

# Student Handbook 2023-24

## Itawamba County School District



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**SUPERINTENDENT’S GREETING**

It is my pleasure to welcome you to the Itawamba County School District. This handbook contains some very valuable information about our schools. Please use this handbook as a quick reference for information concerning our schools. The staff of ICSD will be available to assist you in every manner possible. We are very much committed to your success this year.

The mission of the Itawamba County School District is "Striving to Provide a Quality Education to Every Child". We must all work together to make this possible. Please feel free to contact me at any time.

Sincerely,

**Mr. Trae Wiygul**  
Superintendent of Education  
Itawamba County School District



**ITAWAMBA COUNTY SCHOOL DISTRICT**

605 S. Cummings Street  
 Fulton, Mississippi 38843  
 Telephone: (662) 862-2159  
 Fax: (662) 862-4713  
[www.itawambacsd.com](http://www.itawambacsd.com)

\*\*\*\*\*

**BOARD OF EDUCATION**

Clara Brown  
 Wonda Cromeans  
 Philip Blackmon  
 Dr. Wes Pitts  
 Teresa McNeece

\*\*\*\*\*

**ADMINISTRATIVE STAFF**

**Mr. Trae Wiygul, Superintendent**

Robert Blake- Network Administrator

Kenny Coker- Food Service Coordinator

Belinda Dill- Administrative Assistant/MSIS Coordinator

Brandi Embrey – Business Administrator Assistant

Sheryl Ewing- Parent/Curriculum Coordinator K-6

Jennifer Gray- Business Administrator

Thomas Holland – Network Assistant

Chris Johnson – Technology Coordinator/Federal Programs/District Test Coordinator

Robbin Reeder – Special Education Secretary

LeAnne Robinson - Special Education Director/Assistant Superintendent

Cassie Davis Rogers – Food Service Secretary

Regina Scribner—Curriculum Coordinator 7-12

Hope Spencer - Positive Behavior Specialist

## CONSENT UPON REGISTRATION

By registration of your child (children) or any student in the Itawamba County School District, all parents, all legal guardians and students **do hereby consent to and agree to obey and follow the rules and regulations contained in this handbook** and such other oral directions of school administrators or teachers as may be necessary or desirable to carry out the orderly educational process of the school. Further, such parents, legal guardians, and students agree to **abide by and follow all rules or school board policies** as are obtained in the official policy handbook located at the administrative offices of the Itawamba County School District at 605 South Cummings Street, Fulton, Mississippi (office of the county superintendent), copies of which are located at all schools. This handbook is provided to each student for the purpose of being a quick reference guide to the policies which govern the Itawamba County School District. It is not all inclusive. For additional information, consult the official Itawamba County School District Policy Book.

Further, all parents, legal guardians, and students agree and are hereby informed that all students of the Itawamba County School District are **subject to questioning** or being taken into official custody while at school by any appropriately appointed law enforcement official or Department of Human Services agent investigating an official case upon oral or written court order of the Itawamba County Youth Court, County Court, Circuit Court, or Chancery Court of the State of Mississippi.

## EQUAL EDUCATIONAL OPPORTUNITIES

The Itawamba County School District grants equal educational opportunities to all qualified persons regardless of race, creed, color, sex, national origin, marital status, religion, or disability.

It is the intent and desire of the Itawamba County Board of Education that equal educational opportunities be provided in any and all educational programs and activities.

All inquiries regarding Itawamba County School District's nondiscrimination policies, requests for copies of grievance procedures, and filing of grievances should be submitted to the following person:

Mr. Chris Johnson  
Itawamba County School District  
605 S. Cummings Street  
Fulton, MS 38843  
662-862-2159

LEGAL REFERENCE: MS Code 37---15---35; 1972 Educational Amendments, Title IX; 1964 Civil Rights Act, Title VI; 1973 Rehabilitation Act, Section 503 & 504; 45 CFR Part 84 and Part 86; Brown vs. Board of Education, 347 U. S. 483 (1954); Mississippi Public School Accountability Standards.

JB 5---13---09

## ICSD ACADEMIC CALENDAR for 2023 - 2024

August 1 <sup>st</sup> – 3 <sup>rd</sup> .....	Professional Development
August 4 <sup>th</sup> .....	First Day for Students
September 4 <sup>th</sup> .....	Labor Day Holiday
October 9 <sup>th</sup> .....	Columbus Day Holiday
October 10 <sup>th</sup> .....	Professional Development
November 20 <sup>th</sup> - 24 <sup>th</sup> .....	Thanksgiving Holidays
December 20 <sup>th</sup> .....	60% Day
December 21 <sup>st</sup> – January 3 <sup>rd</sup> .....	Christmas Holidays
January 4 <sup>th</sup> .....	Professional Development
January 5 <sup>th</sup> .....	First Day for Students
January 15 <sup>th</sup> .....	MLK Holiday
February 19 <sup>th</sup> .....	President’s Day Holiday
March 11 <sup>th</sup> -15 <sup>th</sup> .....	Spring Break Holidays
March 29 <sup>th</sup> .....	Good Friday Holiday
April 1 <sup>st</sup> .....	Professional Development
April 19 <sup>th</sup> .....	Professional Development
May 17 <sup>th</sup> .....	Graduation at ICC Davis Center - IAHS
May 18 <sup>th</sup> .....	Graduation at ICC Davis Center – MHS, THS
May 22 <sup>nd</sup> .....	60% Day

Graduation Times – IAHS – May 17<sup>th</sup> (7 pm)  
 Mantachie – May 18<sup>th</sup> (10 am)  
 Tremont – May 18<sup>th</sup> (1 pm)

### Professional Development Days

August 1<sup>st</sup> – 3<sup>rd</sup>, 2023  
 October 10<sup>th</sup>, 2023  
 January 4<sup>th</sup>, 2024  
 April 1<sup>st</sup>, 2024  
 April 19<sup>th</sup>, 2024

### Grading Periods

August 4<sup>th</sup> – Oct. 6<sup>th</sup> (45 days)  
 October 11<sup>th</sup> – Dec. 20<sup>th</sup> (46 days)  
 Jan. 5<sup>th</sup> – March 8<sup>th</sup> (44 days)  
 March 18<sup>th</sup> – May 22<sup>nd</sup> (45 days)

\*\*\* Aides and Assistants will not to be required to be at school on October 10<sup>th</sup>, 2023 and January 4<sup>th</sup>, 2024 \*\*\*

### Progress Reports

Term 1 – September 7<sup>th</sup>, 2023  
 Term 2 – November 16<sup>th</sup>, 2023  
 Term 3 – February 8<sup>th</sup>, 2024  
 Term 4 – April 18<sup>th</sup>, 2024

### Report Cards

Term 1 – October 12<sup>th</sup>, 2023  
 Term 2 – January 5<sup>th</sup>, 2024  
 Term 3 – March 21<sup>st</sup>, 2024  
 Term 4 – End of year closing process

Teacher Contract Days – 187

Student Instructional Days – 180

## DISTRICT SCHOOLS

### **Dorsey Attendance Center (K – 6)**

1 Dorsey School Road  
Fulton, MS 38843

### **Principal – Grant Martin**

Phone: 662-862-3663  
Fax: 662-862-7210

### **Fairview Attendance Center (K – 6)**

66 Fairview School Road  
Golden, MS 38847

### **Principal – Keitha O’Brian**

Phone: 662-585-3127  
Fax: 662-585-3139

### **Itawamba Agricultural High School**

11900 Hwy. 25 S.  
Fulton, MS 38843

### **Principal – Dr. Karen Gray**

Phone: 662-862-3104  
Fax: 662-862-5494

### **Itawamba Attendance Center**

488 Little Indian Road  
Fulton, MS 38843

### **Principal – Carson Cook (6-8)**

### **Principal – Ashley Greer (K-5)**

Phone: 662-862-4641  
Fax: 662-862-4396

### **Itawamba Career and Technical Center**

200 Career Technical Drive  
Fulton, MS 38843

### **Principal – Carrie Grubbs**

Phone: 662-862-3137  
Fax: 662-862-3138

### **Itawamba County Improvement Center**

605 S Cummings St  
Fulton, MS 38843

### **Director – Martin Davis**

Phone: 662-862-2159  
Fax: 662-862-5100

### **Mantachie Elementary School (K – 6)**

311 Mustang Drive  
Mantachie, MS 38855

### **Principal – Summer Allen**

Phone: 662-282-7536  
Fax: 662-282-7167

### **Mantachie High School (7 – 12)**

310 Mustang Drive  
Mantachie, MS 38855

### **Principal – Millie Wood**

Phone: 662-282-4276  
Fax: 662-282-4270

### **Tremont Attendance Center (K – 12)**

320 School Loop Road  
Tremont, MS 38876

### **Principal – Brandon Bell**

Phone: 662-652-3391  
Fax: 662-652-3994

## **DUTY HOURS OF SCHOOL PERSONNEL (Monday thru Friday)**

**Administrative** 7:00 am to 4:00 pm

**Faculty/Staff** 7:15 am – 3:15 pm



## BELL SCHEDULES

### **Dorsey Attendance Center**

7:05 – 7:30 Breakfast  
7:30 – School Day Begins  
3:00 – School Day Ends

### **Fairview Attendance Center**

7:05 – 7:30 Breakfast  
7:30 – School Day Begins  
3:00 – School Day Ends

### **IAHS BLOCK SCHEDULE**

7:40 First Bell  
7:45 Tardy Bell  
1<sup>st</sup> Block: 7:45-9:20  
2<sup>nd</sup> Block: 9:24-11:14  
3<sup>rd</sup> Block: 11:18-1:10  
    1<sup>st</sup> lunch: 11:14-11:35  
    2<sup>nd</sup> lunch: 11:38-11:58  
    3<sup>rd</sup> lunch: 12:02-12:22  
4<sup>th</sup> Block: 1:14-2:46

### **IAC (K – 5)**

7:10 – 7:40 Breakfast  
7:45 – School Day Begins  
2:45 – School Day Ends

### **IAC (6 – 8)**

1<sup>st</sup> Period: 7:52 – 8:42  
2<sup>nd</sup> Period: 8:45 – 9:35  
3<sup>rd</sup> Period: 9:58 – 10:48  
4<sup>th</sup> Period: 10:51 – 11:41  
5<sup>th</sup> Period: 11:44 – 12:59  
6<sup>th</sup> Period: 1:02 – 1:52  
7<sup>th</sup> Period: 1:55 – 2:45

### **Mantachie Elementary School (K – 6)**

7:15 – 7:45 Breakfast  
7:45 – School Day Begins  
3:00 – School Day Ends

### **Mantachie Jr. High (7 – 8)**

7:15 – 7:45 Breakfast  
7:45 – School Day Begins  
3:00 – School Day Ends

### **Mantachie High School (9 – 12)**

1<sup>st</sup> Block: 7:50 am – 9:30 am  
2<sup>nd</sup> Block: 9:34 am – 11:19 am (Break during block)  
3<sup>rd</sup> Block: 11:23 am – 1:23 pm (Lunch during block)  
4<sup>th</sup> Block: 1:27 pm – 2:57 pm

### **Tremont Attendance Center**

7:15 – 7:40 Breakfast  
7:40 – School Day Begins  
2:45 – School Day Ends

### **Tremont Block Schedule**

7:40 - First Bell  
1<sup>st</sup> Block: 7:40 am – 9:22 am  
Break: 9:22 am – 9:34  
2<sup>nd</sup> Block: 9:34 am – 11:11 am  
Lunch: 11:11 am – 11:33 am  
3<sup>rd</sup> Block: 11:33 am – 1:10 pm  
4<sup>th</sup> Block: 1:10 pm – 2:45 pm

# ACADEMIC INFORMATION

## ASSIGNMENTS

Students who are absent and want their assignments for the day(s) missed must call or contact the high school office by 9:30 a.m. on the day of the absence. Students are urged to contact classmates for assignments whenever possible.

### MISSED WORK/TESTS

It is the student's responsibility to consult each teacher and make arrangements to complete make-up work upon returning to school. **The time allowed for make-up work to be completed will be equal to the number of days a student was absent (i.e., a student who misses two (2) days of school will have two (2) days to complete all work.)** Any work not made up during this time will result in a grade of **ZERO (0)**. Additionally, all work made up as a result of an unexcused absence will result in a grade of **NO MORE** than **50**. If a student is in class when work or a test is assigned, the student will be **REQUIRED** to turn in the assignment(s) or take any tests on the first day the student returns to school.

## ATTENDANCE POLICY

Pursuant to Mississippi Code 37-13-91(4), a student must attend 63 percent of the student's instructional day to be considered present. This is for ADA purposes only. Please see definition for Perfect Attendance below.

### Excused Absences

Each of the following shall constitute a valid excuse for temporary nonattendance of a compulsory-school age child, provided satisfactory evidence of the excuse is provided to the superintendent of the school district or his designee:

a) An absence is excused when the absence results from the compulsory school age child's attendance at an authorized school activity with the prior approval of the school district or his designee. These activities may include field trips, athletic contests, student conventions, musical festivals and any similar activity.

b) An absence is excused when the absence results from illness or injury which prevents the compulsory school age child from being physically able to attend school.

c) An absence is excused when isolation of a compulsory school age child is ordered by the county health officer, by the State Board of Health or appropriate school official.

d) An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory school age child. The immediate family members of a compulsory school age child shall include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters.

e) An absence is excused when it results from a medical or dental appointment of a compulsory school age child.

f) An absence is excused when it results from the attendance of a compulsory school age child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.

g) An absence may be excused if the religion to which the compulsory school age child or the child's parents adheres, requires or suggests the observance of a religious event. The approval of the absence is within the discretion of the superintendent of the school district or his designee but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.

h) An absence may be excused when it demonstrated to the satisfaction of the superintendent of the school district or his designee that the purpose of the absence is to take advantage of a valid educational opportunity such as travel, including vacations or other family travel. Approval of the absence must be gained from the superintendent of the school district or his designee before the absence but the approval shall not be unreasonably withheld.

i) An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district or his designee that conditions are sufficient to warrant the compulsory school age child's nonattendance. However, no absences shall be excused by the school district superintendent or his designee when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.

j) An absence is excused when it results from the attendance of a compulsory-school-age child participating in official organized events sponsored by the 4-H or Future Farmers of America (FFA). The excuse for the 4-H or FFA events must be provided in writing to the appropriate school superintendent by the Extension Agent or High School Agricultural instructor/FFA Advisory.

k) An absence is excused when it results from a compulsory-school-age child being employed to serve as a page at the State Capitol for the Mississippi House of Representatives or Senate.

All other absences, including suspensions, will be unexcused.

### **Absentee Exemptions**

A student may request the Principal to grant – and the Principal may grant – in advance that absences may be exempt from the requirements of this section only for a scheduled medical treatment and/or death in the immediate family.

### **Leaving Campus**

All Itawamba County School District's campuses are closed. No student will be permitted to leave campus during school hours without proper checkout through the school office. A student in violation of this policy is subject to disciplinary action beginning with Step II of the consequences of the Discipline Ladder listed below:

### **Afternoon/Early Dismissal from School**

Due to concern for the safety of all students, incoming telephone calls will no longer be accepted to change any child's dismissal transportation plan. If there must be a change, the parent/guardian must either appear at the school office in person to relay the change in transportation plans or send a note to the school. All notes must be in the parent's/guardian's handwriting and should contain a signature and a telephone number where the parent/guardian can be located in the event it is determined that verification

should be obtained. In the event of an emergency, exceptions may be made. Faxed notes are not acceptable. **A photo ID may be required to check a student out at any ICSD school campus.**

### **Early Dismissal**

Parents should contact the school office by 9:00 am if a student is to be dismissed early. Exceptions are to be made only in cases of emergency. A student will be recorded as absent from a class if a dismissal requires the student to be absent from a class for 20 minutes or longer. Faxed or emailed notes are not acceptable.

### **Perfect Attendance**

Perfect attendance is defined as being present 100% of the time that school is in session while the student is enrolled in the district. Any tardy, absence or early dismissal makes the student ineligible for the recognition. School related absence for official school sponsored activities will not count as an absence. Based on the compulsory school attendance law, any student who is absent more than **37%** of the student's instructional day will be considered absent for that full day. Section 37-13-91(6), Mississippi Code 1972, as amended.

### **Reinstatement**

A student who has been expelled from school or from any activity of the school or receives no credit under this section, may request a hearing at which the student may present reasons why the student should be reinstated in the activity or school from which the student has been expelled or receives no credit. The hearing shall be an administrative hearing at which time the student and/or the student's parent or guardian may relate the reason for requesting the reinstatement.

### **Documentation**

Written documentation of each excused absence, or tardy, must be received within **two (2) days** of the student's return to school; otherwise, the absence, or tardy, will be considered unexcused. Each semester, a parent/guardian may write up to **five parent notes for students. These notes may excuse absences or tardies. A note written for multiple days will count as multiple parent notes (example – a note covering two days will count as two parent notes.)** After the student has the maximum number of excused absences by a parent/guardian, the student must provide **“official” documentation (documentation from a doctor or court); otherwise the absence will be considered unexcused. Failure to provide documentation from a medical provider or court official will result in an unexcused absence or tardy.** Each note must contain the excusable reason for the absence(s) or tardy(s), the date(s) of the absence(s) or tardy(s), and must be signed and dated by the parent/guardian.

### **Tardies**

Students are expected to be prompt. A record of student tardiness will be maintained in the school office. Tardies will be determined per semester. After **3 unexcused tardies**, the student may be placed on the discipline ladder. (Does not go above ISS for tardies).

## **CHANGE OF CLASSES**

Realizing the importance of proper course selection, the principal, counselor and teachers will advise students prior to and during pre-registration about needed selections in the curriculum. Any conflicts with scheduling will result in notification to the student during the summer, if possible. The policy for change of classes will be that based on educational demands and requirements. **Schedule changes made after school begins must be approved by the principal**

## **CLASS RANK**

The grade point average (numeric) is calculated on each graduating senior. The final average from each Carnegie unit class taken is used to calculate the grade point average (numeric) of each senior. Class rank is established using these calculations.

## **CLASSIFICATION OF HIGH SCHOOL STUDENTS**

Classification of high school students will be based on the following plan:

**FRESHMAN**-- Fewer than 9 Carnegie units

**SOPHOMORE**-- 9 Carnegie units

**JUNIOR** – 15 or more Carnegie units

**SENIOR** – 19 or more Carnegie units

## **CREDIT RECOVERY/SUMMER SCHOOL**

Courses may be offered during the summer for some students in grades 9 - 12 to complete work in courses that they haven't finished. Course offerings and dates will be announced prior to the end of the school year. The cost will be set by the school board. Students will be recommended for extended year by their subject area teachers and with approval of principals. Eligibility for Credit Recovery/Summer School classes will be based upon MDE guidelines.

## **DUAL CREDIT**

Current high school students may enroll at Itawamba Community College and simultaneously receive credit at their high school per an agreement between the College and the high school.

## **REQUIREMENTS**

- Minimum 15 high school core Carnegie units with a minimum 3.0 grade point average on a 4.0 scale
- Minimum ACT composite score of 16 (score determines placements in specific courses)
- Application for admission completed and signed
- Letter of recommendation completed and signed by high school principal or guidance counselor

- High school transcript signed by high school principal or guidance counselor
- Payment of \$100 per course (Itawamba Community College will provide a scholarship for the remainder of tuition and fees in approved classes for a maximum of 15 semester hours).
- Follow placement procedures for classes based on sub scores of the ACT and/or ACCUPLACER as outlined in the ICC Catalog.
- Maintain a minimum grade of 'C' on each dual credit course
- Students who drop a course will be required to reimburse the Itawamba County School District for the fee of the classroom digital content. Prices vary with each course and are set by Itawamba Community College.

\*Students interested in dual credit should contact their high school counselor prior to enrollment at Itawamba Community College for specific guidelines regarding dual credit requirements. Any transportation required by a student to participate in the dual credit program is the responsibility of the parent or legal guardian of the student.

## **DUAL ENROLLMENT**

Current high school students may enroll at Itawamba Community College and their high school simultaneously provided the following requirements are met:

- A minimum of 15 high school core Carnegie units.
- A 3.0 grade point average or better on a 4.0 scale on all high school courses as documented by an official high school transcript or a minimum composite ACT score of 16.
- An unconditional written recommendation from the high school principal and/or guidance counselor. The unconditional recommendation should verify that the student is academically prepared and has the maturity and self-discipline required to benefit from this type of program.
- Dually-enrolled students must follow ICC admission and placement procedures.
- Dually-enrolled students are not eligible for financial aid.

## **ENROLLMENT**

### **Compulsory Age and Attendance**

“Compulsory school age child” means a child who attained or will attain the age of six years on or before September 1 of the calendar year they wish to enroll in first grade and who has not attained the age of seventeen years on or before September 1 on or before the calendar year; and shall include any child who has attained or will attain the age of five years on or before September 1 and has enrolled in a full-day public school program. Kindergarten attendance is not compulsory unless the child has enrolled in the kindergarten program; A child wishing to attend kindergarten in the Itawamba County School District must be five years old on or before September 1 of the calendar year

he/she wishes to enroll. If a non-compulsory school age child enrolls in Kindergarten, that child is subject to compulsory school age attendance laws. If a compulsory school age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year, or such child is habitually absent without excuse, the principal shall report the child to the school attendance officer of the youth court or family court for investigation.

**Procedure:**

**Parents must bring the following when registering their child:**

- Completed Immunization Form \*\*
- Certified Birth Certificate – No copies
- 2 Proofs of Residency
  - (a) Filed Homestead Exemption Application Form
  - (b) Mortgage Documents or Property Deed
  - (c) Apartment or Home Lease
  - (d) Utility Bills
  - (e) Driver’s License
  - (f) Voter Precinct Identification
  - (g) Automobile Registration
  - (h) Affidavit of Residency and/or personal visit by a designated school

district official

(i) Any other documentation that in the determination of the school board will objectively and unequivocally establish that the parent or guardian resides within the School District. No post office box address will be acceptable. These items must reflect a street address or designated road address.

- Legal Guardian
- Guardians must provide copy of court order
- 2 Emergency Contacts other than parent or guardian.
- Social Security Card – No copies (optional – not required)

\*Only children who will be 5 years old on or before Sept. 1 will be eligible for enrollment.

\*\*Mississippi law requires that a current certification of health (immunization form) be presented before a student can be allowed into a classroom.

## **GRADING SYSTEM**

**The grading system for grades K – 12 will be as follows:**

- A... ..90-100
- B... ..80-89
- C... ..70-79
- D... ..65-69
- F.....64 or below

## **Grades K – 6:**

The Superintendent or designee will prescribe the Kindergarten report card and grading system. Some elementary classes will not receive a numerical grade.

**3<sup>rd</sup> Grade Reading:** Beginning with the 2018 – 1019 school year, a student scoring at the lowest two achievement levels in reading on the established state assessment for 3<sup>rd</sup> grade **will not be promoted** to the 4<sup>th</sup> grade unless the student meets the good cause exemptions from promotion.

### **GRADING FOR YEAR LONG CLASSES FOR GRADES K – 6:**

Each nine weeks will be graded on 85/15 scale, with 85% of the students' grade being comprised of Course Work and 15% of the grade being a nine weeks' test. For semester average, each nine weeks' average will count as 50%. For the yearly average, each semester average will count as 50%.

## **Grades 7 – 12:**

### **GRADING FOR YEAR LONG CLASSES GRADES 7-12:**

Each nine weeks will be graded on an 85/15 scale, with 85% of the students' grade being comprised of Course Work and 15% of the grade being a nine weeks' test for the 1<sup>st</sup> and 3<sup>rd</sup> nine weeks and a semester test for the 2<sup>nd</sup> and 4<sup>th</sup> nine weeks. For the semester average, each nine weeks' average will count as 50%. For the yearly average, each semester average will count as 50%. If a student is exempt, Course Work will count as 100% for the grading period in which the student is exempt.

### **GRADING FOR SEMESTER CLASSES:**

Each nine weeks will be graded on an 85/15 scale, with 85% of the students' grade being comprised of Course Work and 15% of the grade being a 9 weeks test the first nine weeks of that class and a comprehensive exam for the second nine weeks of that class. For the final average, each nine weeks' average will count as 50%.

If student is exempt the second nine weeks of the class, Course Work will count as 100% of that nine weeks' grade. This is based on course and grade level qualifying for exemption requirements.

### **GRADING FOR NINE WEEKS CLASSES:**

The nine weeks will be graded on an 85/15 scale, with 85% of the students' grade being comprised of Course Work and 15% of the grade being a 9 weeks' test.

### **WEIGHTED AP COURSES**

All AP classes will be weighted at 1.08 x the numerical grade.



## EXEMPTION POLICY

Students in grades K – 8 are not subject to the exemption policy. All K – 8 students will take Nine Weeks' Test at the end of the grading period.

The Itawamba County School District will exempt students in grades 9 – 12 at the end of the first and second semester grading periods as follows:

1. A student with an A average and no more than 10 excused absences per semester from a class will be exempt from taking end of semester exams for that course/class.
2. A student with a B average and no more than 5 excused absences per semester from a class will be exempt from taking end of semester exams for that course/class.
3. A student with a C average and PERFECT ATTENDANCE (Perfect attendance is defined as being present **100%** of the time that school is in session while the student is enrolled in the district. **Any tardy, absence or early dismissal makes the student ineligible for exemptions unless meeting requirement #1 or #2 above**) will be exempt from taking end of semester exams for that course/class.

### **In Addition:**

1. **Students who have an out of school suspension or an assignment to the Itawamba County Improvement Center for disciplinary reasons will forfeit all exemption privileges for the semester in which the OSS for ICIC assignment occurred.**
2. **Any student who owes fees, fines or cafeteria monies will not be exempt from exams until all balances are paid in full.**
3. Exempted students may elect to take the exam to improve their grade point average in a class, however, their exam grade cannot lower their grade point average.
4. Class that receive one-half Carnegie unit credit (nine week classes) are not subject to exemption.
5. Three (3) tardies or early check-outs equal one unexcused absence.
6. Any student who has an unexcused absence in a semester will not be exempt from exams during that semester.

## GRADUATION

### **GRADUATION REQUIREMENTS**

Beginning school year 2018-2019, the Mississippi Department of Education has implemented new graduation options. Please see your school guidance counselor for in-depth information concerning new graduation options. These options will only apply to incoming 9<sup>th</sup> graders for the 2018-2019 school year and beyond. Please make an appointment with the guidance counselor at your school to discuss any further questions concerning graduation options.

## Mississippi High School Diploma and Endorsement Options Requirements

### Traditional Diploma

- Earn 24 credits (Carnegie Units) in a selection of required classes including English, Math, Science, Social Studies, Technology or Computer Science, College and Career Readiness, Health, Art, Physical Education and electives
- Local school districts may add graduation requirements to the state requirements

### Traditional Diploma + Career and Technical Education (CTE) Endorsement

- Earn 26 credits
- Earn four credits from the same CTE program
- Achieve at least a 2.5 grade point average
- Score at silver level on ACT WorkKeys
- Successfully complete a dual credit course, a work-based learning experience or earn a national credential

### Traditional Diploma + Academic Endorsement

- Earn 26 credits
- Score at least 17 on ACT English section
- Score at least 19 on ACT Math section
- Achieve at least a 2.5 grade point average
- Successfully complete one Advanced Placement course and AP exam, one International Baccalaureate course and exam, or one dual credit course
- Earn at least a C in the advanced course

### Traditional Diploma + Distinguished Academic Endorsement

- Earn 28 credits
- Score at least 18 on ACT English section
- Score at least 22 on ACT Math section
- Achieve at least a 3.0 grade point average
- Successfully complete one Advanced Placement course and AP exam, one International Baccalaureate course and exam, or one dual credit course
- Earn at least a B in the advanced course

## **GRADUATION**

In order to graduate from any high school in the ICSD, a student must have successfully completed the number of Carnegie units required by Board Policy IHF or IHF-1(see Graduation Requirements below), scored at mastery level on each core objective, must receive a passing grade on all required subject area tests as established by policies mandated by the State Board of Education and meet other requirements established by the State Board of Education.

## **GRADUATION RECOGNITION**

To graduate from the ICSD with special honors and honors, a student must have the following grade point average from grades 9-12.

**Special Honors 3.8-4.0**

**Honors 3.5-3.79**

Special honors graduates will wear gold tassels and cords, and honor graduates will wear gold tassels. National Honor Society members and National Technical Honor Society will wear stoles.

### **VALEDICTORIAN**

The student(s) with the highest grade point average. (numerical)\* Students must have attended all four years of high school and attended their current ICSD high school their entire senior year.

To be eligible for Valedictorian a student must have a Distinguished Academic diploma endorsement.

### **SALUTATORIAN**

The student(s) with the second highest grade point average. (numerical)\* Students must have attended all four years of high school and attended their current ICSD high school their entire senior year. To be eligible for Salutatorian a student must have a Distinguished Academic diploma endorsement.

### **SENIOR STUDENT ABSENCES**

Any Itawamba County School District senior who accumulates 10 unexcused absences in either semester of their senior year will forfeit his/her privilege to participate in the graduation commencement ceremony. Early graduates must abide by this policy both semesters.

### **SENIOR LEAVE**

Seniors who **HAVE NOT** met all MDE requirements necessary for graduation will not be allowed the privilege of senior leave. Make sure to find out new requirements from your guidance counselor and principal.

### **GRADUATION FEES**

A graduation fee to cover the cost of the cap and gown and diploma will be charged to all graduating seniors.

### **INDEPENDENT STUDY BY CORRESPONDENCE**

The ICSD looks with disfavor on correspondence study. Under hardship conditions, correspondence study might be approved; however, prior approval must be obtained from the principal. Only one credit may be earned through correspondence toward graduation.

## **HONOR ROLL AND OTHER AWARDS**

**HONOR ROLL** - The ICSD Honor Roll will be classified as follows:

**Special Honors** - No grades lower than A

**Honors** - No grades lower than B

There will not be an honor roll for grades K – 2. These students may be recognized at the school level.

At the end of each grading period, any students in grades 3 – 6 who has achieved all A's in all subjects other than art, music, PE, handwriting, and health will be listed on the Honor Roll. The All A's and All A's and B's will be given on Awards Day.

### **PERFECT ATTENDANCE**

Perfect attendance is defined as being present 100% of the time that school is in session while the student is enrolled in the district. Any tardy, absence or early dismissal makes the student ineligible for the recognition. School related absence for official school sponsored activities will not count as an absence. Based on the compulsory school attendance law, any student who is absent more than **37%** of the student's instructional day will be considered absent for that full day. Section 37-13-91(6), Mississippi Code 1972, as amended.

## **PROMOTION AND RETENTION POLICY**

Decisions on promotions and retentions will be based on the following:

1. Recorded grades in each subject.
2. Consideration of results on standardized and achievement tests.
3. When necessary, retention decisions may be based upon physical/psychological ground where adequate evidence exists to justify retention.
4. Retention of students for extracurricular purposes is prohibited.

### **Guidelines**

#### **Kindergarten**

A student must receive a passing grade (65% or above) in English Literacy (see glossary) and Mathematics in order to be eligible for promotion. Handwriting must be legible.

#### **First Grade**

A student must receive a passing grade (65% or above) in English Literacy (see glossary) and Mathematics in order to be eligible for promotion. Handwriting must be legible.

#### **Second Grade**

A student must receive a passing grade (65% or above) in English Literacy (see glossary) and Mathematics in order to be eligible for promotion. Handwriting must be legible.

#### **Grades 3 – 6**

To be promoted a student must receive a passing grade (65% or above) in English Literacy (see glossary) and Mathematics.

### **Grades 7 - 8**

In order to be eligible for promotion a student must receive a passing grade (65% or above) in English and Math.

### **Grades 9 - 12**

Classification of high school students will be based on the following plan:

<b>Freshman</b> .....	Less than 9 Carnegie units
<b>Sophomore</b> .....	9 Carnegie units
<b>Junior</b> .....	15 or more Carnegie units
<b>Senior</b> .....	19 or more Carnegie units

**Any student graduating early will be moved into the senior class May 1 of the graduating school year.**

## **TEXTBOOKS**

Textbooks are assigned to each student on a yearly basis. Some courses may use a classroom set of textbooks instead of using an individual book to each student. Other courses rely on trade books which are purchased by the schools.

Students are responsible for damaged textbooks, and students will be fined at the end of the year for damages. If a book is lost during the school year, the student must pay replacement cost for the book before being issued a new book by his/her teacher.

Mississippi State Law requires that teachers collect for damages to textbooks and for the loss of textbooks. A student will not be issued textbooks for summer school or for the following school year if fines have not been paid. Any student with outstanding fines or lost textbooks will be prohibited from participating in extra-curricular or non-academic activities until fines are paid or books returned.

## **TRANSCRIPTS**

Transcripts needed for transfer, military use, scholarship consideration, college applications or prospective employer information may be requested from the office. Seniors who are accepted at one or more colleges should request their supplementary transcript of final grades be sent to the college where they plan to enroll. Other colleges that have accepted them should be notified of their final decision. A request for transcripts must be in writing (email or hard printed copy.)

## **TRANSFER STUDENTS**

- Students who have been expelled from another school district are ineligible to enroll in the District for the duration of the expulsion term. If a student enrolls in the District after full completion of the expulsion term from another school district, the student will enter the Itawamba County Improvement Center for a transition period.
- Administrators or counselors with the District may request a letter of good standing from a previous school.
- Students who have been placed or are pending placement in alternative school settings, correctional institutions, mental health facilities or training facilities in another school district are subject to placement in the Itawamba County Improvement Center for a period of transition.

- Parent Request–Students (K-12) will be allowed to transfer from one Itawamba County school to another **only the first week of each semester**. Students that want to transfer must have passing grades, must not have missed more than eight (8) days in the previous semester, and must not have been a disciplinary problem. If a student moves into another school boundary, the student will be able to transfer at the time of the move.

## **WITHDRAWAL FROM SCHOOL**

When it becomes necessary for a student to withdraw from school, the student should advise the guidance counselor several days in advance so that the necessary withdrawal procedures can be processed. All students who withdraw are required to process proper withdrawal forms with a parent or legal guardian present.

**NOTE:** Before a student can be cleared for withdrawal, all books, library books and ID cards must be returned and all fees paid.

## **DISCIPLINE/STUDENT CONDUCT**

### **DISMISSAL FROM CLASS**

If a teacher finds it necessary to send a student from a classroom because of disruptive behavior, the teacher will notify the office that a student needs to visit the office for counseling or disciplinary action.

### **DUE PROCESS**

The constitutional rights of students assure protection of due process. In the district schools, procedures guaranteeing due process will be followed in the exercise of disciplinary authority. For example:

1. Disciplinary authority shall be exercised with fairness.
2. A student shall be given the opportunity for a hearing if he decides to have one. The hearing would be held to allow the student to contest the facts upon which the disciplinary authority is acting. That hearing shall be governed by the following guidelines:
  - a. The administrator who will hear the student, generally the building principal, shall ascertain the facts; if the facts indicate the student's guilt, he/she shall review the designated punishment to determine its fairness.
  - b. The parents shall be present at the hearing.
  - c. A record shall be kept of the hearing.
  - d. The student and his/her parents shall be made aware of their right to appeal the decision of the administrator to either the Superintendent or the Board.
  - e. The findings of any hearing shall be reduced in writing and sent to the student and his/her parents.

## **DISCIPLINE LADDER**

### **Offense**

1. Open defiance of a teacher.

### **Consequences**

1. Steps II - VI

- |  |                     |
|--|---------------------|
| 2. Profanity, or vulgarity (to include acts, gestures, or symbols directed at another person) or possession of obscene or pornographic material, including electronic format.  | 2. Steps II – VIII  |
| 3. Possession of tobacco or tobacco-related products at school or on buses.  | 3. Steps I – V      |
| 4. Smoking at or in the immediate vicinity of school or on buses.  | 4. Steps II – V     |
| 5. Use, sale, transfer, or possession of drugs, alcohol or drug paraphernalia or any psychoactive substance on or near school grounds or on buses or being under the influence of drugs or alcohol while on school property. | 5. Steps VI – VIII  |
| 6. Defacing or otherwise injuring property (to include restitution for damage) that belongs to the school district.  | 6. Steps II – VI    |
| 7. Fighting at school, on the way to or from school, or at school activities.  | 7. Steps I – VI     |
| 8. Use or possession of weapons. (As defined in JCDAG & GBRN)  | 8. Steps V – VIII   |
| 9. Use or possession of fireworks.   | 9. Steps II - VIII  |
| 10. Disruptive behavior in the cafeteria, on the campus, on buses, or other school (Also Refer to Bus Policy) activities.  | 10. Steps II – VIII |
| 11. Stealing.  | 11. Steps III – VI  |
| 12. Tardies  | 12. Steps I - V     |
| 13. Cutting classes.   | 13. Steps II-VI     |
| 14. Truancy.   | 14. Steps III - VI  |
| 15. Leaving campus without authorization.  | 15. Steps II – VI   |
| 16. Gambling or possession of gambling devices at school   | 16. Steps III – VI  |
| 17. Harassment, intimidation, or threatening other students and/or teachers.   | 17. Steps II - VIII |
| 18. Continued disobedience.  | 18. Steps I - VI    |
| 19. Running in the hall.   | 19. Steps I - V     |
| 20. Unnecessary noise in the hall.   | 20. Steps I - V     |
| 21. Other behaviors as designated by the principal   | 21. Steps I - VI    |
| 22. Use, transfer, or possession of a firearm on school property or at any school related activity.  | 22. Step VIII       |
| 23. Violation of the Acceptable Use Policy, the Internet Safety Policy or the Cell Phone/Personal Device Policy.   | 23. Steps II - VIII |

## CONSEQUENCES

- Step I.** (1) Meeting with Student, Detention for 30 minutes per day (number of days to be determined by principal) and/or corporal punishment

- Step II.** (1) Contact Parents\*\*\*  
 (2) Detention 3 days for 30 minutes, 1 day of ISS, or corporal punishment--3 swats.  
 (3) Loss of privileges for school functions for 3 school days
- Step III.** (1) Contact Parents\*\*\*  
 (2) In-School Suspension for 3 school days.  
 (3) Loss of school privileges of school functions for 3 school days.
- Step IV** (1) Contact Parents\*\*\*  
 (2) In-School Suspension for 5 school days.  
 (3) Loss of school privileges of school functions for 5 school days.
- Step V.** (1) Contact Parents\*\*\*  
 (2) Suspension for 3 days.  
 (3) Loss of school privileges of school functions for 3 school days.
- Step VI.** (1) Contact Parents\*\*\*  
 (2) Assign to Alternative Classroom.  
 (3) Assignment will be based on the offense.  
 (4) Loss of privileges of school functions\* for time in Alternative Classroom.
- Step VII.** (1) Contact Parents\*\*\*  
 (2) Recommendation for suspension for remainder of school year.  
 (3) Probation for one school year when student returns the following year.
- Step VIII.** (1) Contact Parents\*\*\*  
 (2) Recommendation for expulsion\*\*

**CONSEQUENCES GIVEN MAY BE AT ANY STEP WITHIN THE RANGE LISTED**

**VAPING, E-CIGARETTES, ETC.**

Due to the rising use of vaping devices by students and the inability to accurately determine the contents of a vaping device, the Itawamba County School Board, bans student use or possession of a vaping device or its products on school property or at a school related event.

The following actions will take effect when a student is in possession of or uses a vaping device or its products.

<u>OFFENSE</u>	<u>CONSEQUENCES</u>
First	3 days in-school-suspension; Loss of privileges for 3 days
Second	3 days out-of-school suspension; Loss of privileges for 3 days



Third Ten (10) day assignment to the Itawamba County Improvement Center

Fourth and more Due Process hearing where the punishment could range from 10 days out-of-school suspension to expulsion depending the situation.

All offenses occur on a per year basis.

A vaping device is defined as an electronic device (such as an electronic cigarette) that allows the user to inhale vapor produced by the electronic device. **Vaping devices will be confiscated, and disposed of, by school administration. They will NOT be returned.**

**\*School function is defined as any function both during the school day and after school, both home and away.**

**\*\*Expulsion, at a minimum, means removal from the regular school program for a period of not less than one (1) year.**

**\*\*\*A parent, guardian or custodian of a compulsory-school-age child enrolled in this District shall be responsible financially for his or her minor child's destructive acts against school property or persons;**

**A parent, guardian or custodian of a compulsory-school-age child enrolled in this District may be requested to appear at school by an appropriate school official for a conference regarding the destructive acts of their child; and  
A parent, guardian or custodian of a compulsory-school-age child enrolled in this District who has been summoned by proper notification by an appropriate school official shall be required under this provision to attend such discipline conference.**

**Any parent, guardian or custodian of a compulsory-school-age child subject to the provisions of this section who refuses or willfully fails to perform any of the duties imposed upon him or her under the law shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed an amount as provided by law.**

**This District shall be entitled to recover damages in an amount not to exceed an amount as provided by law, plus necessary court costs, from the parents of any minor (6-18) who maliciously and willfully damages or destroys property belonging to such school district.**

## **NOTES**

A. Failure to complete the punishment as designated will result in escalation to the next step in the ladder.

B. Return to the office during the probationary period prescribed in the Discipline Step will result in escalation to the next step.

C. In all cases of OSS, ISS, or Alternative school assignment the student will lose privileges during the time of suspension. Loss of privileges means that during the time stated, the student cannot participate or attend assemblies or any school function designated as an extra activity, including athletic events, dances, plays, extracurricular programs, field trips, school-sponsored activities, etc. This would include the entire 24-hour period of the suspension.

D. A student may be suspended from riding to and from school on the bus as a result of misbehavior on the bus.

E. In disciplinary matters, a student will be accorded due process under the district policy governing student rights.

F. Law enforcement and the youth court officials will be notified of unlawful activities committed in school or at school-sponsored activities.

## **DRESS CODE**

### **ALL STUDENTS**

#### **Policy Code: JCDB Dress Code for Students Policy:**

All students who attend Itawamba County District schools are expected to respect the school community by dressing appropriately for a K-12 educational environment. Students' attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

#### **Minimum Dress Requirements**

- Clothing must cover from the top of the shoulder and extend down to mid-thigh.
- Rips or tears in clothing should be lower than mid-thigh.
- See-through or mesh garments must not be worn without clothing underneath that meet the minimum dress code requirements.
- Tight fitting clothing must be covered with a garment that meets the minimum dress code requirements.
- Shoes must be worn at all times and should be safe for the school environment.
- Head coverings and dark glasses may not be worn inside school buildings.
- Clothing must be fitted appropriately and worn appropriately.

#### **Additional Requirements**

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, or drugs.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, religious affiliation, or any other protected classification.

□ Apparel, jewelry, accessories, or any manner of grooming that by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates for illegal or disruptive behavior is prohibited.

### **Enforcement**

**1st offense- warning and required to change clothes**

**2nd offense- 1 day of in school suspension**

**3rd offense- 3 days of in school suspension**

**4th and subsequent offense- Out of school suspension**

*The enforcement of the Itawamba District Dress Code Policy is solely at the discretion of the school administrators.*

### **Itawamba County Improvement Center STUDENT DRESS CODE:**

1. Students in grades K-12 will not be allowed to wear shorts, tube tops, tank tops, muscle shirts, overalls, sweat suits, jogging pants, or wind suit pants.
2. No student will be allowed to wear any clothing, item, or article that promotes or advertises alcohol, or the consumption of alcohol.
3. No student will be allowed to wear any clothing, item, or article that promotes or advertises tobacco or tobacco use.
4. No student will be allowed to wear any clothing, item, or article that contains profanity, and/or suggestive/obscene writing.
5. No student will be allowed to wear excessively baggy pants. All pants must be fitted whereas no illegal items may be hidden therein.
6. No student will be allowed to wear fatigue pants, cargo pants, or cargo shorts.
7. No student will be allowed to wear trench coats.
8. No student will be allowed to wear suggestive or indecent clothing.
9. No student will be allowed to wear clothing with suggestive or obscene symbols, pictures, numbers, or writing, either manufactured or handwritten. No fraternity jerseys or shirts shall be worn.
10. Undergarments of any kind shall not be visible.
11. Skirts or dresses shall be knee length or longer.
12. Hats, caps, head covers, or dark glasses may not be worn inside school building. Other articles, which may interrupt the educational process, may not be brought to school. Prescription sunglasses may be worn in the classroom upon the order of a doctor.
13. Clothing and general appearance are not to be of the type that would cause a disturbance or interfere with the instructional program and shall not constitute a health or safety hazard.
14. Shoes must be worn at all times. Flip-flops are not acceptable.
15. Midriffs shall not be exposed.
16. All collared shirts, dress shirts, and t-shirts must be tucked into the pants.
17. No see through clothing shall be permitted.
18. Clothing with holes that expose skin or undergarments shall not be worn.
19. No clothing top shall be so low as to expose any part of the breast or excessive part of the back.
20. Shirts must be buttoned.

21. Belts, if worn, must be buckled.
22. Pants are to be worn at the student's waists.
23. No visible piercing shall be worn except in the ears.
24. No blankets may be brought to school or worn as a jacket.

## **GUN FREE SCHOOLS**

The Itawamba County School operates in compliance with the Gun-Free Schools Act, Title VIII of the Elementary and Secondary Schools Act of 1965. Therefore, all policies and procedures adopted by the Board which affect the conduct and/or discipline of students are supplemented by requirements of this act as follows:

### **FIREARMS PROHIBITED**

No student is permitted to bring a firearm on school property.

### **DEFINITIONS**

A "firearm" means any type of weapon, including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device, including any explosive incendiary, poison gas, bomb, grenade, rocket, missile, mine or other similar device, any type of weapon; any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled; or as otherwise defined by federal law. "School property" includes any school building, bus, campus, grounds, recreational area, athletic field, or other property owned, used or operated by the district.

### **DISCIPLINARY ACTION**

The penalty for bringing a firearm on school property shall be expulsion from the school program and all of its activities for a minimum of one calendar year. Any student who is charged with bringing a firearm on school property shall be automatically suspended for ten days and recommended for expulsion for a minimum of one calendar year by the principal. The suspension shall take effect immediately following the provision of initial due process and pending the conclusion of due process on the recommendation of expulsion, all in accordance with Policy JD-1 and all others subsequently adopted by the board. The superintendent who receives a recommendation for expulsion may determine, based upon the particular circumstances of a given case, that other disciplinary action or alternative placement is appropriate and may make such recommendation to the board.

### **READMISSION**

A student who is expelled for bringing a firearm on school property must apply for readmission to the regular school program as provided by policies JBG and JCAA. Readmission may be granted by the board upon a documented showing that the student has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program.

## **REPORTING**

Violations to the firearm prohibition state in this policy shall be reported in accordance with policy JCDAE.

## **CELL PHONE/PERSONAL DEVICE USAGE POLICY**

**Policy Notes:** Technology is an ever changing arena with endless benefits and potential pitfalls in relation to a child's education, with this in mind, the contents of the following policy/agreement are subject to change as needs and situations dictate. The guidelines set forth in this policy are meant to specify the use of personal devices including but not limited to: cell phones, iPod/iPads, laptops, mp3 players, smart watches, earbuds and e-readers. Along with these guidelines users are required to follow all guidelines set forth in the district AUP and Internet Safety Policy or face disciplinary action as defined in those documents.

**Equity Issues:** In cases where devices are required at school, the Itawamba County School District will provide equipment. At no time will the Itawamba County School District place students not possessing them at a disadvantage.

**CIPA Compliance:** The Itawamba County School District will abide with all CIPA guidelines in the use of these devices. When possible, filtered and monitored WIFI will be provided by the District for use with these devices. CIPA guidelines for personal devices are still being developed and studied at the federal level. These developments may necessitate changes to this policy in order to comply with CIPA.

**Introduction:** The Itawamba County School District is committed to providing its students with every possible opportunity and tool to aid in their education. With this in mind, we will be implementing changes to our current policies regarding cell phone usage and personal electronic devices. The document below will serve as contract that all students must follow to ensure proper usage, prevent disruptions in learning, and provide for safety.

**Security and Damages:** The Itawamba County School District will not be held responsible for loss, theft or damage of student devices. Lost or stolen devices will be handled in the same manner as all incidents of this type. It is the recommendation of the Itawamba County School District that personal devices have protective cases and be clearly labeled to identify the owner.

### **Electronic Device Policy/Agreement**

**The use of personal devices to aid and enhance student learning is both a privilege and a responsibility; however, it is not a right. Students may only use these devices with the approval of school personnel. If a student is found in violation of any of the guidelines below, or contained in the District AUP and**

**Internet Safety policy, he or she will face disciplinary action. Disciplinary action can include: confiscation of device, revocation of usage privileges, ISD, suspension, expulsion, pursuant to Policy JD-1. The disciplinary action will be decided on a case by case basis by district staff.**

- 9<sup>th</sup> – 12<sup>th</sup> grade students may use the devices for recreational use outside of the instructional classroom during times set aside by the building administrator.
- K-8<sup>th</sup> grade students may use the devices only when allowed by school personnel.
- Users of these devices must abide by all policies set forth in the District AUP and Internet Safety Policy.
- The devices may not be used to cheat.
- The devices may not be used for non-instructional purposes, except as stated in the first bullet above or unless allowed by school personnel in extenuating circumstances such as emergencies.
- During class, the student must use the devices only when allowed to do so by his or her teacher.
- The student will not use the device for unauthorized recording audio or video of fellow students or district staff.
- The student will not attempt to access or share offensive materials.
- The student will not be allowed to print from the devices.
- The student will not use the device to share hurtful or inflammatory information concerning fellow students or district staff.
- When requested, the student must allow staff to inspect the device for violations.
- No electronic devices may be in the classroom during state testing, except those supplied by the school district as a part of the testing procedure (i.e. approved calculators)

**First Offense** - The device will be confiscated and held until a parent picks the phone up. If a parent does not pick up the phone it will be returned to the student after thirty (30) days.

Refusal to give the phone and /or sim card or other device to the teacher or assistant teacher will result in an office referral for refusal to follow reasonable request.

Refusal to give the device including the sim card if applicable to the administrator will result in one day of suspension. The student will not be allowed to return to school until the device (and/or sim card) is turned in to the main office.

**Second Offense** - The device will be confiscated and held for a minimum of ten (10) days and a maximum of ninety (90) days. The parent/guardian must pick up the device. It will not be returned to the student.

**Subsequent offenses** - With each subsequent offense the minimum number of days that the device will be confiscated will increase by five (5) days, the maximum number of days that the device will be confiscated will increase by thirty (30) days. For example, on the third offense, the device will be confiscated and held for a minimum of fifteen (15) days and a maximum of one hundred twenty (120) days. The parent/guardian must pick up the device. It will not be returned to the student. These offenses will accumulate on a school year basis with a student beginning at the first offense at the beginning of each school year. (JCDC)

## **SCHOOL BUSES/BUS DISCIPLINE**

Because of our concern for the safety of your child to and from school on the school bus, the following regulations will govern bus transportation:

### **PUPILS SHALL:**

1. Be ready in the morning at the scheduled time and place for the bus to arrive.
2. Always pass in front of bus when crossing the road, whether entering or exiting.
3. Wait until the bus comes to a complete stop before loading or unloading.
4. Wait for signal from driver before crossing the road to enter or leave the bus.  
Always look in both directions to be sure that it is safe before crossing.
5. Be quiet when the bus is nearing and crossing a railroad or highway.

### **PUPILS SHALL NOT:**

1. Play on the road while waiting on the bus.
2. Put head, hands, or feet out of the window.
3. Mar, deface, cut, tear, punch, or rip seats or damage any part of the bus.
4. Use or possess tobacco, intoxicants, or weapons on the bus.
5. Fight or roughhouse.
6. Strike or threaten to cause bodily harm to any student or the bus driver.
7. Make excessive noise or throw objects.
8. Commit any act of improper conduct.

## **CONSEQUENCES FOR VIOLATION OF BUS POLICIES**

If your child is reported to the principal's office one (1) time by the bus driver for misbehavior on the bus, the parent or guardian will receive notification describing the incident and asking for help with the matter. If the misbehavior is not corrected and your child is reported a second time, he or she will be **suspended from the bus for one (1) to three (3) days**. The parent and child must come in for a conference with the principal before a student will be reinstated to the bus. The third violation will result in the student being **suspended from the bus for the remainder of the semester**. The rules above were set forth by the Mississippi Department of Education in accordance with state laws. Each parent or guardian should review these rules with their child.

## **BUS REPORTING POLICIES**

1. First offense – Report must be signed by parent/guardian and administrator.
2. Following a second offense – Student will be suspended from the bus for 1 – 3 days. A conference must be held with the principal, student, and at least one parent or

guardian before being reinstated to the bus. The second report should be signed by the parent/guardian and an administrator.

3. Third offense – Violation will result in bus suspension for the remainder of the semester.

4. In the event the principal is unable to contact the parent/guardian on any offense, a copy of the notification shall be mailed by certified mail to the parent/guardian listed in the student's file with a letter requesting a conference with the principal.

5. In the event the principal makes an investigation and finds that the merits do not warrant an offense, then the administrator shall report in writing on the bus conduct report his findings to the parent and bus driver and note that the offense report will not be included in his bus record.

### **Nathan's Law of School Bus Safety**

"The School Bus Safety Task Force was created by Nathan's Law and with the support of Gov. Phi Bryant. The mission of this task force is to help make traveling to and from school safer for our students in the state of Mississippi. There is no greater responsibility in our educational system than the safety of our students. I am proud of the work of the task force and appreciate the support of the legislature and our Governor in this important process." Dr. Ben Burnett, Chairman of MS School Bus Safety Task Force.

School bus safety is a top priority in Mississippi. The Mississippi Legislature passed Nathan's Law as a proactive strategy to protect our most valuable resource- children.

Nathan's Law-

- Requires motorists to stop at least 10 feet from a school bus when the bus is loading or unloading children. Motorists must not proceed until all children have crossed the street to or from the school bus, the flashing red lights are no longer activated, and the stop sign on the side of the bus is retracted.
- Authorizes a charge of felony assault and a prison sentence of up to 20 years for motorists convicted of illegally passing a school bus that, in the process, results in injury or death.
- Authorizes cameras be equipped on school bus stop arms to film perpetrators in the act.
- Required the development of at least 10 questions relating to school bus safety on a driver's license test.
- Established a School Bus Safety Task Force.
- Prohibits school bus drivers from using cell phones, wireless communication devices, vehicle navigation systems or "personal digital assistants" while operating the bus, except in an emergency.
- Increases the fine for passing a stopped school bus.

### **STUDENT CONDUCT**

The primary responsibility for the conduct and personal appearance of a student rests with the student and the parents. Student and parents must recognize that discipline and order will be maintained in the school. Proper conduct and a clear mind are necessary for education to occur. In carrying out school regulations, students, parents, teachers and the administrative staff should observe the following:

1. Administrators and teachers shall hold students to strict account for disorderly conduct as defined below at any school, on the playground during recess, at school meetings, programs, functions and activities, and upon school buses. The



Superintendent or principal of any school may suspend any pupil from school for good cause following the rules and regulations of the Board of Education.

2. The Superintendent or the principal of a school shall have the power to suspend a pupil for any reason for which such pupil might be suspended, dismissed or expelled by the school board, but such action of the Superintendent, principal (or his/her designee) shall be in accord with the written policies of the school board. The suspended student shall have the right to a due process hearing upon his/her request or the request of the parents/guardians. The Superintendent shall design forms for this request.

3. The Superintendent or principals (or their designees) are authorized to institute appropriate disciplinary action including immediate suspension, if warranted, of any student for disorderly conduct or misconduct including, but not limited to, the following:

- a. Fighting
- b. Disorderly conduct
- c. Harassment, intimidation or threats
- d. Disruption of school operations, functions, programs or activities
- e. Disobedience
- f. Disrespect
- g. Insubordination
- h. Insulting language
- i. Insulting behavior
- j. Obscene language
- k. Vandalism
- l. Malicious mischief
- m. Theft
- n. Damage to property, private or school
- o. Unauthorized use of school property
- p. Unauthorized entry on school premises
- q. Loitering
- r. Use of tobacco
- s. Use of alcoholic beverages
- t. Under the influence of alcoholic beverages
- u. Use of illegal drugs
- v. Under the influence of illegal drugs
- w. Indecent exposure
- x. Public indecent displays of affection (including in cars parked in the vicinity of any school building or activity)
- y. Leaving class, school program or meeting without permission
- z. Any offense otherwise punishable by law aa. Joining or organizing a high school fraternity, sorority or secret society (37-11-43)

**Possession of:**

- a. Illegal drugs
- b. Alcoholic beverages
- c. Fireworks, explosives or incendiary materials
- d. Knives, firearms, slingshots or any other weapons

- e. Pornographic materials
- f. Contraceptives
- g. Stolen property
- h. Tobacco
- i. Cards or gambling paraphernalia
- j. Noise making devices
- k. Other disruptive materials
- l. Other materials, possession of which is punishable by law
- m. Any psychoactive substance (including, but not limited to, methylenedioxy provalerone, (bath salts), spice, incense, and nutmeg.)

4. A student suspended by a Superintendent or principal shall be entitled to a hearing and review of his/her case in accordance with the policies of the Board of Education.

5. Other disciplinary action may consist of demerits, detention, corporal punishment or alternative school under existing school policy, loss of privileges, lower grade in citizenship, denial of participation in school activities, probation or a combination of any one or more of such actions including appropriate constructive assignments on the seriousness and circumstances of the offense and the attitude of the student.

### **Campus Security and General Classroom Order**

1. Any student who starts a disturbance or who participates in one will be suspended from school immediately. (See JDD- R) and the case reviewed to determine if more serious punishment is appropriate. (See JDE)
2. All persons other than school employees and pupils enrolled at that specific school when they come on the campus of the school must first go to the principal's office to secure admission to the campus; otherwise, they will be considered to be trespassers and as such, subject to arrest and prosecution.
3. Any student who has in his/her possession an object that would be classified as a weapon while he/she is on school grounds or is going to or from school will be suspended immediately by the principal in a manner prescribed by board policy.
4. A teaching situation which is conducive to learning must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be sent to the principal's office. The counselor and principal will review the case and try to resolve the problem. A student who repeatedly has been sent from class will be suspended from school. Repeated suspension may cause expulsion.

**Legal Ref.: 37-7-301 (e) 37-11-10; 37-9-71; 7-11-43**

## **STUDENT CONDUCT ADDENDUM**

Laws impacting school safety and security and student management have been passed by the Mississippi Legislature. These laws affect how school administration will deal with serious violations of the student code of conduct. The school administration will notify law enforcement officials in the event of an assault causing serious physical injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm, possession of a weapon

or possession of a controlled substance. Students and parents must understand that the school administration will enforce these laws and that violations of such may result in arrest along with negative consequences assigned by the school.

## **STUDENT EXPULSION AND LONG-TERM SUSPENSION**

### **1. Definition of Terms**

a. Limited expulsion is the denial of school attendance through the end of the current school year.

b. Unlimited expulsion is the denial of school attendance for a specific period of time beyond the beginning of the next year or any permanent denial of school attendance.

c. Long-term suspension is the denial of school attendance for any period in excess of ten (10) days during the current school year.

2. Any student may be expelled or placed on long-term suspension for committing any of the offenses described in JDC, "Student Conduct."

3. Any student after being suspended three (3) times during the same school year may, upon committing the fourth offense, be recommended for expulsion until the beginning of the next school year by the principal to the superintendent.

4. When the principal determines that a student has violated one or more of the specific standards of conduct described in "Student Conduct," the principal may recommend expulsion or long-term suspension of such student to the superintendent.

## **STUDENT SUSPENSION**

Suspension is the denial of the privilege of attending school in the district imposed after due process upon any student of the district at the direction of the principal of the school in which the student is enrolled. Students under suspension shall not trespass upon any other school campus or enter into any other school building, except for a pre-arranged conference with the principal. Additionally, students under out-of-school suspension should not attend any day or night school functions.

### **1. Suspension Period**

a. The principal or his designee may suspend students for a period not to exceed 10 days.

b. The principal, with the approval of the superintendent, may suspend students for a period not to exceed 10 days.

### **2. Due Process**

a. Students facing suspension shall be given oral or written notice of the charges against them by the principal or designee.

b. If the student denies the charges, the student shall be given an explanation of the evidence that the principal or designee has against the student and shall be given the opportunity to respond to the charges.

3. In all cases of suspension, the parent or guardian appointed by the Chancery Court shall be notified in writing within 24 hours of such suspension, giving the reason therefore.

4. If a student is to be sent home during normal school hours, a parent or guardian shall be notified before the student is dismissed.

5. Principals shall make a written report of each suspension to the superintendent of each nine-week period to include:
  - a. Name of student, address, name of parent or guardian
  - b. Statement of the reasons for the suspension including the date, time and place
6. Students on suspension must return to school accompanied by a parent or guardian before the student will be readmitted to school. The principal shall give written rules of conduct to each student each year.

**NOTE: Mississippi Code 37-7-301 (e) Goss v. Lopez 419 U.S. 565  
Tinker v. Des Moines 393 U.S. 503**

## **CORPORAL PUNISHMENT**

Certified employees only are authorized to paddle a student. Procedural safeguards are to be followed including written documentation and names of witnesses. All students enrolled in the Itawamba County School District are subject to corporal punishment. "Corporal punishment administered in a reasonable manner, or any reasonable action to maintain control and discipline of students taken by a teacher, assistant teacher, principal or assistant principal acting within the scope of his employment or function and in accordance with any state or federal laws or rules or regulations of the State Board of Education or the local school board does not constitute negligence or child abuse. No teacher, assistant teacher, principal or assistant principal so acting shall be held liable in a suit for civil damages alleged to have been suffered by a student as a result of the administration of corporal punishment, or the taking of action to maintain control and discipline of a student, unless the court determines that the teacher, assistant teacher, principal or assistant principal acted in bad faith or with malicious purpose or in a manner exhibiting a wanton or willful disregard of human rights or safety. . . Corporal punishment means the reasonable use of physical force or physical contact by a teacher, assistant teacher, principal or assistant principal, as may be necessary to maintain discipline, to enforce a school rule, for self-protection or for the protection of other students from disruptive students."

**Effective October 18, 2005** parents/guardians will not be given the option to execute a written document stating that their child shall not be paddled and all documents executed prior to October 18, 2005 shall be null and void. Check with your school principal on updated guidelines concerning students with an IEP.

## **WEAPONS**

No student, employee, or visitor may possess a weapon on, in, or about school buildings, grounds, athletic fields, or any property used for school-related purposes, except as permitted by law (no student, employee, or visitor may possess or carry any weapon within a vehicle brought onto school property).

### **DEFINITION OF PROHIBITED WEAPONS**

Prohibited weapons include, but may not be limited to the following:

1. Gun, rifle, pistol, or other firearm
2. Dynamite cartridge, bomb, grenade, mine, ammunition or other explosive
3. BB gun, air rifle, air pistol

4. Bowie knife, dirk, dagger, switchblade pocketknife, or other knife
5. Slingshot
6. Leaded cane, blackjack
7. Metallic or artificial knuckles
8. Razors or razor blades
9. Any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files and clips and tools used only to prepare food or for instruction and maintenance of school property)
10. Any instrument having the appearance of a weapon (including utensils, imitation firearms or knives, etc.)

### **PERMITTED USES**

The superintendent or principal, as appropriate and in his discretion, may give prior approval for weapons to be on or about the campus under the following circumstances:

1. Students and employees may possess weapons on school grounds only when the weapons are used for valid educational purposes or school-sanctioned ceremonies.
2. Law enforcement officers and other government officials may carry weapons onto school grounds as permitted by the law.

### **PENALTIES FOR VIOLATIONS**

1. Any student who violates this policy will be disciplined in accordance with Policy JD-1.
2. Any employee who violates this policy is subject to disciplinary action in accordance with policy GBN.
3. Any visitor who violates this policy will be asked to leave school property immediately and further action, including, but limited to filing criminal charges, may be taken as necessary.
4. Any person violating this policy may be subject to criminal action and penalties as provided in Mississippi Code Ann. 97-37-17.

### **REPORTING VIOLATIONS**

Violations of this policy shall be reported to the appropriate law enforcement officials in accordance with Policies JCDAE and GBRM.

Notice: A copy of Miss. Code Ann. 97-37-17 will be posted at each school.

## **ITAWAMBA COUNTY IMPROVEMENT CENTER**

Any child transferred to the Itawamba County Improvement Center (Improvement Center), formally known as the Itawamba County Alternative School, for disciplinary reasons or as a transfer student from a juvenile detention center or mental health facility shall be subject to the rules and regulations of the Improvement Center **which may differ from the rules and regulations contained in this handbook.**

A meeting will be held prior to the student's enrollment in the Improvement Center and a copy of these rules and regulations will be given to the student's parent/guardian.

# **GENERAL INFORMATION**

## **ATHLETICS/EXTRA-CURRICULAR ACTIVITIES**

The Itawamba County School District offers a well-rounded program of inter-school athletics for grades 6 - 12. Participation in athletics is recognized as a worthwhile activity. All students are invited to avail themselves of this experience. In order to participate, students must meet the requirements of the Mississippi High School Activities Association. Each athletic participant should be covered by either a family insurance plan, one of the plans offered by the school, or both. The school offers a policy covering football only. This football insurance covers participants in the game or practice during the fall and spring season. Students participating in football and other sports activities should purchase the additional 24-hour or at-school insurance plan to be covered in all events. The Itawamba County School District will pay one-half of the premium of the school football insurance plan. The liability of Itawamba County School District will be limited to the coverage specified within the policy. Basketball, track, baseball, golf, tennis and softball and all other athletic and extracurricular activities can be covered with the 24-hour or at-school insurance plan. Proof of accidental insurance is required for participation in high school athletics.

### **MISSISSIPPI HIGH SCHOOL ACTIVITIES ASSOCIATION GENERAL ELIGIBILITY REQUIREMENTS**

1. Be a bona fide student, having enrolled not later than the 15th day of any semester of participation, carry the required number of subjects for graduation by their local district and deport himself satisfactorily.
2. Any pupil who becomes 19 years of age prior to August 1 shall be ineligible for interschool competition. To be eligible for athletic competition, a student must meet the eligibility requirements set forth by the MHSAA. Complete eligibility requirements are controlled by the Mississippi High Activities Association and can accessed at [www.misshsaa.com](http://www.misshsaa.com).

#### **Academic rules for students participating in activities:**

The MHSAA eligibility rules require each student participating in MHSAA sanctioned competitions to make "satisfactory progress toward graduation." Each school district determines the requirements for "satisfactory progress toward graduation" through its graduation requirements. Each school district must interpret this according to its requirements. In situations which require "judgment," schools are directed to "interpret the rules for the benefit of the students."

Additionally, according to Mississippi law, a student must maintain a grade point average of at least 2.0 or a C average. This will be measured at the conclusion of the first semester using the semester averages of all the courses the student is taking. Students who do not have a 2.0 or a C average for the first semester will be ineligible for the second semester.

Ninth grade begins high school eligibility – Fall eligibility: Must be promoted to ninth grade, with at least an overall 2.0 or C average of **all** eighth grade courses. At the end of the school year, each student’s grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. If the student does not have a grade point average of at least 2.0 or a C average, he/she will become ineligible for the fall semester. Students may attend summer school, extended school year, take correspondence classes, participate in credit recovery programs and take advantage of other related options to establish a 2.0 or C average to regain eligibility, Students must complete these programs prior to the first day of the next year or the next semester. A 2.0 or “C” average may be calculated in two ways: by grade point average or numerically. Grade Point Average: A=4, B=3,C=2, D=1, F=0. Numerical: Average all the semester or yearend averages and place the average in the local grading scale. If the overall average is a “C” or better, the student is eligible.

A student athlete may become eligible for the second semester only once during his/her high school career if he/she fails the year end average the previous year, by achieving at least an overall 2.0 or C average at the end of the first semester. This will be done in order to keep the student on track for graduation.

**NOTE:** Detailed information on eligibility can be found on the MHSAA website, [www.misshsaa.com](http://www.misshsaa.com), home page under “Eligibility”.

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

**OUT OF SCHOOL ONE OR MORE SEMESTERS:** If a student who is eligible for a given semester drops out of school for one or more semesters, the student is then ineligible until the student passes **all** subjects during a semester. A student who is eligible for a given semester cannot drop out of school during the semester and remain out of school for one or more semesters and then be eligible for the next semester of attendance.

## **AUTOMOBILE USE**

The Itawamba County School District policy on student driven automobiles parked on a school campus during the regular school day is as follows:

- Each driver must possess a current valid driver’s license.
- Satisfactory proof of liability insurance must be provided each semester to the school where the vehicle will be parked.
- The owner of the vehicle must purchase a sticker permit from the school at a cost not to exceed \$15.00. ICTC driver’s decal costs \$5.

- The sticker shall be affixed to the vehicle at a location designated by the principal.
- Student drivers must observe all rules and regulations issued by the principal.
- Abuse of the School Board Policy will constitute grounds for suspension of the privilege of driving to school.
- Students who do not meet these requirements may have their vehicles towed at owner's expense.

## **DELIVERIES**

Due to the amount of time taken out of the instructional day and the danger of balloons, glass containers, flowers, and other obstructing objects at school and on the buses, the Itawamba County School District prohibits all deliveries of balloons, glass containers, flowers and other gifts and obstructing objects to school for students.

Essential school supplies, supplies or food for school functions, medicine, and other essential and necessary items approved by the school principal shall be delivered to the school office for pick-up or distribution to students, faculty, and staff. It shall be at the principal's sole discretion to determine whether such delivery is essential or necessary, and the principal may reject any delivery deemed to not be essential or necessary. For security reasons, parents and guardians may not visit students during breakfast or lunch except for special occasions when invited by the school. **Deliveries of outside lunch will not be permitted.**

## **LIBRARY**

The school library is technologically advanced with a variety of resource and reference materials including computer terminals that allow access to card catalog information and a reference database containing hundreds of newspapers and magazines. This reference database also includes online encyclopedia, an images database, library references and career information. All books and materials in the library belong to the school and are updated annually. The following rules should be observed in the library at all times:

1. Proper behavior is expected at all times. Students may be denied the privilege of using these facilities.
2. The library is **not** to be used as a place for idle activity. The library is a place for research, reading and learning.
3. Magazines and reference books are not to be taken outside the library.
4. All books carried from the library must be checked out properly.



5. Books are checked out for a two-week period.

6. Books turned in late are subject to a fine of 10 cents per school day. All lost or damaged books must be paid for by students before exams.

Fines for damaged books and materials will be assessed upon examination of the items by the librarian.

Full replacement costs must be paid to replace lost materials. Student will not be allowed exemption from exams, end-of-the-year report cards, or transcripts of those students who owe library fines will be held in the school office until all fines are paid.

## **PROCEDURE FOR LICE AND ITCH INFESTATION**

For any student who has had head lice on three (3) consecutive occasions during one (1) school year, the principal shall notify the county health department of the recurring problem of head lice with that student. The student shall not be allowed to attend school until proof of treatment is obtained.

## **MEDICINES**

School personnel, including school nurses, shall not exceed the usual practice of competent first aid where required. They shall not diagnose and they shall not administer any over-the counter medications, including, but not limited to, aspirin and Tylenol, without written parental permission, and then only for first aid or emergency purposes.

School personnel, including school nurses, shall not administer prescription medication to a student unless:

- The student's physician authorizes school personnel to administer the medication by completing and signing the physician portion of the Itawamba County School District Authorization for Medications to be Taken During School Hours;
- The parent(s) or guardian(s) sign the Parent/Guardian Authorization and Indemnity Agreement;
- The parent(s) or guardian(s) complete and sign the Parent/Guardian portion of the Itawamba County School District Authorization for Medication to be Taken During School Hours; and
- The prescription medication is in a proper container with a label from the pharmacy which states the student's name, name of medication, time of administration, method of administration; prescription number, name of pharmacy and date filled.

The parent(s) or guardian(s) are responsible for obtaining the physician's authorization on the Itawamba County School District Authorization for Medications to be Taken During School Hours and are responsible for getting the medication to the school.

## **SCHOOL PARTIES**

School parties are at the principal's discretion. For safety reasons, homemade baked items are not permitted. All food items must remain in the commercially sealed package or container.

## **STUDENT ELECTIONS/TRY-OUTS**

Within the District, each school has its own unique activities, elections, clubs and organizations and eligibility requirements for participation. Only full-time students who are enrolled the first day of school in January of that school year may participate in elections, try-outs, etc., at that particular school. The District reserves the right to remove the name of any student with multiple and/or serious office referrals.

### **Absences Affecting Offices, Positions or Titles**

For an Itawamba County School District high school student to be eligible for peer nominated or elected office, position or title that student must have attended a minimum of 150 school days during the previous school year.

**EXCEPTION:** Students transferring to and enrolling in a particular school during the summer may participate in summer activities such as band, athletics, etc.

## **STUDENT COUNCIL**

It is the aim of this organization to coordinate all student activities to seek to bring a better relationship between faculty and students. It is the discretion of each individual school when/if this organization is implemented.

## **SUMMER SCHOOL, EXTENDED SCHOOL OR CORRESPONDENCE CREDITS**

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

# **POLICIES AND DEPARTMENT INFORMATION**

## **GUIDANCE AND COUNSELING SERVICES**

### **FEES**

The School Board has authorized that reasonable fees may be charged for the following:

- A. supplemental instructional materials and supplies, excluding textbooks but including science lab fees;
- B. other fees designated by the School Board as fees related to a valid curriculum educational objective, including transportation; and,
- C. extra-curricular activities and any other educational activities of the school district which are not designated by the School Board as valid curriculum educational objectives, such as band trips and athletic events.

### **FINANCIAL HARDSHIP WAIVER POLICY**

- Applications for hardship waivers may be obtained in every school office and will be kept in the strictest of confidence, with all files and personal disclosures restricted from review by the general public. Financial waivers are not granted for elective courses or extra-curricular activities.
- There shall be no discrimination against a student eligible to have any such fee waived as a result of an inability to pay.
- The inability to pay fees shall not result in a student being denied any academic awards or standards, any class selection, grade, diploma, transcript, or the right to advance academically in any activity relating to his/her educational advancement.
- Applications should be submitted to the principal's office.

### **GUIDANCE AND COUNSELING**

The services of a guidance counselor are available to all ICSD students. The school helps students profit as much as possible from their school program and assists in plans for employment or further education programs after completing this school program.

The counselor may help with the following:

- Selection of program of study
- Full participation in the school program
- Identification of abilities, interests and special aptitudes by use of standardized tests and other sources of information
- Improvement of social and academic adjustments
- Maintaining good attendance at school
- Assistance in finding after-school, part-time employment if desired

- Exploration of full-time employment opportunities in the community
- Obtaining information on college entrance requirements and available scholarships

## **OFFICE OF CHILD NUTRITION**

### **FOOD SERVICE**

The Itawamba County School District participates in the National School Lunch / Breakfast Program and therefore must meet USDA federal and state requirements. The District offers food choices to satisfy this requirement. All schools implement “offer vs. serve”, which allows students to select at least three of the five meal components for their lunch. Extra foods are allowed with the purchase of a tray. Students who bring their lunches are allowed to buy milk. Only students who purchase a tray are allowed to purchase extra items. Students who wish to purchase more than one lunch tray will be required to pay the adult price for the second tray. USDA allows reimbursement for one meal per student.

**PAYMENTS:** Students are assigned a lunch number/account at the beginning of the school term. Prepayment is encouraged, and can be calculated by multiplying the number of days your child wishes to eat by the price of breakfast/lunch. Payments for meals may be entered into a student’s account on a daily basis using the following payment methods:

- **Online @ <https://www.myschoolbucks.com/>**
- **Cash**
- **Check**

Please put your child's name and/or lunch number on the memo portion of the check. Submit **one check per child** to the school cafeteria.

**END OF YEAR INFORMATION:** Beginning in mid-May, student lunch accounts will not be allowed to go into a negative balance. Student account balances will automatically be carried over to his or her account for the next school year. A balance will also transfer from one Itawamba County school to the next.

**CHARGES:** Federal Law prohibits federally funded programs to accrue debt. The ICSD Food Services Department has a “NO CHARGE” policy for students attending middle or high schools. Any middle or high school student who gets a tray in the cafeteria must have funds available in his or her account or have cash/check in hand for the cashier. Elementary students are allowed to charge one lunch and one breakfast. Charges are allowed for elementary school students who have lost lunch money or failed to bring lunch money. Parents will receive written notification of the money owed, and are expected to repay the cafeteria on the next school day.

### **FREE & REDUCED MEAL APPLICATIONS**

All schools participating in the National School Lunch and/or Breakfast program are required to serve free and reduced price meals to students of families who, based on a

current meal application, have an income that is at or below the current eligibility income scale for free and reduced price meals. Meal applications may be picked up at any Itawamba County school site or the District office.

**Current Meal Applications:** In order for the District to provide students with meal benefits for the 2023-2024 school year, parents must complete and sign a 2023-2024 application for meal benefits. A new application must be filled out every year. Return only **ONE** application per family. It is best to return the application to your youngest child's school.

**Returning students** who qualified for meal benefits (*free or reduced meals*) last school year can eat on the same meal status for the 2022-2023 school year until **September 2, 2023** or until a new application has been processed. Students who have not returned an application and had it processed by **September 2, 2023** will have to pay full price for meals beginning **September 6, 2023**. Federal law does not allow a federally funded program to accrue debt; therefore, charge policies will be enforced. Please make sure these students bring a lunch and/or have lunch money daily.

**New and Kindergarten students** must pay for meals until approval notification is received from the Child Nutrition office. Federal law does not allow a federally funded program to accrue debt; therefore, charge policies will be enforced. Please make sure these students bring a lunch and/or have lunch money daily.

**Incomplete, illegible, or incorrect applications** cannot be processed. Therefore, student(s) on the application will have to pay full price for meals. Incomplete, illegible, or incorrect applications are returned to the parent if possible. Federal law does not allow a federally funded program to accrue debt; therefore, charge policies will be enforced. Please make sure these students bring a lunch and/or have lunch money daily.

### SCHOOL LUNCH PRICES FOR 2023-2024 SCHOOL YEAR

<u>Students</u>		<u>Teachers</u>	
Full Price Breakfast	\$ 1.75	Breakfast	\$ 2.50
Full Price Lunch (K-6)	\$ 3.50	Lunch	\$ 4.00
Full Price Lunch (7-12)	\$ 3.50		
Reduced Price Breakfast	\$ .30		
Reduced Price Lunch	\$ .40		

#### I. Purpose

The goal of the Itawamba School District is to provide students with healthy and nutritious meals each day. However, unpaid charges place a large financial burden on our Food Services Department. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, to provide rules and regulations for the charging of meals and to provide oversight and accountability

for the collection of outstanding student meal balances. The intent of this policy is to establish uniform meal account procedures throughout the Itawamba School District.

## **II. Policy**

### **ICSD CHILD NUTRITION DEBT POLICY**

**Adults--** Adults are not allowed to charge meals or solicit or accept food from students.

#### **Free Meal Benefit**

Free status students will be allowed to receive a free breakfast and lunch each day. Purchases of extras must be paid in cash or paid in advance via [www.myschoolbucks.com](http://www.myschoolbucks.com).

#### **Full Pay and Reduced Pay Students**

Full pay students will pay for meals at the district's published standard rate each day. Reduced pay students will pay for meals at the federal governments published rate each day. A student will be allowed to charge a maximum of twenty-five dollars (\$25.00) to their account. Extras cannot be charged. Once a student's account has reached a deficient amount of twenty-five dollars (\$25.00), he/she will:

- a. not be allowed to attend any field trips;
- b. not be allowed to participate in extracurricular activities; and
- c. not be allowed to drive to school, with the automobiles of offenders being towed at the owner's expense.
- d. not be allowed to attend any field trips;
- e. not be allowed to participate in extracurricular activities; and
- f. not be allowed to drive to school, with the automobiles of offenders being towed at the owner's expense.

#### **Notification**

Parents/Guardians are responsible for meal payment to the food service program. It is also their responsibility to keep apprised of the status of their student's account. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year. If the account remains deficit, there will be attempts to contact parents/guardians via the telephone. However, lack of notification to the parents/guardians does not exempt the student from the procedures outlined above.

#### **General**

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available by setting up an account at [www.myschoolbucks.com](http://www.myschoolbucks.com) or by speaking with the cafeteria manager.

Students/Parents/Guardians may pay for meals in advance via [www.myschoolbucks.com](http://www.myschoolbucks.com) or with a check payable to Itawamba Child Nutrition. Any remaining funds for a particular student will be carried over to the next school year.

Refunds for withdrawn, and graduating students will be provided upon receipt of a written request for a refund of any money remaining in their account. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

Unclaimed Funds must be requested within one school year. Unclaimed funds after this time will become the property of the Itawamba School Food Service Program.

**2 CFR Part 200, Subpart E (Section 200.426) lists bad debts as a non-allowable expenditure of Federal Funds. Therefore, losses from meals charged cannot be paid with Child Nutrition Funds.**

### **FOOD SAFETY ASSURANCE PROGRAM**

The Itawamba County School District ensures that all food brought onto a school campus that is not served through the Food Service Program is safe for student consumption by educating teachers, staff, students, and parents about food safety guidelines. Information will be disseminated through the school district's main website, the individual school's websites, individual school newsletters and handbooks. **The Principal at each location will be notified when potentially hazardous food will be brought onto the school campus so that it can be safely monitored. \* NO**

### **OUTSIDE LUNCH DELIVERIES**

\* A potentially hazardous food is a food that will support the growth of microorganisms such as milk and milk products, poultry, baked or boiled potatoes, cooked rice, shell fish, eggs, fish, garlic and oil mixtures, raw sprouts and seeds, cooked beans, meats sliced melon, and soy-protein food.

## **OFFICE OF FEDERAL PROGRAMS/ICSD**

### **Right to Know Professional Qualifications of Teachers and Paraprofessionals 2023-2024 School Year**

In compliance with the requirements of the Every Students Succeeds Act, the **Itawamba County School District** would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—
  - o has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - o is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - o is teaching in the field of discipline of the certification of the teacher.

- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact the principal of your child's school or Chris Johnson who is located at the ICSD Central Office.

Sincerely,  
Chris Johnson  
Federal Programs Director  
662-862-2159 ext 102  
[cjohnson@itawambacountyschools.com](mailto:cjohnson@itawambacountyschools.com)

### **SECTION 504, TITLE II, TITLE IX, TITLE VI AND ADA COMPLAINT AND GRIEVANCE POLICY**

The Itawamba County School District does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in the provision of educational programs and services or employment opportunities and benefits. Any person who believes that he/she or any class of individuals have been subject to discrimination, including harassment, on the basis of a disability or handicapped as prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II of the Americans with Disabilities Act (Title II); on the basis of sex/gender as prohibited by Title IX of the Education Amendments of 1972 (Title IX); on the basis of race, color or national origin as prohibited by Title VI of the Civil Rights Act of 1964 (Title VI); or on the basis of age as prohibited by the Age Discrimination Act of 1975 (ADA) may file a complaint pursuant to the procedures set forth below, on his/her own behalf, or on behalf of another person or on behalf of handicapped persons as a class. All persons are encouraged to file grievances to resolve any disputes arising under these laws. Your filing a complaint will not subject you to any form of adverse action, reprimand, retaliation or otherwise negative treatment by school district personnel.

1. Within ten (10) days of when a complainant knew or should have known of discriminatory conduct, a complaint shall be given in writing to the Section 504, Title II, Title IX, Title VI or ADA Coordinator, as the case may be. The complaint shall describe specifically the time, place and nature of, and the participants in the alleged discriminatory acts. The complaint shall also include any evidence or documentation, including witness statements, regarding the alleged discriminatory conduct. The Section 504, Title II, Title IX, Title VI or ADA Coordinator shall, within ten (10) days of receipt of the complaint, conduct or cause to be conducted a thorough, adequate, reliable and impartial investigation including questioning of all parties involved in the complaint. A written record shall be made of the statements by all parties involved in the complaint. After the investigation is complete, the Section 504, Title II, Title IX, Title VI, ADA Coordinator shall meet with the complaining party and give a full report of the findings.
2. If the grievance or complaint is not satisfactorily resolved at Step 1, the complainant shall have ten (10) days to appeal the Step 1 findings to the Superintendent. The



complainant shall present his complaint in writing, describing the reasons for his/her dissatisfaction with the results of Step I and produce any evidence or documentation, including witness statements, regarding the alleged discriminatory conduct. The Superintendent or his/her designee shall review all aspects of the complaint and complete an additional investigation if necessary. The Superintendent shall respond to the complaint in writing within ten (10) days of receipt of the written appeal.

3. If the complainant is not satisfied with the results of Step 2, the complaining party shall have fifteen (15) days from receipt of the Superintendent's decision to appeal the complaint to the school board. The appeal shall be in writing, describing the reasons for complainant's dissatisfaction with the results of Steps 1 and 2. The complainant shall have the opportunity to present an oral statement to the board before the board makes its decision. The board's decision shall be rendered within fifteen (15) days after receipt of the appeal. Each complainant shall have the right to be represented by legal counsel at Level 3, at their own expense, and each complainant shall have the right to present witnesses and other reasonable evidence at any level, and each complainant shall have the right to question and cross-examine witnesses at each level and any parent complaining on behalf of their child shall have the right to examine records relevant to their child.

**The Section 504 Coordinator is LeAnne Robinson. Title II, Title VI, ADA Coordinator is Chris Johnson, who may be contacted at 605 South Cummings, Fulton, MS 38843, 662-862-2159.**

### **Family Educational Rights and Privacy Act (FERPA)**

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **THE RIGHT TO BE INFORMED**

Dear Parent or Guardian:

Our school receives federal funds for programs that are part of the Elementary and Secondary Education Act (ESEA), as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high- quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- b. if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- c. if the teacher is teaching in the field of discipline for which they are certified or licensed;
- d. if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- e. if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

If you would like to request this information, please contact your child's school. You can read this letter in other languages on the district website: [www.itawambacsd.com](http://www.itawambacsd.com).

Thank you for your interest and involvement in your child's education.

Sincerely,  
Chris Johnson  
Federal Programs Director/DTC  
605 S Cummings ST  
Fulton, MS 38843  
662-862-2159, [cjohnson@itawambacountyschools.com](mailto:cjohnson@itawambacountyschools.com)

## **OFFICE OF SPECIAL POPULATIONS**

### **SPECIAL EDUCATION PROGRAM**

It is the policy of the Itawamba County School District that every child residing in the district, ages three through twenty-one (3 - 21), with an identified disability who, by reason thereof, needs special education and related services, as defined by the Individuals with Disabilities Education Improvement Act of 2004 shall have available a free appropriate public education (FAPE). Each child identified as having a disability will have in place an Individualized Education Plan (IEP) that is reviewed at least once a year.

It is also the policy of the Itawamba County School District that each child with a disability be educated with children having no disabilities in his/her age range to the maximum extent appropriate. It is for this reason, that the ICSD has implemented an Inclusion Program for students when it is deemed to be appropriate by the IEP Committee. Children with disabilities will be afforded an equal opportunity to participate in nonacademic and extracurricular services and activities.

## Multi-Tiered System of Supports

The District has implemented an instructional model designed to meet the needs of every student. The model consists of three tiers of instruction.

Tier 1: Quality classroom instruction based on MS Curriculum Frameworks

Tier 2: Focused supplemental instruction

Tier 3: Intensive interventions (both academic and/or behavioral) specifically designed to meet the individual needs of students.

The classroom teachers 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 1 & 2 are unsuccessful, students must be referred to their school's Teacher Support Team (TST). The TST is a problem-solving unit responsible for interventions developed at Tier3.

Interventions will be:

- Designed to address the deficit areas:
- Research based;
- Implemented as designed by the TST;
- Supported by data regarding the effectiveness of interventions.

After a referral is made, the TST will develop and begin implementation of an intervention(s) within two weeks. No later than four weeks after implementation of the intervention(s) the TST will conduct a documented review of the intervention(s) to determine success of the intervention(s). A second review will be conducted no later than 8 weeks after the implementation of the intervention(s) to determine whether the intervention is successful. No later than 12 weeks after the implementation of the intervention(s) a third review will be conducted. If the intervention(s) is determined to be unsuccessful, then the student will be referred to the school's Local Survey Committee to determine the need for a comprehensive assessment for special education services.

In addition to failure to make adequate progress following Tiers 1 & 2, students will be referred to the TST for interventions if any of the following events occur:

- A. Grades K-3: A student has failed one (1) grade;
- B. Grades 4-12: A student has failed two (2) grades;
- 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: or
- D. A student scores at the lowest level on any part of the Grade 3 or Grade 7 accountability assessment; or

E. A student is promoted from Grade 3 to Grade 4 under a good cause exemption of the Literacy Based Promotion Act.

Referrals to the TST must be made within the first twenty (20) school days of a school year if the student meets any of the criteria A-E above.

## **DYSLEXIA POLICY FOR ITAWAMBA COUNTY SCHOOL DISTRICT**

The Itawamba County School District recognizes that some students, despite intellectual and other abilities, have unexpected difficulty learning to read and/or to spell and write fluently which may be considered characteristics of dyslexia. The ICSD shall develop interventions and strategies to address the needs of any students identified with characteristics of dyslexia which provide the necessary accommodations to enable the student to achieve appropriate educational progress. The interventions and strategies developed may include, but are not limited to, the use of the Three Tier Instructional Model (SBE Policy 4300), the utilization of provisions of IDEA and Section 504 to address the specific needs of the student.

The ICSD will develop procedures that will help identify a pattern of typical strengths and deficits found in dyslexia. By implementing this process, the district can effectively identify students with characteristics of dyslexia who should be matched to a multisensory, systematic, and explicit reading curriculum developed for dyslexia.

***I. Cumulative Folder and Permanent Records Review*** – This information may be significant in considering the causes of academic difficulties:

***II. Early Identification Screener*** – A dyslexia screener must be administered to all students during the spring of their kindergarten year and the fall of their first grade year. The components of the screener must include:

- Phonological awareness and phonemic awareness;
- Sound symbol recognition;
- Alphabet knowledge;
- Decoding skills;
- Encoding skills; and
- Rapid naming.

***III. Dyslexia Evaluation*** - In addition to the information obtained through the review of the cumulative folder/permanent records, the early identification screeners, dyslexia checklists, and/or parent interview, various other areas of assessment may be considered. The student's reading difficulties and characteristics of dyslexia will be reflected or supported by low performance for the student's age and educational level.

If it is determined that a student does have characteristics of dyslexia, the student will be placed in a scientific, research-based, Orton-Gillingham based program after obtaining parental permission. At this time other considerations may need to be examined when making decisions about what type of services a student should have in the Three Tier Instructional Model and/or decisions about what type of additional

guidance may be needed from other specialized programs such as Section 504 or the Individuals with Disabilities Education Act of 2004 (IDEA).

## **CHILD FIND**

The Itawamba County School District is participating in an ongoing statewide effort to identify, locate and evaluate children from birth through the age of twenty-one who may have a physical, mental, communicative and/or emotional disability. We request that parents, teachers, or administrators refer individuals twenty-one years of age or younger who may be disabled to, LeAnne Robinson, Child Find Coordinator for ICSD.

Once a referral is made, it is the responsibility of the Child Find Coordinator to insure that the Referral-to-Placement process is implemented. We work closely with regular educators and administrators to ensure that the Three Tier Process is implemented. The Three Tier Model Process is a systematic approach for providing students interventions for struggling students before they fall behind with support throughout the educational process. Each school's Teacher Support Team (TST) along with the Multidisciplinary Education Team work together in determining if a referral for Child Study is appropriate or not appropriate at this time.

Prior to the evaluation of any child, a copy of the Procedural Safeguards is given to parents. District personnel explain the Procedural Safeguards to insure that parents understand their rights. After parental consent for evaluation is obtained, a nondiscriminatory evaluation is conducted. Students are evaluated by qualified personnel in all areas related to the suspected disability. When a student, age birth through twenty-one, is determined eligible to receive special education services, parents are notified. Before the student is placed, an Individual Education Plan (IEP) is developed for the student and parents sign consent for placement in a special education program. The parents, teacher(s) and student (when appropriate) participate in this process. All students receiving special education services are re-evaluated at least every three years and their IEP is reviewed and revised annually.

Please contact the office of Special Programs at the following address and telephone number if you know of any individual(s) who may need to be referred:

Mrs. LeAnne Robinson  
Child Find Coordinator/Director of Special Programs  
Itawamba County School District  
605 South Cummings Street  
Fulton, MS 38843  
Phone: 662-862-2159 ext. 107                      Fax: 662-862-4515

# **POLICIES**

## **ITAWAMBA COUNTY SCHOOLS – ACCEPTABLE USE POLICY**

### **Purpose**

The purpose of the Internet Acceptable Use Procedures is to provide the procedures, rules, guidelines, and the code of conduct for use of technology and the information network in the Itawamba County School District.

### **Definition**

The definition of information networks is any configuration of hardware and software that connects users. The network includes all of the computer hardware, network devices, operating systems, stored text, and data files. This includes e-mail, local databases, externally accessed databases, recorded magnetic or optical media, clip art, digital images, communication technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use policy.

### **Introduction**

The Itawamba County School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information.

Members of the school community will use the Internet information resources with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the school district. These procedures do not attempt to articulate all required or proscribed behavior by its users.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

### **Guidelines**

1. Access to the networks and to the information technology environment is a privilege and must be treated as such by all users of the network and its associated systems.
2. The Internet will be used for the purposes of research, education, and school related business and operations.
3. Only the authorized user will use any system which requires a password access or for which the district requires an account. Account owners are ultimately responsible for all activity under their account, and should not allow others use their account.
4. All communication and information accessible via the Internet should be treated as private property.

### **Unacceptable Use**

The Itawamba County School District has the right to take disciplinary action, remove computer and networking privileges, and/or take legal action, for any

activity characterized as unethical and unacceptable. Unacceptable use activities constitute but are not limited to any activity through which any user:

1. Violates such matters as institutional or third party copyright, license agreements, or other contracts. The unauthorized use and/or copying of software are illegal.
2. Interferes with or disrupts other network users, services, or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system (chain letters, network games, streaming audio, p2p networks, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.
3. Violates DMCA copyrights, which include copyrighted music and motion pictures.
4. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
5. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
6. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information and/or information resources whether stand-alone or networked computers.
7. Invades the privacy of individuals or entities.
8. Uses the network for commercial or political activity.
9. Installs unauthorized software for use on district computers.
10. Submits, publishes, or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
11. Uses Internet access for illegal, harassing, cyber-bullying, vandalizing, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, or federal laws. Harassment is defined as slurs, comments, jokes, innuendoes, unwelcome complements, cartoons, pranks, or other verbal conduct which (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual's work or school performance or (3) interferes with school operations. Vandalism is defined as any attempt to harm or destroy operating system, application software, or data. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.

### **District Rights**

Itawamba County School District reserves the rights to:

1. Monitor all activity on the Internet, including web sites and email.



2. Make determinations on whether specific uses of the network are consistent with this acceptable use policy.
3. Log network use and to monitor storage disk space utilization by users.
4. Deem what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this acceptable use policy.
6. Cooperate fully with any investigation concerning or relating to any Internet activity.

### **District Responsibilities**

The district will:

1. Take prudent steps to develop, implement, and maintain security procedures to insure the integrity of individual and district files. However, information on any computer system cannot be guaranteed to be inaccessible by other users.
2. Attempt to provide error free and dependable access to technology resources associated with the Internet. However, the district cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
3. Itawamba County Schools will adhere to the Child Internet Protection Act and to Every Child Succeeds Act (ESSA) legislation.
4. Educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms in accordance with its Internet Safety Policy.
5. Address cyber-bullying awareness and responses thereto in accordance with its Internet Safety Policy.

### **Disciplinary Action**

These acceptable use procedures are applicable to any employee of the school district and refer to all information resources whether individually controlled, shared, stand-alone, or networked. Disciplinary action, if any, for students, staff, and other users shall be consistent with the district's standard policies and practices. Where use of external networks is involved, policies governing such use are also applicable and must be adhered to. Violations can constitute cause for revocation of access privileges, suspension of access to school district computers, other school disciplinary action and/or appropriate legal action. Exact disciplinary measures will be determined on a case-by-case basis.

## TECHNOLOGY INFORMATION RESOURCES (Policy (POLICY IJ)

### TERMS

All users of district provided Chromebooks laptops, tablets, or other personal computing devices (hereinafter "device(s)" or "property") will comply at all times with the Itawamba County School District (ICSD) School Board policies and the Itawamba County School District Device Use Agreement. Any failure to comply may result in termination of user

rights of possession effective immediately and ICSD may repossess the device. Any lost, stolen or damaged devices must be reported to school authorities immediately.

#### TITLE

The District has legal title to its devices at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and all ICSD policies and procedures.

#### LOSS, THEFT OR DAMAGE

If a device is stolen, the employee or parent/guardian (in the case of a student) should immediately notify the school administration. At that time, the user or the parent/guardian will be required to file a police report with the appropriate law enforcement agency. Once a police report has been filed, the district, in conjunction with the local law enforcement agency, may deploy locating software to aid authorities in recovering the device. It is imperative that a lost or stolen device be reported immediately.

If a device is damaged beyond repair, lost or stolen, the user or the parent shall be responsible for the full replacement cost.

In the event that a device is damaged, the user will be assessed a fee for the repair or replacement of the device per occurrence per device. A chart listing fees is included in this policy (see FEES below).

Students or employees who leave the district during the school year must return all devices and additional accessories to the school administrator. If devices are not returned, charges will be filed with local authorities.

#### REPOSSESSION

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

#### TERMS OF AGREEMENT

The user's right to use and possession of the property terminates no later than the last day of enrollment each school year unless earlier terminated by ICSD or upon withdrawal from ICSD. The use or possession may also be terminated at any time by ICSD giving written or verbal notice to the employee, student or student's parent or guardian.

#### UNLAWFUL APPROPRIATION

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

## HANDLING AND CARE RESPONSIBILITIES OF THE STUDENT

1. Keep the device in an appropriate sleeve or case.
2. Keep the device and sleeve, if issued by ICSD, free of any writing, drawing, stickers, or labels that are not applied by ICSD.
3. Use the device on a flat, stable surface.
4. Do not place books on the device.
5. Do not have food or drinks around the device.
6. Wipe surfaces with a clean, dry soft cloth.
7. Avoid touching the screen with pens or pencils.
8. Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

## DAMAGED DEVICES

Any damage must be reported to school authorities immediately. District provided power adapters, sleeves or cases must be returned; otherwise, the employee, student or parent/guardian must pay replacement cost in full.

## FEES:

1st Incident: \$70.00

2nd Incident: \$90.00

3rd Incident: \$100.00

4th Damage Occurrence: Actual cost to replace the device.

## POWER MANAGEMENT

- It is the user's responsibility to recharge the device's battery so it is fully charged by the start of each school day.
- Devices with little or no battery life must be charged in the classroom or at a provided charging station. When charged in the classroom, the student may be required to forfeit use of the device for the entire time it takes to charge it. A student must be present when charging the device at a provided charging station.
- All class work missed because of uncharged batteries must be made up on a student's own time.
- Students may also bring a teacher approved small portable charging device to assist with charging during school hours.

## TRANSPORT

- Transport the device in a protective sleeve or case.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight if left in a vehicle.

## MONITORING AND SUPERVISION

- Do not leave the device unattended in an unlocked classroom or during an extracurricular activity.

- Do not lend the device to a classmate, friend, or family member. If any person damages the device, it will be the user's (parent/guardian in the case of a student) responsibility and the damage cost policy will be in effect.
- Any attempt to "jailbreak" or remove the ICSD profile could result in disciplinary action, including suspension.
- Students are responsible for the safety and security of the device and any activity on the device.

#### USER DATA

All users are responsible for keeping backups of important data. If a device has to be repaired, there may be a need to reset it to the original settings. The technology department will not be responsible for any user data that might be lost as a part of this process.

#### USE OF PERSONAL LAPTOPS AND TABLETS

This is not a 1:1 initiative. Students who wish to supply their personal laptops, tablets or Chromebooks will be charged a fee of \$35.00 for the cost and installation, by ICSD, of necessary licenses which is mandatory for personal laptop, tablet or Chromebook use.

#### MISCELLANEOUS

1. ICSD may disable an ICSD device remotely to protect the device and/or data on the device.
2. Seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises.
3. All fees must be paid before a student can participate in a field trip.
4. Failure to abide by board policy and administrative regulation governing use of the district's system or property may result in the suspension and/or revocation of system access. Additionally, student violation may result in disciplinary action up to and including suspension or expulsion. Staff violation may also result in disciplinary action up to and including dismissal. Fees or other charges may be imposed.
5. Each student, and the parent or guardian of each student, who receives a device must sign the Itawamba County School District Device Use Agreement

The Mississippi Public School Accountability Standard for this policy is standard 18.

CROSS REF.: Policy IJ-R - Internet Use by Students

#### IJ-E(1)

Technology and Instruction / Electronic Information Resources - Internet Access Network Agreement

#### IJ-E(2)

Technology and Instruction / Electronic Information Resources - Internet Parental Consent Agreement

## INTERNET USE BY STUDENTS APPROPRIATE STUDENT USE

Use of the Internet for instructional programs is an educational tool which facilitates communication, innovation, resource sharing and access to information. The complex nature of accessible networks and the potential information available to students utilizing the Internet require comprehensive administrative procedures in order to best serve the educational needs of students.

Students using the Internet shall comply with all applicable board policies and administrative procedures. The school board, through its administrative staff, reserves the right to monitor all computer and Internet activity by students. Staff and students are hereby advised that privacy in the use of the Internet is not guaranteed.

Additionally, use of the Internet is a privilege, not a right. Students found to be in violation of board policy and/or administrative procedure/s shall be subject to revocation of privileges and potential disciplinary and/or legal action.

This board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. Neither the individual school nor school district is responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. This board and school district specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

## INTERNET ACCESS AGREEMENT

In order for a student to gain access to the Internet, the student and student's parent(s) / guardian(s) must sign an Internet Network Access Agreement.

The superintendent is authorized to amend or revise the following board-approved initial administrative procedure as he/she deems necessary and appropriate consistent with this policy. The superintendent is further authorized to amend or revise the Internet Network Access Agreement with the advice of board counsel.

It must be understood by all concerned that the global and fluid nature of the Internet network's contents make it extremely difficult for the board to completely regulate and monitor the information received or sent by students. As such, the board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

**Adopted Date:** 7/26/2016

**Approved/Revised Date:** 7/5/2022

## **ASBESTOS INSPECTION AND MANAGEMENT PLAN**

The Asbestos Inspection and Management Plan for the Itawamba County Schools is on file in the Superintendent's Office and each principal's office and is subject for review.

## **BAD WEATHER POLICY**

**When bad weather threatens, all schools are equipped with either a weather-band radio or the weather channel on television, which the administration monitors.**

During a tornado warning, all students are brought into the main building and arranged in the most secure manner possible. At the principal's discretion, students housed in portables are subject to movement into the main building at any time during bad weather.

Experience has taught us that we face major decisions about bad weather at dismissal time. For this reason, we want you to be fully aware of the basic guidelines we follow when bad weather occurs at or near dismissal time.

During a **TORNADO WARNING**:

- Buses and car drivers are not dismissed, and students are secured in the main buildings.
- Car riders are dismissed to their parents who wish to check them out, keeping in mind that it is difficult to locate a student quickly when you are in the middle of a storm drill procedure. We ask for your patience in this situation. (NOTE: Students are dismissed only to a parent or legal guardian during a weather emergency, unless prior arrangements have been made with the office. ***The Itawamba County School District will not put any employee in jeopardy during a tornado warning in order to find a student to be dismissed to a parent.***)

## **SNOW AND ICE/INCLEMENT WEATHER**

This type of weather creates an entirely different problem because of its unpredictable nature. Since lost days may be required to be made up; our philosophy is that we will have school unless or until conditions (icy roads, downed power lines) dictate otherwise. We monitor the weather situation through our local news channel and the National Weather Service, local police departments, and District personnel.

In the event of inclement weather, the decision to cancel classes will be made by the Superintendent and relayed to local news stations and through our District School Call System.

## **BULLYING**

The Itawamba County School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating 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 (including a school bus), at any school-sponsored function 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/or teacher of such class as a whole.

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

The Itawamba County School District directs the superintendent or designee to design and implement procedures for reporting, investigating and addressing bullying and harassing behaviors.

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

**CROSS REF: SB 2015 AND MS CODE ANN. 37-7-301-(e)**

## **BULLYING AND STUDENT THREATS**

1. The Board desires to reasonably and prudently protect against a substantial interference of (1) the orderly operation of the schools within the District, (2) the right to an education, and (3) a secure and safe environment.

2. Bullying, in its many forms, has become a growing problem among youth and can have a devastating effect on students. The District will not tolerate any gestures, comments, threats or actions which cause or threaten to cause bodily harm or personal degradation and, therefore, prohibits such behavior.

3. The Board recognizes the fundamental right of every student to take reasonable actions necessary to defend himself/herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Self-defense conduct should only be taken after the student has reported any such menacing or threatening behavior, bullying or harassing to the principal or other school official.

4. The Board recognizes that a threat by a student to harm self, others or property creates a risk of injury or death to District employees, students, and visitors, and further creates a risk of damage to property of the District, employees, students, and visitors. Further, the Board recognizes the need to respond appropriately to crisis situations where students display signs of mental health difficulties or behaviors that may have a negative impact on themselves, other students, and/or District personnel.

5. The Board authorizes the superintendent to create procedures to carry out this policy

LEGAL REF: MCA §§ 37-11-20; 37-11-21; 37-11-23; 97-1-6; 97-29-45; 97-29-63; 9745-15; 97-45-17; SB 2015 (2010)

### **COMPLAINT PROCEDURES FOR BULLYING OR HARASSING BEHAVIOR**

Students and employees in the Itawamba County School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Itawamba County Board of Education 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.

#### **I. DEFINITIONS**

a. "Bullying" includes any written, electronic or verbal communications, or any physical act or any threatening communication (including acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics) that:

- i. 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
- ii. creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

"Cyber bullying," the use of cell phones, computers, or other electronic devices to participate in actions or behavior defined as bullying, is included in the definition of bullying.

b. "Crisis" is defined as any occasion when a student's behavior is non-life threatening but exhibits extreme emotional disturbance or behavioral distress, considering harm to self and/or others, disoriented or out of touch with reality, has a compromised ability to function, or is otherwise agitated and unable to be calmed.



c. "Emergency" is a life-threatening situation in which a student is imminently threatening harm to self and/or others, severely disoriented or out of touch with reality, has a severe inability to function, or is otherwise distraught and out of control.

d. "Hostile environment" is created when 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.

e. "Retaliation" includes, but is not limited to any form of intimidation, reprisal or harassment made to a person who reports a violation of this policy, or assists or participates in the investigation relating to such a report.

## **II. PROCEDURES**

In all emergency situations where a student is imminently threatening harm to self and/or others or is in need of immediate medical attention, notify the building administrator or designee and call 911 immediately.

a. In all crisis or emergency situations, while these procedures are carried out, a designee should notify the student's parent/guardian ("parent") immediately and explain the situation and notify the Assistant Superintendent and the Director of Special Education if the student has an I.E.P.

## **III. Consequences of Making a Threat**

Students who threaten to harm another person or threaten to damage or destroy property will be subject to discipline in accordance with this policy and procedure.

a. The building administrator will contact the school counselor who will do a risk assessment to determine if further evaluation is needed. A parent conference is required to inform the parent of JDDA consequences.

b. Students who threaten to harm self, others, or threaten to damage or destroy property may be required to be evaluated by a licensed mental health professional (i.e. Licensed Professional Counselor, Psychiatric Nurse Practitioner, Psychiatrist, or Psychologist) at the expense of the parent or guardian. Students who are receiving services under the Individuals with Disabilities Education Act (IDEA) will be evaluated at District expense. The mental health professional will provide signed documentation acknowledging that the student is no longer a threat to themselves and/or others and that either continued attendance or readmission to the District is appropriate. The statement by the mental health professional must also include recommendations for a behavior plan and other pertinent educational recommendations.

For special education students, the I.E.P. committee must convene to determine the best course of action.

c. Discipline for bullying of a student with disabilities will comply with applicable law, including the Individuals with Disabilities Education Act.

#### **IV. Off-Campus Behavior**

Students are subject to discipline for off-campus behavior that violates this policy if such conduct: Results in a disruption to the educational environment of the school or a detriment to the best interest and welfare of the students and/or the staff as a whole, or Interferes with another person's right to an education or a to a secure and safe school environment.

#### **V. Reporting**

Any District employee or volunteer who observes or becomes aware of conduct that violates this policy shall promptly report it to the principal, or an appropriate District official.

- a. Any student who believes she/he has been harassed, intimidated, threatened or bullied by another student should promptly report such behavior to the principal or building administrator.
- b. All District employees receiving such complaints shall make a detailed written report of the facts alleged, including date and time of complaint, date and specific nature of the misconduct, name(s) of (1) complainant; (2) all persons alleged to have violated this policy; (3) all witnesses or persons with relevant knowledge, etc.

#### **VI. Investigation**

All complaints alleging violation of this policy will be investigated promptly. Parents/guardians will be notified of the nature of any complaint involving their student.

#### **VII. Consequences**

Any student that is found to have violated this policy shall be subject to discipline including, but not limited to, warning, remedial training, education or counseling, suspension, exclusion, reassignment or transfer.

References: 37-11-67 - Bullying or harassing behavior in public schools prohibited 37-11-69 - Anti-bullying personnel and discipline policies and code of student conduct 37-7-301 - General powers and duties.

### **DRUG AND ALCOHOL TESTING POLICY**

In an effort to help protect the health and safety of students involved in extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, and vocal program, and students who are afforded the privilege of operating or parking a motor vehicle on school property from drug and/or alcohol use and abuse; in an effort to help protect the health and safety of our whole student population, administration, faculty, staff and visitors from the potential dangers of being in contact with those who use and/or abuse drugs and/or alcohol; in an effort to prevent, deter and detect drug and alcohol use; and in an effort to reduce the use of drugs and alcohol, the Board of Education (the "Board") of the Itawamba County School District (the "District") adopts the following policy for drug and alcohol testing of all students in grades 7-12 who participate or seek to participate in extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, and vocal program, and for all students

who are afforded the privilege of operating or parking a motor vehicle on school property.

This policy applies to all students in grades 7 through 12 who are involved in extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, and vocal program, and all students who are afforded the privilege of operating or parking a motor vehicle on school property. Additionally, any parent or legal guardian of a student in grades 7 through 12 who is not otherwise covered by this policy may voluntarily agree to have this policy apply to said student.

## **I. PURPOSE**

The Board, administration, faculty and staff of the District desire that no student use or possess alcohol, use or possess illegal or performance enhancing drugs or abuse prescription medication. However, the power of the District is limited and therefore, this policy governs the use and possession of alcohol and illegal or performance enhancing drugs and governs the abuse of prescription medication by students participating in extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, and vocal program, and students who are afforded the privilege of operating or parking a motor vehicle on school property.

The purpose of the Drug and Alcohol Testing Policy is to assist and help protect the student population, administration, faculty, staff and visitors of the District. It is not intended to be punitive or to bring hardship to the students. No student testing positive or otherwise being in violation of this policy will be penalized academically. Specific goals of this policy are as follows:

1. To create and maintain a safe, drug-free environment for students, administration, faculty, staff and visitors.
2. To encourage any student with a dependency on or addiction to alcohol or other drugs to seek help in overcoming the problem.
3. To help prevent alcohol and drug use by students of the District.
4. To educate students about the serious physical, mental and emotional harm caused by alcohol and drug use.
5. To reduce the likelihood of injury, damage, illness and harm that may arise as a result of alcohol or drug use.
6. To offer students school activities free of the effects of alcohol or drug use.
7. To minimize the likelihood that school property will be used for illicit alcohol or drug activities.

8. To provide reasonable opportunities for treatment and counseling for any student who uses or abuses alcohol or drugs.

Because of a genuine concern for the student population, administration, faculty, staff and visitors of the District, the District adopts this Drug and Alcohol Testing Policy effective beginning the 2006-2007 school year.

## II. DEFINITIONS

**Contracting Agency** - The laboratory designated by the Board to test the specimens for alcohol or for one or more of the drugs listed in this policy.

**Covered Student(s)** - Any student in grade 7 - 12 who is involved in one or more extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, and vocal program; and any student is afforded the privilege of operating or parking a motor vehicle on school property; and any other student who voluntarily participates in the Drug and Alcohol Testing program.

**Designated School System Representative** - The school district employee who has been designated by the Board of Education to receive all information from the Drug Testing Agency and Contracting Agency, including, but not limited to, test results and the names of students to be tested.

**Drug Testing Agency** - The agency approved by the Board of Education to conduct the drug and alcohol testing of covered Students.

**Parent(s)/legal guardian(s)** - Legal parents or guardians or custodians that are Court or Department of Human Services appointed.

**Positive Test or Positive Result** - A test result, which indicates the presence of alcohol or one or more of the prohibited drugs, which are enumerated in the "Substances to be Screened" section of this policy, in the student's specimen, an adulterated specimen, a substituted specimen or a refusal to produce a specimen

**Specimen(s)** - a tissue or product of the human body chemically capable of revealing the presence of drugs or alcohol in the human body.

## III. CONSENT

All Covered Students and their parents/legal guardians are required to sign a CONSENT TO TESTING OF URINE AND/OR SALIVA SAMPLES AND AUTHORIZATION FOR RELEASE OF INFORMATION, and a RELEASE FROM LIABILITY. Additionally, all Covered Students are required to sign a STUDENT CONSENT FORM. In the event a Covered Student or their parent/legal guardian refuses to sign the required documents, that Covered Student will not be allowed to participate in extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, and vocal program, and will be denied the privilege of operating or parking a motor vehicle on school property. (Copies of all forms are attached to this Drug and Alcohol Testing Policy.)

## IV. REASONABLE SUSPICION TESTING

Any student who by reasonable suspicion is believed to be under the influence of drugs and/or alcohol shall be subject to being tested for drugs and/or alcohol. Reasonable suspicion must be based on specific and contemporaneous observations which are articulated concerning the appearance, behavior, speech or body odors of the student.

The required observations shall be made by someone who has been trained for at least 60 minutes on alcohol misuse and an additional 60 minutes on controlled substance misuse. Any student who receives a positive test result from a reasonable suspicion test or any student who refuses a reasonable suspicion test shall be subject to discipline pursuant to the District's Discipline Policy.

## **V. IMPLEMENTATION**

All drug and alcohol screening shall be implemented in accordance with this Policy by the administration and/or faculty of the District with the advice and assistance of representatives from the Drug Testing Company. The Contracting Agency shall be approved by the District and conduct drug and alcohol testing according to nationally accepted standards and procedures. All Covered Students will be tested for drugs and/or alcohol in an initial testing to be arranged by the District at or near the beginning of each school year. After the initial testing, any person in grades 7 - 12 who desires to participate in one or more extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, and vocal program; or who is afforded the privilege of operating or parking a motor vehicle on school property; or who voluntarily participates in the Drug and Alcohol Testing program will be tested for drugs and/or alcohol prior to joining the extracurricular activity or prior to being afforded the privilege of operating or parking a motor vehicle on school property. The names of all Covered Students will be placed on a random selection list. The District will conduct randomly, unannounced testing of up to 25% of all Covered Students during the course of each calendar year. The Drug Testing Agency will provide computerized random sample lists to the Designated School System Representative. The list of students in the random pool will be updated periodically. The number of activities in which a student is involved will not increase the student's chances of being chosen at a random test. Each Covered Student's name will be placed on the random list only one time regardless of the number of activities in which the student is involved.

All testing will be done pursuant to this Policy. A Covered Student may not use his or her own medical provider or other means for testing.

## **VI. PROCEDURES FOR TESTING**

Quality Control and Confidentiality Assurances

1. School officials and/or a technician from the Drug Testing Agency shall be responsible for the collection and labeling of the specimens.
2. Labels that include each student's testing number shall be used to identify the specimens.
3. A minimum of (1) school official shall be present with a technician from the Drug Testing Agency when specimens are being collected.
4. The student's initials listed adjacent to the student's testing number shall indicate that the number is correct and matches the number affixed to the specimen bottle or container.
5. Specimen bottles or containers and packaging provided by the Drug Testing Agency shall be utilized to properly obtain and transport the specimens.
6. Specimens shall be analyzed for one or more of the substances specified as Substances to be screened below in this policy by the Contracting Agency.

7. The Superintendent and school officials shall assure that this policy is implemented in a fair and consistent manner.
8. Any required drug counseling shall be provided by an approved agency at the student's expense.
9. School officials will designate collection sites where individuals may provide specimens.

### **Substances to be Screened**

Covered Students will be subject to drug and/or alcohol screening to test for any of the following substances, the use of which is expressly prohibited: Alcohol, Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Dextromethorphan, Inhalants, Methaqualone, Methamphetamine, Marijuana, Methadone, Opiates, Phencyclidine, Propoxyphene, and Steroids

### **Drug Screening**

The drug screening shall consist of the collection of a specimen from the student by any assistant(s) from the Drug Testing Agency under the supervision of the District. The District reserves the right to utilize blood, hair, breath, saliva or urinalysis testing procedures. Each specimen shall be analyzed for the presence of one or more of the drugs identified above in this policy, by the Contracting Agency.

The Contracting Agency shall report all results to the Medical Review Officer (MRO). The MRO will be responsible for reviewing the test results of the students and confirm that the individuals testing positive have used drugs, adulterated the specimen, or substituted the specimen in violation of the policy. Prior to making a final decision, the MRO may at his or her discretion, give the individual an opportunity to discuss the result.

The MRO shall then promptly tell the Designated School System Representative or his/her designee which student(s) test positive for drugs or adulterants or a substituted specimen. The District will then schedule a conference between the student and parent(s)/legal guardian(s) to discuss the positive test result.

For purposes of this policy, a positive result shall mean a test result, which indicated the presence of one or more of the listed drugs in the "Substances to be Screened" section of this policy in the student's specimen, adulterated specimen, substituted specimen or a refusal to produce a specimen. The student and their parent(s)/legal guardian shall be notified when a student test positive. Effects of a positive result are outlined below.

## **VII. RELEASE OF TEST RESULTS**

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the District through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in Court discovery or disclosed in any public or private proceeding except in the following:

(A) As directed by the specific, written consent of the student authorizing release of the information to an identified person;

(B) To the Superintendent or his/her designee, Designated School System Representative, school principal, school counselor, athletic director, band director, sponsor, choral director, vocal director, the head coach of any interscholastic sport in which the student is a team member, the Itawamba County School District Social Worker, and/or a drug counselor designated by the Superintendent or his/her designee;

(C) To the student's parent(s)/legal guardian(s); or

(D) As mandated and required by any Court of law after efforts have been made to quash any request.

All Covered Students will be required to execute a consent or release form permitting the District to release test results and related information to the school officials who have a need to know.

## **VIII. EFFECT OF A POSITIVE RESULT**

### **First Positive:**

When the positive result is verified and confirmed, the school contact person(s), as defined in subparagraph (B) in Section VII, and the student's parent(s)/legal guardian(s) will be notified. The student will not be allowed to participate in any extracurricular event, club, group, etc. or park or drive an automobile on school grounds until he or she tests negative and until the student and his/her parent(s)/legal guardian(s) sign an Itawamba County School District Release for Liability form. The student will be given materials related to the effects of drugs and alcohol and related to drug and alcohol abuse prevention and treatment. Additionally, any student who tests positive will be subject to subsequent testing once a month for the following six (6) months, at the discretion of the Itawamba County School District.

### **Second Positive:**

When the positive test is verified and confirmed, the school contact person(s), as defined in subparagraph (B) in Section VII, and the student's parent(s)/legal guardian(s) will be notified. The student will not be allowed to participate in any extracurricular event, club, group, etc. or park or drive an automobile on school grounds for thirty (30) days.

The student will be tested after the thirty (30) day suspension. The student will not be allowed to participate in any extracurricular event, club, group, etc. or park or drive an automobile on school grounds until he or she receives a negative result and the student attends and completes a District approved drug counseling program at the parent(s)/legal guardian's expense and until the student and his/her parent(s)/legal guardian(s) sign an Itawamba County School District Release for Liability form.

The student will be given materials related to the effects of drugs and alcohol and related to drug and alcohol abuse prevention and treatment. Additionally, any student who tests positive will be subject to subsequent testing once a month for the following six (6) months, at the discretion of the Itawamba County School District.

**Third positive:**

When the positive test is verified and confirmed, the school contact person(s), as defined in subparagraph (B) in Section VII, and the student's parent(s)/legal guardian(s) will be notified. The student will not be allowed to participate in any extracurricular event, club, group, etc. or park or drive an automobile on school grounds for ninety (90) days.

The student will be tested after the ninety (90) day suspension. The student will not be allowed to participate in any extracurricular event, club, group, etc. or park or drive an automobile on school grounds until he or she receives a negative result and the student attends and completes a District approved drug counseling program at the parent(s)/legal guardian's expense and until the student and his/her parent(s)/legal guardian(s) sign an Itawamba County School District Release for Liability form. The student will be given materials related to the effects of drugs and alcohol and related to drug and alcohol abuse prevention and treatment. Additionally, any student who tests positive will be subject to subsequent testing once a month for the following six (6) months, at the discretion of Itawamba County School District.

**IX. APPEAL PROCESS**

If the student is suspended from extracurricular activities, events, clubs, groups, etc. or is suspended from parking or driving an automobile on school grounds, he/she has the right to appeal the decision of the Superintendent within five (5) business days. If the student received an unfavorable decision, he/she has the right to appeal the decision to the Itawamba County School District Board of Education within five (5) business days for a final determination. Although the appeals process is informal, the student shall have the right to have an attorney or other person present, at the student's own expense, and the right to question witnesses.

**X. EFFECT OF NONCONFIRMED RESULT**

If the student's initial positive result is not verified or confirmed by the Contracting Agency, the student's parent(s)/legal guardian(s) will be notified that the initial test performed at the time the specimen was collected indicated the presence of one of more of the drugs specified in the Substances to be Screened section but that the result was not confirmed by the Contracting Agency. It will be explained to the student's parent(s)/legal guardian(s) that the initial positive was not confirmed and that this could be for a variety of reasons, including, but not limited to, (a) the levels needed for a positive result by the Contracting Agency could be higher than the levels needed for a positive result on the initial test; (b) other medications may have caused a false positive; or (c) the student had a valid prescription of the substance that triggered the initial positive.

**FAMILY ENGAGEMENT POLICY**

A copy of the Itawamba County School District Family Engagement Policy is maintained at the District Parent Center located at 605 S. Cummings Street; Fulton, MS. A copy of



the school level policy is maintained on each school campus. Electronic versions of all policies may be found on the ICSD website ([www.itawambacsd.com](http://www.itawambacsd.com)).

## **HANDICAPPED/ACCESSIBLE PARKING POLICY**

Only motor vehicles displaying a special license plate, license plate decal, placard or parking certificate or permit bearing the International Symbol of Access shall be allowed to utilize handicapped/accessible parking spaces on Itawamba County School District property. Each school principal or his/her designee shall patrol their respective school parking lot(s), including all auxiliary parking lots, at least one time each day to help ensure that only vehicles displaying the International Symbol of Access are utilizing the handicapped/accessible parking spaces at their respective schools.

First offense - A warning shall be placed on the windshield of the motor vehicle which is utilizing a handicapped/accessible parking place without bearing the International Symbol of Access, said warning shall notify the violator that the Handicapped/Accessible Parking Policy has been violated and that any subsequent violation(s) within one (1) calendar year of the first violation will result in the vehicle being towed from the Itawamba County School District property at the owner's/driver's expense.

Second and subsequent offenses - The motor vehicle which utilizes a handicapped/accessible parking place without bearing the International Symbol of Access within one (1) calendar year of being issued a warning for violating the Handicapped/Accessible Parking Policy shall be towed from the Itawamba County School District property at the owner's/driver's expense without further notification.

Each principal shall maintain a record of the make, model and tag number of each violator of the Handicapped/Accessible Parking Policy and shall submit a copy of same to the Superintendent of Education who will maintain and disseminate to each school principal a master list of each violator.

## **NOTICE OF NON-DISCRIMINATION**

The Itawamba County School District does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in the provision of educational programs and services or employment opportunities and benefits.

The following person has been designated to handle inquiries and complaints regarding the non-discrimination policies of the Itawamba County School District: Chris Johnson, 605 South Cummings, Fulton, MS 38843, 662-862-2159.

The Itawamba County School District not to discriminate on the basis of an individual's real or perceived race, color, creed, age, national origin, ethnicity, sex, sexual orientation,

gender, religion, gender identity and expression, socioeconomic status, linguistic or language differences, or disability in any of the educational or extracurricular programs, activities, and services offered or otherwise made available by or through Itawamba County School District, and the Itawamba County School District will maintain a learning environment that is free from harassment, bullying, and discrimination. This includes, but is not limited to, harassment, bullying, and discrimination based on an individual's real or perceived race, color, creed, age, national origin, ethnicity, sex, sexual orientation, gender, religion, gender identity and expression, socioeconomic status, linguistic or language differences, or disability. It shall be a violation for any student, teacher, administrator, or other school personnel to harass, bully, or discriminate against any person based upon any of the differences listed above. It shall also be a violation for any teacher, administrator or other school personnel to tolerate such harassment, bullying or discrimination of any person by a student, teacher, administrator, other school personnel, or by any third parties subject to supervision and control of Itawamba County School District. Itawamba County School District recognizes the duty to educate students to be successful in and outside of the classroom and that the prohibition on the above listed discrimination is a vital part of that duty.

## **OUT OF DISTRICT TUITION STUDENTS**

The Board adheres to provisions as set forth in Miss. Code Section 37-15-31 concerning nonresident students. Site administrators, in consultation with the superintendent, may refuse or delay the enrollment of tuition students to maintain appropriate student/teacher ratios.

Admission for out-of-district students will include an analysis of grades, behavior, absenteeism, and any additional costs to the district. A student must have and maintain an academic average of a "C", and be making satisfactory progress toward promotion or graduation, or completion. The school principal and/or a designee will review the merits of a student's application prior to acceptance in the ICSD as a tuition student.

It is expected that out of district students will be testing at or about grade level on the Mississippi Assessment Program (MAP), and/or other standardized tests.

Students with an IEP must be making adequate progress toward IEP goals that are based upon assessment of the student's highest possible achievement level.

Once admitted, grades, behavior, progress toward completion and absenteeism will be monitored. To remain eligible to attend an ICSD school, students are expected to maintain appropriate behavior. Flagrant or serious discipline issues or repeated disciplinary issues will not be tolerated and eligibility for enrollment will be terminated.

Further, to remain eligible for enrollment at ICSD, out of district students are expected to attend school on a regular basis. Excessive absenteeism may result in the student's enrollment being terminated. Out of district students are expected to maintain "C"

average, make satisfactory progress toward promotion, completion, or graduation, and maintain grade level achievement on standardized tests. Any out of district student who fails to meet these criteria may be subject to enrollment termination.

**It is the responsibility of the out-of-district student to obtain transportation to/from school.**

Additionally, the Itawamba County School District will not accept out of district students who:

- Cause the district an additional outlay of funds beyond that which is typical for all tuition students.
- Require services or programs that the ICSD does not have.
- Cause the expansion of a program that would require additional expenditures.
- Cause the district an additional financial or administrative burden.

In the event the sending district does not have an appropriate program for the student, and the ICSD has an appropriate program with space available; the sending school district shall pay any additional cost associated with educating the child. If the sending district is willing to release the student and contractually agree to pay the additional cost associated with the education of the child, regardless of when those costs are fully understood, that student may be accepted by ICSD.

Due to an increase in the kindergarten enrollment and an inability to track a history of attendance, discipline, and academic achievement, the elementary administration will have wide latitude in its consideration of acceptance for kindergarten tuition students.

Except as outlined below, all students residing outside the Itawamba County School District who are approved to attend an ICSD school are required to pay tuition. **Any out of district student will pay \$500.00 per year. If there are other siblings in the same family, the charge for each one will be reduced by \$50. For example, the first child will pay \$450.00; the second child will pay \$400.00; the third child will pay \$350.00; etc. An exception may be made for students in Itawamba County School District who have been enrolled their entire academic career in Itawamba County School District that now reside outside of the district. These students may have their tuition requirements waived by the superintendent as long as they meet the rest of the tuition criteria.**

To register a student who lives outside the district, a parent should report to the principal's office to gain permission to enroll. After approval for admission by the principal, the parent should go to the Office of the Superintendent of Education to pay the out of district tuition and receive a receipt and be placed on the Board Agenda for the next meeting for Board approval.

The refund policy of the district is:

Withdrawal days 2 - 9	50% of tuition refunded
Withdrawal day 10 or after	No refund

Requests for refunds must be made in written correspondence or email and submitted to the Superintendent. District students who move out of district must either withdraw or apply for out-of-district status.

In accordance with Miss. Code Section 37-15-29, children whose parent(s) or legal guardian(s) are instructional personnel or certificated employees of ICSD are exempt from this policy regardless of where the child resides. Any child of a non-instructional or noncertified employee of ICSD and any child of an Itawamba Community College employee who finished the previous school year at an ICSD school is exempt from paying tuition. Any child of a non-instructional or noncertified employee of ICSD and any child of an Itawamba Community College employee who did not finish 2019-2020 school year at an ICSD school is subject to this policy.

Rescinds JBCBA

Adopted Date: 3/17/2020

TRANSPORTATION FOR OUT-OF-DISTRICT STUDENTS IS NOT THE RESPONSIBILITY OF THE ITAWAMBA COUNTY SCHOOL DISTRICT.

## **PARENTAL INVOLVEMENT POLICY**

A copy of the Itawamba County School District Parental Involvement Policy is maintained at the District Parent Center located at 605 S. Cummings Street; Fulton, MS. A copy of the school level policy is maintained on each school campus. Electronic versions of all policies may be found on the ICSD website ([www.itawambacsd.com](http://www.itawambacsd.com)).

## **PARENTAL INVOLVEMENT AND PARENTAL CLASSROOM VISITS**

Parental involvement is an essential component in the successful student and in a successful school. Student success is very often driven by the degree that parents become involved in the educational process of their children. However, parents, counselors, administrators, the superintendent, the school board and local citizens must have confidence in classroom teachers and believe they are well trained, capable and willing to perform the job duties that they have been assigned.

Because of the safety of our students and staff and because of a high risk of interference with the educational process, parental classroom visits will only be allowed when the following protocol has been followed and shall be contingent upon the following regulations.

1. There should be day-to-day parent-child conversations to determine progress, deficiencies, etc. in the classroom.
2. Parents should check report cards, progress reports and other communications between school and home.

3. There should first be correspondence from parent to teacher regarding parental concerns. Lines of communication between parent and teacher should always remain open. Communication avenues include, but are not limited to, written correspondence through the student, telephone calls, e-mail, etc.
4. There should first be a parent-teacher conference to discuss student issues/concerns.
5. If steps **1-4** have been followed, a parent may request a classroom visit. However, a request for a classroom visit would require **24** hours' advance notice and administrative approval. Due to potential disruption of the instructional environment, classroom visits will be limited to 30 minutes and the parent will be accompanied by an administrator or school counselor.

## **RETENTION REQUESTED BY PARENT/GUARDIAN**

A parent/guardian may request that their child be retained even though that child meets all requirements for promotion so long as the retention is not for athletic or extracurricular purposes. A student who has earned Carnegie Units for classes passed in the grade for which he will be retained due to parent request will forfeit those Carnegie Units and must retake those classes.

## **Glossary**

### **Activity**

An activity shall be any scheduled class or meeting which a student in ICSD is required to attend or elects to attend.

### **Designee**

For purposes of this policy, the Superintendent's designee shall be the Principal of each respective school.

### **English Literacy**

English Literacy is defined as, but not limited to, Language Arts, Writing, Reading Foundational Skills and Informational Text.

### **Perfect Attendance**

Perfect attendance is defined as being present 100% of the time that school is in session while the student is enrolled in the district. Any tardy, absence or early dismissal makes the student ineligible for the recognition. School related absence for official school sponsored activities will not count as an absence.

### **Probationary Period**

A set period of time (set by administration or a due-process hearing) where a student must strictly adhere to all student rules of conduct or otherwise move to the next step on the discipline ladder or the consequence dictated from the due-process hearing.

## **School Function**

School function is defined as any function both during the school day and after school, both home and away.

## STUDENT AND PARENT ACKNOWLEDGEMENT FORM

This handbook is provided as a convenience to the students of the Itawamba County School District. While it contains policies current at the time of posting, the Itawamba County School District constantly reviews and sometimes changes policies. All policies and procedures summarized in this handbook are subject to change at the discretion of the Itawamba County School District. The Itawamba County Schools student handbook is provided in a digital form via the district's website – <https://www.itawambacsd.com/Students>. Please see the revision date located at the bottom of the first page on the electronic version.

The signature below verifies your knowledge of the 2023-2024 student handbook's accessibility on the district website and acknowledges that the handbook is a work-in-progress document which may require changes be made throughout the school year in response to unanticipated events. By signing this form, you are also acknowledging your consent to all ICSD policies as outlined in the school handbook.

If additional information or clarification is needed, please contact the principal of your child's school.

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

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

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_