthday
- 4 doses of Polio, unless the 3<sup>rd</sup> does is given on or after the 4<sup>th</sup> Birthday
- 3 doses of Hepatitis B
- 2 doses of MMR
- 2 doses of the Varicella-containing vaccine or a history of typical varicella

**REMEMBER: No student may register or attend school until the school has received this certificate of compliance**

If the doctor signs the certificate indicating that other doses are necessary, the student will be given (90) ninety days to complete the required immunization. If they are not completed at the end of (90) ninety days, the child by law must be suspended until compliance is achieved.

## INSURANCE

School insurance is available at the beginning of each school year at a nominal cost to the student. Several plans are available at the option of the parent and student. All students participating in athletics are required to have proof of insurance. Failure to provide proof of insurance or failure to sign the waiver form will require the removal of the student from the program or activity. The school district, by law, cannot assume any responsibility for costs in connection with student accident or injury. Parents are encouraged to have or purchase student insurance.

## COMMUNICABLE DISEASES

Any and/or all problems or conditions deemed to be medical in nature will be subject to evaluation by the school nurse and/or designated personnel of Perry County Schools and may require a doctor's excuse for return to school.

## HEAD LICE

Identified infected students will be sent home immediately with a letter and information sheet.

**Returning to School**-The student may be readmitted after treatment providing there are no visible lice. Proof of treatment is also required upon the child returning to school. Proof of treatment includes the box, empty bottle, and the store receipt.

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

House Bill 154 passed in the 1997 Legislative Session:

“If a student in any public elementary or secondary school has had head lice on three (3) consecutive occasions during one (1) year while attending school, or if the parent of the student has been notified by school officials that the student has had head lice on (3) consecutive occasions in one (1) school year, as determined by the school nurse, public health nurse or a physician, the principal or administrator shall notify the county health department of the recurring problem of head lice with that student.”

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

## **ADMINISTERING MEDICINES TO STUDENTS—REGULATIONS**

School personnel will not administer prescription medicine to a student without the authorization of a physician and the signature of the parents/guardians on the indemnity agreement/permission form associated with this policy. The parents/guardians are responsible for obtaining a statement from the physician authorizing school personnel to administer the medicine. The statement should include:

- Student’s name
- Diagnosis
- Physician’s signature
- Date
- Name of medicine
- Time/s to administer the medicine
- Method of administration route
- Date to discontinue or review
- Strength of medicine

Parents will be required to have on file for each child a Parent Authorization and Indemnity Agreement/Medications Release Form. Only prescription medication will be administered by the Perry County School District. No over the counter medications will be administered.

- The parent/guardian should bring the medications to the school. Never send medications to the school by the student.
- No medications will be sent home with a student.
- All medications will have to be in original containers.
- A new Form A must be signed for each medication or change of medicine order. Parents must notify the school if medicine is no longer required or has been changed.
- If the medication is ordered twice a day or three times a day, it should be administered by the parent at home, unless doctor orders otherwise.
- Students may keep asthma inhalers, diabetic medication, and Epipen with them at all times if given permission from parent, physician, and school nurse.
- Maximum of one month dosage of any medication should be brought to the school at a time.
- The school will ensure that there are copies of medication forms in the student folder and available for staff members responsible for administering the medication and will note the time on the student file when the student takes the medication.

- It is the parent's responsibility to obtain all unused medication from the school when the medicine is discontinued and/or the school year ends or if student transfers to another school. All medication left in the school at the end of the school year will be disposed of by the school nurse or designee.

## EMERGENCY OPERATIONS

Parents should listen to the local radio or television stations for announcements from the superintendent's office. Schools are sometimes faced with emergencies, which require the total cooperation of staff members and students. The Perry County School District has made detailed plans for operating the school under such emergency conditions as fire, tornado, flood, severe weather, explosions, and other disasters.

Fire drills and other disaster preparedness measures are a regular part of each school's program. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully with the supervising teacher.

Detailed instructions for emergency operations are outlined for all students at their respective schools.

\*The Perry County School District will also contact parents using an automated phone system. Please make sure that you have current phone numbers submitted to your child's school.

## EMERGENCY DRILLS/PROCEDURES

**Fire Drills:** The first fire drill should be held during the first two weeks of school. All staff and students should be notified about the first drill. Each teacher shall appoint for each class the following:

1. A leader to lead class in single file from the building to the outside area designated by the teacher
2. A person to close windows
3. A person to turn off heat or air conditioner

This person shall be last in line. The person designated to close the window becomes the leader in case the entrance is blocked and will lead the students to the next nearest exit.

### **Duties of Student During the Drill:**

1. Students should refrain from talking after the alarm is sounded.
2. All students are to leave the room immediately, leaving books and materials and follow their leader to the designated place until told to return to the building.

### **Duties of Teacher During the Drill:**

11. Teacher should be the last to leave the room, taking the grade book and register and closing the door, making sure the door does not lock.
12. When the group gets to the designated teacher, the teacher will call roll and send a messenger to report to a designated teacher that all students are in place.

**Severe Weather Drill:**

1. Teacher and students are informed of signal and procedures.
2. Signal designated by each school.
3. Procedures:
  - a. Immediately on signal proceed into hallway.
  - b. Teacher checks to see that room is clear and takes grade book to account for all students.
  - c. All students are to sit on floor facing wall and hands covering head.
  - d. No talking or horseplay.
  - e. Teachers quickly check students then participate in drill.
  - f. Return to classes when all clear is announced by administration.

**Ice, Snow, or Extremely Cold Weather:** A decision on the closing of school in case of the above conditions will be made by the superintendent in cooperation with other responsible parties and information about same will be released through the Perry County School District automated phone system and other local media.

**Man-made Emergencies and Procedures:** The Perry County School District recognizes that all emergencies are not caused by severe weather conditions. Examples: Atomic attack, aircraft failure, sabotage, human error, gas explosion, riots, etc.

Teachers will be responsible for children under their supervision in the event a man-made emergency occurs on or near school property. Teachers will follow instructions given to them by the school principal or other school official assuming responsibility. School officials will draw on knowledge and assistance from local civil defense and law officials in dealing with these emergencies.

## **INTERNET ACCESS PERMISSION FORM**

The Perry County School District (the “District”) is pleased to offer to its students, faculty and staff, access to the Internet and the District’s wide area network in accordance with the terms and conditions of this policy.

PCSD’s Network and Internet access are provided through a complex association of government agencies and regional networks. Access to the Internet and to the Network provides users with a vast array of educational resources. The Districts’ goal in providing a service is to promote educational excellence and student achievement in our school through increased access to resources, information and global communication.

Reliable operation of the network is dependent upon the proper conduct of its users. To this end, Congress passed two laws to assist districts in providing a safe and secure environment for its users –the Children’s Internet Protection Act (CIPA) and The Children’s On-Line Privacy Protection Act (COPPA). In compliance with CIPA and COPPA, the Perry County School District will implement technology protection measures to restrict, filter or block access to inappropriate material, particularly visual, depictions of obscene material, child pornography, and materials considered harmful to minors. Use of filtering will also help the District (1) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of telecommunications; (2) monitor online activities; (3) deter unauthorized access, including hacking and other unlawful online activities; (4) prohibit unauthorized disclosure, use of

dissemination of personal information regarding minors; and (5) restrict access to harmful material by minors.

Users must practice ethical conduct and comply with policies and regulations while using the Network. The regulations adopted prohibit users from accessing harmful matter on the Internet that may be obscene or pornographic and address consequences for misuses of the system. Any user violating the policies and regulations will be subject to disciplinary action and/or loss of privileges. Law enforcement shall be notified when appropriate.

## **EMAIL**

Users shall not (a) send mass email mailings of any notice, (b) send a large number of e-mail messages or singularly large email messages of a signal address in order to flood a recipient's mailbox, (c) forge email headers to obscure the true originator of an email message, (d) create or participate in pyramid schemes or chain letters, and (e) send harassing email letter, either by language, size or frequency.

## **REGULATIONS**

### **Instructional Focus**

Use of the Network, equipment, and access to the Internet must be in support of the educational objectives of the District. Use of it is limited to the purpose(s) authorized by the District.

### **System Resources**

1. Perry County School District does not represent or warrant that the functions of the network systems will meet any specific requirements or that will be error free or uninterrupted; nor shall the District be liable for any direct or indirect, incidental, or consequential damages (including lost data and information) sustained or incurred in connection with the use, operation or inability to use the Network system.
2. Any action by a user that is determined by the District to improperly resist or inhibit other users from accessing and using the Network is strictly prohibited.
3. The District shall not be responsible for unauthorized financial obligations incurred by users resulting from the use of the District Network. Any obligation charged to the District shall be assessed to the user making such charge.
4. Users will not attempt to circumvent user authentication or security of any host, network, or account on the Network or the Internet.
5. Users will not use the Network in a manner that encumbers disk space, processors, bandwidth, or other system resources as to interfere with normal use of services on the Network or other systems or networks. ("denial of services" attack)
6. Transmission of any material in violation of any federal or state law or regulation is prohibited. Use of commercial activities is prohibited unless prior written consent from the District has been granted.

## **CIPA/COPPA COMPLIANCE**

1. Individually identifiable information about a child such as the child's full name, home address, email address, telephone number, or other information that may allow individuals to identify or contact a child will not be made available via the District or school web sites.
2. User shall not access, transmit, retransmit, submit, publish, display or print any defamatory, abusive, profane, sexually oriented, threatening, racially offensive, illegal written or visual

depictions of obscene material, child pornography and other materials considered harmful or inappropriate.

3. Users shall not access, transmit, or retransmit material that is threatening, disruptive, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
4. Users shall not access, transmit, submit, publish, display, or print copyrighted materials (Including plagiarized materials), threatening, harassing, or obscene material, pornographic, or material protected by trade secret, and/or any other material that may be inappropriate for minors.
5. Users shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property or devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
6. Any transmission or reception of material that is libelous, slanderous, gang related, or incites students and/or staff so as to create a clear and present danger of a) the commission of unlawful acts on school premises, b) the violation of law and/or administrative regulations, or c) the substantial disruption of the orderly operation of the district of any school in the District is prohibited.

### **Personal Safety**

1. The District will not disclose, disseminate, or divulge personal or private information about students or employees such as, but not limited to, last names, social security numbers, telephone numbers, addresses, etc.
2. Under no conditions should a user provide his/her password to another person or use another person's password.
3. Access to student information is limited to authorized parties and will only be permitted in support of district educational goals and objectives. Parties granted access will fall under the auspices and regulations of this policy and may be required to complete and sign an Oath of Confidentiality.
4. Users will immediately report to District officials any attempt of others to engage in unauthorized activities, inappropriate communication, or prohibited use of the Internet and District resources.
5. Users agree to immediately notify school district officials of any attempt by others to engage in inappropriate conversations or personal contact.

### **Copyright Infringement**

Each user agrees to use the Network in accordance with all copyright laws. Copyrighted material may not be placed on the Internet/Network without the author's or copyright owner's permission. Users may download copyrighted material for their own use only in accordance with copyright laws.

### **Monitoring**

Files stored on District servers, computers, electronic mail and other resources of the Network are not private and are subject to inspection and/or monitoring by District officials. Network administrators reserve the right to monitor any and all activity on the Network.

### **Disclaimer**

Parents and/or guardians must be aware that direct supervision of student computer use may not always be possible. The District is not responsible for material or information accessed on the Internet by users and shall not be responsible for the impact or effect of the information on the user. The District specifically disclaims any responsibility for the accuracy or quality of information obtained via the Internet.

### **Process for Restricting Internet Access**

If a parent/guardian does not wish a student to have access to the Internet, the parent/guardian shall send a letter to that effect to the school principal. Likewise, employees who do not wish to have Internet access should submit a letter stating such to their supervisor. Copies of all letters shall be forwarded to the Technology Coordinator.

### **Sanctions**

1. Use of the Network and its resources is a privilege, not a right. Violations of the regulations of this policy may result in the denial, revocation, suspension, and/or termination of the user's privileges and/or disciplinary action.
2. Vandalism may result in cancellation of privileges and/or disciplinary actions. Vandalism includes any malicious attempt to access, damage, delete, infect, destroy or alter data files, folders, or directories.
3. PCSD will fully cooperate with local, state, and/or federal officials in any investigation related to illegal activities conducted through use of the District Network, the Internet or any of its resources.

Each member of the school community will be provided a copy of this policy. As this policy is a legal and binding document, use of the network and district computer resources constitutes agreement by each user to comply with the terms set forth in this policy.

## **ACCEPTABLE USE POLICY CONSENT FORM FOR USERS**

The Perry County School District (the "District") is pleased to offer to its students, faculty and staff, access to the Internet and the District's wide area network in accordance with the terms and conditions of this policy.

PCSD's Network and Internet access are provided through a complex association of government agencies and regional networks. Access to the Internet and to the Network provides users with a vast array of educational resources. The District's goal in providing a service is to promote educational excellence and student achievement in our school through increased access to resources, information, and global communication.

Reliable operation of the Network is depended upon the proper conduct of its users. To this end, Congress passed two laws to assist districts in providing a safe and secure environment for its users—the Children's Internet Protection Act (CIPA) and The Children's On-Line Privacy Protection Act (COPPA). In compliance with CIPA and COPPA, the Perry County School District will implement technology protection measures to restrict, filter or block access to inappropriate material, particularly visual, depictions of obscene material, child pornography, and materials considered harmful to minors. Use of filtering will also help the District (1) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of telecommunications; (2) monitor online activities; (3) deter unauthorized access, including hacking and other unlawful online activities; (4) prohibit unauthorized disclosure, use of dissemination of personal information regarding minors; and (5) restrict access to harmful material by minors.

Users must practice ethical conduct and comply with policies and regulations while using the Network. The regulations adopted prohibit users from accessing harmful matter on the Internet that may be obscene or pornographic and address consequences for misuses of the system. Any user violating the policies and regulations will be subject to disciplinary action and/or loss of privileges. Law enforcement shall be notified when appropriate.

Basic guidelines are provided in School Board Policy so that users are aware of the responsibilities they are about to assume. If a user violates any of these provisions, his/her use will be terminated and future access may be denied. Disciplinary action may also result. Disciplinary action for users shall be in accordance with existing policies and may include suspension, expulsion, and/or termination of employment. If possible criminal activity is discovered, the proper authorities will be notified, and an investigation may ensue.

## **PERRY COUNTY SCHOOL DISTRICT INTERNET SAFETY POLICY**

### **Introduction**

It is the policy of Perry County School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Definitions**

Key terms are as defined in the Children’s Internet Protection Act.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Perry County School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Perry County School District staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives.

The Perry County School District or designated representatives will provide age-appropriate training for students who use the Perry County School District Internet facilities. The training provided will be designed to promote Perry County School District’s commitment to:

- I. The standards and acceptable use of Internet services as set forth in the Perry County School District Internet Acceptable Use Policy;
- II. Student safety with regard to:
  - a. safety on the Internet;
  - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - c. cyber bullying awareness and response.
- III. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

**Any violations of the Internet Safety Policy will be handled according to student discipline ladder.**

## **Adoption**

This Internet Safety Policy was adopted by the Board of the Perry County School District at a public meeting, following normal public notice, on May 7, 2012.

## **ASBESTOS**

Asbestos containing material (ACM) located in Perry Central Middle School, South Perry Elementary, and Runnelstown Elementary is isolated, and there is no danger of contamination to any student/faculty or maintenance personnel.

## **Notice of Title I Parents-Right to Know as required by NCLB**

To the Parents or Guardians of students attending South Perry Elementary, Perry Central Middle School, Runnelstown Elementary, or Perry Central High School:

As a parent or guardian of a student attending a Title I school in Perry County School District, you have the right to request information regarding professional qualifications of your child's classroom teacher(s) or paraprofessional.

You are entitled to request the following professional information:

- Whether your child's teacher(s) holds a state license for the grade level and subject areas in which they provide instruction.
- Whether your child's teacher(s) is teaching under a provisional status
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, the field of discipline of certification held
- Whether your child is provided services by paraprofessionals and their qualifications.
- Your request for information must be in writing and submitted to the school that your child attends. A separate written request is required for each student.

## **STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR**

Students and employees in the Perry County School District 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. This complaint procedure provides a process for filing, processing, and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

### **1. Definitions**

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or 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.

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

### **2. Procedures for Processing a Complaint**

Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee, or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor, or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses, and any other information that would assist in the

investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent, and complaints against the superintendent shall be made to the Board chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents, as appropriate, to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.

## **STANDARD 22 MISSISSIPPI DEPARTMENT OF EDUCATION**

**STANDARD 22.** The school district provides access to an alternative education that meets the program guidelines outlined in MS Code 37-13-92 and the guidelines established by the State Board of Education. (SB Policy 901)

### **DUE PROCESS**

Students are afforded due process. Information is distributed to the students regarding school rules and student conduct in the student handbook.

When a disciplinary action results in a disciplinary reassignment, suspension or expulsion, Due Process of law involves three procedures:

**Prior Notification** – The student and /or legal guardian is informed of the disciplinary action which is being considered.

**Specification of Charges** - The student and /or legal guardian is made aware of the misconduct for which the student is being accused.

**Opportunity to Respond** - The student and /or legal guardian is allowed to present his view of the accusations and of the disciplinary action to be taken.

An appeal may be made to a principal, in writing, if the procedure or a decision is questioned. A principal's decision may be appealed in writing, to the superintendent of schools.

\*Achievement Center is the name of the Perry County Alternative Program

### **PROCEDURE PLACEMENT TO ACHIEVEMENT CENTER (PERRY COUNTY ALTERNATIVE SCHOOL)**

The district will form a local committee consisting of principals, counselors, teachers, any referring agency representative, Achievement Center personal, and the student's parents/legal guardian. This committee will accept referrals from school personnel, parents, and local agencies.

All referrals must be accompanied by completed referral (TST). Upon the receipt of the referral packet, the local screening committee will meet and determine eligibility. The referring school will be notified of the committee's recommendation.

Special Education referrals will meet additional criteria set forth by federal and state regulations.

The local screening committee will determine the length of time the student will be assigned into the Achievement Center program and will develop an Individual Instruction Plan for the student. The IIP will address the student's attendance, academics, and behavior. The IIP will specify the student's anticipated entry date into the program and anticipated exit date.

The IIPs of all students in the program are to be reviewed by the local screening committee prior to those students being reassigned to the home campus or continuing in the program beyond their projected exit date.

Parental permission is sought at the time of placement.

**CORRECTIVE ACTION:** The Perry County Achievement Center is housed in a manufactured classroom building. The building had a new roof installed less than two years ago. New carpet has been installed. A new central air conditioning and heating unit has been installed. Our building has a restroom for our male students and a restroom for our female students. The students have a water cooler in the classroom. We have desktops that are four feet wide. We have a covered walkway, ramp, and porch. Our students have new technology hardware that was installed this year. The interior of the building is painted annually.

The Perry County Achievement Center is a smaller non-traditional classroom meeting the needs of individual students. The curriculum for the Perry County Achievement Center is the core curriculum. The Achievement Center has teachers certified in Math, Science, English, Social Studies, K-6 Elementary, SPED and Counseling. The teachers of the Achievement Center utilize available resources, textbooks, and technology including computers, internet, and Plato (web based instructional software) to meet the goals of the individual students IIPs.



\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Teacher Name

-----  
**INTERNET**

\_\_\_\_\_ Yes I give my child permission to use the internet at school

\_\_\_\_\_ No I do not give my child permission to use the internet at school

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**AUDIO/VIDEO/PHOTO/INTERVIEW**

\_\_\_\_\_ Yes I allow my child to be audio taped, video taped, photographed and/or interviewed for media purposes.

\_\_\_\_\_ No I will not allow my child to be audio taped, video taped, photographed and/or interviewed for media purposes.

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**DISCIPLINARY**

\_\_\_\_\_ Yes I give permission for my child to receive corporal punishment

\_\_\_\_\_ No I do not give permission for my child to receive corporal punishment. I do understand that my child will receive some form of punishment such as parent care, parent sitting in class with child, or suspension from school. I also understand that I may be called to pick my child up from school.

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By signing below, both parties acknowledge that the Perry County School District Student Handbook has been received, read, and will abide by the policies approved by the Perry County School Board.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Verification Phone Number

\_\_\_\_\_  
Date

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