



**STUDENT-PARENT  
HANDBOOK**

***2021-2022***

## Encouragement from Superintendent Carl Michael Day

Parents and Students of Marion County,

As we begin a new journey for the upcoming school year, one which will hopefully let us begin to see a sense of normalcy return to our schools, I want to say thank you for both your patience and determination to preserve the pandemic. We are excited to begin to focus on learning and normal school functions as allowed by CDC and MDHS.

We now enter into a pact with each other to move forward with an intentional purpose to close learning loss that occurred due to the pandemic. We will utilize resources in new ways as we bolster up the academic support for students to recover any and all skills either missed or not learned at the depth needed to be successful. Expect principals, teachers, and additional support staff to start immediately with each child to assess and plan out a path to skills recovery and growth. I challenge you to know your data and track your growth towards the targets you set with your teachers.

While schools across the state are faced with lower scores as a reflection of students struggling to overcome the impact of the pandemic, that does not determine who we are as Marion County. We will move to reestablish our "B" status at the end of the upcoming year, as we plot a much broader course for the upcoming two years to move all schools to an A status. With great expectations comes the necessity of great efforts. Such an achievement can not be reached with any teacher, principal, or you the student and parent in isolation. We must adopt the TEAM approach.

Look for new and exciting changes in our focus on the **Athletics**, **ARTS**, and **Academics**. We will begin immediately adding resources and personnel to support those three key areas in every student's educational experience. As we do so, I ask that you partner with your schools to join in the excitement and participate in new programs like Gospel Choir, Show Choir, Creative Dance, Step Team, Fitness Training Class, Math Team, Academic Competitive Team, just to name a few. We must ALL work together to build the schools we want our children to attend. I challenge you to show up, participate with a positive energy, and require of yourself the best version of you and the best version of what schools can be.

Much Respect –  
Your servant, Carl Michael Day

## Marion County School District Student/Parent Acknowledgment Form

This Student Handbook is provided as a convenience to the students and parents in Marion County School District. At the time of handbook publishing, policies were current. MCSD constantly is reviewing and updating policies. Therefore, all policies and procedures summarized in this student handbook are subject to unilateral change at the sole option and discretion of the MCSD.

Our signatures verify that we have reviewed, via the MCSD webpage, a copy of 2021-2022 Student/Parent Handbook.

A copy of the current policies and handbook are available as well in the MCSD Central Office and school offices.

Student's Name: \_\_\_\_\_

School: Please Circle    EME    EMHS    WMP    WME    WMHS

Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Title	Signature	Date
Student Signature		
Parent or Guardian		

**After reviewing this publication, please sign and return this document to your child's school.**

## MISSION

*It is the mission of the Marion County School District to provide students with educational opportunities that will ensure success by creating a community of empowered, lifelong learners.*

## MOTTO

*Inspiring Excellence*

## GOALS

- 1. All Students Proficient and Showing Growth in All Assessed Areas.*
- 2. Every Student Graduates from High School and is Ready for College and Career.*
- 3. Every Child Has Access to a High-Quality Early Childhood Program.*
- 4. Every School Has Effective Teachers, Leaders, and promotes Student Leadership.*
- 5. Our Community will effectively use a World-Class Data System to Improve Student Outcomes.*
- 6. Maintain a safe, orderly culture that creates a positive experience for K-12 education.*
- 7. Operate an effective, efficient, and sound fund balance to ensure resources are distributed equitably, facilities are upgraded and updated, and a state-of-the-art technology infrastructure is maintained.*
- 8. All students have access to high quality Academics, Arts, and Athletics programming.*



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Classes Resume						
Staff Development						
Early Release						
Holidays						
Nine Weeks Test						

### 2021-2022 School Calendar (Choice A)

Every Wednesday from August 11, 2021- May 18, 2022 will be early release for Staff Development.

#### JULY 2021

July 4th Holidays . . . . . July 4-5

#### AUGUST 2021

Staff Development Days . . . . . August 2-4  
 First Day of School . . . . . August 5

#### SEPTEMBER 2021

Labor Day Holiday . . . . . September 6

#### OCTOBER 2021

1st Nine Weeks Tests . . . . . October 6-8  
 Staff Development Day . . . . . October 21  
 Fall Break Holiday . . . . . October 22

#### NOVEMBER 2021

Thanksgiving Holidays . . . . . November 22-26

#### DECEMBER 2021

2nd Nine Weeks Tests . . . . . December 15-17  
 Early Release . . . . . December 17  
 Christmas Holidays . . . . . December 20-31

#### JANUARY 2022

Staff Development Day . . . . . January 3  
 Classes Resume . . . . . January 4  
 Martin Luther King Holiday . . . . . January 17

#### FEBRUARY 2022

President's Day . . . . . February 21

#### MARCH 2022

3rd Nine Weeks Tests . . . . . March 2-4  
 Spring Break . . . . . March 14-18  
 Staff Development Day . . . . . March 21  
 Classes Resume . . . . . March 22

#### APRIL 2022

Easter Holidays . . . . . April 15-18

#### MAY 2022

West Marion Graduation . . . . . May 20 - 8:00 P.M.  
 East Marion Graduation . . . . . May 20 - 6:00 P.M.  
 4th Nine Weeks Tests . . . . . May 20-24  
 Early Release . . . . . May 24  
 Staff Development Day . . . . . May 25  
 Memorial Day . . . . . May 30

#### Report Cards and Progress Reports

8/31 9/14 10/14 11/9 12/7 1/6 1/25 2/15 3/10 4/12 5/3 5/26

Board Approved: 2-8-21

JANUARY						
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JUNE						
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Potential Make-up Days, if needed:

1st Sem. October 22

2nd Sem. February 14

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## Marion County Board of Education Members

Wali Balil	District 1 --- Member
Sherrie Williams	District 2 --- Member
Eric Hutto	District 3 --- Member
Wendy Hammonds	District 4 --- Board Secretary
Larry Jenkins	District 5 --- President
Fred Cooper	Board Attorney

## District Administration

Marion County School District  
1010 Highway 13 North  
Columbia, Mississippi 39429  
601-736-7193

Carl Michael Day	<b>Superintendent of Education</b>	601-736-7193
Libby Aaron	<b>Assistant Superintendent Federal Programs</b>	601-736-0640
TBA	<b>Curriculum, Instruction &amp; Assessment Director</b>	601-736-7193
Melinda Trahan	<b>Finance Director</b>	601-736-7193
Sissy Wilks	<b>Child Nutrition Director</b>	601-731-2083
Dr. Annie Franklin	<b>Special Services Director &amp; District Test Coordinator</b>	601-736-1148
Timothy Bryant	<b>Technology Director</b>	601-736-7148
Jerry Broom	<b>Maintenance &amp; Transportation Director</b>	601-736-7193

<b>School Administration</b>	
<p><b>East Marion Elementary (K-6)</b></p> <p><i>Chase Robbins, Principal</i>            527 East Marion School Road            Columbia, Mississippi 39429            601-736-7290</p>	<p><b>West Marion Primary (K-3)</b></p> <p><i>Vicki Boone, Principal</i>  <i>Traci Sullivan, Assistant Principal</i>            20 Cedar Street            Foxworth, Mississippi 39483            601-736-3713</p>
<p><b>East Marion High (7-12)</b></p> <p><i>Dr. Percynthia Newsome, Principal</i>            527 East Marion School Road            Columbia, Mississippi 39429            601-736-3006</p>	<p><b>West Marion Elementary (4-6)</b></p> <p><i>Ryan Stringer, Principal</i>            2 West Marion Street            Foxworth, Mississippi 39483            601-731-2076</p>
<p><b>Marion County Career &amp; Technology Center</b></p> <p><i>Dr. Jan Sears, Director</i>            1140 Hwy 13 South            Columbia, MS 39429            601-736-6095</p>	<p><b>West Marion High (7-12)</b></p> <p><i>Dr. Elesha Buckley, Principal</i>  <i>Britton Dubose, Assistant Principal</i>            2 West Marion Street            Foxworth, Mississippi 39483            601-736-6381</p>

**Parent Responsibilities**

Thank you for giving us the opportunity to work with your children this year. Let us assure you that we want your children to succeed in all of their efforts, and to be happy, successful, and secure individuals.

The purpose of this handbook is to give parents and students a better understanding of Marion County School District's policies. Hopefully, this handbook will help improve communication between the school and home.

All District policies can be found in their entirety on the District website by clicking on the following link. <http://marion.msbapolicy.org/>

You, as a parent, can be a tremendous help to the administration, the staff, and your child by working with us and by expecting your child to follow the rules of the school. We want and need your support and cooperation. Our goal as school officials and parents should be to do what is best for the student. In addition to general encouragement and support of the student, each parent/guardian, is encouraged to do the following:

1. Please read the Attendance Section of this handbook carefully. Your child will not receive credit or be promoted to the next grade level if they exceed permissible absences.
2. Please do not deliver your child to the school **before 7:15** and **no later than 7:40 a.m.** Please pick up your child by **3:20** every day. Teachers are not on duty before or after these times. We will not be responsible for students left at school before 7:15 a.m.
3. Make certain that no days are missed from school without a valid excuse according to policy.
4. Phone calls to schools concerning parent car line pickups or changes to bus designations must be made **before 1:30**. Phone calls must be from authorized parents/guardians.
5. A note regarding any medical problems your child has should be sent to the principal at the beginning of school or when the condition occurs. Medicines needed during the school day must be given to the principal or his/her designee. Proper Medical forms must be completed for medicines to be taken at school.
6. Be aware of the district dress code and monitor your child's compliance.
7. Do not allow your child to bring dangerous weapons, firecrackers, or other disturbing or dangerous items to school.
8. **Always** obtain a **pass** from the office before entering a classroom.
9. Show support for your child's school by getting to know their teacher(s) and attending functions such as PTO, athletic, band, etc.
10. Provide all necessary learning supplies such as pencils, paper, notebooks, etc.
11. Encourage your child to help protect school property and to help keep school buildings and grounds clean.

12. Help ensure the safety of your child by emphasizing the following:
  - a. Never leave school without permission.
  - b. Never take drugs or medication that is not prescribed for them.
  - c. Never accept rides or gifts from strangers.
  - d. Come straight home from school.
  - e. Abide by all school rules and regulations.
13. Be prepared for Wednesday, end of school early release days.
14. Provide the school with any change of address or phone numbers as soon as they occur. Please make sure the school has access to a working phone number for you in case of emergencies.

### Parent Conferences

Parents/Guardians are encouraged to take an active part in maintaining communication with their child's teachers and administrators. Because of classroom and duty obligations and prior appointments, it is suggested that conferences be arranged beforehand. Parents who come to the school requesting a conference that has not been scheduled may not be allowed a conference until it is scheduled. To schedule a conference with a teacher or an appointment with an administrator, please contact the main office at the school. Numbers for each school are listed on page 11.

Parents may be liable for payments of damages resulting from destructive acts by a child against school property and/or person and for criminal fines for unlawful activity by a child or school property or at school related activities.

### Emergency Weather Procedures – Board Policy EBBD

It may become necessary for the Superintendent of Education to **start school late** or **dismiss school early due** to an emergency situation. It is highly recommended that parents have a plan of action formulated and a working phone number listed with the school in case their child comes home and no one is home. Make certain your child knows what to do and where to go in case you are not at home. Announcements will be made over area radio stations and school media should school be cancelled or released early due to weather or other emergencies.

## Fee Policy – Board Policy JS

The Marion County School Board hereby authorizes the superintendent to charge reasonable fees, but not more than the actual cost, for the following:

1. Supplemental instructional materials and supplies, excluding textbooks
2. Other fees designated by the superintendent as fees related to a valid curriculum educational objective, including transportation
3. Extracurricular activities and any other educational activities of the school district which are not designated by the superintendent as valid curriculum educational objectives, such as band trips and athletic events

All fees authorized to be charged under this policy, except those fees authorized under (3) above, shall be charged only upon the condition that a **financial hardship waiver** may be granted upon request.

## Title One Parent Engagement - Board Policy LAA

### **ESEA PARENT AND FAMILY ENGAGEMENT POLICY**

#### **PART I: GENERAL EXPECTATIONS**

- 1) The Marion County School District recognizes the importance of a positive parent/school partnership and encourages all schools to involve parents in the educational program. This parent and family engagement policy was developed with input from parents, teachers, administrators and students. It is reviewed annually and revised as needed. The Marion County School District agrees to implement the following statutory requirements in schools currently being served as school-wide Title I schools:
  - a) The school district will put into operation programs, activities and procedures for the engagement of parents in all of its schools with Title I, Part A programs, consistent with section 1116 of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
  - b) Consistent with section 1116, the school district will work with its schools to ensure that the required school-level parental engagement policies meet the requirements of section 1116(b) of the ESEA as amended by ESSA, and each include, as a component, a school-parent compact consistent with section 1116(d) of the ESEA as amended by ESSA.
  - c) The school district will incorporate this district-wide parent and family engagement policy into its LEA plan developed under section 1112 of the ESEA as amended by ESSA.
  - d) In carrying out the Title I, Part A parental engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA as amended by ESSA in an understandable and

uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- e) If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA as amended by ESSA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the Mississippi Department of Education.
- f) The school district will involve the parents of children served in Title I, Part A schools in decisions about how the one (1) percent of Title I, Part A funds reserved for parental engagement is spent, and will ensure that not less than 90 percent of the one (1) percent reserved goes directly to the schools, with priority given to high-need schools.
- g) The school district will be governed by the following statutory definition of *parental and family engagement*, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*The term “parental and family engagement” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

- (1) That parents play an integral role in assisting their child’s learning;*
- (2) That parents are encouraged to be actively involved in their child’s education at school;*
- (3) That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (4) The carrying out of other activities, such as those described in section 1116 of the ESEA as amended by ESSA.*

Policy Link:

<https://marion.msbapolicy.org/DistrictPolicies/Views/SelectedDocumentReadOnly/tabid/1103/Default.aspx?docId=220234>

## **Parents’ Right To Know**

Parents have the right to know the qualifications of their child’s teacher and/or teacher assistant. Parents may request information pertaining to the teacher’s or teacher assistant’s qualifications, license for the grade level or subjects taught, and the degree(s) held by the teacher, or services provided by the paraprofessionals. Parents may request written documentation of their teacher’s qualifications by contacting the Federal Programs Director, Mrs. Libby Aaron. The district will notify parents of a child whose teacher is not “highly qualified” or if a long-term substitute is required for a period of more than four weeks via a letter.

The district also provides information on how to obtain a school report card for the district and school each year on the Federal Programs page of the MCSD website. <http://www.marionk12.org/departments/203953-2-2/>

Information pertaining to a child's level of achievement in each of the state academic assessments will be provided to parents during the first nine weeks grading period of the school year.

## STUDENT ADMISSION

### Enrollment Age **Board Policy JBC**

Except as provided in subsection (2) and subject to the provisions of subsection (3) of MS Code ' 37-15-9, no child shall be enrolled or admitted to any kindergarten which is a part of the free public school system during any school year unless such child will reach his fifth birthday on or before September 1 of said school year, and no child shall be enrolled or admitted to the first grade in any school which is a part of the free public school system during any school year unless such child will reach his sixth birthday on or before September 1 of said school year.

No pupil shall be permanently enrolled in a school in the State of Mississippi who formerly was enrolled in another public or private school within the state until the cumulative record of the pupil shall have been received from the school from which he transferred. Should such record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record. ' 37-15-9 (1)

\*Any student 18 years of age or older who attempts to enroll in MCSD will not be enrolled unless they are transferring from another accredited school and can produce records.

### Immunization Requirements **Board Policy JBC**

No child in grades 2 through 12 shall be allowed to enroll in or attend any school without a valid immunization certificate. 37-15-1 Valid certificates include:

- a. Form 121 -- Certificate of Compliance
- b. Form 121-A -- Medical Exemption Certificate
- c. Form 121-T -- Temporary Compliance Certificate

The Temporary Compliance Certificate, Form 121-T, is not valid after the date shown. After that date, the principal shall deny school attendance by such child unless or until the principal is furnished another Temporary Compliance Certificate, Form 121-T, or a Certificate of Compliance, Form 121, or a Medical Exemption Certificate, Form 121-A.

## Residence Verification Procedure Board Policy JBC – See policy on line for Sections C-E

Definition of residence for school attendance purposes: The student physically resides full time week days/nights and weekends, at a place of abode located within the limits of this school district.

Residency may be determined in the following manner:

### A. STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S)

The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two of the items numbered 1 through 10 below as verification of their address.

Note: A document with a post office box as an address will not be accepted.

1. Filed Homestead Exemption Application form
2. Mortgage documents or property deed
3. Apartment or home lease
4. Current Utility bills – May use two (no Cell Phone or Satellite TV)
5. Current Driver's license or State/Gov. issued ID
6. Voter precinct identification
7. Current Automobile registration
8. DHS Paperwork
9. 911 Printout
10. Or in the absence of any of the above, one of the following must be produced.

In the absence of any of the above, one of the following must be produced.

1. Certified copy the Court Decree or petition if pending
2. MCSD Affidavit stating relationships and reasons
3. Student's parent or legal guardian is a Certified/Instructional employee of Marion County Schools.

#### **Affidavits**

***\*\*The administration of Marion County School District has the right to revoke a student's out of district transfer (affidavit) for excessive discipline problems, tardiness to school or class, and excessive absenteeism.***

### B. HOMELESS CHILDREN

When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431 (1), 11432 (e) and 11302 (a),



this school district shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432 (e) (3).

**Transfer Students** Board Policy JBC – School Admission and JBCD – Transfers and Withdrawals

No student is to be enrolled in this school district until any and all questions regarding residence or immunizations have been resolved. Students suspended or expelled from another district may or may not be allowed to enroll (MS Code 37-15-9).

**Withdrawal From School**

If a student is to withdraw from school or transfer to another school, the student's legal guardian must contact the principal. All debts to the school must be cleared, and textbooks returned before the student can be officially withdrawn. A clearance form will be issued when these requirements are met.

The student's cumulative record will be forwarded to the next school upon receipt of a request form from the new school.

Any student absent for more than twenty consecutive days **may be** dropped from the roll unless the legal guardian advises the principal the student has a legitimate reason for extended absence. The principal will determine the course of action to be followed concerning a student's progress and placement following an extended absence.

**Compulsory School Attendance** Board Policy JBA

If a compulsory-school-age child has not been enrolled in school within fifteen (15) calendar days after the first day of the school year or if a child has accumulated five (5) unlawful absences during the school year, the superintendent shall, within two (2) school days or within five (5) calendar days, whichever is less, report, on the form provided by the State Department of Education, the absences to the school attendance officer. The superintendent, or his designee, shall report any student suspensions or student expulsions to the school attendance officer when they occur. 37-13-91 (6)

Any parent, guardian or custodian of a compulsory-school-age child subject to this section who refuses or willfully fails to perform any of the duties imposed upon him or her under this section or who intentionally falsifies any

information required to be contained in a certificate of enrollment, shall be guilty of contributing to the neglect of a child and, upon conviction, shall be punished in accordance with Section 97-5-39. (37-13-91 (5))

## ATTENDANCE, ABSENCE & TARDINESS

Board Policy JBD

Regular attendance with a minimum of tardiness, checkouts, and absenteeism is essential if students are to gain maximum benefit from the instructional program and attain high academic achievement. Therefore, it is the policy of the Marion County School Board to emphasize this importance by having an attendance policy that complies with the Mississippi Compulsory School Attendance Law as set forth in (MS Code ' 37-13-91) and which sets forth reasonable guidelines and expectations for students and parent/guardians through local school board policy adopted so as to encourage regular attendance and provides for a manageable system of monitoring student attendance.

According to the Mississippi Dept. of Education, a child must attend school a minimum of **sixty-three percent (63%) of his/her instructional day**. A student who is absent more than thirty-seven percent (37%) of his/her instructional day will be considered absent the entire school day. The instructional day for each school and/or student will be approved by the school board. Therefore, it is imperative that early checkouts be limited to emergency situations only.

### Senior Attendance

Seniors must attend school 63% of their instructional school day unless they are enrolled in Cooperative Education at the Marion County Career and Technology Center.

Seniors, with prior approval from the principal, may attend "College Day" events. The Marion County School District does not sponsor "Senior Graduation Trips".

### Absences and Participation in School-Sponsored Activities

It shall be the policy of the Marion County School Board that students who are not present for 63% of their scheduled school day on the day of a school sponsored activity shall not be allowed to participate in that activity occurring on the day and night of the absence. Students who are in ISS or OSS will also not be allowed to participate in that day's activity. The principal may consider special, extenuating circumstances (medical absences, death in the family, etc.). All circumstances must have approval in advance,

when at all possible, to be considered. The decision of the school principal in this matter shall be final.

### Field Trips

Field trips may be scheduled during the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community and state. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. **District permission forms are required in advance by board policy. Therefore, notes and phone calls cannot be accepted.**

**Note: Students with excessive absences must get principal approval before being allowed to participate in field trips or activities that will remove the student from class.**

### Absences

#### Attendance Criteria for Receiving Course Credit/Promotion – Board Policy JBD

That state requires all students attending Marion County Schools to attend school 180 days. A student must attend 162 days out of the total 180 days scheduled in order to be eligible to receive academic credit for the school year/course. No student, regardless of the student's final grade average, will be entitled to receive academic credit for courses/classes for excessive absences as follows:

1. Straight 7-period Schedule (Primary, Elementary and High School)
  - a. 9 days missed in semester course
  - b. 18 days for year courses
2. Block Classes (High School and Career/Technical Classes)
  - a. 3 days ½ unit courses
  - b. 9 days in full unit courses
  - c. 18 days in 2 unit Courses

All absences other than school activities, excused absences (see **Excused Absences below**), or those due to out-of-school suspension are counted in the total number of absences allowed. Middle/High School absences are counted for EACH class period, and the student must not miss more than one third of the class to be counted present.

#### Parent/Guardian Notes, Doctor's Excuses, Etc.

School officials are not authorized to deduct any other days from the total days allotted other than those days missed for the reasons set forth in policy JBA. Any other days missed, regardless of the reason, will be counted toward the maximum days allowed for the student to be absent from school attendance. If the student exceeds the allowed days and the school can no longer act to deduct days in accordance with the policy stated above, the principal may review the case to determine if further deductions are

to be allowed. Final authority for the waiver of days at the school level will be the school principal.

### Students Who Exceed Allowable Days

If a student misses more days than those allowed under the provisions of the district's attendance policy, in addition to the required reports being made to the attendance officer, the student will not be allowed to earn credit in classes that indicate an excess. Assuming the school has deducted all days allowable as set forth above and the student continues to exceed the limitations set, the student will not earn credit in the classes where the excesses have occurred. The parent/guardian may appeal that decision to the school principal for a hearing before the District Attendance Review Committee.

### General Procedures

Students/Parents/Guardians are responsible for keeping up with the student's absences. Once the student exceeds the allowable days (18) as set forth in this policy (not counting those days excused as set forth above) the school shall be responsible for timely written notification to the student/parent/guardian that excessive absences have resulted in the loss of academic credit/promotion. Even after such notification, the student/parent/guardian will continue to be responsible for presenting the required notes for any further absences incurred and such notes will be placed on file to be considered by the review committee should the student/parent/guardian seek a ruling (exception) from the District Attendance Review Committee.

At the time the school notifies the student/parent/guardian that the absentee limitation has been exceeded, the school shall also provide the proper form setting forth procedures for requesting review by the District Attendance Committee. This form must be completed and returned to the school within five days after the close of the first semester for hearings to be conducted for students losing credit for semester classes or not later than 10 days before the last day of student attendance for the year for those cases to be heard by the committee. Attendance committee hearings for seniors who are in jeopardy of not graduating due to excessive absences will be heard by special arrangement prior to graduation.

If the student/parent/guardian desires a review by the hearing committee and if the proper form for requesting such review is forwarded within the time allowed, the principal/assistant principal shall immediately forward a copy of the request and all available information, including the principal's/assistant principal's recommendation as set forth above, to the District Attendance Committee Chairperson. Due to the possibility of a number of reviews to be conducted, scheduled times must be met. Failure to appear at the scheduled time without prior notification to the Principal/District Attendance Committee Chairperson validating the delay will represent a forfeiture of the

review and will result in a discarding of the original request from the student or his/her parent/guardian.

The District Attendance Review Committee will review all statements, both written and oral, that have bearing on the recommendation of the school officials and on the student/parent/guardian request for exception. Upon hearing of such information, the committee will enter closed session to make a determination. In most cases, the committee will present its ruling on the day it hears the individual case. In some situations, the committee may feel it needs additional information and may, in its discretion, continue the matter to a special meeting arrangement.

If the committee rules to deny an exception as requested to the absentee limitation, the student/parent/guardian shall immediately be notified of their right to an appeal to the Marion County Board of Education.

### **Excused Absences** Board Policy JBA; State Board Policy 3104; Ms Code 37-13-91

Each of the following shall constitute a valid excuse for temporary nonattendance, provided satisfactory evidence of the excuse is provided (Parent note, Physician's Excuse):

1. Attendance at an authorized school activity with the prior approval of the superintendent of the school district or his designee. The parent may pick up the form prior to the activity from the Superintendent's office. (No parent note required for readmission.)
2. Illness or injury which prevents the student from being physically able to attend school. (Note Required – **School Nurse Note will suffice for the day of check out**)
3. When isolation is ordered by the county health officer, by the State Board of Health or appropriate school official. (Note Required)
4. Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, stepbrothers and stepsisters. (Note Required)
5. A medical or dental appointment (Medical Excuse Required)
6. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. (Documentation Required)

The following circumstances may be approved as excused absences by the superintendent of the school district or his designee, unless the extent of the absence would adversely affect the student's education.

7. Observance of a religious event.
8. Participation in a valid educational opportunity.
9. Other conditions sufficient to warrant nonattendance, with prior approval of the superintendent or his designee. However, no absences shall be excused when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law. ' 37-13-91 (4)



## Unexcused Absences Board Policy JBA

An "unlawful absence" is an absence during a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension shall not be considered an "excused" absence under this section.

- All absences other than those listed above will be unexcused.
- There are **NO** class "skip" days. These days will be unexcused and may result in disciplinary consequences.
- If the student knows beforehand that he or she will be absent from school, a Prior Absence from School Permission Form should be obtained from the front office, completed, and submitted. This form only verifies the student's reason for being absent for an extended period of time. The principal will determine if it is excused or unexcused based on State Board Policy.

The following was submitted by the youth court: After **5** unlawful (unexcused) absences, the parent/guardian will receive a letter from the youth court. An informal meeting with the court system will be required for parent/guardian after a student has **10** unlawful absences. After **12** unlawful absences, the parent/guardian will be mandated to appear in youth court with consequences.

A student who is at school cannot be absent **from any part of a class** without permission of a principal.

- Students are not to miss any part of a teacher's class to remain with another teacher or staff member, in the library, in the career lab, or at any other location without the assigned teacher's prior written permission or unless directed to do so by an administrator.
- Students are not to make up work for one teacher during another's class time.
- If a class is not in its assigned area and the student does not know where to report, he or she is to seek information from the office.
- Students who are ill and not in their assigned class are to notify office personnel of their whereabouts; if too sick to do so, they must get a staff member to notify office personnel. Failure to do so will be considered a class cut and unexcused absence.

## Procedure For Returning From Absence(s)

**All absences must be acknowledged by a note from a parent/guardian or physician.** A note only verifies the student's reason for being absent. The administrator or designee will determine whether the note is excused or unexcused based on MDE State Board Policy 3104, MS Code 37-13-91 and MCSD policy JBA.

Marion County School District will accept **5** written parent/guardian notes per year. If a student is absent for 2 or more consecutive days, a doctor or dental excuse may be required if deemed necessary from the principal.

The student in grades 7-12 must bring his/her excuse for being absent to the designated office before 7:40 on **the day they return or no later than the 2<sup>nd</sup> day they return to school.** Students will not be allowed to miss any instructional time returning to the office concerning excuses. Grades K-6 must provide his/her excuse for being absent to their homeroom teacher on the day they return or no later than the 2<sup>nd</sup> day they return to school. The homeroom teacher must send the notes immediately to the office.

The excuse must contain the student's name, the date(s) of absence, the REASON for the ABSENCE, and the parent's/guardian's or physician's signature. Blanket notes covering unspecified dates of absences, tardies, etc. are not acceptable. (Example: Please excuse my child for all absences in the month of April due to illness.) Separate notes are required for non-consecutive days.

***A Sample Parent Note:***



Dear \_\_\_\_\_,

Please excuse \_\_\_\_\_ absence from school or his/her tardy to school on this date \_\_\_\_\_.

Reason: \_\_\_\_\_

Signed: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Please include a doctor's excuse when possible! This formal documentation is needed for future references in case there is a question about excused absences. Also, a Doctor's excuse is not limited as is the written parent notes (5).**

**Truancy Board Policy JBAC**

"Compulsory-school-age child" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program. Provided, however, that the parent or guardian of any child enrolled in a full-day public school kindergarten program shall be allowed to disenroll the child from the program on a one-time basis, and such child shall not be deemed a compulsory-school-age child until the child attains the age of six (6) years. ' 37-13-91 (2003)

A "truant" is a student who is absent without a valid excuse as identified in policy JBA. "Truancy" also includes absence without permission from any class, study hall or school-related activity for which a student is scheduled during the school day.

Disciplinary action shall be taken against students who are truant. Continued truancy may lead to academic failure, non-promotion, placement in the alternative school program and/or suspension or expulsion from the regular and/or alternative school programs.

### Tardies



Tardiness is a disruption to the educational process for all students in the class and must be taken seriously. Parents are expected to have students at school on time. A student is tardy if he/she is not in the classroom when the tardy bell rings.

Students are expected to report to classes on time. The first bell rings at **7:35**; the first tardy bell sounds at **7:40**. Any student who arrives late must sign in with the office. **Parents of younger students, please walk your child into the school and sign them in with the school personnel for their safety.** In all cases of tardies, the student **must sign** the tardy sheet in order to be admitted to class. Bell Schedules for individual schools may be found on the School Website.

Tardiness both to school in the morning and to class is considered harmful to the educational process. Students who drive their personal vehicles to school and receive morning tardies could lose driving privileges. Refer to **Tardies** section under **Discipline** in this handbook.

### Tardiness to Class

Students are tardy when they enter the classroom at any time after the tardy bell. Students are allowed time to pass from one class to the next class and should not be tardy except in cases of emergency. In the event students need more than the regular time, they should report to their class first and obtain permission from the teacher. The student's teacher will excuse, or unexcuse, tardiness to class except for first period. If a student finds it necessary to be late for class, he/she must check with his teacher or the office first. If the student is sick, he will report to an administrator in the office.

**ANY STUDENT MISSING 15 MINUTES OF CLASS AFTER THE TARDY BELL WILL THEN BE CONSIDERED TRUANT IF THE TARDY IS UNEXCUSED.**



(High School Only) Tardiness to class is a disruption of the normal operation of school and must be taken seriously. Students are expected to report to classes on time. Any student who arrives to school late must sign in with the office. In all cases of tardies, the student must sign the tardy sheet and receive an admission slip in order to be admitted to class. A student is considered tardy if he or she is not in the classroom (or, if the teacher wishes, seated) when the tardy bell sounds. Tardies are cumulative throughout each 9-week period.

Students are expected to take care of personal needs before tardy bell. If a student has a medical condition that necessitates more frequent restroom privileges, documentation must be provided to the school nurse.

If a student fails to get an admittance slip to class prior to first period or upon late arrival and has to return to the principal's office, the student will receive an unexcused tardy.

### **Tardiness to School**

A student is tardy if he arrives at any time after the tardy bell. Any student who is tardy must report to the principal's office before going to class. This applies to first period only. Teachers are instructed not to admit a student to class without an admittance slip after the tardy bell has rung for first period.

Tardies due to personal illness, serious illness in the family, death in the family, or other similar emergencies may be excused if a written note or telephone call from the student's parent/guardian is presented at the time of arrival. All notes must contain the date, reason, time, and a phone number where parents can be contacted during regular school hours. Oversleeping, clock failure, missed rides, and failure of vehicle will not be excused tardies.

Any student with medical reasons, which due to their nature may cause a student to be tardy from time to time, may be excused if the school has been notified in advance by a doctor. The notice must be in writing.

### **Tardy Consequences**

- 1<sup>st</sup> Tardy – Warning
- 2<sup>nd</sup> Tardy – Written warning
- 3<sup>rd</sup> Tardy – Written warning
- 4<sup>th</sup> Tardy – Conference with principal, or designee and letter to parents  
(After 4 morning tardies, car-students will lose their driving privileges for 45 days  
(Parent Conference required with signatures of compliance))
- 5<sup>th</sup> Tardy – After school detention, corporal punishment, or 1 day ISS
- 6<sup>th</sup> Tardy – 2 hours of after school detention, or corporal punishment, or 2 days ISS
- 7<sup>th</sup> Tardy – 3 Days ISS, and Mandatory Parent Conference
- 8<sup>th</sup> Tardy – 1 day of OSS and Student Behavior Plan activated

Each subsequent tardy will be addressed through the Behavior Plan with potential for further, more severe, consequences including potential Alternative School placement. Repeat offenders may be considered for additional, more severe consequences across each 9 week period within the Behavior Plan as deemed appropriate by the Principal and TST team.

### Dismissal From School Board Policy JGFC

Students will not leave the school campus or be absent from an assigned class without permission from the principal/assistant principal. Teachers are not authorized to dismiss students from class or from the campus without clearance of an administrator. Dismissal requests from parent/guardians should follow check-out procedures in the student handbook.

### Check-In/Check-Out Procedures

Any student who arrives late must immediately check-in with the main office; the student will be marked absent until signing in. Students arriving late to school without a note will be charged with either a tardy or a class cut, depending on arrival time. (In other words, the same rules apply as for other periods.) To keep disruption of instruction to a minimum, students may have to wait until class change to enter the classroom.

Notes will not be accepted after the occurrence; if you arrive late, you must have doctor, court, or parent/guardian note with you for it to be considered. Students, who have arrived on campus, including the parking lot, cannot leave before their dismissal time without checking-out according to procedure in the office, even if the first bell has not yet rung.

During **STATE TESTS**, classes will not be interrupted for late arrivals or early check-outs. Students needing to sign out during testing may do so at the end of the testing period.

**Students are never allowed to sign themselves out of school.** There are **two methods of checking a student out** of school:

1. A parent/guardian or other designated person listed on the student's emergency data card must physically come to the school office to check out the student (including those who drive). The authorized check-out person's signature is required. **Phone calls from a parent will not be sufficient without an administrator's approval. NO FAXES or EMAILS.**

**Classes will not be interrupted** to call a student to the office except in cases of extreme emergencies. Parents are asked to refer to their child's bell schedule to arrange pickup between classes.

If your child is going to be checked out by another person, that person's name **MUST** be listed in your child's emergency contact information. Proof of ID may be required. No one will be allowed to check out a child without proper authorization.

2. If the student knows beforehand that he or she must check out, a written note signed by the parent/guardian stating the date and time of departure, along with a parent/guardian contact phone number to verify the request, can be submitted to the office before the start of that school day. *A note that cannot be verified will not be honored.* **Both the student's and office personnel's signatures are required.** Any notes that are **FORGED** shall be subject to disciplinary action to that student whose name appears on the note to check in or to check out. **NO FAXES or EMAILS!**

**NOTE: ANY STUDENT CHECKING OUT 15 MINUTES BEFORE THE END OF CLASS WILL BE CONSIDERED TRUANT IF THE EXCUSE IS NOT A VALID EXCUSE ACCORDING TO POLICY JBA.**

Any student who does not follow proper procedure of checking-in/checking-out will be dealt with at the discretion of the administration and result in After School Detention (ASD), In School Detention (ISD), In School Suspension (ISS), In School Tutoring (IST), or Out of School Suspension (OSS). Students who check out must leave the campus upon checking out.

### Vacating School Grounds

All students are required to vacate school grounds at the end of each school day or upon "check-out" unless under the direct supervision of a school official in an organized activity.

## ACADEMICS

### Grading Board Policy IHA

A number of factors are used in determining grades: test scores, daily classwork, homework, class participation, special projects, promptness in completing work, etc.

The school year will consist of four (4) grading periods of nine weeks duration. Semester grades shall be the average of the two (2) nine week's grades earned by the student each semester. The yearly average shall be the average of the two semester grades.

No final grade shall be awarded to a student who has not demonstrated mastery of the academic skills for a course. A student who does not demonstrate mastery of the skills of a course shall receive an *incomplete (I)* in the course until such time as he/she demonstrates mastery of those skills. Except in cases of prolonged illness or other unavoidable circumstances, mastery must be demonstrated within a **two week period** for the **incomplete** to be *removed* and a final course grade awarded for the school semester or year, as appropriate.

**Makeup Work Board Policy JBD**

It is the student's responsibility upon return to school to request of teachers a list of all work assignments missed during the absence. Students will turn in work within the limits prescribed or receive a zero for the work. Assignments may be given prior to the child's return to school if the absence is an extended one or in other special circumstances as determined appropriate by the school officials.

Work shall be made up within a reasonable time as agreed to between the teacher and student. In cases where the student feels that the time allowed for make-up may not permit successful completion of the assignments, the student should feel free to discuss this problem with the principal/assistant principal. The board feels that teacher discretion in this area is important, but that each case presents differing situations based on the number of assignments missed, the length of the absence, the reason for the absence, and the length of the assignments to be made up. The ultimate goal is to have the student successfully complete missed assignments within a time that is both fair to that particular student and fair to other students who were in attendance and have completed the assignments within the regularly specified time.

Make Up Work	Excused Absence	Unexcused Absence
High School Make-up Classwork	May be made up at home	May be made up in Wednesday afternoon school program.
High School Make-up Exams	May be made up before school, after school, or in Wednesday afternoon school program	May be made up in Wednesday afternoon school program.
Elementary/Primary Make-up class work	May be made up at home/recess/activity	May be made up at home/recess/activity
Elementary/Primary Make-up Exams/tests	Must be made up during recess/activity	Must be made up during recess/activity

## **Testing BOARD POLICY II**

The Marion County School Board shall periodically assess student performance and achievement in each school. Such assessment programs shall be based upon local goals and objectives which are compatible with the state's plan for education and which supplement the minimum performance standards approved by the state board of education. Data from district assessment programs shall be provided to the state department of education when such data is required in order to evaluate specific instructional programs or processes or when the data is needed for other research or evaluation projects. This district may provide acceptable, compatible district assessment data to substitute for any assessment data needed at the state level when the state department of education certifies that such data is acceptable for the purposes of Section 37-16-3. ' 37-16-5 (1983)

Students in Algebra I, Biology I, English II, and U.S. History must meet all requirements set forth by the Mississippi Department of Education under policy 3803-Graduation Options. If a student passes the test but does not have a passing grade in the course, he/she will be required to retake and pass the course. If a student fails the test but passes the course, he/she will be given opportunities to retake the test. Before retaking the test, remediation will be available to the student.

## **3<sup>rd</sup> Grade Literacy Based Promotion Board Policy ICHI**

In compliance with the "Literacy Based Promotion Act," it is our intent to improve the reading skills of kindergarten through the third grade students so that every student completing the Third Grade is able to read at or above grade level.

A student must meet the state requirements as set forth by MDE in the Literacy Promotion Act for the 3<sup>rd</sup> grade MAP assessment or he/she will not be promoted to 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotions. See Good Cause Exemptions in the policy.

## **Pre-K Programs**

Pre-K programs are offered at East Marion Elementary and West Marion Primary. Selection of students for the program follows the Mississippi Early Learning Guidelines (Accreditation Standard 17.2) for classrooms serving four-year-olds. Students served in a pre-k classroom follow all Marion County School District policies.

## **State Testing**

Schedules for current school year State Tests can be found at:  
<https://www.mdek12.org/OSA>

## **Prohibition Of Electronic Communication Devices During Statewide Tests**

*The Mississippi Public Schools Accountability Standards, 2006, Appendix F, Section*

IV, #19, prohibits the possession and/or use of any electronic communication device, including *cell phones and personal digital assistance devices*, by students during the administration of scheduled statewide tests. Possession of any such device, even if it is not being used, is a violation of state policy (and local policy, if applicable). Example: A student having a cell phone in his/her possession anywhere on his/her person during the test administration is a testing violation. The consequence of this violation is that the test results for that student will be considered invalid; the score of any student in possession of these prohibited devices during the test administration will be marked invalid and, therefore, automatically non-passing.

**Progress Reports/Report Cards - Board Policy IHE**

Progress Reports and/or Report Cards shall be provided to all parents once every three weeks in grades K – 12. Timelines will be determined by the district. See the calendar for dates. Report cards shall be issued at the end of each of the four grading periods. Parents will receive two progress reports and a report card each 9-week period.

Any grade changes which need to be made after report cards are printed **must** be made on District Grade Edit forms and be approved by the Principal, MSIS Data Clerk and Central Office Personnel. **No grades above 100 may be entered for the 9-week, semester or final grade.**

**Grades Board Policy IHA**

In kindergarten, the following reporting code shall be used

- A - Exceeding Expectations (90-100)
- B - Achieving Expectations (80-89)
- C - Nearly Achieving/ Making Progress Towards Achieving Expectations (70-79)
- D - Not making Adequate Progress Towards Achieving Expectations (65-69)
- F – Unsatisfactory Progress Towards Achieving Expectations (64 and below)

In grades 1-12, the following reporting code shall be used

- A 90 -100 Excellent – Passing
- B 80 – 89 Good - Passing
- C 70 – 79 Average – Passing
- D 65 – 69 Below Average – Passing
- F 64 and below Unsatisfactory

District Grading Percentages:	
Homework:	10%
Daily Grades:	30%
Test Grades:	40%
9 Wks Test or DA's: (District Assessments)	20%

**Promotion And Retention - Board Policy IHE**

**No student shall be retained at any grade-level for extracurricular purposes.**

In order to be promoted from one grade level to the next in grades **K-6**, a student **must** maintain a passing grade in *math and* English Language Arts.

In order to be promoted from one grade level to the next in grades **7-8**, a student **must** maintain a passing grade in *math and English Language Arts* and pass either science or social studies. All Carnegie unit bearing classes require a passing grade for credit to be issued.

Grade level placement in high school grades (9-12) shall be determined on the basis of Carnegie units earned without regard for the completion of any particular subjects. Placement shall be according to the units completed as follows:

9 <sup>th</sup> Grade to 10 <sup>th</sup> Grade	Successful Completion of 6 units
10 <sup>th</sup> Grade to 11 <sup>th</sup> Grade	Successful Completion of 13 units
11 <sup>th</sup> Grade to 12 <sup>th</sup> Grade	Successful Completion of 20 units
12 <sup>th</sup> Grade to Graduate	Approved Pathway Option

**(Upon review by school officials - grades 9-12 placement may vary depending on transfer documentation and/or selected graduation tract.)**

Placement in advanced or remedial classes shall be based on state required tests, grade point average, and teacher recommendations.

**Participation and Suspension from Athletics- Board Policy IHE**

The Mississippi High School Athletic Association requires students participating in MHSAA sanctioned competitions to make “satisfactory progress toward graduation”.

According to Mississippi law, a student must maintain a grade point average of at least a 2.0 or “C” average in order to participate in interscholastic sports/activities. Grade point averages will be calculated at the conclusion of the first semester using the semester averages of **all** courses the student is taking. Students who do not have a 2.0 or “C” average for the first semester will be ineligible for the second semester.

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. A student who does not have a grade point average of at least a 2.0 or “C” average, will be ineligible for fall semester.

**Intervention Process – Board Policy IEA**

The Marion County School District shall require an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction, as follows:

- Tier I: Quality classroom instruction based on current District Curriculum
- Tier II: Focused supplemental instruction
- Tier III: Intensive interventions specifically designed to meet the individual needs of students

Teachers should 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 Tier I are unsuccessful, students must be referred to the Teacher Support Team. The TST is the problem-solving unit responsible for interventions developed at Tier II & III. Each school must have a Multi-tier System of Supports (MTSS) implemented in accordance with the process developed by the Mississippi Department of Education. The chairperson of the MTSS shall be the school principal as the school's instructional leader or the principal's designee. The designee may not be an individual whose primary responsibility is special education. Interventions will be designed to address the deficit areas, research based, implemented as designed by the MTSS, and supported by data regarding the effectiveness of interventions.

### **Examinations and Exemptions** Board Policy IHE

Exemptions only apply to the final 9 Weeks of the enrolled course or to exams given during the last nine week grading period of the course. Students must follow the school exam schedule for each 9 week period. No exams may be given early.

Exemptions will not apply to any District Assessment or Benchmark exams given to determine student's progress.

To qualify for an exemption in a particular course/class, a student must meet the criteria listed below:

- An average of **90 -100** for the course.
- No more than **4 absences** (excused or unexcused) per year or **2** per semester course.
- No more than **one** Major discipline referral.
- No outstanding fines.

Students will not be counted absent under the attendance policy from classes in which they are exempt for the day of the exam ONLY.

Any student who qualifies to be exempt in a particular course has the option of taking the examination for that course. Any student not exempt will be required to take the nine-week exam in all subjects.

**Final examinations shall not be given early.** A student who leaves school prior to taking his/her final examinations for the term or semester shall be given a zero (0) if the student does not follow the district's **make-up procedure in policy JBD.**



## Superintendent and Principal List Board Policy IHE

Student achievement of academic excellence is posted through the use of two lists: **The Superintendent's List and Principal's List.**

- To qualify for the **Superintendent's List**, a student must have earned "A's" in all subjects taken for the term.
- The **Principal's List** contains the names of students who have no grade below a "B in any subject.

## **PLAGIARISM/CHEATING** Board Policy IHE

The students of the Marion County School District [are] expected to conduct themselves so that the rights and privileges of others are not violated. As respect for the rights of others involves recognition of others' ideas, the faculty and staff of Marion County School District believe it is important to have a clear policy concerning plagiarism and other forms of academic cheating.

The MCSD defines cheating as attempting to take credit for someone else's work, using unauthorized materials, or otherwise acting to deceive the evaluator in an assignment, project, or test. The MCSD distinguishes between two different degrees of plagiarism. They are defined as follows: Intentional Plagiarism is defined as, but not limited to:

- Obvious, substantial, verbatim reproduction of information;
- Fabrication of sources, falsification of page numbers, or other deliberate misdocumentation;
- Submission of others' work as the student's own.

This applies to uncited paraphrasing of another's ideas as well as verbatim use of others' words. (Others' may refer to either scholarly sources, online "cribbed" essays, or the work of other students). Technical Plagiarism is defined as, but limited to:

- Poor paraphrasing, amounting to "pearling" or "translating" another's work;
- Improper citation or documentation that misrepresents a source;
- Insufficient citation of factual information not held to be common knowledge (common knowledge is defined as facts readily available from a variety of sources);
- Poor integration of direct quotations with the student's own writing.

Upon determination of Plagiarism/Cheating, parents must be informed when a student is suspected of plagiarism or cheating. Through the use of search engines or a comparison to other student work, teachers will, in most cases, be able to provide documented evidence of plagiarism. A school level Disciplinary Review Committee (DRC) shall review, as needed, cases of plagiarism when requested by the student and parent. The purpose of the committee will be to determine that evidence of plagiarism exists and which definition applies, not to apply penalties.

Academic consequences with evidence of intentional plagiarism shall result in the student receiving a grade of zero with no possibility for makeup or grade replacement for the assignment in which the plagiarism occurs. Evidence of technical plagiarism shall result in a deduction of points – the number of points to be determined by the teacher, based on the severity and number of occurrences – for the assignment in which the plagiarism occurs. In addition to the academic consequences, MCSD also firmly believes that intentional plagiarism/cheating is an act of immoral conduct that requires disciplinary consequences as defined by the student handbook, and as such further consequences maybe assigned by the principal.

### **Teacher Selection**

Neither parents nor students are allowed to request a particular teacher. Schedules are not allowed to be changed from one teacher to another teacher. Any personnel issues need to be directed to the principal in writing.

### **Schedule Changes**

Students and parents are encouraged to take course selections in the spring very seriously. Teaching assignments and school schedules are developed based on the subjects selected during the spring. Therefore, courses chosen during spring course selection will remain on the students' schedules. This will ensure that students remain in required and appropriate courses and that instruction may begin on the very first day of school.

Only corrections due to incorrect scheduling will be made. The corrections will need to be made when the schedule is picked up during the assigned time prior to school beginning. No schedule change requests will be made after the 1<sup>st</sup> day of school except for the following corrections.

Corrections include the following:

- In a class that requires a prerequisite that you do not have
- In the wrong level of a class
- Needing to add a senior requirement
- In the same class twice
- In a class for which you have already received credit

The administration may need to make changes in the master schedule and/or balance classes throughout the year based on the needs of the school. These administrative changes do not require parental approval or notification.

### **Marion County Career and Technology Center**

During their freshman, sophomore, junior, and senior years, Marion County (MC) students may opt to take classes at the Marion County Career and Technology

Center (CTC). Students who are interested should consult their guidance counselor. Once enrolled, MC students must complete an application for CTC students.

### Transportation To and From the Career Center

All CTC students must ride the designated bus both to and from the CTC. Students who miss the CTC bus without a valid reason will receive an unexcused absence for that class period and report to ISS. Habitual violation will result in additional consequences. Students cannot drive or get a ride to the CTC unless prior written arrangements have been made between the student(s), CTC director, parent and the principal.

### Graduation Requirements    **Board Policy IHF**

Students in the Marion County School district shall graduate from this district by meeting the requirements for one of the graduation options approved by the Mississippi Department of Education.

### Additional Graduation Requirements

- Additional Graduation Pathways are available with approval from school officials. Contact school counselor for more information.
- No more than one (1) unit may be earned during a single summer school session (does not apply to Dual-Credit or Dual-Enrollment courses), and a total of four (4) units earned in summer school may be counted toward graduation.
- Transfer students must earn at least three (3) of the last six (6) Carnegie units earned at Marion County High Schools. (East and West) A student who transfers into the District during his/her senior year must have the transcript evaluated so that a determination can be made concerning eligibility based on District requirements.
- No more than one (1) of the minimum required number of units may be earned through completing correspondence courses.
  - Correspondence Course Guidelines
    - The correspondence course must be approved by the principal and administered through an approved university.
    - The evaluation criteria will be administered by a certified member of the Marion County School District.
- Only students receiving a Standard Diploma will be eligible for academic honors at graduation. (Refer to Policy JF for Valedictorian/Salutatorian/Class Rank requirements.)
- December completers would be excluded from Valedictorian, Salutatorian and class rank but will qualify for honors and special honors.
- Refer to **Institutions of Higher Learning(IHL)** website, <http://www.ihl.state.ms.us/> , if you are planning to attend 4 year university/college directly after graduation, e.g., USM, LSU, MS State, Ole Miss, William Carey, etc. and/or Appendix C-2 in Mississippi Public School Accountability Standards.

- The requirements to be a Mississippi Scholar or a Tech Master Scholar can be found at [www.mississippischolars.net](http://www.mississippischolars.net).

## **Valedictorian, Salutatorian, and Class Ranking** Board Policy IHEA

### **VALEDICTORIAN AND SALUTATORIAN**

The student(s) having attained the highest and second highest quality point average during his/her high school period shall be recognized as Valedictorian and Salutatorian respectively. The students named Valedictorian and Salutatorian must have attended that particular high school the final four consecutive semesters.

Each high school will utilize an auditing committee which includes qualified/certified personnel from outside of the school. The Calculation Worksheet in conjunction with the Phase I, Phase II, and Phase II Course Listing Chart shall be used when an audit is conducted.

The Valedictorian, Salutatorian, and class rank will be decided based on the highest Quality Point Average through the third (3rd) nine weeks of their graduating year. December completers would be excluded from Valedictorian, Salutatorian and class rank but will qualify for honors and special honors.

### **QUALITY POINT SYSTEM**

The Quality Point System will be utilized to compute and determine the rank-in-class of graduating seniors. Rank-in-class is defined as the comparison of a student's academic performance with those of the members of his/her graduating class. Class rank computed on the basis of quality points, rather than on grade-point average, projects a more accurate profile of academic performance. It is also designed to encourage students to enroll in more challenging courses. Students in advanced courses earn additional quality points directly proportionate to regular courses. (See IHEA Appendix, A See IHEA Appendix B, and See IHEA Appendix C)

## Policy IHEA Appendix A

Below is the **Quality Point Equivalency Scale**.

Number Grade Earned	Phase 3	Phase 2	Phase 1
100	6.0	5.0	4.0
99	5.9	4.9	3.9
98	5.8	4.8	3.8
97	5.7	4.7	3.7
96	5.6	4.6	3.6
95	5.5	4.5	3.5
94	5.4	4.4	3.4
93	5.3	4.3	3.3
92	5.2	4.2	3.2
91	5.1	4.1	3.1
90	5.0	4.0	3.0
89	4.9	3.9	2.9
88	4.8	3.8	2.8
87	4.7	3.7	2.7
86	4.6	3.6	2.6
85	4.5	3.5	2.5
84	4.4	3.4	2.4
83	4.3	3.3	2.3
82	4.2	3.2	2.2
81	4.1	3.1	2.1
80	4.0	3.0	2.0
79	3.9	2.9	1.9
78	3.8	2.8	1.8
77	3.7	2.7	1.7
76	3.6	2.6	1.6
75	3.5	2.5	1.5
74	3.4	2.4	1.4
73	3.3	2.3	1.3
72	3.2	2.2	1.2
71	3.1	2.1	1.1
70	3.0	2.0	1.0
69	2.9	1.9	0.9
68	2.8	1.8	0.8
67	2.7	1.7	0.7
66	2.6	1.6	0.6
65	2.5	1.5	0.5

**Policy IHEA Appendix B QPA Calculation Sheet**

COURSE	ADA GRADE	NUMERICAL GRADE EARNED	Carnegie Units/ Credits	Quality Point Score	*Adjusted QPA
<b>7th Grade</b>					
<b>8th Grade</b>					
<b>9th Grade</b>					
<b>10th Grade</b>					

<b>11th Grade</b>					
<b>12th Grade</b>					

\*Adjusted QPA reflects Quality Point Score multiplied by the number of Carnegie Units

**Policy IHEA Appendix C Phase I, II, III Course Listing**

<b>Phase I Courses</b>	<b>Phase II Courses</b>	<b>Phase III Courses</b>
<b>REGULAR COURSES</b>	<b>ACC. /ADV. COURSES</b>	<b>AP/DUAL ENROLLMENT COURSES</b>
<b>English</b>		
English I, II, III, IV	Acc. English I, II, III, IV	AP Language & Composition
Debate I, II, III		AP Literature & Composition
Survey of 20 <sup>th</sup> Century Writing		College English Composition (Dual Credit Only)
Foundations, Broadcast, Print Journalism		Any qualifying English DC Courses approved by MDE (Approved Secondary Courses Manual)
Oral Communication		
Technical and Workplace Writing		
Mississippi Writers		
World Literature		
Creative Writing		
Survey of African American Writing		
Survey of 20th Century Writing		
SREB Literacy Ready		
<b>Math</b>		
8th Grade Math	8th Grade Compact Math/Algebra I	AP Calculus
Algebra I	Algebra II	AP Statistics
Geometry	Algebra III	College Algebra (Dual Credit only)
SREB Math	Advanced Mathematics Plus	Any qualifying DC Course other than college Algebra (Approved Secondary Courses Manual)
	Statistics	
	Calculus	
<b>Science</b>		
Biology I	Advanced/Acc. Biology	AP Biology
Physical Science	Chemistry I, II	AP Physics
Biology II	Physics	
Botany	Organic Chemistry	AP Chemistry
Zoology I, II		Any qualifying Science DC Course (Approved Secondary Courses Manual)
Earth and Space Science		
Marine Science I, II		
Genetics		
Microbiology		



Human Anatomy & Physiology		
<b>Social Studies</b>		
Geography	Advanced World Geography	AP US History
Mississippi Studies		AP Human Geography
World History		AP World History
Economics		AP Government
US History		
US Government		
<b>Electives</b>		
Computer Discovery/ Computer App Keyboarding/ Tech Foundations/ICT II	Spanish 1, 2, 3 and any other foreign language	AP Foreign Language
Band**		Any qualifying Dual Credit Classes (Approved Secondary Courses Manual) *Excluding College English Composition and College Algebra
Any visual or performing arts course carrying a Carnegie unit**		
STEM		
Health		
Intro to Engineering		
Psychology		
Resource Management		
Family Dynamics		
Sociology		
Military Science (JROTC)		
<b>Career &amp; Technical</b>		
CTE Electives	Engineering I	
	Engineering II	
	Health Science I	
	Health Care and Clinical Services	
	Digital Media Technology	

\*Course not listed under the Phase I shall not be included in the QPA calculation.

\*\*Band, Visual Arts, or Performing Arts are only counted once in QPA calculation.

## HONORS and SPECIAL HONORS

Students with a quality point average of 3.0 to 3.49 will graduate with honors. Students with a quality point average of 3.5 or higher will graduate with special honors.

**DUAL CREDIT:**

Dual Credit classes are counted in class rank with proper prior approval. They also are counted in a student's college GPA. All Dual Credit courses shall be linked with a comparable MDE approved course not previously taken for credit. (Example: College Algebra must link to Algebra II, III, or Advanced Algebra) All Dual Credit Courses must be linked with a comparable approved secondary course and approved prior to enrolling and be listed on the MDE Secondary Approved Courses List. Dual Credit courses shall not replace a grade for a previously taken secondary course.

GRADUATION PATHWAYS: **Board Policy IHF**

**Standard Diploma**  
**2018-2019 (Students currently in 10<sup>th</sup> – 12<sup>th</sup> grades)**

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following table. Contents of each required and elective course must include the core objectives identified in the *Mississippi College- and Career-Readiness Standards*. Course titles and identification numbers must appear in the current edition of the *Approved Courses for Secondary Schools of Mississippi*. (See 7 Miss. Admin. Code Pt. 3, Ch. 28, R. 28.2, R. 28.3.) Students enrolled in grades 7-12 may be awarded a Carnegie unit credit provided the course content is a Carnegie unit bearing course in the current edition of the *Approved Courses for the Secondary Schools of Mississippi*. Enrollment in online courses must have prior approval granted by the principal.

Any student who completes the minimum graduation requirements as specified below and has met the requirements for each of the required high school assessments is eligible to receive a high school diploma. The local school district may establish additional local requirements approved by the local school board as authorized under Miss. Code Ann. § 37-16-7.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 <sup>1</sup>	English I English II
MATHEMATICS	4 <sup>2</sup>	Algebra I
SCIENCE	4 <sup>3</sup>	Biology I
SOCIAL STUDIES	4	1 World History <sup>4</sup> 1 U.S. History <sup>4</sup> ½ Geography <sup>4</sup> ½ U.S. Government ½ Economics <sup>5</sup> ½ Mississippi Studies <sup>6</sup>
HEALTH and PHYSICAL EDUCATION	1 <sup>7&amp;8</sup>	½ Contemporary Health and ½ Physical Education <sup>9&amp;11</sup>
TECHNOLOGY or COMPUTER SCIENCE	1 <sup>10</sup>	
THE ARTS	1 <sup>11</sup>	
ELECTIVES	5 <sup>12</sup>	
<b>TOTAL UNITS REQUIRED</b>	<b>24</b>	

# Mississippi Diploma Options

Begins with incoming freshmen of 2018-2019

Mississippi has two diploma options: The Traditional Diploma and the Alternate Diploma. The Traditional Diploma is for all students. The Alternate Diploma is an option for students with a Significant Cognitive Disability (SCD).

## TRADITIONAL DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>English I</li> <li>English II</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Algebra I</li> </ul>
Science	3	<ul style="list-style-type: none"> <li>Biology I</li> </ul>
Social Studies	3½	<ul style="list-style-type: none"> <li>1 World History</li> <li>1 U.S. History</li> <li>½ U.S. Government</li> <li>½ Economics</li> <li>½ Mississippi Studies</li> </ul>
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> <li>Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.</li> </ul>
Technology or Computer Science	1	
Additional Electives	5 ½	
<b>Total Units Required</b>	<b>24</b>	

### Requirements

- Student should identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.
- For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:
  - Have a 2.5 GPA
  - Passed or met all MAAP assessments requirements for graduation
  - On track to meet diploma requirements
  - Concurrently enrolled in Essentials for College Math or Essentials for College Literacy

### Recommendations

- For early graduation, a student should successfully complete an area of endorsement.
- A student should take a math or math equivalent course the senior year.

## ALTERNATE DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>Alternate English Elements I-IV</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Alternate Math Elements I-III</li> <li>Alternate Algebra Elements</li> </ul>
Science	2	<ul style="list-style-type: none"> <li>Alternate Biology Elements</li> <li>Alternate Science Elements II</li> </ul>
Social Studies	2	<ul style="list-style-type: none"> <li>Alternate History Elements (Strands: U.S. History and World History)</li> <li>Alternate Social Studies Elements (Strands: Economics and U.S. Government)</li> </ul>
Physical Education	½	
Health	½	<ul style="list-style-type: none"> <li>Alternate Health Elements</li> </ul>
Arts	1	
Career Readiness	4	<ul style="list-style-type: none"> <li>Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)</li> </ul>
Life Skills Development	4	<ul style="list-style-type: none"> <li>Life Skills Development I-IV (Strands: Technology, Systems, Personal Care, and Social)</li> </ul>
Additional Electives	2	
<b>Total Units Required</b>	<b>24</b>	

### Requirements

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

## Traditional Diploma Endorsement Options

Students pursuing a Traditional Diploma should identify an endorsement prior to entering 9th grade. There are three endorsement options: Career and Technical, Academic, and Distinguished Academic Endorsement.

### CAREER AND TECHNICAL ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I
Science	3	• Biology I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
CTE Electives	4	• Must complete a four-course sequential program of study
Additional Electives	3 ½	
<b>Total Units Required</b>	<b>26</b>	

#### Additional Requirements

- Earn an overall GPA of 2.5.
- Earn Silver level on ACT WorkKeys.
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One CTE dual credit or earn articulated credit in the high school CTE course
  - Work-Based Learning experience or Career Pathway Experience
  - Earn a State Board of Education-approved national credential

### ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	3	• Biology I + two (2) additional science courses above Biology I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	7 ½	• Must meet 2 advanced electives of the CPC requirements for MS IHLs
<b>Total Units Required</b>	<b>26</b>	

#### Additional Requirements

- Earn an overall GPA of 2.5.
- Courses must meet Mississippi IHL college preparatory curriculum (CPC).
- Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges and IHL college-ready courses in senior year, or the SAT equivalency subscore).
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One AP course with a C or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a C or higher and take the appropriate IB exams
  - One academic dual credit course with a C or higher in the course

### DISTINGUISHED ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	4	• Biology I + two (2) additional science courses above Biology I
Social Studies	4	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	8	• Must meet 2 advanced electives of the CPC requirements for MS IHLs
<b>Total Units Required</b>	<b>28</b>	

#### Additional Requirements

- Earn an overall GPA of 3.0.
- Courses must meet Mississippi IHL college preparatory curriculum (CPC).
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency subscore.
- Earn four additional Carnegie Units for a total of 28.
- Must successfully complete one of the following:
  - One AP course with a B or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a B or higher and take the appropriate IB exams
  - One academic dual credit course with a B or higher in the course

## **EARLY GRADUATION:**

Students who are approved for early graduation prior to their senior year shall qualify for Honors/Special Honors, but shall not be included in class rank.

Students who are approved to graduate early during their senior year shall qualify for Honors/Special Honors, but shall not be included in class rank.

## **DUAL ENROLLMENT:**

Dual Enrollment classes are not counted in class rank (QPA), but are counted in a student's college GPA.

## **Mississippi Virtual Public School Courses**

Mississippi Virtual Public School (MVPS) is a web-based educational service offered by the Mississippi Department of Education to provide Mississippi students with access to a wider range of course work, with more flexibility in scheduling, and with the opportunity to develop their capacities as independent learners. Students who wish to enroll in MVPS courses must gain prior approval from the high school counselor and principal who will approve a listing of specific virtual online courses available through the Mississippi Department of Education but not offered by MCSD.

After obtaining written approval from the principal and the counselor, a student may enroll in MVPS courses. Pending approval from the parent, principal, and counselor, **the student will have up to ten (10) school days to drop the course**. After the ten (10) school-day period, the student will not be allowed to drop the course, and the grade earned will be included in his or her grade point average. All tests must be taken and proctored at the school within designated time limits.

## **Credit Recovery Board Policy IDCAB**

Credit Recovery Courses are designed to give students who have received failing grades in a required course for graduation an opportunity to recover the lost credit through a standards-based approach that will target specific knowledge and skill deficits instead of requiring the student to repeat the entire course. In these courses, students can test out of the material they have already learned and focus on what they need to demonstrate achievement on essential content standards. The Credit Recovery program has a primary focus of helping students stay in school and graduate on time.

# HEALTH

## Asbestos Hazard Notification

As part of an annual asbestos notification, we are informing all persons of their option of reviewing the asbestos management plan, which would include documentation of any changes of asbestos containing material in the schools. To provide continuing management of the asbestos in our schools, all Asbestos Containing Materials (ACM) are inspected every six months by an engineering firm from Jackson, Mississippi. Any changes in ACM are being recorded in a surveillance report as part of the management plan.

A copy of the surveillance and re-inspection reports, along with a copy of the management plans for the district, is maintained in the superintendent's office located at 1010 Highway 13 North, Columbia MS, 39429. Any interested party should feel free to go to any of the locations to review these reports.

## School Wellness Policy - Board Policy JG

The Marion County School Board affirms its commitment to providing a healthy environment for students and staff. The District has committed to implementing a coordinated approach to school health, nutrition, physical activity, health education and social services.

## Pandemic / Epidemic Emergencies - Board Policy JGA

The Marion County School Board recognizes that a pandemic/epidemic outbreak is a serious threat that stands to affect students, staff, and the community as a whole. With this consideration in mind, the Board establishes this policy in the event the town/municipality and/or school district is affected by a pandemic/epidemic outbreak. At all times the health, safety and welfare of the students shall be the first priority.

## Student Health Services - Board Policy JGC

In accordance with the requirements of the No Child Left Behind Act of 2001, the district recognizes its responsibility to notify parents in advance of any non emergency, invasive physical examination or screening that is required as condition of attendance; administered and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students.

**Student Health Services – Medicines - Board Policy JGCD**

School personnel may not exceed the practice of first aid in dealing with pupil injuries and sickness, and only qualified personnel shall administer first aid to pupils.

Medication shall be provided or administered to a student by school personnel ONLY with the written request and consent of the student's parent/custodian/legal guardian, and by following Policy JGCD-R – Administration of Prescription Medicine.

**Regulations: Administering Medicine to Students - Board Policy JGDC**

School personnel will not administer prescription medicine to a student unless the student's physician authorizes school personnel to administer the medicine and both the parents/guardians have signed the Indemnity Agreement available from the school. The parents/guardians are responsible for obtaining a statement from the physician authorizing school personnel to administer the medicine. Refer to policy JGDC for more information.

The parents/guardians are responsible for getting the medicine to the school. All medicine must be checked in with the school office in a proper container with a label from the pharmacy which states the following: Student's name; Name of medicine; Method of administration; Time/s to administer the medicine; Prescription number; Name of pharmacy; Date filled.

**Asthma/Anaphylaxis Medications - Board Policy JGCA**

The Marion County School Board will comply with all applicable provisions of the Mississippi Code of 1972, Annotated Section 41-79-31 including but not limited to H41-79-31 Self-administration of asthma/anaphylaxis medication at school by public and nonpublic students, as amended, and with all other applicable federal and state laws.

**Required Authorization:** The Marion County School Board shall permit the self-administration of medications by a student if the student's parent or guardian:

1. Provides written authorization for self-administration to the school
2. Provides a written statement from the student's health care practitioner, that states:
  - a. The student has asthma/anaphylaxis and is capable of self-administering the prescription asthma and/anaphylaxis medication. The statement shall also contain the following information
  - b. The name and purpose of the medications
  - c. The prescribed dosage of the medication
  - d. The times at which or circumstances under which the medication may be administered



e. The period of time for which the medications are prescribed

**Record Keeping:** The statements required as listed above shall be kept on file in the office of the school nurse or school administrator in the school the student attends.

**Proper Use Of Medication:** If a student uses his/her medication in a manner other than prescribed, he/she may be subject to disciplinary action under the school codes. The disciplinary action shall not limit or restrict the student's immediate access to the medication.

**Indemnification:** This school district shall inform the parent or guardian of the student that the school and its employees and agents shall incur no liability as a result of any injury sustained by the student from the self-administration of asthma medications. The parent or guardian of the student shall sign a statement acknowledging that the school shall incur no liability and the parent or guardian shall indemnify and hold harmless the school and its employees against any claims relating to the self-administration of asthma medications.

**Yearly Renewal:** The permission for self-administration of medications shall be effective for the school year in which it is granted and shall be renewed each school year upon fulfilling the requirements as stated in this policy.

**Supervised Use Of Asthma Medications:** Upon fulfilling the requirements as stated in this policy, a student with asthma may possess and use asthma medications when at school, at a school-sponsored activity, under the supervision of school personnel or before and after normal school activities while on school properties including school-sponsored child care or after-school programs.

### **Communicable Diseases** - Board Policy JGCC

The Marion County School Board has the power, authority and duty to exclude from their schools students with what appears to be infectious or contagious diseases; provided, however, such student may be allowed to return to school upon presenting a certificate from a public health officer, duly licensed physician or nurse practitioner that the student is free from such disease. 37-7-301 (h)

### **Head Lice** - Board Policy JGCC

Head lice (*Pediculus Humanus Capitis*) are a common problem in Mississippi school children in Mississippi. Head Lice are a considerable nuisance and require a conscious effort on the part of both parents and school officials to control. It is important to understand that head lice can only be controlled in schools, even with the most stringent control efforts, **not** eliminated. Head lice are not caused by poor hygiene or lack of cleanliness.

***The goal of control efforts in Marion County School District Schools will be to reduce the presence and impact of head lice and minimize spread.***

All students enrolled in Marion County School District are subject to regular head screening. Any child found to have lice/nits will be sent home with the parent/guardian with detailed instructions for treatment and removal of all lice and nits. The child may return to school as soon as the parent has provided treatment and removal of all lice and nits. If school instructions are followed the student may be granted up to two (2) excused absences. Refer to Policy JGCC for more information.

Any student found to have head lice or nits on three (3) consecutive occasions during one (1) school year will be referred to the county health department in accordance with state law. The parent must return the completed health department referral form to the school office, stating the student is free of nits and lice, before the student can return to class. ' 41-79-21 (1999)

### **Meningococcal Disease Board Policy JGCC**

The Marion County School Board endeavors to ensure all of our parents are informed about meningococcal disease and the effectiveness of vaccination against this. The State Board of Health shall develop and make available educational materials appropriate for distribution so that the information required by this section can be provided to parents and guardians. The Department of Health may provide this information, at its discretion, electronically, on its Web site. The Department of Health does not provide or purchase vaccines against meningococcal disease.

### **Educating Students With Chronic Infectious Diseases Policy**

The following shall be the policy of this school district for educating students known to have a chronic infectious disease (persistent illness in the carrier state as compared to an acute short-term self-limiting illness) such as, but not limited to Hepatitis B, Herpes Simplex, AIDS/ARC or Cytomegalovirus.

1. A student with a chronic infectious disease shall be removed from the classroom temporarily and until the district's medical advisor in consultation with the student's physician determines whether the student's presence in the school poses a risk of transmission of such chronic infectious disease to others.
2. Should it be determined by the school's medical advisor that attendance poses no threat, the student shall be allowed to resume attendance at school subject to whatever restrictions or limitations, if any, that the school's medical advisor shall recommend. The student's school attendance shall be reviewed by the school's medical advisor in consultation with the student's physician at least once every month to determine if continued school attendance poses any risk of transmission of such chronic infectious disease to others.
3. Should it be determined by the school's medical advisor that attendance at school poses a risk of transmission of such chronic infectious disease to others,

an appropriate alternative education program shall be established for that student which shall continue until the district's medical advisor determines that the risk of transmission to others has abated and normal school attendance can resume.

4. The decision of the district's medical advisor shall be final.

### **Student Health Service Inoculations Board Policy JGCB**

The Marion County School Board has the power, authority and duty to require those vaccinations specified by the state health officer as provided in Section 41-23-37. ' 37-7-301 (j).

Except as provided hereinafter, it shall be unlawful for any child to attend any school, kindergarten or similar type facility intended for the instruction of children (hereinafter called "schools"), either public or private, with the exception of any legitimate home instruction program as defined in Section 37-13-9, for ten (10) or less children who are related within the third degree computed according to the civil law to the operator, unless they shall first have been vaccinated against those diseases specified by the state health officer

A certificate of exemption from vaccination for medical reasons may be offered on behalf of a child by a duly licensed physician and may be accepted by the local health officer who, in his opinion, such exemption will not cause undue risk to the community. Certificates of vaccination shall be issued by local health officers or physicians on forms specified by the Mississippi State Board of Health. These forms shall be the only acceptable means for showing compliance with these immunization requirements, and the responsible school officials shall file the form with the child's record.

If a child shall offer to enroll at a school without having completed the required vaccinations, the local health officer may grant a period of time up to ninety (90) days for such completion when, in the opinion of the health officer, such delay will not cause undue risk to the child, the school or the community. No child shall be enrolled without having had at least one (1) dose of each specified vaccine. Within thirty (30) days after the opening of the fall term of school (on or before October 1 of each year) the person in charge of each school shall report to the county or local health officer, on forms provided by the Mississippi State Board of Health, the number of children enrolled by age or grade or both, the number fully vaccinated, the number in process of completing vaccination requirements, and the number exempt from vaccination by reason for such exemption. Within one hundred twenty (120) days after the opening of the fall term (on or before December 31), the person in charge of each school shall certify to the local or county health officer that all children enrolled are in compliance with immunization requirements.

For the purpose of assisting in supervising the immunization status of the children,

the local health officer or his designee may inspect the children's records or can be furnished with certificates of immunization compliance by the school.

**It shall be the responsibility of the person in charge of each school to enforce the requirements for immunization. Any child not in compliance at the end of ninety (90) days from the opening of the fall term must be suspended until in compliance, unless the health officer shall attribute the delay to lack of supply of vaccine or some other such factor clearly making compliance impossible.**

### **Concussion Management and Return to Play** – Board Policy JGEB

The Marion County School District adopts this concussion management and return to play policy that includes the following (entire policy online):

- Parents or guardians shall receive and sign a copy of the concussion policy before the start of the regular school athletic event season.
- An athlete who reports or displays any symptoms or signs of a concussion in a practice or game setting shall be removed immediately from the practice or game. The athlete shall not be allowed to return to the practice or game for the remainder of the day regardless of whether the athlete appears or states that he or she is normal.
- The athlete shall be evaluated by a health care provider working within the provider's scope of practice.
- If an athlete has sustained a concussion, the athlete shall be referred to a licensed physician, preferably one with experience in managing sports concussion injuries.
- The athlete who has been diagnosed with a concussion shall be returned to play only after full recovery and **clearance** by a health care provider.
- Return to play after a concussion should be gradual and follow a progressive return to competition.
- An athlete shall not return to a competitive game before demonstrating that he or she has no symptoms in a full supervised practice.
- Athletes shall not continue to practice or return to play while still having symptoms of a concussion.

## STUDENT CONDUCT

The image a school portrays is often determined by the behavior of its students. Good discipline is extremely important to the school program. Without good discipline, students will not realize their greatest opportunities for growth. We must all—students, teachers, administrators, support staff and community members—show pride by doing our share to make the Marion County Schools a better place to learn and work. The students of the Marion County School District shall be expected to conduct themselves so that the rights and privileges of others are not violated.

### **PBIS**

MCSD is participating in an initiative titled PBIS-Positive Behavior Interventions and Supports. PBIS is supported by the Mississippi Department of Education and the Marion County School District to promote academic success, appropriate and positive behavior, and a safe and more effective school climate in grades K-12. The ultimate goal of PBIS is to create an environment where educators can teach and all students can learn without disruption. This exciting initiative will allow MCSD to:

- ❖ Teach students the behaviors we expect
- ❖ Provide a safe environment where students excel academically and socially
- ❖ Encourage positive behavior and interactions
- ❖ Decrease problem behavior and keep students in class
- ❖ Reduce the number of office discipline referrals

Our district, as part of the PBIS initiative, has worked with each school to define a set of school-wide expectations and rules for behaviors. These expectations will be posted and taught on each campus. Students who are caught exhibiting desired behaviors outlined in the behavior matrix of expectations will be rewarded learning credits. These credits can be used to purchase rewards through the individual school's learning credit matrix.

### **Student Code of Conduct** Board Policy JCB

The code of conduct shall be based upon but not limited to the rules of student conduct including policies JCA, JCB, JCBD, JCBE and JCBF and the rules of discipline including policies JD, JDB, JDC, JDD, and JDE and any and all related policies adopted subsequent hereto. The code shall be made available in the student handbook or other similar publication. The code of conduct shall include, but not be limited to the following items:

1. Specific grounds for disciplinary action under the school district's discipline plan;
2. Procedures to be followed for acts requiring discipline, including suspensions and expulsion, which comply with due process requirements; and
3. Explanations of the rights and responsibilities of students with regard to:
  - a. Attendance

- b. Respect for persons and property
- c. Knowledge and observation of rules of conduct
- d. Free speech and student publications
- e. Assembly
- f. Privacy and
- g. Participation in school programs and activities



The School Safety Act of 2001 provides a procedure for disciplining students whose behavior, as determined by the principal or designated administrator of each school, seriously interferes with the school environment as defined by the Act. These provisions of the School Safety Act of 2001 are cumulative and in addition to existing school district discipline procedures.

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, etc.). A referral to law enforcement may also be made.

**General Rules Of Student Conduct – Board Policy JCA**

1. Students are expected to conduct themselves in all school activities in such a manner that will promote development rather than inhibit it.
2. A teaching situation which is conducive to learning must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be disciplined, including but not limited to being sent to the principal's office. The counselor and principal will review the case and try to resolve the problem. A student who has been sent from class repeatedly will be suspended from school.
3. Any student who starts a disturbance or who participates in one will be suspended from school immediately and will be able to re-enter only after satisfactory assurance has been given in writing to the principal by the student and by his parents or guardians that there will not be a recurrence of this sort of behavior.
4. Corridor courtesy requires that students walk in an orderly manner on the right side of the corridor.
5. Profanity, cheating, stealing, and gambling can never be accepted by the schools of this system. Such offenses can result in suspension or expulsion.
6. Radios and/or other sound reproducers shall be forbidden on campus unless specifically requested by the teacher in charge.
7. All schools in the District are smoke-free zones. Smoking is prohibited on property owned or used by the school, whether during school, after school or at school-related events. Students caught smoking in unauthorized areas will be suspended. This includes vaping devices.
8. A student is strictly prohibited by law from possessing a weapon, as identified in Policy JCDAE, while on school property, going to school, going from school

or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion by the principal, his designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.

9. A student is strictly prohibited by law from possessing, using or selling any controlled substance, including drugs and alcohol as identified in Policy JCDAC, while on school property, going to school, going from school or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion by the principal, his designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.
10. A student who uses or is under the influence of any alcohol or drugs shall be subject to an immediate suspension or expulsion and subject to all other penalties and requirements provided by law and District policies.
11. A student, who commits an unlawful or violent act, as defined by Policy JCBE, shall be subject to immediate suspension and recommendation of expulsion by the principal, his designee, or the superintendent and subject to all other penalties and requirements provided by law and District policies.
12. A student who carries or otherwise has in his possession a firearm on campus, in violation of Policy JCBH, shall be subject to immediate suspension and recommendation of expulsion for a minimum of one calendar year by the principal, his designee, or the superintendent and subject to all other penalties and requirements provided by law and District policies.
13. A student, upon his second suspension for a disciplinary reason, will be informed that his third such suspension may result in expulsion.
14. Student behavior that harasses or threatens other students or school personnel will not be tolerated. This district shall treat hazing, as defined in MS Code 97-3-105 and stalking, as defined in MS Code 97-3-107, as serious offenses subject to criminal prosecution.
15. Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB, Students Complaints of Sexual Discrimination/Harassment - Title IX Procedures.
16. Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substance Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent is authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board. ' 37-11-18 (1995)
17. Any student who looks through a window, hole or opening, or otherwise views by means of any instrumentality, including, but not limited to, a periscope, telescope, binoculars, drones, camera, motion-picture camera,

camcorders or mobile phone, into the interior of a bathroom, changing room, fitting room, locker room, dressing room, spa, massage room or therapy room or the interior of any other area in which the occupant has a reasonable expectation of privacy, with the intent to invade the privacy of a person or persons inside and without the consent or knowledge of every person present, for the lewd, licentious and indecent purpose of spying upon the occupant or occupants thereof, shall be Subject to immediate suspension and recommendation of expulsion by the principal, his designee or the superintendent subject to all other penalties provided by the law and District policies.

### **Harassment Prohibited Board Policy JCA**

This school district affirms employee protection provided under Title VII, and therefore "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment."

Further, this school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

### **Student Conduct And Grades Board Policy JCA and JD**

Criteria used in the evaluation process to determine a student's grade must be supported by rationale. The criteria must be in writing and must include the following:

1. Course content (goals, objectives, materials, etc.) as outlined in the curriculum guides
2. Methods of evaluation - grades will reflect some combination of the areas listed below:
  - a. Class work
  - b. Homework
  - c. Test scores
  - d. Participation
  - e. Skill application
  - f. Preparation for class
3. The effect of absence on grades
4. Procedures for making up assigned work and tests



5. Other criteria as may be approved by the superintendent and school board

**Bullying Board Policy JDDA**

The Marion 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, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The Marion 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 of 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 subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" 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 Marion 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. (See Exhibit A – Bullying/Harassing Behavior Reporting Form)

## **Bullying Procedures** Board Policy JDDA-P

### **Student Complaints Of Bullying Or Harassing Behavior**

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

#### **I. Definitions**

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

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

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

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

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable

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

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

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

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

# Marion County School District

## Bullying/Harassing Behavior Reporting Form

Name(s) of the accused:

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Name of person filing report: \_\_\_\_\_ Date report filed: \_\_\_\_\_

Name(s) of the victim(s) of the misconduct: \_\_\_\_\_

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Please describe in detail the specific nature of the misconduct including date, time, and location.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

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Please list the names of any witnesses who can provide any information about the misconduct.

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Please list any other important information about the misconduct.

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Administrator Signature: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_

Signature of Person filing report: \_\_\_\_\_

## **Students Complaints Of Sexual Discrimination/Harassment- Title IX** **Board Policy JB**

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

Students in the Marion County School District are protected from sexual discrimination, including sexual harassment, by Title IX of the Education Amendment of 1972 to the Civil Rights Act. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited. Complaints of sexual discrimination/harassment shall be handled in accordance with Policy JCBF-P Students Complaints of Sexual Discrimination/Harassment -- Title IX Procedures.

## **Gang Activity** Board Policy JCBB

This school district is committed to maintaining a safe school environment for its students and staffs. Students are expected to adhere to the school's and district's standards of conduct that promotes well-being and supports the learning process. Gang activity will not be tolerated in any form. Where gang activity is suspected or confirmed a complaint will be filed in accordance with the "Mississippi Street Gang Act" (MS Code '97-44-1 et seq.).

## **Vandalism** Board Policy JCBD

If any student shall willfully destroy, cut, deface, damage or injure any school building, equipment or other school property, he shall be subject to suspension or expulsion and his parents, legal guardians or custodians shall be liable for all damages.

### **I. Liability for Damages**

The District may institute legal proceedings against and recover damages provided by law from parents of minor students who maliciously and willfully damage or destroy school property. The discipline plan of each school shall contain a statement of parental responsibilities in this regard as required by Policy JD - Discipline Plan.

## **II. Reporting Vandalism**

Citizens, students, and law enforcement are urged by the board to cooperate in reporting any incidents of vandalism in District property and the name(s) of the person(s) believed to be responsible.

All District employees shall notify the principal of the school when they have knowledge that an act of vandalism has or may have occurred.

The principal shall notify the superintendent or his designee of all reports of vandalism.

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property. He is further authorized to delegate authority to perform these functions.

### **Unlawful Or Violent Acts Board Policy JCBE**

Any unlawful or violent act is absolutely prohibited on school property or during school-related activities.

**Disciplinary Action:** A student shall be subject to automatic suspension and recommendation of expulsion by the superintendent or principal when there exists reasonable grounds to believe that a student has committed an unlawful or violent act on school property, during school-related activities or otherwise when the commission of the unlawful or violent act has or threatens a disruptive effect on the educational process or threatens the safety of the student or others. Such suspension pending expulsion shall take effect immediately subject to the procedures of due process stated in Policy JDE Expulsion.

Any student who possesses any controlled substance, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on school property shall be subject to automatic expulsion by the superintendent or principal of the school in which the student is enrolled. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

### **Definitions**

An "unlawful activity" means any of the following:

1. Possession or use of a deadly weapon
2. Possession, sale or use of any controlled substance
3. Aggravated assault
4. Simple assault upon any school employee

5. Rape
6. Sexual battery
7. Murder
8. Kidnapping
9. Fondling, touching, handling, etc. of a child for lustful purposes
10. Any violent act

A "violent act" is one which results in or is an attempt to cause death or physical harm of another person.

"School property" includes any school building, bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by the District.

### **Gun Free Schools** Board Policy JCBH

As required under the No Child Left Behind Act, the term firearm includes, but is not limited to, any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or destructive device. The term destructive device means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any or the devices described herein.

Mississippi State Law: Any student who possesses a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on school property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion by the superintendent or principal of the school in which the student is enrolled. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

### **Possession Of Weapons On School Property** Board Policy JCDAE AND JCDAE (2)

No student, employee or visitor may possess a weapon in, on or about school buildings, grounds, athletic fields or any other property used for school-related purposes. No student may possess or carry any weapon within a vehicle brought onto school property.

**Penalties For Violations:** Any student who violates this policy will be suspended and recommended for expulsion in accordance with Policy JCBE.

Any visitor who violates this policy will be asked to leave school property immediately and further action, including but not limited to filing criminal charges, may be taken as necessary.

The school district may use video camera equipment in classrooms for the purpose of monitoring. The school board authorizes a reward of up to \$500.00 to any person who provides information that leads to the confiscation by the school district or by a law enforcement agency of any illegal firearm on school property. The name of any person who provides such information leading to the confiscation of an illegal firearm shall remain confidential. The superintendent is charged with the responsibility of insuring that procedures are in place to maintain such confidentiality. ' 37-3-84 (1997)

### **School Searches Board Policy JCDA**

The Fourth Amendment to the United States Constitution and Article 3, Section 23 of the Mississippi Constitution provides all people with the right to be secure in their persons, houses, papers, and effects against unreasonable searches. However, circumstances will arise where searches of students' person, possessions, lockers, desks and vehicles will be necessary. Administrators have the authority and obligation to exercise discretion in the implementation of this policy, balancing the District's responsibility to maintain discipline, order, and a safe environment conducive to education with the students' legitimate expectations of privacy.

#### **Requirements**

All searches must be pre-approved by the superintendent, principal, assistant principal or acting principal. No other District employee may authorize a search except where an emergency situation exists.

At least two District employees must be present while a search is conducted. If, in the discretion of the administrator or employee conducting the search, the search is particularly intrusive, the person conducting the search and the witnesses, or at least one of them, should be the same sex as the student.

No student other than the student who is the subject of the search may be present during the search. All searches must be reasonable in scope.

#### **Searches Are Permitted As Follows:**

- A. PERSON, POSSESSIONS, LOCKERS: Searches of a student's person, possessions or lockers may be conducted if a District employee has prior individualized reasonable suspicion that a student has violated or is violating a District policy, school rules or regulations or the law and that the search will result in discovery of evidence of such violation.
- B. DESKS, OTHER SCHOOL PROPERTY: Searches of desks and other school property (except lockers) may be conducted at any time, with or without reasonable suspicion of a violation.
- C. VEHICLES: Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized reasonable suspicion of a



violation, a more intrusive search of the vehicle may be conducted at the direction of the principal.

- D. CANINE SEARCHES: The District may at any time utilize canines to search vehicles, possessions not on the student's person, desks, lockers and other school property, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted at the direction of the principal.
- E. GROUP SEARCHES: Caution shall be exercised when a search involving a number of students is conducted. In most instances, in order to justify a search, the District's reasonable suspicion must be particularized to an individual student. Exceptions to this requirement are appropriate only where the intrusiveness of the search is minimal, such as canine searches of lockers, desks or book bags or automobile searches, etc.
- F. STRIP SEARCHES: No student shall be subjected to a strip search except where an emergency situation exists and with pre-approval by the principal. No student shall be asked to remove any article of clothing in the presence of a member of the opposite sex or of other students.

### **Drugs, Alcohol and Tobacco Board Policy JCDAC**

Students are absolutely prohibited from carrying, possessing in any manner, using or selling alcoholic beverages, morphine, marijuana, cocaine, opium, heroin or other derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drug, barbiturate, substance ingredient or compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence thereof or any other controlled substance regulated by law. The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication which is under the supervision and direction of such physician. With regard to prescription medications, Policy JGCD-R applies.

The provisions of this policy shall apply to all students during all of the period of time that they are under and subject to the jurisdiction of this school district, while participating in or going to or from any school-related activity, while under the supervision and direction of any teacher, principal or other authority of this school district or when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others.

Any student violating any of the provisions of this policy shall be automatically suspended and recommended for expulsion by the superintendent or principal of the school in which the student is enrolled. The suspension shall be effective immediately subject to the procedures of due process as stated in JCAA Policy. In the event of violation of this policy, all reporting requirements of Policy JCBF shall be applicable.

This policy is for the discipline and protection of the students of this school district

and their general welfare. Nothing herein contained shall be construed to avoid any prosecution under any pertinent criminal statute of the State of Mississippi.

**Tobacco Use Prohibited:** The "Mississippi Adult Tobacco Use on Educational Property Act of 2000." No person shall use any tobacco product on any educational property as defined in this act.

### **Detention Of Students** Board Policy JDC

Detention of students for disciplinary purposes is permissible. The superintendent and principal shall establish guidelines for detention. All detention shall be supervised by district personnel. The planning and scheduling of students to be kept after school in detention should reflect this district's philosophy of student-centered instruction and his/her individual worth.

### **Corporal Punishment** Board Policy JDB and JD

Reasonable corporal punishment of a student is permitted as a disciplinary measure in order to preserve an effective educational environment which is free from disruption and is conducive to furthering the educational mission of the board. The superintendent shall establish and enforce rules and regulations governing the administration of corporal punishment which are consistent with the following requirements:

1. School Personnel is prohibited from administering corporal punishment on any student with a disability. A disability is any student who has an IEP or section 504 Plan.
2. Corporal punishment shall be administered only after less stringent measures such as counseling, parental conferences and other forms of discipline have failed to produce the desired results, unless the conduct of a student is of such an extreme nature that corporal punishment is the only reasonable form of discipline under the circumstances.
3. Any corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age and condition of the student, the type of instrument to be used, and the amount of force to be used and the part of the body to be struck shall be considered before administering any corporal punishment.
4. Corporal punishment may be administered by a school principal (or his certified designee), assistant principal, or a teacher.
5. When corporal punishment is administered, it shall be done in the presence of another certified employee in the principal's office.

Except in the case of excessive force or cruel and unusual punishment, a teacher, principal or assistant principal shall not be civilly or criminally liable for any action carried out in conformity with state or federal law or rules or regulations of the State Board of Education or the local school board regarding the control, discipline, suspension and expulsion of students. The local school board shall provide any necessary legal defense to a teacher, principal or

assistant principal in any action which may be filed against such school personnel.

A public school teacher, assistant teacher, principal, assistant principal, or other school personnel shall not be granted immunity from liability for the use of corporal punishment on a student with a disability.

Corporal punishment administered in a reasonable manner by a 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 assault, simple assault, aggravated assault, battery, negligence or child abuse. No teacher, principal or assistant principal so acting shall be named as an individual defendant or 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, unless the court determines that the teacher, principal or assistant principal acted in bad faith or with malicious purpose or in a manner exhibiting a wanton and willful disregard of human rights or safety.

"Corporal punishment" means the reasonable use of physical contact by a teacher, principal (or his certified designee), 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. Corporal punishment in the form of paddling shall be witnessed at all times by at least one (1) school employee, and all other acts of corporal punishment, as defined herein, shall be witnessed at all times, if possible, by a school employee. ' 37-11-57 (1997)

### **Suspension Board Policy JDD**

When unacceptable behavior cannot be corrected by the resources of the teacher or school administration, the board hereby authorizes the school principal or his designee to suspend any student for violation of any published rule or regulation or for any other act of misconduct or insubordination as a final effort to influence the student's future behavior.

**Definition:** "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. A suspended student may return to school following the expiration of the suspension period without application for readmission but may be required to be accompanied, on return to school, by a parent, legal guardian or custodian.

A "suspension" includes the denial of the privilege of participating in or attending any school-related activity for the period of the suspension. **Further, suspended students shall not trespass upon any other school campus or enter into any other school building except for a pre-arranged conference with a principal.**

**Disruption To The Educational Process:** The superintendent and principal of a school shall have the power to suspend a pupil for good cause, including misconduct in the school or on school property, as defined in Section 37-11-29, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole, or for any reason for which such pupil might be suspended, dismissed, or expelled by the school board under state or federal law or any rule, regulation or policy of the local school district. However, such action of the superintendent or principal shall be subject to review by and approval or disapproval of the school board. If the parent, guardian or other person having custody of any child shall feel aggrieved by the suspension or dismissal of that child, then such parent, guardian or other person shall have the right to a due process hearing. The parent or guardian of the child shall be advised of this right to a hearing by the appropriate superintendent or principal and the proper form shall be provided for requesting such a hearing. ' 37-9-71 (2000)

The board may, upon request of the parent, legal guardian or custodian of a suspended student, review a student's suspension. Requests for review must be made in accordance with board procedure, Policy JCAA.

**Notice:** In all cases of suspension the parent, legal guardian, or custodian shall be notified in writing within 24 hours of such suspension giving the reason therefore. If a student is to be sent home during normal school hours, a parent or guardian shall be notified before the student is dismissed. No student shall be sent home during normal school hours unless a parent, guardian, or custodian has first been notified.

**Due Process:** All suspensions shall be handled in accordance with the procedures in JCAA - Due Process.

NOTE: According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. (Attorney General Opinion, Carter, 1-9-98) (#183) (97-0817)

### **Expulsion Board Policy JDE**

A student may be expelled for committing any of the offenses identified as expellable offenses in the discipline plan found within this handbook.

**\* An expelled student may not be permitted on campus or at any school event.**

**Due Process:** All expulsions shall be handled in accordance with the procedures in JCAA, Due Process.

**Reports:** When a student is expelled, the parent, legal guardians or custodians must be notified immediately on a form provided by the superintendent for such purpose. When a student is expelled for the commission of a crime or other unlawful activity or violent act, the reporting requirements of Policies JCBF and JCBF-P are applicable.

### **Readmission And Denial Of Admission Board Policy JDG**

A student who has been expelled from this District must apply and be approved for readmission to the regular school program. The application for readmission shall be in a form provided by the superintendent for such purpose.

A student who has been denied admission based on a pending or current expulsion may be approved for readmission to the District by the board according to the procedures in policy JDG and JCAA which may be seen in its entirety on the District website.

## **MCSO DISCIPLINE PLAN – GRADES K-12**

The Code of Discipline was developed to help establish a system that would facilitate an environment of good discipline in a fair consistent manner. This code follows the guidelines established by the State of Mississippi.

### **Definitions:**

Community Service – Student works on or off school property.

Corporal Punishment – Student receives a paddling of not more than 3 licks.

Detention – Student loses free time – before, during or after school hours

ISS – Student is placed in “In School Suspension” for a designated period of time in an assigned area away from the regular classroom. In some cases extracurricular activities may be restricted or limited.

After School Detention – Student is instructed to attend After School Detention for a designated period of time.

OSS – Student is out of school for a designated period of time. Students who are suspended are restricted from all school property and may not attend a school function on or off the property.

Expulsion – Students’ rights and privileges of attending school are suspended for a specified time period. Expelled students may not go onto school property at any time. If they do they will be arrested and charged with trespassing.

Habitual Offender – A student becomes a habitual offender when 3 acts of misconduct have been completed in Category I, II III &/or IV.

## Acts of Misconduct and Consequences Board Policy JCA

The acts of misconduct included student behaviors in the classroom, on school grounds, or any other times or places the school has jurisdiction. These acts of misconduct include those student behaviors that disrupt the orderly educational process in the classroom or on school grounds including, but not limited to, the following:

### Category I Acts Of Misconduct

- Running or making excessive noise
- Leaving a classroom without permission or cutting class.
- In unauthorized area without pass.
- Tampering with school equipment.
- Forgery, falsifying information, academic misconduct, or cheating. <sup>\*\*</sup>
- Profanity or vulgarity including gestures (minor offenses).
  - Profanity or inappropriate language for the school environment whether it is oral, written, or indicated is classified as vulgar. Examples include dirty notes/letters, "shooting the bird", or other indications of vulgarity.
- Disruptive behavior at school or school sponsored activities. (Any action or conduct which disrupts any school function including classroom, cafeteria, school bus, activity events, student assemblies, or class changes is prohibited.)
- Harassment, intimidation, or threatening other students (minor offenses).
- Inappropriate public displays of affection. (Inappropriate displays of affection by students, such as petting, fondling, kissing, holding hands, hugging, feeling another's body, is prohibited on school properties or at school sponsored activities.)
- Dress code violations.
- Out of class without a pass.
- Failure to do homework.
- Other misbehavior as designated by the administration.

### Consequences for Category I Acts of Misconduct

*(Violations 1-3 are managed by the teacher)*

First Violation: Verbal Reprimand

Second Violation: Written Reprimand

Third Violation: Parent Conference

Fourth and above: Move to Category II Consequences

Each Offense of Academic Dishonesty <sup>\*\*</sup>grade of "0" when academic dishonesty occurs on tests/exams/ assignments

Tardiness *(see policy for high school below)*

**TARDIES:** (High School Only) Tardiness to class is a disruption of the normal operation of school and must be taken seriously. Students are expected to report to classes on time. Any student who arrives late must sign in with the office. In all

cases of tardies, the student must sign the tardy sheet and receive an admission slip in order to be admitted to class. A student is considered tardy if he or she is not in the classroom (or, if the teacher wishes, seated) when the tardy bell sounds. Tardies are cumulative throughout each 9-week period.

Students are expected to take care of personal needs before tardy bell. If a student has a medical condition that necessitates more frequent restroom privileges, documentation must be provided to the school nurse.

1<sup>st</sup> Tardy – Warning

2<sup>nd</sup> Tardy – Written warning

3<sup>rd</sup> Tardy – Written warning

4<sup>th</sup> Tardy – Conference with principal, or designee and letter to parents

**\*\*\*After 4 morning tardies, car-students will lose their driving privileges for 45 days (Parent Conference required with signatures of compliance)**

5<sup>th</sup> Tardy – After school detention, corporal punishment or 1 day ISS

6<sup>th</sup> Tardy – 2 hours of after school detention, or corporal punishment or 2 days ISS

7<sup>th</sup> Tardy – 3 Days ISS, and Mandatory Parent Conference

8<sup>th</sup> Tardy – 1 day of OSS and Student Behavior Plan activated

Each subsequent tardy will be addressed through the Behavior Plan with potential for further, more severe, consequences including potential Alternative School placement. Repeat offenders may be considered for additional, more severe consequences across each 9 week period within the Behavior Plan as deemed appropriate by the Principal and TST team.

If a student fails to report to after school detention without prior approval:

- 30 minutes goes to 1 hour
- 1 hour goes to 2 hours

If student fails to report to after school detention, they will be assigned 3 days of ISS and reassigned to the next after school detention day available.

### Category II Acts Of Misconduct

- Use, possession, or delivery of fireworks.
- Use or possession of medicine not checked into the office.
- The possession of tobacco products in any form --Bans the possession of all tobacco products in all school buildings in the district and on all school vehicles by all persons at all times. This ban extends to students attending school-sponsored events and meetings and school-owned or operated vehicles and facilities.
- Gambling --This term includes involvement in any game of chance, i.e. cards, dice, coin flipping, betting (e.g. sports, fights, and academic success or failure), etc.
- Academic dishonesty.
- Public safety violation.
- Other misbehavior as designated by the administration.

- Habitual Category I offender (4 Category I Acts of Misconduct) (requires a behavior plan to be put in place).

### **Consequences for Category II Acts of Misconduct**

*(One consequence, or a combination of any of the consequences below may be used as deemed appropriate by the Principal.)*

- Minimum: Corporal Punishment, After School Detention, 1-3 days ISS, Community Service, Functional Behavioral Assessment and Plan
- Maximum: Corporal Punishment, After School Detention, 3-5 days ISS, Community Service, Functional Behavioral Assessment and Plan

### **Category III Acts Of Misconduct**

- Open defiance of administrators, teachers, or staff members. (These terms indicate a lack of respect shown through insultingly contemptuous speech or conduct toward school employees.)
- Theft or possession of stolen property (less than \$100.00)
  - Taking something under any circumstances that does not belong to you.
  - Stealing from school district personnel, visitors, or other students.
  - *Student could be placed in ISS until restitution for stolen or damaged property is made.*
- Profane, obscene, indecent, immoral, or seriously offensive language to include gestures, propositions, or exhibitions. (Profanity or inappropriate language for the school environment whether it is oral, written, or indicated is classified as vulgar. Examples include dirty notes/letters, "shooting the bird", or other indications of vulgarity. Indecent exposure is the intentional or careless exposure of various private body parts.)
- Vandalism, including criminal damage to school, school property, or the personal property of others. MINOR (Intentional damage to school property, or to the property of others which is located on school property. Restitution for damage to school property is required.)
- The use of tobacco products in any form. (Bans the use of all tobacco products in all school buildings in the district and on all school vehicles by all persons at all times. This ban extends to students attending school-sponsored events and meetings and school-owned or operated vehicles and facilities.)
- Leaving school grounds without permission.
- Violation of state testing security. e.g. prohibited devices in the room.
- Habitual LEVEL II offender. (3 LEVEL II Acts of Misconduct)(requires a behavior plan to be put in place).

### **Consequences for Category III Acts of Misconduct**

*(One consequence, or a combination of any of the consequences below may be used as deemed appropriate by the Principal.)*



- Minimum: Corporal Punishment, After School Detention, Community Service, ISS 1-3 days, Functional Behavioral Assessment and Plan with **recommendation to Alternative School.**
- Maximum: Corporal Punishment, After School Detention, Community Service, ISS 3-5 days, Functional Behavioral Assessment and Plan with **recommendation to Alternative School.**

### **Category IV ACTS OF MISCONDUCT**

- Serious/Continuous defiance or profanity towards administrators, teachers, or staff members.
- Fighting - physical conflict between two or more individuals.
  - Striking or grabbing a fellow students
  - Fight involving more than two individuals
  - Initiating, inciting or deliberately provoking a fight.
  - Starting a fight verbally or in some other way encouraging people to fight
  - Gang related activities/fighting
  - Harassment, intimidation, or threatening other students (major) (These terms indicate continued bothering another student or teacher, extorting money, food or objects, damage to personal property, threats, and verbal assaults.
- Malicious Videoing and/or Photographing of other students and/or school personnel. Any student who looks through a window, hole or opening, or otherwise views by means of any instrumentality, including, but not limited to, a periscope, telescope, binoculars, drones, camera, motion-picture camera, camcorders or mobile phone, into the interior of a bathroom, changing room, fitting room, locker room, dressing room, spa, massage room or therapy room or the interior of any other area in which the occupant has a reasonable expectation of privacy, with the intent to invade the privacy of a person or persons inside and without the consent or knowledge of every person present, for the lewd, licentious and indecent purpose of spying upon the occupant or occupants thereof, shall be Subject to immediate suspension and recommendation of expulsion by the principal, his/her designee, or the superintendent subject to all other penalties provided by the law and District policies.
- Bullying- See Page #31
- Possession of a controlled substance.
- Gang related activities. (Use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a group.)
- Theft or possession of stolen property (\$100.00 or higher)
  - Taking something under any circumstances that does not belong to you.
  - Stealing from school district personnel, visitors, or other students.
  - *Student could be placed in ISS until restitution for stolen or damaged property is made.*

- Making threats toward a student(s) or the school to do bodily harm and/or inflict damage or destruction to students and/or the school.
  - Attempts to cause or purposely, knowingly or recklessly causes bodily injury to another.
  - Attempts by physical menace to put another in fear of imminent serious bodily harm.
  - Extortion.
- Vandalism, including criminal damage to school or the personal property of others (punishment includes restitution). MAJOR - Above \$500.00
  - Intentional damage to school property, or to the property of others which is located on school property.
  - *Restitution for damage to school property is required.*
- Sexual harassment/misconduct not resulting in rape or sexual battery
  - Derogatory or objectionable conduct including, but not limited to, unsolicited, unwanted or offensive touching, rubbing, bumping against another's body or other physical contact, and making unsolicited suggestive sexual verbal comments or innuendoes, including but not limited to sexist slurs, sexually oriented obscene, lewd, vulgar, unwanted, offensive, or indecent language. In addition, pressure for dates or sexual activity is not tolerated. Students guilty of threatening or sexually harassing other students or school employees are subject to appropriate disciplinary action.
- Habitual Category III offender (3 Category III Acts of Misconduct)(requires a behavior plan to be put in place).

#### Consequences for Category IV Acts of Misconduct

*(One consequence, or a combination of any of the consequences below may be used as deemed appropriate by the Principal.)*

- Minimum: OSS 5 days, summon police, Functional Behavioral Assessment and Plan with **recommendation to Alternative School**, and completion of threat assessment determination
- Maximum: OSS 10 days, summon police, Functional Behavioral Assessment and Plan with **recommendation to Alternative School and/or Expulsion** (principal threat assessment determination included with referral form)

#### Category V Acts Of Misconduct

- Assault, mayhem, stalking, poisoning, or the threatening (physical, written, or verbal) of an administrator, teacher, other staff member, or student resulting in court prosecution. (Threat assessment required)
- The use of, possession of, and/or the concealing of a weapon or look-alike firearm.
  - Gun, rifle, pistol or other firearm,
  - Weapon such as knives, edged weapons, blunt weapons, or any device carried with the obvious intent to be a weapon such as(not limited to) clubs, ax handles, screwdrivers, explosives, slingshot, leaded cane,

blackjack, metallic knuckles, razors and razor blades and other sharp-pointed or edged instrument.

- Threat assessment required
- Sexual Misconduct resulting in rape or sexual battery
- Sale, possession with intent to sale, distribution of, solicitation of, or conspiring to sale alcohol, illegal drugs, narcotics, controlled substances, paraphernalia or look-alike substance.
- Habitual Category IV Offender (3 Category IV Acts of Misconduct)(requires a behavior plan to be put in place).

### **Consequences For Category V Acts of Misconduct**

- **Minimum:** OSS 10 day pending hearing, summon police, request disciplinary hearing with **recommendation of alternative school** or expulsion for up to one calendar year with **re-entry through Alternative School.**
- **Maximum:** OSS 10 days, summon police, request disciplinary hearing with recommendation of expulsion for one calendar year with re-entry through **Alternative School.**

### **DISCIPLINARY HEARINGS**

The Disciplinary committee is comprised of school administrators and licensed staff members who conduct hearings to determine appropriate disciplinary measures for students who have been referred to them.

The decision of the Disciplinary Committee is binding upon both the student and the school. Decisions will be made based upon the offense, the circumstances surrounding the offense and the appropriate precedent decisions. There will be an effort to maintain consistency during each school year. Measures taken may range from probation through expulsion.

In addition to these penalties, provisions of the Mississippi Criminal Code are applicable to illegal behavior. Principals are required to report illegal activities to the police. Further, offenses that include violence, weapons, or drugs and/or alcohol will be reported to the police.

The Marion County School Board of Trustees permits individual schools to adopt additional regulations governing actions not covered in the Code of Discipline. However, such additional regulations neither substitute for nor negate any of the provisions or spirit or intent of the Code of Discipline.

### **BUS CONDUCT PROCEDURES** Board Policy JCDAD

**Reporting Responsibilities:** The bus driver will report all disciplinary violations, in writing, at the earliest possible time to the administrators where students attend

school. Administrators have the responsibility to administer disciplinary action for the purpose of assuring proper behavior on the bus.

*\* Students will be given a copy of the discipline referral to be given to the parent.*

**Minor Offenses:**

<ul style="list-style-type: none"> <li>• Improper boarding / departing of bus</li> <li>• Failure to remain in assigned seat</li> <li>• Discourteous / Picking</li> <li>• Littering / Throwing objects / Spitting</li> <li>• Moving around / standing on the bus</li> <li>• Being too noisy / Unnecessary Noise</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Spitting, Waving Hands/Arm out bus window</li> <li><input type="checkbox"/> Drinking or eating on the bus</li> <li><input type="checkbox"/> Opening Exit window/door</li> <li><input type="checkbox"/> Small children hitting or slapping each other, etc.</li> </ul>
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**Disciplinary Action For Minor Violations:**

- First Offense: Administrator should have conferences with students and warn them if another offense occurs that they could be suspended from riding **ANY** bus
- Second Offense: Suspended from riding **ANY** bus for one (1) days.
- Third Offense: Suspended from riding **ANY** bus for three (3) days.
- Fourth Offense: Suspended from riding **ANY** bus for five (5) days. Parents are to be notified by conference with documentation.
- Fifth Offense: Suspended from riding **ANY** bus for ten (10) days.
- Sixth Offense: Suspend from riding **ANY** bus for the remainder of the semester.

**Major Offenses:**

<ul style="list-style-type: none"> <li>• Refusing to obey/disrespectful</li> <li>• Destruction of property</li> <li>• Possession or Use of Tobacco/alcohol</li> <li>• Using profanity or unacceptable language</li> <li>• Gambling</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Made a threat</li> <li><input type="checkbox"/> Bullying</li> <li><input type="checkbox"/> Refusing to give name and other desired information to Driver</li> <li><input type="checkbox"/> Throwing anything out a bus window</li> </ul>
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**Disciplinary Action For Major Offenses:**

- First Offense: Suspended from riding any bus to and/or from school for up to five (5) days. Parents are to be notified by conference with documentation.

- Second Offense: Suspended from riding any bus to and/or from school for up to ten (10) school days. Parents are to be notified by conference with documentation.
- Third Offense: Suspended from riding any bus for the remainder of the school year with possible school suspension time. Parents are to be notified by conference with documentation.

**Disciplinary actions for violent acts such as fighting, striking or Assault of another student, Possession of a Weapon:** *Violent actions distract the driver and endanger all students.*

- First Offense: Suspended from riding any MCSD bus for a minimum of 45 days.

\*\*Assaulting a driver, possession or use of weapons, etc., are considered most serious and as a result, the administrator will recommend expulsion from school for the remainder of the school year.

**STUDENT DRESS CODE** Board Policy JCDB

*Uniforms are mandatory for all Marion County School District students. Students will be required to be in compliance with the policy at all times at school, during field trips, and on the bus.*

**Acceptable Clothing Types, Styles and Colors:**

**SHIRTS**

Style	Long or Short sleeved Polo or Oxford. Polo shirts must have a collar and buttons and buttonholes.
Colors	Approved School Colors (Solid) West Marion: Red, White, Black East Marion: Red, White, Navy
Specifications	<ul style="list-style-type: none"> <li>▪ Shirts must be the proper size and fit appropriately.</li> <li>▪ No tight shirts, no short shirts, no baggy-long shirts, no "crop tops", "tank tops," no sleeveless shirts, no zippers, or no cap sleeves will be permitted.</li> <li>▪ Shirts must have collars, buttons, buttonholes and be buttoned up to cover cleavage.</li> <li>▪ Shirts, when worn untucked, must not exceed wrist length.</li> <li>▪ Logos can be no larger than a 4 –inch square (except local school logos). See acceptable logos (#4) below.</li> <li>▪ No tee shirts are allowed except on Fridays, which are designated as 'School Spirit Days.' School shirts or t-shirts promoting achievement, athletics, positive behavior, school clubs and organizations can be worn over approved pants or skirts. Other 'Spirit Days' other than Fridays would require Superintendent's approval.</li> </ul>

**UNDERSHIRTS**

Style	T-shirt Turtleneck
Colors	Must be Solid White or Solid Gray or the same color as uniform shirt. (Red or Black for West) (Red or Navy for East)

Specifications	<ul style="list-style-type: none"> <li>▪ Must be tucked in and worn under approved uniform shirt.</li> <li>▪ No writing or graphics permitted on undershirts.</li> </ul>
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*SWEATERS, SWEATSHIRTS, JACKETS, COATS, OR VESTS*

Style	With or without zippers and/or Hoods
Colors	White, School Red, Navy, Black, Gray or Khaki
Specifications	<ul style="list-style-type: none"> <li>▪ Must be the proper size.</li> <li>▪ No long or oversized sweaters, sweatshirts, or jackets permitted. No shirt-type jackets may be worn.</li> <li>▪ Cannot be worn tied around the waist, shoulders, or any other parts of the body.</li> <li>▪ Uniform shirt must be worn directly below the sweater and must be visible at the neck.</li> <li>▪ No hoods may be worn inside the buildings.</li> <li>▪ Approved school athletic (letterman) and student organization jackets/coats are permissible.</li> <li>▪ No Trench Coats or longer than mid-calf coats.</li> </ul>

*PANTS*

Style	Dress Docker Style
Colors	Solid Khaki or Solid Navy Blue
Specifications	<ul style="list-style-type: none"> <li>▪ Fitted at the waist (with or without elastic), pants must fit appropriately.</li> <li>▪ Oversized or tight fitting clothing is prohibited.</li> <li>▪ No baggy, sagging, ragged or pants with holes may be worn.</li> <li>▪ Length may not exceed bottom of the shoe.</li> <li>▪ Denim, wind pants, sweatpants, zip-off pants, corduroy, bell bottoms, or stretch pants, or "Jeggings" "Joggers/Yoga Pants" shall not be worn.</li> </ul> <p>Belts must be worn if pants have belt loops. Exceptions will be made for kindergarten and 1st grade students only regarding belts.</p>

*Shorts/Capri's*

Style	Dress or Docker
Colors	Solid Khaki or Solid Navy Blue
Specifications	<ul style="list-style-type: none"> <li>▪ Length must be no more than 3 inches above the back crease of the knee or longer – no exceptions.</li> <li>▪ Fitted at the waist (with or without elastic) must fit appropriately.</li> <li>▪ Oversized or tight fitting clothing is prohibited.</li> <li>▪ No baggy, sagging, holes, or frayed or ragged edges are permitted.</li> </ul> <p>If Shorts/Capri's have belt loops, a belt must be worn in the loops. Exceptions will be made for kindergarten and 1st grade students only regarding belts.</p>

**JUMPERS/DRESSES/SKIRTS**

Style	Khaki-Box or Navy Blue Box Pleat Polo
Colors	Solid Khaki, Solid Navy Blue
Specifications	<ul style="list-style-type: none"><li>Length should be knee length or longer.</li><li>No slits above the knee or holes are permitted.</li><li>See acceptable logos below for Jumpers (#4).</li><li>School Color leggings or tights may be worn under approved length skirt or jumper only.</li></ul>

**BELTS**

Style	Plain – No designs or studs
Colors	Solid Colors Only - Brown, Solid Khaki, or Solid Black
Specifications	<ul style="list-style-type: none"><li>Belts must have a simple buckle.</li><li>Must be worn with pants, skirts, etc. that have belt loops.</li><li>Must be worn in the belt loops.</li></ul> <p>Kindergarten and 1st Grade students only may be exempt from wearing a belt if necessary.</p>

**LEGGINGS/TIGHTS (under skirts/dresses/jumpers)**

Color	West Marion: (Solid) Red, White, Black, Navy, Tan East Marion: (Solid) Red, White, Black, Navy, Tan
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**SHOES/BOOTS**

Style	Closed-Toe
Color	No Restrictions
Specifications	<ul style="list-style-type: none"><li>No flip-flops, cleats, skate-shoes, slides, beach-shoes, sports-slippers, slippers or house-shoes are permitted.</li><li>Lace-up shoes must be tied.</li></ul>

**Additional Dress Code Rules:**

**Each student has the responsibility to maintain minimum standards of hygiene, sanitation and personal appearance. Wearing apparel, hair, or general appearance shall not disrupt the classroom atmosphere.**

1. Visible body piercings other than earrings shall not be allowed. This includes tongue, nose, lip, brow piercing, ear gauges, spikes, etc. Bandages covering piercings are not allowed. No more than two earrings per ear are allowed.
2. Hair must be neat, clean, and well-groomed.
3. Accessories (including jewelry, belt buckles, tattoos, etc.) shall not be cumbersome, excessive, profane, obscene, suggestive, vulgar, "gang" related, or which display illegal merchandise or contraband, alcohol, tobacco, or other controversial items may not be worn.

4. Acceptable logos in school colors are allowed on shirts, sweaters, sweatshirts, jackets and jumpers. Logos must not be large cumbersome, excessive, profane, obscene, suggestive, vulgar, "gang" related, or which display illegal merchandise, contraband, alcohol, tobacco, or other controversial items.
5. No heavy chains, studded or spiked apparel is allowed.
6. Blankets may not be brought to school and used as a "cover-up" on the campus.
7. Head coverings, including but not limited to caps, hats, bandanas, "doo" rags, hair curlers, sunglasses, sweatbands, skull caps, or any "gang" symbols are prohibited.
8. Ribbons, barrettes, headbands, ponytail holders and clips are permitted for girls.
9. Oversized, sagging, or low-riding clothing is not acceptable. Undersized clothing is also not acceptable.
10. Sunglasses are not permitted to be worn inside the building.
11. Students enrolled in classes that require a uniform (Health, Child Care, etc.) may be allowed to deviate from the above dress code on field experience/clinical days.
12. All athletics, with approved travel apparel, may wear their apparel on Fridays or specific game days with approval of the principal during that sport season only. Cheerleaders may wear cheerleading apparel at pep rallies and ball games only. Appropriate dress will be required at all other times.
13. Tuesdays are designated for T-shirt Tuesday. Each school designs a t-shirt each year. If students choose to purchase a t-shirt, they may wear the t-shirt on this day. This is a principal approved shirt.
14. Fridays are designated as 'School Spirit Days.' School shirts or t-shirts promoting achievement, athletics, positive behavior, school clubs and organizations can be worn with approved uniform pants or skirts.
15. Other 'Spirit Days' outside of the designated days of Tuesday and Friday would require Superintendent's approval.

**The principal shall have the final decision about the appropriateness of all components of the uniform.**

**Uniform Dress Code Consequences: See Category III Consequences under Discipline**

## **BRING YOUR OWN DEVICE (BYOD)**

Under certain circumstances in specific classes, students may be allowed to bring certain electronic devices for use in classroom instruction--but only with prior permission from the administration. However, there will be strict guidelines as to when, where, and how these devices can be used. Unauthorized possession or use will be considered contraband and/or violation of the cell phone policy, and the item will be confiscated. Any question regarding the use or possession of these items or clarification as to whether or not they are allowed are to be directed to an administrator before bringing the item onto campus.

## **Student Cell Phone Use Board Policy JE**

The Marion County School District has determined that student possession and/or use of cell phones or other electronic/communication devices can be disruptive to the educational process. Limiting disruptive behavior, including disruptions caused by students' cell phones/electronic devices, maximizes the ability of the District to



follow curriculum educational objectives and to maintain an environment conducive to learning.

Students may not possess any electronic device during testing even if the device is turned off or the student does not use it. This includes electronic "Smart Watches". Violation of this rule may result in the student's score being invalidated. (Mississippi Public Accountability Standards, 2015).

Students shall not use the electronic device in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy of others. Personally owned device use is limited to and conditional upon full and complete compliance with the Marion County School District Acceptable Use Policy. Students may not use devices to access and/or view internet websites that are otherwise blocked to students at school; nor shall they send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit or offensive content in electronic form or any other form on a cell phone or electronic device while the student is on school grounds, at school sponsored event, or on school buses or vehicles provided by the district.

Consequences for violations of this policy are listed in the Student/Parent Handbook

***Students who are in possession of a cell phone/mobile device during the school day without approval will be referred for insubordination and the following disciplinary action will occur:***

- First Offense: School will take possession of the device for 30 school days or the parent/ guardian will pay an administrative/handling fee of \$25.
- Second Offense: School will take possession of the device for 60 school days or the parent/ guardian will pay an administrative/handling fee of \$50.
- Third Offense: School will take possession of the device for 90 school days or the parent/ guardian will pay an administrative/handling fee of \$75.
- Fourth Offense: School will take possession of the device for the remainder of the school year.

**Exceptions:**

1. Cell phones may be kept in vehicles that are in school parking lots or voluntarily turned into the school office during instructional times.
2. Cell phones may be used for after school activities (cheerleading, athletics, clubs, etc) by students on the condition that parents bring the phones to the student after the regular school day. The sponsor, coach or instructor should be notified if this is done.

A parent/guardian will have to pick up the device between the hours of 3:00 p.m. - 4:00 p.m. If the device is not picked up in a timely manner, i.e., after the expiration of the days that the school will be in possession of the device, or, in the case of the device being confiscated for the remainder of the school year, within 30 days after the last day of school, the school will donate the device to charity.

Marion County School District, its schools, its faculty, and staff are **NOT** responsible for any damaged, missing, or stolen cell phones(including on school buses). If a student has a cell phone and it is damaged or stolen, schools **WILL NOT** utilize administrative time to investigate the incident nor will the District, or schools, take any financial responsibility for the cell phone or cell phone charges.

### **Possession Of Contraband Items**

IPod's, MP3 players, PDA's, PSP's, headphones, CD players, CDs, cassette tapes, video games, accessories for these items, accessories for telecommunications or other electronic devices, distracting or inappropriate toys or gadgets, laser pointers, and any other item considered contraband or distracting to the learning environment will be confiscated. If the contraband item is not surrendered, the student will be considered willfully disobedient. Parents may collect the confiscated items from the school office. The school district, the school, and/or school employees will not be liable for confiscated contraband items. Returnable items will be disposed of if not claimed by the end of the school year.

### **Social Media**

While Facebook, Instagram, Twitter, texting and other forms of social media are widely used, these forms of communication bear responsibility by the user. Threatening, gossiping, malicious videoing/photographing, or interfering with a student's or staff member's personal business has no place in a school setting. Each incident will be dealt with on an individual basis and may result in consequences including but not limited to out-of-school suspension and/or referral to law-enforcement officials

## **GENERAL INFORMATION**

### **Public Notification Of Non-Discrimination (Title IX & VI)**

#### **Board Policy GAAA**

The Marion County School District does not discriminate on the basis of sex, race, color, religion, national origin, or disability, and is in compliance with Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. The Title IX & Title VI Coordinator for the Marion County School District is Michael Day, 1010 Highway 13 North, Suite 2, Columbia, MS 39429. Phone: 601-736-7194.

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

#### **Board Policy JRAB and FFRPA**

The Family Education Rights and Privacy Act of 1974 defines "directory information" relating to a student as including the following: the student's name, photograph, address, telephone number, date and place of birth, major field of study, participation in activities, degrees and awards received, and the most recent previous educational institution attended by the student.

Objection by parents of students to the "directory information" being released may be voiced within fourteen (14) days from the date of this release in the office of the principal. A student's school records will be released to officials of other schools or school systems in which the student intends to enroll.

#### **IDEA 2004 District Assurances for Children With Disabilities**

##### **Board Policy IDDF and IDDHA**

A variety of programs in special education may be offered based on identified and approved student needs. Services are provided for children with disabilities who have been evaluated and determined eligible.

#### **Gifted Education Program Board Policy IDE**

The Mississippi Gifted Education Act of 1989, as amended in 1993, mandates that each public school district within the state provide gifted education programs for intellectually gifted students in grades 2-6. Students must meet specific state and district guidelines as outlined in state regulations and Marion County School Board Policy IDE. Although students are usually referred by teachers for screening, parents can also initiate referrals by contacting the Gifted Program teacher at the child's school.

#### **Section 504/ADA Board Policy IDDH, IDDHA, and IDDHAB**

The Marion County School District does not discriminate against persons with disabilities, including both students and employees. The district will identify, evaluate, and provide an appropriate public education to students with disabilities within the meaning of Section 504 of the rehabilitation Act of 1973.

For further information, please contact Robin Hurst, Director of Special Education.

#### **VISITORS Board Policy KM**

All visitors to schools shall report immediately to the school office, sign in and obtain a visitor's badge so that visitors can be readily identified by school personnel. Exceptions to this requirement are when visitors are attending a general school function such as a pep rally, assembly program, athletic event, etc. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on grounds. Such persons will be prosecuted to the full extent of the law.

### **SECURITY CAMERAS**

Security cameras are installed throughout the district and on school buses for added protection and safety of our students and staff. They serve as an aid to administrators. Actions observed on cameras are subject to discipline consequences. Confidentiality limits student/parent access to viewing incidents.

### **DELIVERIES TO SCHOOL**

Classes will not be disrupted to deliver items to students. Please refrain from having items sent to school.

### **OUTSIDE FOOD AND DRINKS**

Students are not to bring food items or drinks onto the campus for the purpose of selling or exchanging (except previously principal-approved projects).

Once the day has begun, food/drink deliveries will not be accepted. This expectation includes student lunches, items for classroom, etc.

Refer to the Cafeteria/Food Services section regarding outside food in the cafeteria..

### **STUDENT INSURANCE PROGRAM Board Policy EGB**

Students participating in varsity athletics shall be required to submit a statement signed by the parent indicating that the school is not to be held responsible for injuries sustained during participation in the varsity sport. The student shall purchase accident insurance and shall present a statement signed by his/her parent or guardian that the family has such coverage.

Participation in extracurricular activities is voluntary. This school district does not furnish student insurance, nor does it sell insurance or act as agent for any insurance company or local insurance agency.

Students shall not be allowed to participate in school sponsored activities where there is reasonable risk of injury or death without parent/guardian furnishing a signed statement certifying that health/accident insurance coverage exists on such student.

## ACTIVE PARENT

Parents are encouraged to visit our website and download the form to become an active parent. This will help parents help their children in addressing grades and attendance. [www.marionk12.org](http://www.marionk12.org)

## AUTOMOBILE USE Board Policy JGFF

**\*\*Students with 4 or more morning tardies will lose their driving privileges for 45 days or for the remainder of the school year.**

Driving on school roads and parking on school property is a courtesy offered to students and others by the school board. Students who provide their own transportation to and from school and their passengers are under the same regulations as students who ride the bus. Once on campus, the student may not leave without the permission of the School Administrator. **Students must possess a valid driver's license and provide proof of insurance in order to purchase a parking permit. The cost of a parking permit is \$10. It must be placed in the upper right hand corner of front windshield.**

- NO JUNIOR HIGH STUDENTS will be issued a parking permit or be allowed to bring an automobile on campus.
- Automobiles driven on campus by a student must have a visible parking permit.
- The parking facilities located at the various school district buildings are not public parking areas and are to be used for school purposes only. School purposes include attendance at school activities or other school authorized activities which occur before or after the regular school day.
- Students will not be allowed to return to their vehicles during the school day. Students will not be allowed to drive to the Vocational Center unless the student is enrolled in CO-OP and has a job. All students will be transported to and from the Vocational Center by bus.
- All students entering or leaving campus in their automobiles are required to travel in a slow manner at all times.
- Violators may be charged with trespassing and/or vehicles towed at owners' expense. Unauthorized or non-permit vehicles will be towed away at the owner's expense. The school will not be responsible for any damage to a vehicle resulting from towing.
- The district shall not assume any responsibility for damage to vehicles.
- Students shall be responsible for locking their vehicles upon arrival since the school district shall assume no responsibility for any loss.
- Students' automobiles are subject to administrative searches.

**Failure to abide by vehicle regulations may result in the loss of the right to bring a vehicle to school or other disciplinary action as determined by the School Administrator**

## **ALTERNATIVE SCHOOL PROGRAM** Board Policy JCD

Upon approval by the Board, the superintendent shall establish maintain and operate an alternative school program to serve the compulsory-school-age children:

- a. Who have been suspended for more than ten (10) days or expelled from school, except that such placement may be denied when the expulsion was for possession of a weapon or other felonious conduct;
- b. Who are referred for placement based upon a documented need by the parent, legal guardian or custodian because of disciplinary problems;
- c. Who are referred by order of a chancellor or youth court judge, but only with the consent of the principal; and
- d. Whose presence in the classroom, in the determination of the school superintendent or principal, is a disruption to the educational environment of the school or a detriment to the best interest and welfare of the students and teacher of such class as a whole.

## **EMERGENCY EVACUATIONS AND DRILLS**

All evacuations and drills are to be taken seriously. Any time students are evacuated from a classroom, they are to take personal items with them and are not to re-enter the area until an official all-clear is issued. In cases of emergency, students may be transported off campus to an alternate location. Upon notification from an administrator, students may be officially released to their parent, guardian, or someone on their check-out list if that name can be verified and proper sign-out procedures are followed.

**PROMS** - Marion County School District will **NOT** sponsor school proms.

## **PHOTO/VIDEO RELEASE**

Marion County School District reserves the right to film or photograph students, unless otherwise directed by a parent. News media must obtain permission from the superintendent before interviewing, photographing or filming students or personnel. Please refer to the "Marion County School District, Permission to Publish Form".

## **COMPUTER ACCEPTABLE USE POLICY** Board Policy IFBGA and IFBGA

### **Appropriate Use Policy**

#### **Scope**

This Policy applies to all Users of district technology, including but not limited to students, faculty, and staff. It applies to the use of all district technology. These include systems, networks, and facilities administered by the MCSD Office of Information Technology, as well as those administered by individual schools and departments.

Use of district technology resources, even when carried out on a privately owned computer that is not managed or maintained by Marion County Schools, is governed by this Policy.

### **Policy**

It is the policy of the Marion County Schools to

1. Promote learning activities to facilitate the Marion County School District's instructional objectives.
2. Prevent the transmission of inappropriate material via the Internet.
3. Prevent unauthorized access to materials and unlawful online activities.
4. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.
5. To comply fully with the Children's Internet Protection Act t [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Purpose**

The Marion County School District (MCSD) is pleased to offer its student's access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users globally. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a MCSD District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) accepting the provisions of the Marion County School District Student Handbook is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### **CIPA Definition of Terms:**

Technology Protection Measure. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
2. Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**Harmful to Minors.** - The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**Sexual Act; Sexual Contact.** - The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
  - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
  - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
  - c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
  - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and



e. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.

### **Internet Terms and Conditions of Use**

1. Users will demonstrate legal responsibility by not transmitting any material in violation of United States, Mississippi, or Marion County School District laws or regulations. This includes, but is not limited to: copyrighted materials, threatening, harassing, or obscene material, pornographic material, or material protected by trade secret.
2. Users have the responsibility to use computer resources for academic purposes only unless supervised by school staff.
3. Users may not conduct commercial activities for profit, advertise products, or conduct political lobbying on the network.
4. Users will not use the network for any illegal activity.
5. Users will not cause damage to any school equipment including hardware and software.
6. Users will not remove, exchange, or tamper with any hardware or software component from any system.
7. Users will not delete, rename, move, copy, or change any file or its properties, other than his/her personally owned files.
8. Users will not tamper with installed software and files.
9. Users will not attempt to gain access to unauthorized files.
10. Users will not damage other students' work.
11. Users will not install personal software on MCSD District technology.
12. Users will not violate copyright laws by unauthorized copying of software.
13. Users will be responsible for citing sources and giving credit to authors during the research process. All communications and information accessible via the network should be assumed to be private property.
14. Users will not install, copy, or knowingly infect a computer system with a virus.
15. Users will not use email accounts for SPAM or chain letters.
16. Users will not use language that may be considered offensive, defamatory, or abusive.
17. Users will not attempt to defeat any security system.

### **Security**

1. Users will not access the network using another user's account.
2. Users should consider their login and password private and should not reveal this information.
3. Users will not divulge information, personal or otherwise, about themselves or other users.
4. Users will immediately report to MCSD District authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.

5. Users should not expect that files stored on school-based computer to remain private. Authorized staff will periodically inspect personal folders and logs of network usage will be kept at all times.
6. Users are not allowed access to the computer operations area, and access is restricted to those responsible for operation and maintenance. No individuals are allowed in MCSD server or equipment rooms unless they are under close and immediate supervision of an IT staff member or authorized staff member. Tampering with equipment is prohibited.
7. Users consent to the use of scanning programs for security purposes by bringing any personal computers or technology onto school grounds.
8. Users consent to having user actions logged in order to facilitate recovery from system malfunction and for other management purposes.

Individual schools may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the student served at the school. There will be consequences for any user who fails to follow MCSD District and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, or expulsion. In severe cases, the MCSD District will involve law enforcement authorities.

Users may not alter the MCSD network infrastructure by installing any unauthorized networking equipment including (but not limited to) hubs, switches, routers, or wireless access points of any kind without the express permission of the MCSD Information Technology Department. It is also a violation to install any devices or programs on the MCSD network or any other PC or computing device connected to the MCSD network that are designed to alter, reshape, affect, monitor, or intercept network traffic.

The MCSD Information Technology Department may terminate or limit the network connectivity of any user whose online activities are deemed detrimental to the health of the network.

## **Marion County School District Internet Safety Policy**

### **Introduction**

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

### **Definitions**

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

### **Access to Inappropriate Material**

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

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

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

### **Inappropriate Network Usage**

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

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

### **Education, Supervision and Monitoring**

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

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

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

- I. The standards and acceptable use of Internet services as set forth in the Marion County School District’s Internet Acceptable Use Policy;
- II. Student safety with regard to:
  - a. safety on the Internet;
  - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and

- c. cyberbullying awareness and response.

III. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

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

Communicating Safely Online - Use of the internet and online collaboration is an important part of being in high school. However, there are still risks involved when engaging in online conversation. Students will recognize and report any warning signs of online predators. Students will engage in safe online relationships and not participate in inappropriate dialogue with others online. Students will identify strangers and avoid risky online behavior. Students will report any inappropriate communication or possible online predators with a trusted adult.

Security of Information - Sharing of information online can be a great way to accomplish a task or work on a project collaboratively. However, there are certain bits of information that students should not share online or with others. Students will not share any of the following:

- Passwords
- Personal information/inappropriate photos of yourself
- Personal information/inappropriate photos of others

Internet Privacy - Many websites collect information from visitors for advertising or data collection purposes. Students will:

- Recognize and analyze online privacy terms.
- Understand the how and why companies collect their information so they can make informed decisions before providing personal information to a website.
- Guard against phishing, scamming and identity theft.

## **Research and Information Literacy**

Searching - Students will use a variety of search engines to search for information and content. Students will understand the functions of effective keywords and categories to find useful and relevant information online.

Research and Evaluation - Students will choose websites with high-quality information and when possible, use multiple sources to find their information. Students will properly cite online resources. Students will be able to identify online advertisements and spam on websites and understand the purpose behind those advertisements.

## **Digital Citizenship**

The internet is a powerful community of connected people. That connection requires levels of responsibilities to one another. Part of being a good digital citizen is using technology in a responsible, appropriate way. Digital media plays an important role in a student's life and in our society. Below are some specific areas to address with high school students when learning how to grow their digital citizenship.

**Social Media & Email** - Students will have access to a school email account after receiving some basic training on email etiquette. Please know that all email can be viewed by teachers, administrators, or parents. Email should be written with thought of the audience and purpose. Online school-approved social media sites are allowed. Students will learn about interaction, risks, and responsible use on both school approved and other social media sites that they may encounter. Abuse or misuse of district email may require disciplinary action.

**Commenting Responsibility** - As use of social media and other age-appropriate websites becomes available to high school students, it's important for students to understand the positive and negative aspects of their digital life. Students will recognize the importance of context in posting or viewing online images. Students will post appropriate comments in online and social communities. These comments, like anything else on the internet, have a certain amount of digital permanence and can affect reputation down the road. Students will display respect and thoughtfulness online by not posting comments that are negative, inappropriate, or personal about others or themselves.

**Digital Ethics** - Students will use the internet and digital tools to produce content and projects. Students will not present the work of others as their own work: (otherwise known as plagiarism) Students will not intentionally delete or damage another student's digital work. Students will ask for permission prior to posting videos or photos of students or staff members online. When working on projects or any other work with online resources, students will follow copyright and creative commons laws.

**Cheating** -With the use of mobile devices. there may be temptation to cheat and share test or assignment information on a non-collaborative project. Students will not use technology and/or mobile devices to share confidential school content with other students.

**Cyberbullying** - Cyberbullying is the use of digital technologies or mobile devices to harass, threaten, embarrass or torment another student. Minors can be convicted in a court of law of being a cyberbully. This can happen both directly and indirectly.

In order to avoid this students will:

- Identify strategies for dealing with cyberbullying responsibly.
- Analyze and report any offensive online behavior or interactions to a trusted adult
- Create positive online communities rooted in trust and respect.

- Think before you send or post
- Recognize and identify factors that intensify cyberbullying, including what role they play in escalating or de-escalating online cruelty

Students will NOT:

Publish information that is harmful or embarrassing to others

Facilitate in the spreading of rumors via online platforms.

Participate in online polls, "bash" sessions, or other activities that are harmful to others.

"Sexting" or other inappropriate online interactions - like cyberbullying, "sexting", or the transmission of inappropriate images or messages digitally, can result in conviction in a court of law. Students will understand the role of digital technologies in relationships. Students will not actively participate in the sharing of inappropriate photos and/or information of themselves or others.

Self-Expression and Identity - There can be a difference between an online versus offline identity. Students need to be aware of these differences and realize that how they present themselves online can affect their relationships, sense of self, and reputations. Students will identify the risks of assuming different personas online and what it means to be genuine in an online context.

Digital Footprint – Information you post on the internet can affect your future.

Colleges and full-time employers look at an individual's digital footprint as a tool during the admission or hiring process. Students will consider the possible benefits and risks before sharing information online and consider how this affects their reputation and digital self.

## **Electronic Accounts**

The Marion County School District uses G Suite for Education and Microsoft Office 365 to provide and manage electronic accounts for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more. Microsoft Office 365 productivity tools include Word, Excel, PowerPoint and others. At the Marion County School District, students will use their G Suite and Office 365 accounts to complete assignments, communicate with their teachers, sign into computers, laptops and Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?

- Can my child share information with others using the G Suite for Education account?

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html). You should review this information in its entirety, but below are answers to some common questions:

When creating a student account, MCSD may provide Google and Microsoft Office 365 with certain personal information about the student, including, for example, a name, email address, and password. Google and Microsoft may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;

- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With Marion County School District G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:



- meet any applicable law, regulation, legal process or enforceable governmental request.
- enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting your school administrator. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) [if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485?hl=en>), insert: and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at [https://www.google.com/intl/en/work/apps/terms/dpa\\_terms.html](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html))].

**Principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Education Technology to individuals who violate the Board's Appropriate Use Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.**

## **CAFETERIA**

Our cafeterias are operated on a non-profit plan in cooperation with the State/Federal Lunchroom Programs. The price charged per lunch will be announced at the beginning of school and will be dependent on Federal guidelines.

Students are to accompany their teacher to and from the cafeteria in an orderly manner and must remain in the designated areas. Normal conversational tones are to be used in the cafeterias. Trays are to be turned in and all trash is to be discarded.

Breakfast/Lunch can be brought to school but must not be in "commercial" packaging," nor are students to sign out for lunch. Students who bring their lunch to school must eat in the cafeteria. They may either purchase milk or bring their own beverage from home (without advertising). Food and drinks (except bottled water) are not allowed outside the cafeteria during lunch.

The school will accept no deliveries of food for students.