



COFFEEVILLE SCHOOL DISTRICT K-12 2024-2025



STUDENT AND PARENT HANDBOOK

Coffeetown School District

Coffeetown High School (662)675-8904

Coffeetown Elementary School (662)675-2721

96 Mississippi Street

Coffeetown, Mississippi 38922

Phone (662)675-8941

(662)675-5004 Fax

www.coffeetownschools.org

*** Parents, there are pages near the back that require your signature. Please sign them and return to school.**



COFFEEVILLE SCHOOL DISTRICT

A MESSAGE FROM THE ADMINISTRATION AND FACULTY

Dear Parents/Guardians,

The Coffeenville School District administration and faculty would like to welcome you to the 2024-2025 school year. We invite you to consistently communicate with our staff as well as participate in your child's educational journey toward excellence as students return to the school building for another year of teaching and learning. We are committed to assisting all students in achieving at their highest potential. The information outlined in this handbook is of vital importance. We want you to have a clear understanding of District expectations and be willing to adhere to guidelines established by the Coffeenville School District, Board of Trustees, and the Mississippi Department of Education.

Coffeenville School District

Coffeenville High School (662)675-8904)

Coffeenville Elementary School (662)675-2721

96 Mississippi Street

Coffeenville, Mississippi 38922

Phone (662)675-8941

(662)675-5004 Fax

www.coffeenvilleschools.org

TABLE OF CONTENTS

General Information

Parents Right to Know	4
Athletic Eligibility/Asbestos	5
School Counselor.....	6
School Nurse	7
TDAP notification.....	8
District Calendar	9-10
Foreword.....	11
Anti-Discrimination	12
Directory	13
Information regarding Asbestos	15
Visitors.....	16
School fees	17
PBIS.....	18

District Policies & Procedures

Admission	19
Attendance	24
Code of Conduct.....	28-46
Searches & Questioning	47
Dress Code	51-53
State/District-Owned Property.....	54-55
Transportation Policies.....	62-63
Intervention	64
Chain of command.....	65

School Policies & Procedures

Bell Schedules	66
School Staff.....	68
Academics.....	69
Promotion & Retention	86
Clubs and organizations	91
Emergency Operations	99
School/Community Relations	105

PARENTS RIGHT TO KNOW

In accordance with federal regulations, parents have the right to know:

ANNUAL REPORT CARDS

The Mississippi Department of Education (MDE) and the Coffeeville School District will disseminate to parents, schools and the public an annual report card with aggregate information, including student achievement (disaggregated by category) and graduation rates.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Parents of Title I, Part A students have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teacher and requires us to give you this information in a timely manner upon request.

Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- a. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- b. Whether the teacher is teaching under a provisional status through which state qualification or licensing criteria have been waived;
- c. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- d. Whether the child is provided services by paraprofessionals and, if so, their qualifications

To the extent practicable, Parent's Right to Know Notification will be provided in a language that parents can understand.

STUDENT ACHIEVEMENT

The Coffeeville School District will provide individual student assessment reports to parents providing individual information on the level of achievement of the parent's child in each of the state's academic assessments.

NON-HIGHLY QUALIFIED TEACHERS

The Coffeeville School District will provide to each individual parent timely notice if the parent's child had been taught for four or more consecutive weeks by a teacher who is not highly qualified.

To obtain any of the information listed above, please contact your child's principal by phone, written communication or in person. The principal will provide the requested information within five (5) school days.



ATHLETIC ELIGIBILITY

Mississippi High School Activities Association (MHSAA) eligibility system states a student must earn 3 credits per semester (6 per year) to remain eligible for all MHSAA activities. This includes band, choir, cheer, dance, forensics and all sports. The student's overall average must be a C (2.0) or better. The eligibility of the student is assessed each semester. If a student fails to achieve these requirements, he/she is placed on probation until the credit/GPA has been earned. The student may practice with their club/team but may NOT participate in any after-school activities until they become ELIGIBLE.

Coffeeville School District is a member of the MHSAA, and all schools that we compete against must be members in good standing. All students who participate in interschool activities must be legal students. Any student, who reaches 19 prior to September 1, will be ineligible to participate in interschool activities.

MHSAA holds a school solely accountable for their fans (including students, parents, teachers, visitors, or administrators) at athletic contests and on occasion, places a school on PROBATION as the result of unacceptable spectator behavior.

THEREFORE, any Coffeeville student who assaults, or attempt to assault or is rude to officials of scheduled athletic contests (includes other students, parents, teachers, administrators and visitors), whether the contest is at home or away will be subject to disciplinary action which may include suspension and/or expulsion for a severe infraction.



ASBESTOS

The Coffeeville School District follows all requirements as set forth by the Environmental Protection Agency (EPA).

Our maintenance and custodial staff has been trained to handle asbestos materials. Our Maintenance Department and Asbestos Coordinator will be able to answer any questions upon request.

*High School
Elementary*

(662) 675-8904 Coffeeville
(662) 675-2721 Coffeeville



COFFEEVILLE SCHOOL DISTRICT COUNSELORS

Dear Parents/Guardians,

Throughout the 2024-2025 school year, Coffeeville School District counselors along with the assistance of classroom teachers will focus our classroom guidance lessons on various topics to help every student develop coping skills to better handle challenging situations when they arise. These lessons will correlate with the District's Positive Behavior Intervention Support (PBIS) expectations. The topics will include, but are not limited to, lessons addressing respect, study skills, peer pressure, bullying, healthy choices, positive attitudes, early literacy, and suicide prevention.

We firmly believe that a successful student is one who has been educated in the content areas of reading, writing, and mathematics as well as in the areas that address the social and emotional well-being of every student. Many parenting workshops/seminars will be offered throughout the school year. We encourage you to actively participate in these opportunities and take advantage of the information presented.

As counselors in the district, we are here to help in any way we can. If a crisis situation arises involving your child, school law permits counselors to act on the student's behalf without parental consent. If a teacher, fellow counselor, or administrator refers your child for regular counseling services, you will be notified prior to your child participating in any counseling sessions.

We are responsible for working with all students who need guidance academically, socially, behaviorally, or in planning for a successful future. Counselors now work closely with administrators, teachers, and parents to develop a comfortable, healthy school environment conducive to learning.

Coffeeville School District counselors do not provide long-term mental health therapy in schools, and school counseling is not a substitute for mental health counseling.

It is the goal of the Coffeeville School District counselors to help each student profit as much as possible from his/her positive school program experiences.

If you have any questions, please do not hesitate to contact your child's counselor. Thank you for allowing us the opportunity to serve you and your child.

Many thanks,

Coffeeville School District Counselor



2013 Mississippi code Title 41 – PUBLIC HEALTH Chapter 79 – HEALTH PROBLEMS OF SCHOOL CHILDREN SCHOOL NURSEINTERVENTION PROGRAM

Universal Citation: *MS Code 41-79-1(2013)*

The Legislature finds that health problems often are not prevented or detected in early stages because so many of the state's children are not in a health-care system. A school nurse can provide the preventive health services needed to facilitate the student's optimal physical, mental, emotional, and social growth and development as well as help prevent serious health problems which would be more difficult and costly to address later.

In keeping with the MS Public Health Code, Coffeeville School District provides a Registered Nurse for our students. The purpose is to:

- Promote and support school attendance
- Provide medical care for sick and injured students and staff
- Provide daily medical care for special needs students and staff
- Promote health and wellness for our students, staff and community

IMPORTANT NOTICE:

The school nurse's office is NOT a primary care facility.

The nurse by law is NOT allowed to make a diagnosis, prescribe treatment, or administer medication without a DOCTOR'S ORDER. First aid and medical care provided by the school nurse are primarily for illnesses or injuries that occur during the instructional day.

District Nurse: Mrs. Diana Cashaw
Shelisa Hair

Phone Number: 662-675-8904/662-675-2721Ms.

Notify your school nurse immediately if your child has a special health concern.



Tdap Booster Vaccination to Enter 7th Grade

Dear Parent or Guardian:

Mississippi law requires a Tdap booster vaccination to enter 7th grade. We encourage you to start making plans now for this back-to-school requirement.

Please make an appointment as soon as possible for your child to receive the 3 vaccines required for protection from vaccine-preventable diseases.

The Centers for Disease Control and Prevention (CDC) recommends for teens and preteens age 11-12 years including:

- **Meningococcal conjugate vaccine (MCV)**
- **Human papillomavirus vaccine (HPV)**
- **Tdap vaccine**

You can make an appointment with your regular healthcare provider of local health department clinic. Insurance providers and the MS Vaccines for Children (VFC) program make all childhood vaccinations available for all children at low to no cost.

Non-Emergency Transportation (NET) provides transportation to and from appointments if your child has Medicaid and you need help getting to the clinic. Call 1-866-331-6004 at least three business days in advance to schedule a ride.



COFFEEVILLE SCHOOL DISTRICT 2024-2025 District Calendar

<i>Descriptor Term:</i>	<i>Descriptor:</i> ICA-E	<i>Issued:</i> March 21, 2024
CSD Calendar 2024-25	<i>Rescinds:</i>	
First Semester 2024		
July 1, 2024	Begin Fiscal Year- 2024	
July 4, 2024	Independence Day Holiday (District Offices Closed)	
July 24, 2024	Career & Technical Teacher's First Day	
July 29, 2024	Teacher's First Day/Professional Development New Teacher Orientation (No Students)	
July 30, 2024	Professional Development (No Students)	
July 31, 2024	Professional Development (No Students)	
August 1, 2024	Student's First Day	
September 2, 2024	District Holiday (Labor Day)	
September 11, 2024	1 st Term Progress reports	
Sept. 30-Oct. 4, 2024	1 st Nine Weeks Exams	
October 7-11, 2024	District Holiday (Fall Break)	
October 14, 2024	Second Term Begins	
October 23, 2024	Parent/Teacher Conference and Report Card Day (65% Day for Students) 1:00-4:00pm	
November 6, 2024	Second Term Progress Reports	
November 25-29, 2024	District Holidays (Thanksgiving Break)	
December 16-20, 2024	2 nd Nine Weeks Exams	
December 20, 2024	End First Semester (65% Day)	

Dec. 21-Jan. 3, 2024	District Holidays (Christmas Break)
----------------------	--

Second Semester 2025	
January 6, 2025	Professional Development for Staff (No Students)
January 7, 2025	Students Return from Christmas Break
January 9, 2025	2 nd Nine Weeks Report Cards Issued (First Semester Report Cards)
January 20, 2025	District Holiday (Dr. Martin Luther King Holiday)
February 12, 2025	3 rd Term Progress Report
February 17, 2025	President's Day (District Open)
March 3-7, 2025	3 rd Nine Weeks Exams
March 10-14, 2025	Spring Break
March 17, 2025	4 th Nine Weeks Term Begins
March 20, 2025	3 rd Nine Weeks Report Cards Issued
April 10, 2025	4 th Term Progress Report
April 18, 2025	District Holiday (Good Friday)
April 21, 2025	District Holiday (Good Monday)
May 12-16, 2025	4 th Nine Weeks Exams
May 21, 2025	Last Day for Students (180 days)
May 21, 2025	4th Term Report Cards Issued/ Last day for Students (180 Days)
May 22, 2025	Senior- Graduation at 7 PM at Football Field Site
May 26, 2025	District Holiday (Memorial Day)
May 27, 2025	Last Day for Teachers (187 Days)
May 28, 2025	Last day for Vocational Teachers (190 Days)
	1 st Semester - 91 Days for Students & 94 Days for Teachers
	2 nd Semester - 89 Days for Students & 93 Days for Teachers
	231 Days for Administrators
	Student Days- 180 Days/ Teacher Days-189/ Vo-Tech-192 Days

Foreword

This student handbook has been prepared by the faculty, staff, and administration, along with input from students, parents/guardians, community and constituents of Coffeeville School District as a guideline to procedures, policies, and practices governing the operation of our school and the behaviors of our students. The administration and instructional staff of Coffeeville School District believes that this handbook will help parents/guardians and students with being properly informed about District policy and expectations. The School Board and the administration of Coffeeville School District work closely together with a student/community advisory committee (**Miss. Code Ann. § 37-11-55**), to establish sound and reasonable goals for our schools, to anticipate district needs, and to provide an environment conducive to learning. We urge parents, students, and teachers to read this handbook in its entirety in order to make the 2024-2025 school year both pleasant and successful.

It is the responsibility of parents/guardians and students to familiarize themselves with this Student Handbook. Parents/guardians are encouraged to read and discuss the handbook content with their children.

The policies described in this handbook shall pertain to any student who is on school property, on the school bus, on the way to and from school, or who is in attendance at school or at a school-sponsored activity or event. For conduct occurring on property other than school property or other than at a school-related event when such conduct by a student, in the determination of the school superintendent or principal, renders that student'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 student and teacher of such class as a whole (**Miss. Code Ann. § 37-7-301**). School-sponsored activities include, but shall not be limited to, practices, rehearsal, participation or spectator, on or off school property, within and outside the school district.

Anti-Discrimination Policy

(Board Policy JAA)

Every student will have equal educational opportunities regardless of race, color, creed, sex, handicap, religion or marital status. No student shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, and extra-curricular activities.

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

Coffeetown School District advocates and adheres to a policy, which extends to all programs and activities of the school district, arises out of the following statutes:

Title VI of the Civil Rights Act of 1964, 42 U. S. C. 2000 et seq. and its implementing regulation, 43 C. F. R., Part 100

Individuals with Disabilities Education Act ("IDEA"), 20 U.S.C., 1400 et seq.

Section 504 of the Rehabilitation Act of 1973, 20 U. S. C. 794 and its implementing regulation, 34 C. F. R., Part 104

Title IX of the Education Amendments of 1972, as amended, 20 U. S. C. 1681 et seq., and its implementing regulation, 34 C. F. R. Part 106

The Age Discrimination Act of 1975, 42 U. S. C. 6601 et seq. and its implementing regulation, 45 C. F. R. Part 90

The Americans with Disabilities Act of 1990

Inquiries regarding compliance may be directed to:

Mrs. Leisa Pegues:	Special Education Coordinator /Dyslexia Coordinator
Mrs. Asley Polk, Counselor:	CHS Title IX , 504, EL, STC, and TST Coordinator
Mrs. Ashley Polk, Counselor:	CES Title IX, 504, EL, STC, and TST Coordinator
Mr. Chris Dungan:	Technology Facilitator
Ms. Lashanda Hoskins, Federal Programs Director:	Title I, Title II, Title III, Title VI, DTC, Homeless Migrant, Gifted and District Test Coordinator


Mississippi Department of Education
Jackson, Mississippi

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

Copies of the district's Technology Plan, Crisis Management Plan and Policy Manual are available for viewing at the District Office and in the library of both Coffeetown High and Coffeetown Elementary.

ADMINISTRATIVE OFFICES

<p style="text-align: center;">Superintendent of Schools <i>Dexter Green</i> / (662) 675-8941 dgreen@coffeeschools.org</p>	
<p>Federal Programs Director/Assistant Superintendent LaShanda Hoskins (662) 675-8941 ext. 1011 Fax (662) 675-5004 lhoskins@coffeeschools.org</p>	<p>District Secretary/Accounts Payable Quenna Moore (662) 675-8941 ext. 1000 qmoore@coffeeschools.org</p>
<p>Special Services Director Dyslexia Coordinator/District Test Coordinator Natessia Jackson (662) 675-8941 ext. 2090 Fax (662) 675-5004 lpegues@coffeeschools.org</p>	<p>CTE Director Dr. Cedric Shelby (662) 675-8941 cshelby@coffeeschools.org</p>
<p>Upward Bound Director Dr. Tilda Neal/ Dr. Ruth Rondon (662) 675-8941 ext. 1041 Fax (662) 675-5004 tneal@coffeeschools.org</p>	<p>Technology Coordinator & Facilitator Mr. Christopher Dungan (662) 675-8941 ext. 1050 Fax (662) 675-5004 Cdungan@coffeeschools.org</p>
<p>School Business Administrator Jennifer Gaston (662) 675-8941 ext. 1020 jgaston@coffeeschools.org</p>	<p>Student Services/MSIS Coordinator Mr. Calvin Hawkins (662) 675-8941 ext. 1040 chawkins@coffeeschools.org</p>
<p>Secretary / Payroll Clerk Jada Steen (662) 675-8941 ext. 1010 jsteen@coffeeschools.org</p>	<p>Food Service Supervisor Felecia Sanders (662) 675-8941 ext. 1030 fsanders@coffeeschools.org</p>
<p>Coffeeville School District Board of Trustees...</p>	<p>Ms. Inetra Polk, President</p>
<p>Ms. Alisia Bland, Secretary</p>	<p>Mr. Mitchell Steen, Vice-President</p>
<p>Mrs. Estella Townes, Parliamentarian</p>	<p>Mrs. Linda Bland, Parent Liaison</p>

2024-2025 SCHOOL BOARD MEETINGS (3 rd Thursday of each month at 6:00 p.m.)			
July 18 th	August 15 th	September 19 th	October 17 th
November 14 th	December 19 th	January 16 th	February 20 th
March 21 st	April 17 th	May 15 th	June 19 th
Accelerated Reader		GRADING PERIODS	
<p>K-8th grade students are to read/test/and PASS at least one book per week (total of 8 books per term). Students will not receive credit for tests taken unsupervised.</p> <p>K-8th grade students should earn 30 minutes each week of ELA and Math Study Island time to strengthen reading comprehension and Mathematics skills</p> <p>K-8th grade students should work to earn Perfect Attendance & Good Citizenship</p> <p>All students should work towards Honor Roll every term (B average or higher)</p>			
AR Goals will be set after diagnostic screener.		Term 1 – August 1, 2024- October 4, 2024 <i>Report Cards Issued: October 23, 2024</i>	
Mastery Connect Benchmark Assessments		Term 2 – October 14, 2024- December 20, 2024 <i>Report Cards Issued: January 9, 2025</i>	
		Term 3 – January 7, 2025- March 7, 2025 <i>Report Cards Issued: March 20, 2025</i>	
		Term 4 – March 17, 2025- May 21, 2025 <i>Report Cards Mailed: May 27, 2025</i>	
<i>Plan for Inclement Weather:</i> If additional days are missed, the additional days will be added to the last days of the school year.		NOTE: Parents may <u>access progress and report cards in SAM (Active Parent Portal)</u>	



COFFEEVILLE SCHOOL DISTRICT

96 Mississippi Street
Coffeeville, Mississippi 38922

(662)675-8941 phone
(662)675-5004 fax

Mr. Dexter Green
Superintendent

Excellence From All, For All

To: Parents, Teachers, and School Employees

From: Dexter Green, Superintendent

Date: August 6, 2021

Subject: AHERA Compliance Notification

In Accordance with AHERA regulations, school districts are required to perform several activities with regards to **ASBESTOS** in schools. These activities include an initial asbestos inspection and development of a Management Plan. The Management Plan addresses how identified asbestos containing materials (ACM) will be handled.

As part of the Management Plan, schools are also required to provide notification to all parents, teachers, and employees of our ongoing management of asbestos containing materials (ACM).

To provide continuing management of the asbestos in our schools, all asbestos containing materials are inspected every six months. Any changes in the ACM are being recorded in a surveillance report as part of the management plan.

A copy of this surveillance report, along with a copy of the management plan and all supplementary information is located at Central Office. A copy of the management plan pertaining to all schools is maintained in the Local Education Agency (LEA) office located at 96 Mississippi Street Coffeeville, MS 38922. These documents are available for review upon request.

MAKE-UP DAYS DUE TO INCLEMENT WEATHER

The Coffeeville School District Board of Trustees will determine additional make-up days, if needed. Each day that school is cancelled due to inclement weather, beyond the defined make-up days above, will be added to the end of the school year. Family planning for vacations prior to holidays or the end of the school should take into consideration exam days and make-up days due to inclement weather.

WELCOME TO COFFEEVILLE SCHOOL DISTRICT

The faculty and staff welcome you to Coffeeville School District. We are honored and look forward to the 2024-2025 school year. This handbook will help you better understand the laws established by the Mississippi State Legislature and policies of the Coffeeville School District Board of Trustees. School rules and regulations are written to enforce and implement these laws and policies. They will also help us provide you an orderly and safe school and thereby enable each student to reach the highest level of academic achievement one can obtain.

We ask that each parent and student read this handbook in its entirety. If you have any questions or concerns, do not hesitate to contact your child's principal.

DRILLS-FIRE AND SEVERE WEATHER

The following emergency drills will be conducted:

- Bus Evacuation Drills 2 times per year
- Fire Evacuation Drills 10 times per year (once a month)
- Tornado Drills 3 times per year
- Earthquake Drills 2 times per year
- Bomb Search Drills 2 times per year
- Lock Down Drills 2 times per year
- Active Shooter Drive Annually

VISITORS

All visitors to the school must first push buzzer to be admitted into the building. A temperature reading will be required to access entry. Each visitor is to remain at the front doors until given permission by building principal to proceed to the office window. Students are not allowed to bring anyone to school other than a parent/guardian. Parents will NOT be permitted to visit or observe in a classroom during the 2024-2025 school year until further notice. Classes will NOT be interrupted except in emergency situations. The counselor/principal will gladly set up a teacher conference. Teachers and all other employees will immediately report any unauthorized visitors to the office. If necessary, authorities will be called to the school site to ensure and maintain the safety of all students and staff.

Parents/guardians will NOT walk students to class. All parents must wait to be buzzed in and then stand at the front office window when picking up/checking out a child during the instructional day unless escorted by the principal.

SCHOOL FEES

<u>Activity/Class</u>	<u>Grade/student</u>	<u>Amount</u>
Supplies	7-11	\$10.00
ICT I/II-STEM	Students Enrolled	\$10.00
Science /Biology Lab	Secondary Sciences	\$15.00

RESPONSIBILITIES OF STUDENTS

- Attend school and arrive on time daily.
- Follow the Student Code of Conduct
- Respect the rights of other parents, students, faculty, staff, school visitors, school property, and the property of others
- Work hard and do your best
- Put forth best efforts on all state mandated assessments
- Ask teachers, counselors, support staff, parents, and school administrators for help in solving any problems or challenges

RESPONSIBILITIES OF PARENTS/GUARDIANS

- **Read the Student Code of Conduct**
- **Support your child in following the Student Code of Conduct**
- **Sign all required papers/documents and return to school**
- **Understand your child's rights and responsibilities**
- **Teach your child to respect the rights of others**
- **Teach your child to respect school property and the property of others**

CORPORAL PUNISHMENT

The Coffeeville School District Board of Trustees views corporal punishment as a form of discipline.

However, only the principal or a designee will be allowed to provide corporal punishment to students with a signed consent form.

PBIS-CODE OF CONDUCT

Positive Behavioral Interventions and Supports (PBIS)

PBIS is a proven, research and evidence-based discipline program that emphasizes school-wide systems of support that include strategies for defining, teaching, modeling and supporting appropriate student behaviors to create positive school environments.

PBIS emphasizes teaching students to behave in ways that contribute to academic achievement and school success and that support school environment where students and school staff are responsible and respectful. PBIS also emphasizes the need for school staff to promote appropriate behaviors by teaching, modeling, reinforcing, and monitoring appropriate behaviors and by treating much minor misbehavior as “teaching moments” rather than punishment opportunities. PBIS recognizes that effective school discipline is anchored to meaningful corrective instruction and guidance that offers students an opportunity to learn from their mistakes and contribute to the school community. PBIS also involves ongoing monitoring of discipline data to ensure equitable school-based discipline practices are implemented in a fair and non-discriminatory manner.

The Coffeerville School District has been implementing the PBIS program across the entire district. The Student Code of Conduct compliments and supports the district-wide implementation of PBIS to foster student academic and behavioral success.

SCHOOL POLICY ON SEXUAL DISCRIMINATION/HARRASMENT-TITLE IX

As provided under Title IX of the Education Amendments of 1972, no person in the US 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 Coffeerville 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 Coffeerville School District Board Policy.

HARRASSMENT PROHIBITED

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 or by way of social media may be subject to disciplinary action up to and including **EXPULSION**.

ADMISSION POLICIES

(Board Policy JBC)

Eligibility

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

Except for those students who have been legally transferred, each minor seeking to enroll in this school district will be a school district resident. All students will register at the school they are assigned to attend, with the exception of out-of-district transfer students and those living with a legally appointed guardian. These students will register at the district administrative offices. **(Call the central office for policy on out-of-district students who want to enroll.)**

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

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

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

Student enrolling in grades two through twelve must present an up-to-date immunization record. (See section on *Immunizations and Vaccinations*.)

Temporary enrollment will be allowed in the following cases:

- a. A verification of immunization is presented from the local health department.
- b. A copy of an official request for a birth certificate and a copy of the money order used to order the certificate is presented.
- c. An official letter from a lawyer or legal agency that states the custodian or guardianship process has officially begun is presented.
- d. When a child is identified as Homeless (see Homeless Children)
- e. Due to a recent relocation, documentation verifying residency is unavailable

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

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

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

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

Students transferring into a Coffeeville School District from a non-accredited school or home schooling must be given appropriate placement tests (grades K-8) and term tests (grades 9-12) as determined by school officials. The student's Social Security number is required.

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

In accordance with Section 63-1-10, Mississippi Code of 1972, as amended, any applicant for a driver's license less than eighteen years of age must submit with his or her license application documentation from the appropriate school authority that the applicant is a full-time student in Coffeeville Schools. These forms can be obtained in the

High School office. The student should fill out the top of the form, Name, Address, Date of Birth, Age, Social Security Number, and the Name of School being attended. This must be printed in ink. The form will then be verified for school attendance, signed by the principal's designee and notarized.

Residence Verification Procedure

As a result of the Residency Verification Procedure adopted as a policy of the Mississippi Board of Education on April 20, 1990, each parent or legal guardian or other adult with whom a student lives must provide to the school administration the following documents a copy of **at least two** of the following items of verification of residence is essential. A post office box address will be acceptable as a single verification item. These items must reflect a street address or designated road address. All documents must be for present residence only; documents for rental or other commercial property will not be acceptable. Motel/hotel addresses will not be acceptable except in the case of homeless, immigration, or other temporarily displaced children.

- › Filed Homestead Exemption Application form
- › Mortgage documents or property deed
- › Apartment or home lease
- › Utility bills
- › Driver's license listing present address
- › Voter precinct identification
- › Automobile registration
- › Affidavit of residence and/or personal visit by designated school district official at district option

- Any other documentation that in the determination of the School Board will objectively and unequivocally establish that the parent or guardian resides within the school district

If one is the legal guardian of the student, he/she must also provide documentation showing guardianship.

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

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

If Coffeeville School District receives a complaint regarding the residence of a student, the district is required to take action to further verify residency, including but not limited to follow-up visits to the address on file by school officials.

Immunizations and Vaccinations

It is unlawful for any child to attend school without first being vaccinated with at least one dose of diphtheria, whooping cough, tetanus, red measles, rubella, and polio vaccine and completing the entire series within ninety (90) days. Every student in Kindergarten through Grade 12 must present a certificate of immunization compliance from his/her doctor or from the health department. This certificate of compliance (Form 121) must be presented in order to attend school, even though all shot records are now up-to-date on school records. Other valid certificates include Form 121-A, Medical Exemption Certificate, or Form 121-T, Temporary Compliance Certificate, and Form 139-R for religious exceptions.

In order to secure this certificate of compliance, it will be necessary for the student to go to the local county health department, the office of his/her family physician, taking with him/her all official shot records. Before a child can register, the certificate of compliance must be presented. The validation of this certificate will become a permanent part of the student's records and will be valid through grade twelve. If the doctor signs the certificate indicating that other doses are necessary, the student will be given ninety (90) days to complete the required immunizations. If they are not completed at the end of ninety (90) days, the child by law must be suspended until compliance is achieved.

Transfer Students

- Any child transferring to any school in Coffeeville School District must have a valid immunization certificate, birth certificate, report card, and name and address of the former school attended.
- No student is to be enrolled in this school district until any questions regarding residence or immunizations have been resolved.
- Students suspended or expelled from another school or school district may not be allowed to enroll.

Transfer/Withdrawal of Students Out-of-

District Transfers:

All students enrolled in the school district after the beginning of the school session who move outside the district at any time during the school year must withdraw from the school system using the following method of withdrawal.

- School officials should be notified at least one-day prior to the withdrawal of a student.
- The student's parent must come to the principal's office and officially withdraw his/her child. All books and fines must be cleared before official withdrawal is completed and the student's academic record is cleared.
- Any student who moves during the school year must record the change of address with the principal in the main office.

- The principal and counselor are authorized to release Coffeerville School District education reports or records when an official written request is received from the school district to which the student is transferred. (A parent or legal guardian has the right to review his/her child's school records.)
- A student leaving Coffeerville School District system may obtain a record of his/her work to date for the current term. Reports may be held if the student has any indebtedness to the school (lunchroom, workbooks, library, textbooks, damages, etc.).
- In grades K-12, if a student withdraws during the last two weeks of the school year and moves out of the district, the student will receive grades in progress to be presented to his/her new school. The school to which the student is transferring will have the option of accepting the grades in progress as the student's final grade or for students in grades 9-12, requesting examination from the Coffeerville Schools. The examinations may be mailed to the student's new school upon written request of the school to which the student is transferring. Examinations, when completed, will be checked by Coffeerville school personnel and credit will be given by the Coffeerville Public Schools. **No examinations will be given ahead of time.**
- All students living within the Coffeerville School Zone will be required to attend Coffeerville Schools. No RELEASE will be granted without requesting permission from the school board and providing proof of new residency.

Homeless Children

A child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431(l), 11432(e)(4) and 11302(a), this school district shall consider and take enrollment action that is in the best interest of the child, pursuant to 42 USC II 432(e)(3).

- The requirements of Section 11 above are minimum requirements and this school district may require additional documentation and verification at any time.
- At the minimum, this school district shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.
- The provisions of this policy do not apply to students who reside outside the school district but who have legally transferred into the school district.
- Any court-ordered procedure shall take precedent over any procedure contained herein.

Because homeless students often have circumstances that prohibit them from meeting the establish requirements for enrollment in schools (birth certificate, residency, immunization records, records from previous schools, and proof of legal guardianship), they will be enrolled in school with the requirements for records waived while the school arranges for transport or obtainment of these records.

Homebound Program

The Homebound Program is an instructional program for students who because of severe disabilities or chronic illnesses are unable to attend school for extended, long-term periods or for other reasons as approved by the Board of Trustees for the education of students not in the normal academic program. The school district's administration in cooperation with the instructional staff will determine the student's eligibility for homebound services. Following administrative procedure, no principal or teacher or any other staff person shall have the authority to place a student in the Homebound Program. Applications for homebound services are in the principal's office.

Home Schooled Children

The School Board encourages the admission of all eligible students to Coffeeville School District. All students seeking to enter Coffeeville School District from a home school environment shall be placed in grades and classes in accordance with the following criteria:

- › The student shall not be placed more than one grade above the grade or class that the student would have been assigned to, had the student enrolled during the year the child reached his sixth birthday on or before September 1.
- › The student shall be required to take a test deemed appropriate by Coffeeville School District. This test will be a primary determining factor in the student's grade/class placement. No enrollment of the home school student shall be considered official until the test has been completed by the student.
- › The student will be assigned to the grade or class for which the test shows the student is best suited in accordance with the age limitation as set forth above.

ATTENDANCE

Attendance Policies

(Board Policy JBA & JBD)

MISSISSIPPI COMPULSORY SCHOOL ATTENDANCE LAW SUMMARY

- A. A parent, guardian or custodian of a compulsory-school-age child in this state shall cause such child to enroll in and attend a public school or legitimate nonpublic school for the period of time that such child is of compulsory-school-age, except under the following circumstances:
1. When a compulsory-school-age child is physically, mentally or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation
 2. When a compulsory-school-age child is enrolled in and pursuing a course of special education, remedial education, or education for handicapped or physically or mentally disadvantaged children
 3. When a compulsory-school-age child is being educated in a legitimate home instruction program
- B. Unlawful (Unexcused) Absences – An “unlawful absence” is an absence during a school day by a compulsory-school-age child, whose 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 the provisions of this section.
- C. Excused Absences – The following are the only reasons for which an absence may be considered excused.
1. Authorized school activities (requires prior approval)
 2. Personal illness/injury
 3. County health officer isolation
 4. Death/serious illness of immediate family member (children, spouse, grandparents, parents, brothers, sisters, including step-brothers and step-sisters)
 5. Attendance in court as a witness if under subpoena
 6. An absence may be excused if the religion to which the compulsory-school-age child or such child’s parents adhere requires or suggests the observance of a religious event. The approval of such absence is within the discretion of the superintendent of the school district or his designee, but approval should be granted unless the religion’s observance is of such duration as to interfere with the education of the child.
 7. An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district or his designee that the purpose of the absence is to take advantage of a valid educational opportunity. Approval of such absence must be gained from the school board of Coffeeville School District or its designee prior to the absence.
 8. An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district or his designee that conditions are sufficient to warrant the compulsory-school age child’s nonattendance. However, no absences shall be excused by the school superintendent or his designee when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.

- D. Any parent, guardian or custodian of a compulsory-school-age child subject to the provisions of this law who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of 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 the provisions of Section 97-5-39, Mississippi Code 37-13-91 of 1972.

Upon prosecution of a parent, guardian or custodian of a compulsory-school-age child for violation of this section, the presentation of evidence by the prosecutor that shows that such child has not been enrolled in school within eighteen (18) calendar days after the first day of the school year of the public school which such child is eligible to attend, or that such child has accumulated twelve (12) unlawful absences during the school year at the public school in which such child has been enrolled, shall establish a prima facie case that such child's parent, guardian or custodian is responsible for the absences and has refused or willfully failed to perform the duties imposed upon him or her under the provisions of this section. However, no proceedings under this section shall be brought against a parent, guardian or custodian of a compulsory-school-age child unless the school attendance officer has contacted promptly the home of the child and has provided written notice to the parent, guardian or custodian of the requirement for the child's enrollment or attendance.

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

POINTS TO REMEMBER

- A. Students who will attain the age of six (**6**) years on or before September 1 of the calendar year and who have not attained the age of seventeen (**17**) years on or before September 1 of the calendar year are considered **compulsory-school-age children**. Generally, this covers children ages six through sixteen.
- B. These children must be enrolled in school within fifteen (15) calendar days after the first day of the school year of the public schools which such child is eligible to attend.
- C. These children can have no more than twelve (12) unlawful (unexcused) absences during any one school year.
- D. The parent(s) of these children are responsible for seeing that their children attend school.
- E. Days suspended from school are unexcused and count as part of the twelve (12) unexcused days allowed.
- F. A student is considered absent for the entire day if that student is absent for more than thirty-seven percent (35%) of the instructional day.

Every student benefits from good school attendance and promptness to classes. Those benefits include an opportunity to expand present knowledge, interrelate with peers, and an opportunity to participate in unique experiences. Absences from school result in loss of "time on task" and each student's absence lowers average daily attendance resulting in a loss in state funding. School attendance is considered an important responsibility of the student and parents. Because student attendance affects student learning, a parent conference may be required if a student has excessive absences, regardless of whether the absences are excused or unexcused. Coffeeville School District supports the philosophy that the instructional program is the most vital part of formal

education. School attendance is considered very important in order for a student to obtain maximum benefits from his educational program. Experience has shown that high quality of work is virtually impossible to perform with irregular attendance. Therefore, students are expected to attend school at all times when school is in session.

During the 2024-2025 school year, all students are required to be present at least 63% of the instructional day to be considered “Present”. If less than this 63%, student will be considered “Absent” from school

Absences

All absences from school shall be classified under the following headings:

- **Official** – An official absence is when a student is representing the school in some official capacity in or out of the city. This classification includes when students are a part of a school-related field trip or other educational activity. The teacher or sponsor will issue a list of all students who are to be excused. This list will be approved by the district and/or building administrator. The list will be the excuse for the absence—no other excuse will be necessary. All work missed must be made up as arranged by the teacher whose class was missed. Official absences will not be counted against students when determining exceptions for semester examinations.
- **Excused** – An excused absence is one which results from personal illness, death or serious illness in the immediate (brother, father, mother, sister, grandparents) family, or special circumstances such as court summons. Absences, other than those listed above should be cleared through the principal’s office before the student is absent. Students are allowed a maximum of 3 excuses from parent notes per year. **Senior students may miss two days during the school year to interview for scholarships and take placement or entrance exams if documentation is provided in advance of the absence.** This absence will be considered excused and will not count against the total number of days allowed to miss under the attendance policy.
- **Unexcused**– Coffeerville School District follows the Mississippi Compulsory School Attendance Law in reporting unexcused absences to the County Attendance Officer and the Department of Human Services. When a student accumulates five (5) unexcused absences, the county attendance officer will be notified. An accumulation of twenty (20) unexcused absences will be one factor in determining promotion/retention of a student. **When a student misses class time because of truancy, out-of-school suspension, or for other unexcused absences, s/he will be allowed to make up work.**

Notification to Parents/ Guardians of Excessive Absences

The school attendance clerk will notify parents/guardians of students by telephone or letter when the student has missed half the allotted days as described below and when the student has missed the total allotted days. Irregular attendance will be monitored by teachers, counselors, and the student accounting office. Irregular attendance reports of students will be referred to the district attendance officer for action by the Youth Court.

Elementary and Middle Schools:

The limit of absences shall be **six** days of unexcused absences per semester or **ten** days total (includes excused and unexcused) per semester. Official absences, absences for which a doctor’s excuse is presented, or days missed due to health or legal quarantine will not count against the limited number of absences allotted for a student with the proper documentation submitted to the office in a timely manner.

PERFECT ATTENDANCE INCREASES PERFORMANCE

Appeal Procedure

An appeal may be made for students who have missed more than the allotted number of total days/periods. The following steps must be followed:

- Within five school days after receiving notification that the student has exceeded the allotted number of absences, the parent/guardian must submit a letter requesting a policy waiver to the principal. Attached to this letter should be copies of documentation verifying the reason(s) for the absences.
- The principal will decide to approve or disapprove the request and will notify the parent/guardian in writing of the decision. At the principal's discretion, a teacher/administrator committee may review each case and make a nonbonding recommendation to the principal.
- Requests not approved by the principal may be appealed by the parent/guardian to the Attendance Review Committee by submitting a letter within two school days of receiving notification that the request was denied, to the director of student services. The committee will be comprised of a central office administrator and two school-level administrators.
- Decisions made by the Attendance Review Committee may be appealed to the Board of Trustees through the superintendent by submitting a letter within two school days of receiving notification that the request was denied to the office of the superintendent. NOTE: If a waiver is granted in regard to the attendance policy for students who have missed more than the allotted number of total days/periods, all unexcused absences will still carry the grade penalty as specified in the Unexcused Absence section.

Procedure for Return to School

When a student returns to school after an absence, he or she must bring a written excuse to the proper school official by 7:30 a. m. within **3 days of** the student's return to school. After 3 days, the absence(s) will be recorded as unexcused. A parent note must contain the date the note was written, the day and date of the absence, reason for being absent, phone number where the parent may be contacted, and signature of parent or guardian. The school principal or his/her designee will determine if the absence is excused or unexcused. If a student returns to school without a written excuse from a parent/guardian, an unexcused absence is recorded until a note is sent to the proper school official signed by the parent or guardian.

Participation in School Activities

In order to participate in any extracurricular or school-related function or activity, students must attend school a minimum of 60% of the school day. (This is a minimum of five complete classes). **Students will not be allowed to travel with team, stand on the sidelines, or sit on the bench when s/he does not meet the 60% criteria.**

Student Arrival and Departure Times

Students are not to arrive on the school campus prior to 7:20am of the school day, when teachers report for duty. The school will not assume responsibility for any students arriving on school grounds prior to stated time unless they are transported by school bus. Students are to leave school at the end of the school day unless they are participating in a supervised school activity and are under the direct supervision of a teacher.

Tardies (Board Policy JBA & JBD)

A student is tardy if s/he arrives after 8:00 a.m. and after the tardy bell rings at the beginning of each class period. Students late to school will not be admitted to class without an office excuse. Parents will be allowed to **sign in students no more than 5 times to receive an excused tardy**. The parent/guardian must come in and sign in students when arriving to school late; otherwise, the student will be assigned after school detention each time.

* As an intervention, principals have the discretion to assign lunch and/or after school detention as a consequence adding steps to intervene and teach timeliness.

Check-in policy

When a student arrives at school tardy, a parent or guardian **must** bring him/her to the office. The student's name will be removed from the absentee report (if s/he is present at least 63% of the day), and he/she will be given a tardy slip.

Check-out Policy/Leaving School

Parents are encouraged to check their children out of school only if the children are sick, a family emergency occurs or for a medical appointment which cannot be made at an after school time.

When a student becomes ill or an emergency arises during the regular school that may warrant early dismissal, the student must report to the attendance clerk (secretary). Before the student will be allowed to leave school, the parent, legal guardian, or person authorized by the parent must come to the school to sign the student out. The school administration will reserve the option to release a student from school if the student's parents cannot be contacted. **Be reminded that the student will be marked "Absent" if s/he is not at school 63% of the instructional day. In most cases, this will be five out of seven periods. To ensure that students meet this daily requirement, students should not be checked out before 1:20 on a regular day and 11:45 on a 63% day.**

CURRICULUM

The Coffeeville School District implements the Mississippi College and Career Readiness Standards, a state-led initiative, to establish a set of educational standards for kindergarten through 12th grade in English Language Arts and Mathematics. These learning goals outline what a student should know and be able to do at the end of each grade. The standards are designed to ensure that students graduating from high school are prepared to enter college programs or enter the workforce. The standards are written to ensure that parents, teachers, and students have a clear understanding of the expectations in reading, writing, speaking and listening, language and mathematics.

CODE OF CONDUCT **(Board Policy JCB)**

One of the characteristics of an effective school district is a safe, orderly climate conducive to teaching and learning. Students as well as the administration and staff, share the responsibility of creating and supporting a positive school climate.

Coffeeville School District's School Board wishes to establish an educational climate in which student behavior is at all times exemplary and in which the important processes of education can best be carried out. Recognizing the need to support the professional personnel of Coffeeville Schools, the Board encourages the development of harmonious and cooperative relationships between students and faculty members based on mutual respect and understanding. Significant interruptions of the educational process resulting from overt disrespect shown by students to faculty members, unruly student behavior, and vulgar or otherwise discourteous actions will not be permitted.

DISCIPLINE – GENERAL INFORMATION

The basic objectives of discipline within the school district are:

1. To establish conditions within the schools that compliment effective teaching and learning.
2. To establish and maintain study conditions conducive to learning.

3. To develop behaviors and study-skills that spark initiative and assists students in being model citizens.
4. To guide students in learning how to make better choices based on decision-making skills.

District Code of Conduct Policies and Procedures:

- Administrators and teachers shall hold students accountable for their conduct in school, on the way to and from school, when transported on school buses, at any school-sponsored event in or out of town, and while riding any school-owned vehicle or at any school-related activity or event. This includes any conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a student, in the determination of the school superintendent or principal, renders that student'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 students and teacher of such class as a whole (MS code 37-7-301). Any school official may correct any type of student misconduct concerning any of the above.
- Failure of any student to recognize and adhere to verbal statements of correction by school officials will be cause for discipline.
- **Teachers are expected to handle most of the disciplinary problems that arise.** If a student will not comply to the directives and warnings of a teacher, counselor, bus driver, or any school employee the student may be referred to the principal for disciplinary action. Immediately following the incident, a written and signed referral form will be submitted by the referring personnel explaining the problem. As a requirement of PBIS (Positive Behavior Intervention Support), interventions should have been previously attempted; therefore, documentation of the interventions as well as dates they were attempted and the results thereof should accompany the referral.
- Each student referred to the principal for disciplinary reasons will be required to submit a written statement to tell his/her side of the situation before any action is taken.
- **DUE PROCESS-** All students have the constitutional right to due process in matters of cheating, grading, suspensions, expulsions, and any other instances that would affect their property or liberty. Due process includes: notice, hearing and explanation. The Student Code of Conduct constitutes notice as required by due process. At the hearing, the student has the right to present his/her defense against the charges and to produce other oral testimony or written affidavits of witnesses on his/her behalf. Parent must be notified of the hearing and have the right to attend. An explanation of the results of the hearing and implications of the decision should be presented to the student after the hearing.

Misconduct Constituting Cause for Disciplinary Action

Assault

A person is guilty of simple assault if he (a) attempts to cause or purposely, knowingly or recklessly causes bodily injury to another; (b) negligently causes bodily injury to another with a deadly weapon or other means likely to produce death or serious bodily harm; or (c) attempts by physical menace to put another in fear of imminent serious bodily harm.

A person is guilty of aggravated assault if he (a) attempts to cause serious bodily injury to another, or causes such injury purposely, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life; or (b) attempts to cause or purposely or knowingly causes bodily injury to another with a deadly weapon or other means likely to produce death or serious bodily harm. (MS Code 97-3-7)

Breaking Laws at School

Any act in violation of federal, state, or local law done on the campus of a public school is punishable by the appropriate agency.

Bullying/Cyber Bullying(social media) (Board Policy JDDA)

Students and employees in the Coffeerville 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.

Definitions

Bullying or harassing behavior in any pattern of gestures or written, electronic or verbal communications, or verbal communications, or any physical act or any threatening communication, or any act reasonable 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 students and teacher of such class as a whole.

Procedures for Processing a Complaint (Board Policy JDDA-P)

Any student, school employee or volunteer who feels s/he 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 principal or counselor **IN WRITING**. The report shall be made promptly but no later than two (2) calendar days after the alleged act (s) 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 following actions will be taken when an allegation of bullying is reported:

› **INVESTIGATION**

Upon receipt of any written report of bullying, the school will direct an immediate investigation of the incident. The initiation of an investigation will begin no later than the next business day in which the school is in session after the report is received by the school official. The investigation will be completed

no later than ten(10) school days after the date the written report of the bullying allegation is submitted to the school official.

› **NOTIFICATION**

Parents or legal guardians of all parties involved will be notified of the allegation and investigation procedures.

› **CONSEQUENCE**

If the outcome of the investigation confirms bullying has occurred, the accused student will be charged with bullying and will receive age-appropriate consequences outlined in the school district Code of Conduct and in addition may receive counseling.

› **FOLLOW-UP**

Complainants will be consistently checked on by the school counselor to ensure the safety of the student who initially made the report. This follow-up process will be on-going throughout the remainder of the school year.

› **DOCUMENTATION**

All written documentation of the investigation will be placed in the school records of the complainant and accused party.

If the complainant is not satisfied with the decision of the school official, s/he 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 complainant and other affected parties as deemed.

Cyberbullying- There are 3 types of punishments according to state law:

› **CRIMINAL MISCONDUCT**

17 years of age or older (FELONY)

16 years of age and younger (YOUTH COURT)

› **LAWSUIT**

The complainant's family can sue the accused party with a civil lawsuit

› **SCHOOL CONSEQUENCE**

The school district may render consequences following investigation

(Miss Codes 97-45-15, 97-45-17, 97-3-107, 97-29-45, 37-11-67, 37-11-60)

Cheating

Cheating involves scholastic dishonesty: giving or receiving information by any means in a testing situation, classroom work, or homework. This includes the writing of answers from a person's own test and/or quiz which can be given to other persons, copying another student's work, securing tests or test answers, using unauthorized materials (including but not limited to possession of all electronic devices) during a test, collaborating with other students taking a test, substitution for another student, or soliciting a substitute for a test. It also includes plagiarizing information in reports or papers. **Cheating will be penalized by giving a zero on the work and by the teacher contacting the student's parents.**

Public Display of Affection

Public display of affection by students, such as petting, fondling, kissing, holding hands, hugging, touching another's body, or engaging in sexual misconduct is prohibited on school properties or at school sponsored activities.

Disruption of School Operations, Functions, Programs, or Activities

Any action or conduct which disrupts any school function including classroom, cafeteria, school bus, activity events, student assemblies, class changes is prohibited.

Disregard of Dress and/or Grooming Code

A chronic disregard of the district dress and/or grooming code by students indicates insubordination and disregard for district rules.

Disrespect and/or Insolence Toward School Employees and/or Other Students

These terms indicate a lack of respect shown through insultingly contemptuous speech, body language, or conduct toward school employees, visitors, or other students.

Fighting or Provoking a Fight (Instigating)

Striking or grabbing a fellow student, starting a fight by same or verbally or in some other way encouraging people to fight and play-fighting constitute this offense and are considered violent acts. Students who are involved in assaults, who engage in fighting or who are responsible in any way for fighting while under the jurisdiction of the school are subject to arrest, removal and/or expulsion from school in accordance with statutes and/or district policy. This includes fighting while on a bus, bus stops, or at any activity/event sponsored by Coffeerville School District. The Police can be called and students will be taken to an off-campus location. Parents will be called and may retrieve their students from said location. Parents will be required to attend a conference with the principal or designee the following morning and administrative actions will be discussed and implemented.

Gang Activity or Association (Board Policy JCBB)

Gangs, which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the environment, are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger and is prohibited. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. Incidents involving initiations, hazing, intimidations, and/or related activities of affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited. The School District shall enforce the above rule and attempt to ensure that any wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership and/or participating in activities which intimidate or affect the attendance of another student shall be subject to appropriate disciplinary action, in accordance with the disciplinary ladder.

Harassment, Intimidation, or Verbal Assault

These terms indicate bothering another student or teacher, extorting money, food or objects, damage to personal property, and threats. They also include verbal assaults. These may be considered violent acts.

Possession of, Use of, Transfer of, or Threatened Use of, Any Type Weapon, Parts of a Weapon, Look Alike/Imitation Weapon, or Ammunition (Board Policy JCDAE)

Miss. Code Ann. § 97-37-17

Possession or Use of Fireworks

Possession or use of any type of fireworks is strictly forbidden on school property or at school events.

Possession, use, or Transfer of Any Illegal or Stolen Material

Possession of, use of, or transfer of any illegal or stolen property on school property or at school events is prohibited.

Prohibited Organizations

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

Sexual Harassment (JB)

Coffeeville School District is committed to providing for its students an educational environment that is respectful of human dignity and free from sexual harassment. Sexual harassment can be defined as 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. Pressure for dates or sexual activity will also not be tolerated. Students who are guilty of threatening or sexually harassing other students or school employees are subject to appropriate disciplinary action.

Additional examples include but are not limited to:

- › Direct or indirect threats or bribes for unwanted sexual activity
- › Sexual innuendoes and comments
- › Asking or commenting about a person's sexual activities
- › Humor or jokes to a student or employee about sex
- › Making sexually suggestive remarks, gestures, jokes, or remarks of a sexual nature about a student or employee's appearance
- › Displaying offensive sexual illustrations in school, activity, bus, or the walk path to and from school
- › Spreading or participating in rumors about a person's sexuality
- › Letters, notes, telephone calls, social medial posts, or material of a sexual nature
- › Stalking a person

Sexual Misconduct

Sexual misconduct is defined as rape, sexual intercourse, sexual battery, and "heavy" petting. It includes sexual harassment and verbal sexual assault, and sexual battery is prohibited.

Possession of, Use of, or Transfer of Alcohol, Tobacco, or Illegal Drugs and/ or "Look Alikes" or Under the Influence of Any of the Above (Board Policy JCDAC)

Having in one's possession on school property or at school events alcohol in any form; tobacco, tobacco paraphernalia, or smokeless tobacco; or any illegal drug is prohibited. Use of, distribution of, being under the influence of, or any pretense related to use, distribution, or being under the influence of any of the abovementioned products is included in this prohibition. Use of legal substances in a way that causes intoxication or abnormal behavior is also included here.

Students possessing or using alcohol, tobacco in any form, illegal drugs or "look alike" drugs on school campus or at a school event will be suspended and reported to the police. The same consequence will apply to students who are under the influence of any of the above, exemplified by breath, conduct, or other observable behavior.

Miss. Code Ann. § 97-32-25

This act shall be known and cited as "Mississippi Adult Tobacco Use on Educational Property Act of 2000".

Miss. Code Ann. § 97-32-27

- (1) "Adult" means any natural person at least eighteen (18) years old.
- (2) "Minor" means any natural person under the age of eighteen (18) years.
- (3) "Person" means any natural person.
- (4) "Tobacco product" means any substance that contains tobacco including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco or smokeless tobacco.
- (5) "Educational property" means any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity; provided, however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a public school building, public school field. Educational property shall not include

property owned or operated by the state institutions of higher learning, the public community and junior colleges, or vocational technical complexes where only adult students are in attendance.

Miss. Code Ann. § 97-32-29

No person shall use any tobacco product on any educational property as defined in Section 2 of this act. Any adult who violates this section shall be subject to a fine and shall be liable as follows: (a) for a first conviction, a warning; (b) for a second conviction, a fine of Seventy-five Dollars (\$75.00); and (c) for all subsequent convictions, a fine not to exceed One Hundred Fifty Dollars (\$150.00) shall be imposed.

Any adult found in violation of this section shall be issued a citation by a law enforcement officer, which citation shall include notice of the date, time and location for hearing before the justice court having jurisdiction where the violation is alleged to have occurred. For the purposes of this section, "subsequent convictions" are for violations committed on any educational property within the State of Mississippi.

Anyone convicted under this act shall be recorded as being fined for a civil violation of the act and not for violating a criminal statute.

It is the responsibility of all law enforcement officers and law enforcement agencies of this state to ensure that the provisions of this act are enforced.

Possession and Use of Laser Items

No student attending any school in Coffeeville School District shall be permitted to use or carry upon his/her person or in any other manner laser pointers, laser key chains, or any other laser items.

Possession of Electronic Communication Devices

Possession of cell phones, pagers and other communication devices is prohibited. Teachers and administrators are allowed to confiscate student's communication devices and return the device to a parent. For the second offense, the student will be assigned to ISS for one day. For the third offense, the student will be assigned to ISS for three days. If student chooses not to surrender device, the student will be given five days in in-school suspension. Anytime thereafter, students will be given five days of ISS.

Theft

Stealing in any form, taking something under any circumstances that does not belong to you is prohibited. This includes stealing of any school district property and/or stealing from school district personnel, visitors, or other students.

Trespassing

Trespassing is unauthorized presence on school property. Students who are assigned to Parent Care or out of school suspension, recommended for expulsion, or expelled but are on campus unaccompanied by a parent/guardian will be considered to be trespassing.

Vandalism/Graffiti (Board Policy JCBD)

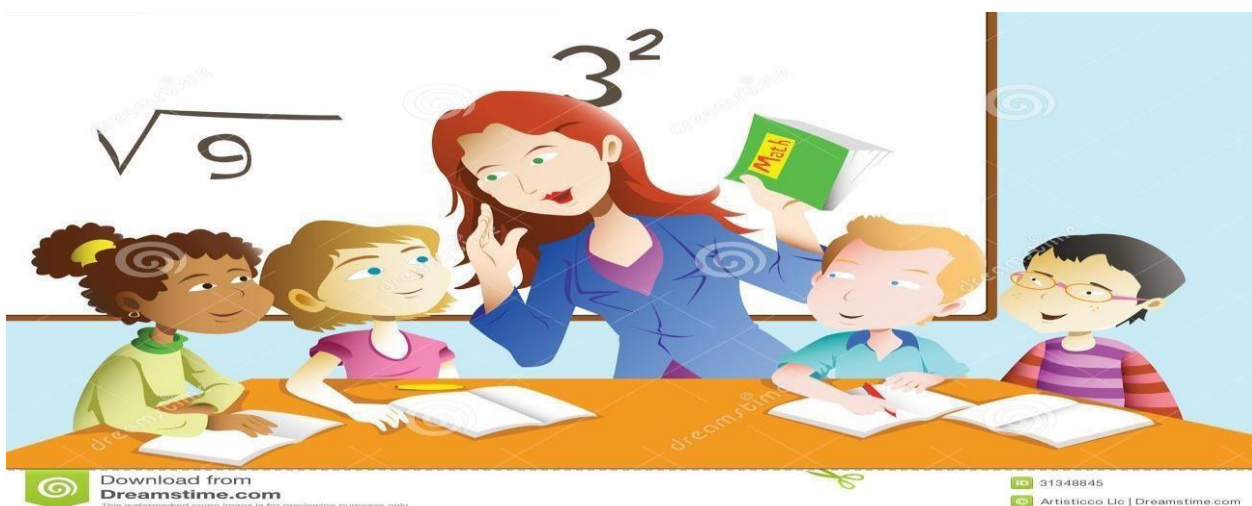
The buildings and equipment of this school system are your property. They are paid for by your parents and dedicated to you to be used in obtaining an education. Each student should do his/her part in protecting this property, not only by refraining from damaging it him/herself, but by strongly discouraging others who do so. Marking, scratching, and carving on walls, desks, and tables looks unsightly and causes visitors to have a bad impression of you.

If any student shall willfully destroy, cut, deface, or injure any school building, equipment, or other school property, he/she shall be liable to suspension and his/her parents/guardian/custodian shall be liable for all damages. **Miss. Code Ann. § 37-11-53**

Vulgarity

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.

Starting the 2014-2015 school year, the Board of Education has adopted and approved a **drug testing policy (Board policy JCDABA)** which requires participation from all students that are in extracurricular activities as well as students that have been selected for the voluntary pool by their parent(s). A participating student who refuses to submit to a drug test authorized under this policy or fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the school year.



Consequences of Disciplinary Problems

After-school, Before School, or During School Detention

Student misbehavior or uncooperativeness will not be condoned. In cases of truancy, student misbehavior, or uncooperativeness, the student will be referred to an administrator for further discipline. When a teacher requires a student to report before or after school for disciplinary reasons, that student must do so unless arrangements are made with the teacher. Students will be given a minimum of one day's notice prior to detention.

Additional After School Detention (ASD) Guidelines:

- After School Detention (ASD) will be held by a certified staff member Monday-Thursday of each week from 3:30 to 4:30 at Coffeerville Elementary and Coffeerville High School. The exact classroom TBA at the beginning of the 2024 school year.
- Students will be given a minimum of a one-day notice prior to the detention.
- Notice of the After School Detention (ASD) will be a **written referral and phone call** from the principal
- Students will **NOT** be admitted to detention if they are tardy. The detention will then be served the next school day. If this happens more than once, the late arrival to detention will automatically escalate to In School Suspension (ISS) and STILL serving the ASD the same day.
- Failure to attend an After School Detention (ASD) without principal permission will result in ISS and ASD both served the next school day. Failure to comply with assigned consequences may result in recommendation to the superintendent for Alternative School Placement.

Conference

A formal meeting held between the student and one or more school officials.

Other Discipline Measures

Disciplinary action in lieu of or in addition to corporal punishment may include extra work assigned by schools, Parent Care, suspension from school, referral to social services officials, or other appropriate disciplinary measures, including a requirement that the parent or legal guardian attend classes with the child or attend parenting sessions provided by the school district to help parents or guardians develop the skills necessary to facilitate the child's continuing enrollment in the regular school program and successful participation in classroom activities.

Counselor Involvement

Includes counselor, administrative, or student-initiated counseling sessions. The involvement may include seminars, which are specific instructional modules on particular topics aimed at helping the student cope with certain behavioral problems.

Disregard of Dress and/or Grooming Code

Students who fail to follow CSD dress code will not be allowed to attend classes and immediately sent to the office.

Expulsion (Board Policy JDE)

The total exclusion of the student from participation in or attendance at any school-related activity. A student who has been expelled from a Coffeeville School District school must apply in writing to the Board of Education for possible readmission. Due process will be followed.

In-School Behavior Intervention

Used when the student is removed by an administrator from a class or classes for a specified period of time but remains at school during class periods in a specified area and completes assignments and may receive counseling and/or behavior modification assistance.

Parent Care

An intervention process through which a student is placed under parent supervision until a personal conference can be arranged with a building administrator. Parent care is not considered a suspension from school, but each day of student absence for parent care is considered an absence from school under the attendance policy.

Parent Conference at School

Held when the parent must come to the school for a formal meeting concerning the problem.

Parent Involvement

Occurs when parents are notified by telephone, personal contact, or letter. A conference is conducted between the student, his parent/parents or legal guardian and appropriate school personnel.

Referral to Alternative School (Board Policy JCD)

Students are assigned to alternative school according to School Board Policy. See information under Alternative Programs in this handbook.

Referral to Outside Agencies

Students and/or educationally negligent parents may be referred to mental health, juvenile court judge, juvenile officer, etc. Students openly stating or communicating via social media, close friend, or adult that they

will cause harm to themselves or someone else will automatically be referred to an outside agency for clearance and cannot return to school until return to school documentation has been submitted.

School Bus Suspension

Student cannot ride **any school bus** during the time of his/her suspension.

Suspension (In School and Out of School) (Board Policy JDD, **Miss. Code Ann. § 37-9-71**)

Occurs when the student is removed from the regular school program from one to ten days. It is a forfeiture of participation in regularly scheduled school activities for the time designated during suspension. Graded work missed during the time of suspension may be made up at a time designated by school officials. Students may be assigned to either in-school or out-of-school suspension. In-school suspension (ISS) requires that a student complete all assignments during the period of suspension. Additional time in ISS may be given for failure to complete assignments in the ISS program. **A student who disrupts the ISS program will be referred to the appropriate building administrator and the student will complete the assigned suspension out-of-school. S/he will not be allowed to return to regular classes until suspension is completed in its entirety.** The out of school suspension may be at home or assignment may be made to the alternative school. Students who receive suspension to be served at home must obtain their missed assignments the day they return to school, complete and turn in the assignments within 3 school days. State law requires suspension for certain indicated offenses.

Teacher Support Team

The TST referral process will be followed for students that display inappropriate behavior or disciplinary problems that continue to occur.

Assertive Discipline Program (Board Policy JDA)

The discipline program which will govern student behavior includes disruptions of the instructional program, together with the consequences which will follow. The student who engages in the type of misbehavior listed under disruptions/infractions will be rendered consequences clearly outlined in the District Code of Conduct.

All disruptions/discipline problems and consequences shall be applicable to all students during all periods of time they are under and subject to the jurisdiction of the Board of Education of this school district as defined by the laws of the State of Mississippi and/or while they are participating in or going to or from any activity sponsored by this school district and/or while under the supervision and direction of any teacher, principal, or other authority of this school district.

MISSISSIPPI SCHOOL SAFETY ACT OF 2001
Board Approved December 2021

The School Safety Act of 2001 is cumulative and in addition to the school district's existing authority regarding discipline of student. Pursuant to the Act, the school district has adopted policies and procedures that recognize the teacher as the authority in classroom matters regarding the school district's written discipline code of conduct.

In the event the teacher removes a student who, in the professional judgment of the teacher, is disrupting the learning environment, and the removal is approved by the principal or assistant principal, the student may not be returned to the classroom until a conference has been held with the student's parent, guardian or custodian. During the conference, the disruptive behavior will be discussed, and an agreement will be reached that no further disruption will be tolerated. **The conference may be in person, by telephone, by e mail or other written communication.**

Among other provisions, this act provides that a student 13 years of age or older may be subject to automatic expulsion on the third occurrence of habitually disruptive behavior during a school year. (Students under age 13 may be subject to expulsion for such conduct pursuant to other school policies and procedures.)

The term "disruptive behavior" means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.

The term "habitually disruptive" refers to such actions of a student which cause disruption in a classroom, on school property or vehicles, or at a school-related activity on more than two occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption.

After the second instance of behavior that is determined by the principal or designated administrator to have serious interference with the school environment, the parents/guardians will be contacted to help develop a behavior modification plan for the student.

SCHOOL SAFETY (*JD Student Discipline*)

1. A parent, guardian or custodian of a compulsory school-age child enrolled in the school district shall be responsible financially for his/her minor child's destructive acts against school property or persons. Legal action may be taken if necessary to ensure responsibility is taken by the appropriate persons.
2. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph I of this subsection, or for any other discipline conference regarding the acts of the child.
3. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district who refuses or willfully fails to attend such discipline conference specified in paragraph I of this section may be summoned by proper notification by the Superintendent of schools or the school attendance officer and be required to attend such discipline conference.
4. A parent, guardian or custodian of a compulsory-school-age child enrolled in the public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.
5. As an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of conduct and discipline policies of the school district.

STAFF PROTECTION (*'GAEA Staff Protection*)

CSD will be diligent in its protection of all employees from physical or psychological abuse. Personnel are also protected by Section §37-11-21 of the Mississippi Code. It will be the policy of the school district to interpret this statute to include any striking, assaulting or physical attack, as well as verbal abuse or insult. Persons guilty of assault upon a superintendent, principal, teacher, bus driver or other personnel may be fined up to \$5,000.00 and imprisoned for up to 30 years. MS CODE- §37-11-21, §97-3-7

HARASSMENT PROHIBITED (*GBR Sexual Harassment*)

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.

COFFEEVILLE SCHOOL DISTRICT CODE OF CONDUCT

Purpose

School Discipline policies shall be aimed at creating a positive school climate, supporting the social and emotional development of students, and teaching non-violence and respect for all members of the school community. By viewing social development as a critical aspect of the district and schools shall anticipate and respond to disciplinary matters in a manner that is consistent with students' sense of dignity and self-worth. The purpose of discipline must be to understand and address the cause of behavior, resolve conflicts, repair the harm done, restore relationships and reintegrate students into the school community. In addition, particular attention and interventions support shall be provided to vulnerable families and youth at risk of being pushed out.

All students, teachers, and administrators in our district are expected to conduct themselves in accordance with the policies and rules of conduct set forth at the district and building levels. The discipline guidelines that have been developed through the participation of stakeholders (1) establish positive school climates; (2) adopt positive approaches to discipline; (3) limit the use of exclusion; (4) eliminate zero tolerance policies not mandated by state law; (5) adopt preventative and restorative response to bullying; (6) and provide training and support to teachers and other school staff to implement policies.

The following guidelines are to create clear expectations and graduated levels of support and alternatives to suspensions for all students with the consequences for misbehavior that are individualized, consistent, reasonable, fair, age appropriate and match the severity of the student's behavior. In determining interventions and consequences, schools shall take into account the range of factors that can affect student behavior in order to determine appropriate consequences on a case-by-case basis. The district will ensure that students, parents or guardians, and teachers know and understand all of the policies, rules and disciplinary processes that serve as an effective tool for creating school climate conducive for transparency, accountability, and impartiality.

Expectations

Schools shall define behavioral expectations for all members of the school community to serve as the foundation of school-wide prevention and intervention by developing 3-5 behavioral expectations that are positively stated and easy to remember; creating a matrix of how behavioral expectations look, sound, and feel in all the classroom and non-classroom areas; developing lesson plans and strategies, including frequency and duration, on how the behavior expectations will be taught in and around school; and ensure that all teachers and staff have training in culturally relevant instruction so that behavioral expectations are taught in ways that fully engage students.

****School administrators have the autonomy to lessen consequence for discipline action based on the severity of the infraction.***

****The building level administrator for grades K-12 has the autonomy to administer consequences to students based on investigative information received and each individual circumstance. consequences will not exceed what is listed in policy.***

****Any school work that will be missed because of student exclusion must be made available to the student. The school and family must work together to establish a time for retrieval.***

****Students that are excluded during exam week can report to campus and take exam(s) and leave upon completion.***

****Suspensions that accompany a disciplinary hearing require the student be removed from the school setting for up to 10 days.***

BEHAVIORAL EXPECTATIONS AND RESPONSIBILITIES

Responsibilities of Coffeerville School District:

- Genuine Admiration for Rules and Consequences
- Show Respect for Self and Others
- Duty to practice Self-control

Responsibilities of District Administrators

- Provide appropriate training and resources to implement positive behavioral interventions and supports at each school
- Assist parents who are unable to resolve issues at the school-level
- Review and revise (if needed) the district Student Code of Conduct annually
- Conduct *expulsion* hearings
- Review *suspension* appeals

Responsibilities of School Administrators

- Define, teach, model and support appropriate student behaviors to create positive school environments
- Distribute the Student Code of Conduct to students, parents, and all school personnel
- Implement the Student Code of Conduct in a fair and consistent manner
 - Review discipline referrals and determine appropriate intervention and/or corrective strategy/consequence in regards to State Codes and the Coffeerville School District Code of Conduct.
 - Use professional judgment to prevent minor incidents from becoming major challenges
 - Identify appropriate training and resources as needed to implement *positive behavioral interventions and supports*
 - Implement the Coffeerville School District Board policy in a fair and consistent manner
 - Maintain accurate personal discipline data of students
 - Ensure that behavior support plans for at risk youths are implemented with high levels of integrity and compliance
 - Monitors, supports, and sustains the effective implementation and maintenance of PBIS

Responsibilities of Teachers

- Define, supervise, teach, model, and support appropriate student behaviors to create positive school environments
- Use appropriate classroom management strategies to maintain a learning environment that supports academic success
 - Teach and positively reinforce the Student Code of Conduct
 - Provide corrective instruction to students who demonstrate challenging behavior
 - Address infractions through a variety of interventions including *positive behavioral interventions and supports* as well the use of alternatives to suspension and expulsion
 - Use professional judgment to prevent minor incidents from becoming major challenges
 - Request additional training or staff development as needed

Responsibilities of Students

- Attend school and all classes daily as scheduled
- Follow the Student Code of Conduct

- Respect the rights of other parents, students, faculty, staff, school visitors, school property, and the property of others
- Work hard and do your best
- Ask teachers, counselors, support staff, parents, school administrators, and other adults for help in solving problems.

Responsibilities of Parents/Guardians

- Read the Student Code of Conduct
- Support your child in following the Student Code of Conduct
- Understand your child's rights and responsibilities
- Teach your child to respect the rights of others
- Teach your child to respect school property and the property of others
- Recognize that school personnel must enforce the Student Code of Conduct
- Seek available resources to support your child within the school and the community
- Make sure your child comes to school every day on time and ready to learn
- Be committed and available to visit your child's school, as necessary, to evaluate his/her academic and/or behavioral progress

CLASSIFYING INFRACTIONS

Violations of the Code of Conduct are grouped into five levels. Before determining a classification, the principal or designee will conference with the involved students and school personnel. Once the classification of the violation is determined, the principal or designee will implement the disciplinary procedure according to the written policy.

Each teacher will deal with general classroom disruption through effective classroom management and involvement of parents, and/ school counselors. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or designee.

- **Level 1 Infractions** – Misbehaviors that are low in intensity, passive, and/or non-threatening in nature shall be classified as Level 1 infractions. Teachers shall manage Level 1 infractions by using a range of corrective strategies. Students shall not receive exclusionary discipline for Level I infractions.
- **Level 2 Infractions** – Misbehaviors that are moderate in intensity and non-threatening in nature shall be classified as Level 2 infractions. Teachers, in collaboration with the school discipline administrative team as appropriate, shall manage Level 2 infraction by using a range of corrective strategies. Students shall not receive exclusionary discipline for Level 2 infractions.
- **Level 3 Infractions** — Misbehaviors that are more serious in intensity and non-threatening in nature shall be classified as Level 3 infractions. The principal (or designee) in conjunction with counseling staff shall manage Level 3 infractions by using a range of intensive in-school corrective strategies. The principal or designee may assign in-school suspension (NS) for a Level 3 infraction. **Level 4 Infractions** – Misbehaviors that significantly interfere with others' safety and learning and/or are threatening or harmful in nature shall be classified as Level 4 infractions. The District may, but is not required to, assign an out-of-school suspension for a Level 4 infraction. The principal (or designee) in conjunction with counseling staff shall utilize other corrective strategies as appropriate, except in emergency situations involving serious and immediate threats to safety. The principal shall ensure that a behavior plan is developed for students after a Level 4 infraction, if appropriate.
- **Level 5 Infractions** – The most serious misbehaviors that require immediate response from the school district from the principal (or designee) and/or Central Office shall be classified as Level 5 infractions. The District may, but is not required to, assign an expulsion: for a Level 5 infraction. The principal shall ensure that a behavior plan is developed for students after a Level 5 infraction, if appropriate.

CORRECTIVE STRATEGIES: ALTERNATIVES TO SUSPENSION AND EXPULSION

Academic success is directly correlated with instructional time received by the student.

In the effort to fully implement School-Wide Positive Behavioral Interventions and Supports, R.T.L(Response to Intervention)

and reduce the loss of instructional time due to out-of-school suspensions and expulsions, each school within the Coffeeville Public School System will utilize a wide variety of corrective strategies that do not remove children from valuable instructional time. These strategies are designed to prevent the occurrence of student infractions, teach alternative or replacement behaviors, or motivate students to demonstrate compliance with established school expectations outlined in the Code of Conduct.

Corrective Strategies may be implemented by educational personnel with appropriate amounts of integrity for Level I and Level 2 Infractions prior to administration utilizing out-of-school consequences. As such, these strategies serve as a first line of remediation in the successful management of student behaviors.

Corrective Strategies, also known as alternatives to suspension and expulsion, include but are not limited to:

- After-school detention in conjunction with instruction designed to teach replacement behaviors when appropriate
- Behavioral contracts and/or Behavior Support Plans
- Bus with assigned seat
- Bus — Probation
- Bus Suspension (see School Bus Conduct)
- Check-in/Check-out (CICU) See definition in glossary for further information
- Conflict Resolution/Appropriate Communication/Social Skills
- Contact and/or conference with parent/guardian
- Corporal Punishment (see District Policy)
- Effective de-escalation strategies designed to prevent the occurrence of behavioral infractions
- Home/school communication system
- In School Detention (Lunch Detention, Recess Detention, etc.) in conjunction with instruction designed to teach replacement behaviors when appropriate
- In School Suspension (ISS) in conjunction with instruction designed to teach replacement behaviors when appropriate
- Loss of privilege
- Mentoring with specific focus on the remediation of behavioral infractions and plans to teach replacement behaviors
- Pre-correction and effective limit-setting strategies designed to prevent the occurrence of behavioral infractions
- Refer the student to the Response to Intervention Team
- Referral to the school counselor
- Reflective activity focused on teaching of replacement behaviors for repeated infractions
- Restitution
- Schedule adjustment
- Schedule re-teaching of school-wide behavioral expectations during student's free or elective periods using direct instruction, modeling, and corrective feedback when appropriate
- Scheduled mandatory social skills instruction aimed at specific repeated behavioral infractions during student's free or elective periods using direct instruction, modeling, and corrective feedback when appropriate
- Seat change
- Self-charting of behavior in conjunction with corrective and reinforcing feedback from educational and/or administrative personnel
- Short-term Behavioral Progress Reports (Daily/Weekly) in conjunction with corrective and reinforcing feedback from education: and/or administrative personnel and communication with home environment when appropriate
- Supervised work assignment (before; during; and/or after school) at student's level or designed to address specific behavioral infractions
- Teaching, Modeling of expectations and skills using effective instruction strategies
- Temporary classroom change
- Temporary removal from classroom (not more than one hour) in conjunction with instruction designed to teach replacement behaviors when appropriate
- Written apology with appropriate model and/or guidance from school personnel

5-Level Infraction and Consequence Guide

The levels of behavior and disciplinary options are designed to protect all members of the educational community in the exercise of their rights and duties. The chart below displays what disciplinary action may be taken as a minimum, and further explanation of maximum actions are included in the description of the levels. These acts of misconduct include those student behaviors that disrupt the orderly educational process in the classroom or on the school grounds including the following:

Discipline Levels	1st Incident	2nd Incident	3rd Incident
Level 1	Teacher Discipline and Contact Parent (No office referral; handled in classroom)	Office Referral And Teacher-Administrator-Parent-Student Conference	In School Detention or In School Suspension (Up to 2 Days) OR Corporal Punishment and Contact Parent and Behavior Modification Plan and Student Counseling
Level 2	In School Detention or In School Suspension (Up to 3 Days) OR Corporal Punishment and Contact Parent and Student Counseling	Out of School Suspension (Up to 2 Days) and Contact Parent and Behavior Modification Plan	Out of School Suspension (Up to 3 Days) and Contact Parent
Level 3	Out of School Suspension (Up to 5 Days) and Contact Parent and Student Counseling	Out of School Suspension (10 Days) Pending Disciplinary Hearing and Contact Parent And Behavior Modification Plan	Out of School Suspension (10 Days) Pending Disciplinary Hearing
Level 4	Out of School Suspension (up to 10 Days) Pending Disciplinary Hearing		
Level 5	Out of School Suspension (up to 10 Days) Pending Disciplinary Hearing		

In ALL disciplinary infractions, students must be afforded Due Process and parents must be notified. Mediation and Community Service can be used at the administrator's discretion as an alternative to exclusionary or punitive practices.

Level I

- Tardiness
- Creating a Disturbance/Disruption
- Horseplay/Reckless Play
- Being in an Unauthorized Area (without pass)
- Forgery
- Major Dress Code Violations/ Refusal to remove hoods, hats, caps, and other head coverings
- Profane/Obscene Language/Gestures (Not Directed); includes indecent, immoral, or offensive language, gestures, and/or possession of obscene, indecent, immoral, or offensive materials
- Excessively Sleeping in Class
- Computer Abuse (Illegal/Assessing Activity)

Level II

- Skipping School/Class
- Skipping Detention
- Leaving Campus
- Defiance/Disrespect
- Throwing Objects
- Cheating/Academic Dishonesty
- Possession of matches, any forms of lighters
- Profane/Obscene Language/Gestures (Toward Students); includes indecent, immoral, or offensive language, gestures, and/or possession of obscene, indecent, immoral, or offensive materials toward students
- Continuation of unmodified Level I behaviors will move to Level II; Behavior Modification Plan implemented

Level III

- Fighting on campus and/or walking to/from school (includes fighting between 2 students, fighting between 3 or more students, fighting on the school bus, and fighting at extracurricular activities); all fighting incidents are subject to thorough investigation, and have the potential to be subject to a disciplinary hearing
- Provoking a Fight
- Recording/Posting Fights on Social Media
- Pushing/Hitting/Striking/Aggressive Inappropriate Contact
- Gambling
- Theft of personal and/or school property (Restitution shall be made regardless of other punishment)
- Extortion- use of intimidation, coercion, or force
- Vandalism of personal and/or school property (Restitution shall be made regardless of other punishment)
- Sexual Harassment (Offensive/Inappropriate Touching Grades K-4)
- Trespassing or loitering on any school property while suspended
- Bullying/Cyberbullying; Harassing behavior of any form
- Refusing to follow instruction of building administration
- Continuation of unmodified Level II behaviors will move to Level III; Behavior Modification Plan implemented

(Fighting in Self Defense) The policies must also 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.

Level IV

- Profane/Obscene Language/Gestures (Toward Staff Members); includes indecent, immoral, or offensive language, gestures, and/or possession of obscene, indecent, immoral, or offensive materials toward staff members
- Sexual Misconduct
- Actions causing a total disruption and threatening the safety of staff and students (includes bomb threats; stated or written plans to harm students, school personnel, and/or destroy school property)

Level V

- Possession/Sale/Use/Transmission of Alcohol/Controlled Substances (includes counterfeit drugs, vapes, illegal drugs, narcotics, paraphernalia, prescription drugs or over-the-counter medicine); ***doctor approved medications must be brought to the school's office and taken in this location with designated staff***
- Possession of Tobacco Products (includes smokeless tobacco)
- Tobacco Use

****Mississippi Law Pertaining to Tobacco**

Sec. 97-32-9. No person under eighteen (18) years of age shall purchase any tobacco product. NO student of a high school, junior high school or elementary school shall possess tobacco on any educational property as defined in Section 97-37-17, Mississippi Code of 1972

- Assault/battery (resulting in serious injury) toward a student
- Assault/battery against a school employee
- Sexual assault/battery toward a student
- Sexual assault/battery toward a school employee
 - Weapon possession (weapons are any destructive devices including a knife, gun, ice picks, brass knuckles, bb guns, pellet guns, slingshots, pocket knives, Lasers, chains or any form of weapon or object that may be used to do bodily harm and having knowledge of concealing a weapon; **weapons that resemble real weapons may be treated as real weapons**)
- Gang Activity (Students are prohibited from wearing, displaying, or possessing clothing, apparel, accessories, drawings, or messages associated with any gang or social club that is associated with criminal activity, as defined by law enforcement agencies.)
- Assault on a school employee

In addition to these penalties, provisions of the Mississippi Criminal Code are applicable to illegal behavior. Principal are required to report illegal activities to the proper authorities.

Reference: Mississippi Code of 1972; Section 37; §37-9-14, §37-11-18, §37-11-29

Any student in violation of the above shall be suspended by the principal for five to ten days and ordered to appear for a disciplinary hearing with referral to Alternative School.

The school district is not responsible for personal student items that are brought to campus. In the event that such items are lost, damaged, or stolen, the school or district cannot be held liable.

Additional Discipline Policies	
Cell Phones/Electronic Devices (includes cell phones, tablets, MP3 Players, Ipods, Ipads, radios, video games, CD, Laser Pointers)	Electronic devices of any sort will not be allowed for use during the school day unless authorized by school personnel. If items are seen in use during the school day, they will be confiscated by school staff and kept in a secure location. Confiscated electronic devices will be available for parent/guardian pickup on Mondays only between the hours of 7:00 and 7:30 am.
School Bus Infractions	School bus infractions (not fighting) will be handled in the following manner: <ul style="list-style-type: none"> 1- Bus Driver Warning 2- Documented Administrator/Driver/Parent Conference and Assign Seat for Student 3- 3-day suspension from bus 4- 5-day suspension from bus 5- Suspension for remainder of semester 6- Suspension for remainder of school year

Due Process

All students have a right to adequate and meaningful due process prior to being excluded from school for any length of time. Prior to the beginning of such process, non-exclusionary disciplinary alternatives must be considered, tried and documented to the extent reasonable and feasible. Prior to and during such process, schools shall provide quality instruction and an opportunity to complete all assignments and earn credit. Due process protections for any exclusion of students with disabilities shall follow the recommendations state and federal law.

A. Due Process for Suspension

If the school recommends a suspension of less than five days, the student has a right to:

1. Written notice to the student and to the student's parent or guardian within 24 hours of the incident leading up to the proposed suspension, describing the infraction, the length of the proposed suspension and the student's rights as described in this section. The written notice must be in the primary language spoken by the parent or guardian.
2. An exclusion conference to discuss the explanation of the evidence and version of facts that the school is relying on, the student's version the facts and/or explanations for the alleged behavior, student's defense and whether or not the recommendation to exclude the student must be consistent with infraction and consequence guide. The school is not required to present live testimony or physical evidence and may rely on written statements about the incident. The school must allow a reasonable opportunity for the student's parent or guardian to attend the exclusion conference.

B. Due Process and Right to a Hearing for Expulsion

If the school recommends an expulsion of 10 or more days, either consecutively or cumulatively, or if the student faces an involuntary transfer for disciplinary reasons to another school site, the student has a right to a full hearing.

STEPS IN THE REFERRAL PROCESS

The principal will complete a discipline form and make a recommendation.

Searches and Questioning

(Board Policy JCDA)

When a school administrator has reasonable suspicion to believe a student is in possession of a weapon or other dangerous object, the administrator may search student and then may call the appropriate law enforcement officer to conduct a metal detector search of the student and the student's personal effects (vehicle included).

Questioning

School administrators and School Resource Officers have the right to question students regarding their conduct and/or the conduct of others. In regard to students' alleged actions, except where the alleged action would constitute a criminal offense, the right against self-incrimination does not exist.

Searches

Students in the district have the right to privacy and security against arbitrary invasion of their personal property by school officials. However, the Board must maintain an atmosphere conducive to the pursuit of its educational goals, including a limited right to search students' personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school. Lockers will be opened or other searches conducted by not less than two members of the professional staff.

Canine

The district may at any time utilize canines to search vehicles, desks, lockers, school property, except possessions on a student's person, 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, which may then include the search of a student, at the direction of the principal, School Resource Officer, and responding law enforcement personnel.

Desks & Lockers

Desks are school property and remain at all times under the control of the school. However, students are responsible for whatever is contained in desks or lockers issued to them by the school. School authorities may conduct periodic general inspections at any time for any reason related to school administration. Inspection of individual desks or lockers may occur when there is a reasonable basis to do so, or for health and safety reason; and in those cases, the student or a third party may be present. Items which may be placed or kept in a desk or locker include, but are not limited to, school issued books, pencils, pens, paper, clothing apparel. Items which may NOT be placed or kept in a desk or locker include, but are not limited to, items not directly connected with school requirements such as weapons, explosive devices, illegal contraband, and other items in violation of school board policy.

Bookbags, Purses, etc. (Board Policy JCDBB)

A student's personal effects may be searched whenever a school authority has reasonable suspicion to believe the student is in possession of illegal or unauthorized materials or contraband. **Students seen in the office for fighting, possession of weapon or multiple defiant offences will be REQUIRED to carry a clear or mesh bookbag.**

Personal Search of Students

A student's person and/or personal effects may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or contraband. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex with at least one adult witness present. **Only if extreme emergency conditions exist, and only upon prior approval by the school superintendent will a more intrusive search be conducted.** If such a search is necessary, it will be conducted in private by a school official of the same sex with an adult witness of the same sex present.

Metal Detectors

Metal detectors will be used at selected events, at the discretion of the school administration. Metal detectors also will be used in the school sites as deemed appropriate. Inspections/searches of personal property at public events will be conducted by School Resource Officers and/or law enforcement personnel. Inspections/searches of personal property at school sites may be conducted by school personnel in accordance with established procedures. Refusal to pass through the metal detectors will be considered sufficient cause to deny entrance to the event or to school until a personal search had been completed.

Student Grievance Policies

Coffeerville School District's School Board recognizes and willingly accepts individual and system-wide accountability for its actions to parents, students, and all school patrons. Students' complaints and grievances will be resolved through orderly processes at the earliest possible time and at the most immediate level of supervision. Complaints and grievances will be approached in the following manner:

The time limits at any step of the grievance procedure may be adjusted at the mutual consent of the parties concerned or by authorization of the superintendent. The superintendent may extend the time limitation, not to exceed five working days. It is mutually agreed upon by both parties to the grievance that any step listed below is not necessary to the presentation of the grievance, then the step or steps may be deleted from the process.

Informal Procedure

Step One:

A parent or student who feels that he/she has a grievance should present the matter in writing to the principal. If the problem is resolved, or no further action is necessary, the matter is considered closed. It will be the responsibility of the principal or supervisor to submit the written grievance, along with a report of action taken, to the superintendent.

Step Two:

If a parent or student feels his/ her problem had not been resolved, he/she should contact the Superintendent's office for the grievance to be presented at the next administrative level. This meeting will occur within one week of the receipt of the complaint. This meeting will normally be held between the parent and/or student and the administrator, except in unusual circumstances when legal counsel may be present, as well as the parties involved in Step One. If the problem is resolved or no further action is requested, the matter is considered closed.

Step Three:

If the problem is unresolved after Step Two, the complainant may, within five working days after the second meeting, request in writing that the superintendent or his/her designee arrange a meeting with the complainant. Participants in this meeting would be in attendance as requested by the student/ parent and/or administrator involved in Step Two.

This meeting will be held within seven working days after receipt of the request. A decision will be made within fifteen days from the receipt of the written request. If the aggrieved person or persons desire to appeal the superintendent's decision, they must request in writing a hearing before the Board. Such a request must be made through the superintendent. The Board will provide the student or parent with its written decision in this matter as expeditiously as possible following completion of the hearing.

Alternative Programs

Coffeerville School District has established an Alternative School Handbook which will be made available to any and all parents who ask to view it. A handbook will be given to any student assigned to the alternative school.

The Coffeerville School District encourages the use of electronic devices/cell phones as instructional tools; however, the use of an electronic device or cell phone by a student without teacher permission during the instructional day is NOT allowed. The school day is defined as from the time a student arrives on campus until the final bell rings at 3:20PM. The following incidents would be VIOLATIONS of the cell phone/electronic device policy:

- A student checks the time on the cell phone display
- A cell phone is accidentally displayed (slips from pocket or purse)
- Parent calls student on cell phone during the school day (phone rings aloud)
- Person other than owner of the cell phone uses student's phone (with/without permission)
- Student walking in hallway/campus with cell phone in hand
- Student walking in hallway/campus with headphones, earbuds, beats (cell phone in pocket/purse)
- Cell phone usage in the cafeteria/during lunch
- Using cell phone for academic dishonesty
- Charging cell phone in the classroom

IMPORTANT :

Student may not take pictures or videos of other students and/or staff members without their knowledge or consent before, during or after school (**uploading pictures/videos on Social Media is prohibited**).

Those students failing to comply with the cell phone policy will face disciplinary consequences and the cell phone will be confiscated.

IF A PARENT NEEDS TO REACH A STUDENT DURING THE INSTRUCTIONAL DAY FOR ANY REASON, PLEASE CALL THE OFFICE .

CONSEQUENCES FOR VIOLATION OF THE CSD CELL PHONE POLICY

1ST Offense -Warning & Parent/Guardian Contacted

2nd Offense – Confiscation & Parent Guardian Pick-up

- The electronic device/cell phone is confiscated and turned over to the principal. Failure to submit cell phone to the teacher or principal when asked will result in 1 day automatic suspension. The cell phone will be housed in the office for the remainder of the school day and a parent/guardian will be contacted. The cell phone/electronic device may be picked up from the office at the end of the school day.

3rd Offense – (2) Day Automatic In-School Suspension

- › The electronic device/cell phone is confiscated and turned over to the principal. Failure to submit cell phone to the teacher or principal when asked will result in automatic suspension at the discretion of the principal.

4th Offense – (3) Day Automatic In-School Suspension





- › The electronic device/cell phone is confiscated and turned over to the principal. Failure to submit cell phone to the teacher or principal when asked will result in automatic suspension at the discretion of the principal.

Students may NOT have cell phones in any STATE TESTING classrooms while state tests are being administered even if the device is turned off or the student does not use it. VIOLATION of this **STATE POLICY** may result in the student's score being INVALIDATED, resulting in an automatic FAILURE of the state test (Mississippi Public Schools Accountability Standards 2012). STATE TESTS ARE REQUIRED FOR GRADUATION.

Furthermore, a VIOLATION of this **STATE TESTING CELL PHONE POLICY** will be treated as an additional offense of the CSD policy and the student will receive an appropriate consequence at the discretion of the principal.

***Coffeeville School District is NOT responsible for lost, stolen, or broken electronic devices.

Coffeerville School District Dress Policy Regulations
2024-2025
(Board policy JCDB)

	<p><u>Bottoms:</u> Pants/Capris/Gauchos/Skirts/Shorts/Skorts/Jumpers (Khaki or Black)</p> <ul style="list-style-type: none"> • Pants must have belt loops. Students must wear a belt at the waist. • No baggy/saggy or tight-fitting pants. (Bottoms must not be two sizes larger or smaller than the student's waist.) • Undergarments may not be visible. • Skirts, shorts, skorts and jumpers must be two inches below the middle of the knee. • PreK-2 students and PreK-12 young ladies are not required to wear a belt if there is elastic fitting around the waist and belt loops are not present. • Stretch fabric leggings, pants, cargo pants and carpenter pants are not allowed. (Cargo and carpenter pants are the pants that have additional pockets on the sides.) <p><u>Belts:</u> (Black, Brown, Red or White)</p> <ul style="list-style-type: none"> • The belt must be solid in color. Large buckles or jeweled type belts or buckles are not allowed.
	<p><u>Tops:</u> (White, Red or Black)</p> <ul style="list-style-type: none"> • Must have sleeves and a collar. No t-shirts or tank tops. No logos, pictures or insignia. • Polo-style or white-collared blouses/shirts are appropriate. Tops must be buttoned with the exception of the top collar button. All shirts must be collared and cannot be see-through. • Shoulders and midriffs cannot be visible. • Undergarments must not be visible, even when sitting. • Shirts must be tucked inside the pants, skirts, etc. • Midriffs/skin cannot be visible when sitting. • Tops cannot have an attached hood.
	<p><u>Coats/Outerwear:</u> (Black, White, Red or Brown)</p> <ul style="list-style-type: none"> • Students are encouraged to wear outerwear that is one solid color. However, students are allowed to wear two-color jackets that must be the school colors with no signage, no large print, and nothing on the back of the jacket. • There should be no pictures, logos, names, or captions on the sweaters, jackets, vests, etc. • Students are allowed to wear school-purchased jackets/hoodies/pullovers/sweat shirts; however, the student must wear the appropriate school shirt under the outerwear.
	<p><u>Shoes:</u></p> <ul style="list-style-type: none"> • Shoes must be safe and does not cause disruption to the instructional process. • All shoes worn must cover the entire foot (straps on the back, tennis shoes, etc.)

Headwear: (Black, Red, White, or Brown)

- Hats/caps/hoods are not permitted. Toboggans may be worn but must be removed upon entrance of the school building. Toboggans cannot have a bib or insignia and must be solid in color.

Eyewear:

- Shades are not permitted unless prescribed by a doctor.

Additional Regulations:

- **Clear or Mesh Backpack**
- A neat well-trimmed mustache and/or goatee is permitted.
- Earrings must be worn by girls in earlobes only. No other body piercings are permitted.
- No writing on the skin.
- Inappropriate items include:
 - Any items symbolic of gang attire.
 - Clothing, jewelry and accessories containing slogans or logos depicting vandalism, bigotry, violence, sexual connotations, suicide, fraternities, sororities, secret organizations, or those with double meaning.
 - Any top that is revealing. Examples are tank tops, cut-off tops, tube tops, halter-tops, bathing suits, sports bras, or midriffs, muscle shirts, etc.
 - Spiked accessories, chains including those attached to wallets, belt loops, jewelry, or other accessories/items.
 - Clothing with holes, cuts, or tears.
 - Slam books/Sign in books are prohibited.

In all instances, the appropriateness or inappropriateness of school dress will be determined by school administrators, considering the style or manner in which the clothing is worn or fits.

Students who are dressed inappropriately will be removed from the class setting (ISS) and required to call their parents to bring a change of clothes that conforms to the dress code.

Face Coverings (As deemed necessary by school board)

The district may require a face covering of your choice for all employees, adult visitors, and K-12 students always, even when three to six feet or farther from other individuals, including:

- inside school buildings and anywhere on school grounds, including outside;
- while traveling on buses, vendor transportation or other Coffeeville School vehicles.
- Cloth face coverings remain strongly recommended for pre-K students if appropriate for that child but are not required for them. State health officials strongly recommend face coverings for all people over the age of two.

A face covering must be secured safely over the nose, mouth, and under the chin. Individuals may briefly remove their face coverings in the following instances, while remaining socially distanced at least six feet from other individuals:

- While actively eating or drinking
- Are seeking to communicate with a hearing-impaired person in a way that requires the mouth to be visible
- Are in a personal vehicle
- The face covering is impeding visibility to operate equipment or a vehicle

Face coverings are an additional step to help slow the spread of COVID-19 when combined with everyday preventive actions and social distancing in public settings.

Face coverings will be provided for students who do not have access to one. If given a reusable face covering, it is the responsibility of the family to wash it when needed and bring it back to reuse it.

Please also review face covering best practices on the CDC website with your child and help them practice wearing face coverings appropriately for extended periods of time.

Schools may give students a brief face covering break if they can meet all the following conditions:

- Outside only
- Spaced three to six feet from all other individuals, including employees
- Students should remain stationary in the same space
- Students should all face the same direction

Face Covering Accommodation Requests

Students who cannot tolerate a face covering due to developmental, medical, or

behavioral health needs may request an accommodation by completing and submitting a Face Covering Accommodation Request for Students. Requests will be considered on a case

-by -case basis, considering the nature of the disability or medical need, the availability of alternative safety measures, and current public health guidance.

Once submitted to your principal, Face Covering Accommodation Requests may take up to two weeks to process, before a decision is made. All individuals are required to wear a face covering on Coffeetown school district property while their request is under review.

State/District-Owned Property

Textbooks (Board policy JTB)

Textbooks are supplied by the school at no cost to the student on a loan basis. Since these books remain the property of the school district, defacement or abuse of books will result in the assessment of a damage fee. In cases where books are lost or damaged to a degree that will prevent further use, the student will be charged as established under district policy. Students who have lost or damaged books but still owe fines will not be allowed to take any district property home until fines are cleared by the office.

Media Center/ Library

1. All students in the school are entitled to use the media center and check out books if they present signed identification cards. Students with library deficiencies or overdue books are not permitted to check out books.
2. Reference books, such as encyclopedias and dictionaries, are to be used only in the media center.
3. Books on reserve may be borrowed for one period or after school, in which case they must be returned the next morning before school starts.
4. Other books may be checked out for a period of two weeks.
5. The student must have the book with him/her when he/she wishes to renew it.
6. Students will pay for lost books and will pay fines on books that have been damaged.
7. No book may be taken from the media center unless it is checked out to the borrower.
8. The media center is open each school day before and after school and at times set by the building principal.
9. Students in the media center are subject to book check.
10. Students are urged to use the media center regularly and to comply with the above regulations.

Coffeerville School District

NETWORK AND INTERNET ACCEPTABLE USE POLICY

Coffeerville School District recognizes the value of computer and other electronic resources to improve student learning and to enhance the administration and operation of its school. To this end, the Coffeerville School District encourages the responsible use of computers and computer networks, which include Internet usage, e-mail, web applications and other electronic resources in support of the mission, and goals of Coffeerville School District.

Because the Internet and e-mail is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to fully control. Therefore, Coffeerville School District adopts this policy governing the voluntary use of electronic resources, e-mail, and the Internet to provide guidance to individuals and groups obtaining access to these resources on Coffeerville School District -owned equipment or through Coffeerville School District -affiliated organizations.

Coffeerville School District Rights and Responsibilities

It is the policy of the Coffeerville School District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of network usage. Within this general policy, the school site recognizes its moral obligation to protect the well-being of students in its charge. To this end, the Coffeerville School District retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining logs of Internet and/or e-mail activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Coffeerville School District -owned equipment and, specifically, to exclude those who do not abide by the Coffeerville School Districts acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Coffeerville School District reserves the right to restrict online destinations through software or other means.
5. Coffeerville School District complies with the regulations of CIPA, the Children's Internet Protection Act H.R. 4577, by providing Internet content filtering services for staff and students. Filtering services are a means of protection from objectionable sites but cannot provide a 100% guarantee. Therefore, Coffeerville School District provides no guarantees but will diligently attempt to protect staff and students from accessing such objectionable Internet sites.
6. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications and e-mail.
7. To provide education to minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms.
8. To provide awareness and response to cyberbullying and cyber harassment.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Coffeerville School District.
2. Although the Coffeerville School District will maintain an Internet filtering service, staff members will continue to monitor student use to prevent the access of objectionable sites.
3. Staff shall make reasonable efforts to become familiar with the Internet and e-mail use so that effective monitoring, instruction, and assistance may be achieved.
4. Staff shall exercise extreme caution in using any student and other staff member's likeness, picture, personal information, and/or original work of art, prose, or poetry for distribution through any electronic media within the Coffeerville School District.

User Responsibilities

1. Use of any electronic media including the Internet and e-mail provided by the Coffeerville School District is a privilege that offers a wealth of information and resources for research.
2. Users agree to learn and comply with all of the provisions of this policy. Through the actual use of any network related service, the user warrants and signifies his agreement to any/all of the provisions of this policy.
3. Coffeerville School District recognizes the concept of "Free Speech" and individual privacy. The Internet, network, and e-mail services are owned and/or operated by the Coffeerville School District and reserves the right to exercise reasonable control over any electronic communication and/or publication users may produce.

INTERNET

The Internet is a global system of interconnected computer networks that use the standard Internet Protocol Suite (TCP/IP) to serve billions of users worldwide. It is a network of networks that consists of millions of private, public, academic, business, and government networks of local to global scope that are linked by a broad array of electronic and optical networking technologies. The Internet carries a vast array of information resources and services, most notably the interlinked hypertext documents of the World Wide Web(WWW) and the infrastructure to support electronic mail.

Guidelines

1. All use of the Internet should be in support of educational and research objectives consistent with the mission and objectives of the Coffeerville School District.
2. Observe proper etiquette when using electronic communication and never publically display personal information.
3. Respect the legal protections for data and software provided by copyright and licenses.
4. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
5. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite at all times!
6. From time to time, the Coffeerville School District will make determinations on whether specific uses of the network are consistent with the acceptable use policy.

Unacceptable Uses

1. Giving out personal information about another person, including home address or phone number is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal reasons shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others.
7. Malicious use of the network to develop programs that harass other users, or infiltrate a computer or computing system, and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware for use on the Coffeerville School District computers is prohibited.
10. Use of the network to access or process pornographic material, objectionable web sites, inappropriate test files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. The Coffeerville School District network may not be used for downloading entertainment/music/video/movie software or other files for transfer to a user's home computer, other personal computer, DVD, or any music/movie device.
This prohibition pertains to freeware, shareware, copyrighted commercial and noncommercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Coffeerville School District. Software, files, and/or licenses owned by Coffeerville School District cannot be transferred to staff or student personal or home computers. This violates the copyright laws.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Establishing network or Internet connections to live communications, including voice and/or video (relay chat/live chat), is prohibited unless specifically authorized by the system administrator or building administrator.

E-MAIL

Electronic mail, most commonly abbreviated email or e-mail, is a method of exchanging digital messages. Email systems are based on a store-and-forward model in which e-mail server computer systems accept, forward, deliver and store messages on behalf of users, who only need to connect to the e-mail infrastructure, typically an e-mail server, with a network-enabled device for the duration of message submission or retrieval. Originally, e-mail was always transmitted directly from one user's device to another's; nowadays this is rarely the case.

Guidelines

1. E-mail is provided by Coffeerville School District and is NOT considered private. Coffeerville School District can monitor and review any messages sent or received by the users as deemed appropriate by the system administrator.
2. Check electronic e-mail often to see if there are any messages.
3. To maximize server space, delete and empty trash for electronic mail messages when they are no longer required.
4. Respect the legal protections for data and software provided by copyright and licenses.
5. Take care not to express personal views that could be regarded as defamatory or libelous.
6. Always be mindful that e-mail use is a privilege, and the user is a representative of Coffeerville School District.
7. Be aware that all electronic mail activity may be monitored and logged or scanned for viruses and/or offensive materials

Unacceptable Uses

1. Do not print electronic mail messages unless a hard copy is needed for record keeping purposes.
2. Do not send excessively large electronic mail messages or attachments. There is a size limit to messages and attachments.
3. Do not indiscriminately forward electronic mail messages to users and/or groups without knowing whether the group users wish to receive such messages. For example: these messages would be personal items sent to you such as recipes, quotes, pictures, stories, jokes, songs, and etc. These messages take up time and space and are not useful for the purpose and objectives of the Coffeerville School District.
4. Limit messages such as festive greetings or other non-work-related items by electronic mail, particularly to several people.
5. Do not participate in chain or pyramid messages or similar schemes.
6. Do not represent yourself as another person.
7. Do not use electronic mail to send or forward material that could be construed as confidential, political, obscene, threatening, offensive, discriminatory, or libelous.

PUBLICATIONS

Acceptable Uses

1. Make sure any web design is appropriate to the educational, administrative, or research objectives of the Coffeerville School District.
2. Any use of the Coffeerville School District name and/or school site names, likeness, pictures, graphics must have prior approval of the system administrator or building administrator.
3. Any use of staff or student likeness, pictures, graphics, art, prose, or poetry must have written permission before usage.
Staff members must give their written signature permission while a student must give his/her written signature in addition to the parent's written signatures before publication use.
4. The system administrator and/or building administrator will make the final determination whether any web item(s), which identify the Coffeerville School District, are appropriate for web publication before that publication occurs.
5. All web publications will abide by the *Family Education Rights and Privacy Act (FERPA)* for the dissemination of student information.

Unacceptable Uses

1. Do not publish personal information concerning staff or students. The only phone numbers, addresses, and/or locations allowed are those of the school site available to the public.
2. Staff and/or students are prohibited from publishing a website using the Coffeerville School District name and/or school site names, likeness, pictures, graphics without prior approval of the system administrator or building administrator.
3. Coffeerville School District recognizes the concept of “Free Speech”, however, staff and/or students are prohibited from publishing any work that that may be discriminatory, offensive, racists, threatening to district, school, staff, or other students. The final decision as to whether any work meets these criteria will be determined by system administrator and/or building administrator.
4. Right to ‘Freedom of Speech’ will NOT allow staff and/or students to publish offensive materials through any Coffeerville School District electronic media. The final decision as to whether any work meets these criteria will be determined by the system administrator and/or building administrator.

Disclaimer

1. The Coffeerville School District cannot be held accountable for the information that is retrieved via the Internet, network, or e-mail.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System Administrators have access to all mail and may monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The Coffeerville School District will not be responsible for any damages any user may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by user negligence, errors or omissions. Use of any information obtained is at the user’s own risk.
4. The Coffeerville School District makes no warranties (expressed or implied) with respect to:
 - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information.
 - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the Internet, network, or e-mail.
5. All staff and students of the Coffeerville School District shall be responsible for abiding by the policies of this AUP.
No signature is required to make this AUP binding on staff and students. The use of Coffeerville School District’s electronic media denotes the user’s agreement of responsibility. However, Coffeerville School District shall make concerted effort to inform staff and students of this AUP through such means as publications in student and staff handbooks, notices in all school offices, oral information from supervisors and/or teachers, and distribution of AUP copies.
6. Any staff or student who violates any of the AUP policies will be subject to disciplinary action, which may include but not limited to the loss of use privilege for the Internet, network, and/or equipment; loss of the e-mail account assignment, and/or any other disciplinary deemed appropriate by the Coffeerville School District authorities.

Other School Day Regulations

Student Fees, Fines, Charges – Board Policy JTB, Miss. Code Ann. § 37-7-335

The school board authorizes the superintendent to charge reasonable fees, but not more than the actual cost, for the following:

- a. Supplemental instructional materials and supplies, excluding textbooks
- b. Other fees designated by the superintendent as fees related to a valid curriculum educational objective, including transportation
- c. 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 for c above, shall be charged only upon the condition that a financial hardship waiver may be granted upon request pursuant to the following:

- Applicants for hardship waivers will be kept in the strictest of confidence with all files and personal disclosures restricted from review from the general public.
- Students eligible to have such fee waived as a result of an inability to pay for said fees, will not be discriminated against nor will there be any overt identification of any student who has received a financial hardship waiver by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials, or by any other means.
- In no case shall any of this school district's procedures expose any student receiving a hardship waiver to any type stigma or ridicule by other students or school district personnel.
- The confidentiality provisions of this policy shall apply equally to any students who have an inability to pay any fees authorized under section c above.

In no case will the inability to pay the assessment of fees authorized under the Fee Policy result in a student being denied or deprived of any academic awards or standards, any class selection, grade, diploma, transcript, or the right to participate in any activity related to educational advancement.

Students and the News Media

Each parent is asked to complete the Media/Photography Consent and Release form at the back of this handbook. **The school district will publish the name or picture of a student in school publications or school-related articles or include students in other school-related news media programs unless prior requests in writing have been made by a student's parent/guardian for exclusion of his/her child's name or picture from such publications, social media, webpage, yearbook, senior video or news media programs.**

Distribution of Materials by Students

The distribution and display of **ANY** materials and communications to the homes through the students will **be approved by the Superintendent.**

Use of Telephone (Board policy IFBB)

- School telephones are for school business only, and students will not be permitted to use them. In case of emergency or illness, calls for students are made through the office.
- Students are not permitted to use personal cell phones, beepers (pagers), iPods, Mp3 players, any type of headphone device or other electronic devices during school hours on any school campus unless it is being used for instructional purposes with prior approval by the teacher.

Visitors on Campus

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

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

ADDITIONAL INFORMATION BENEFICIAL FOR PARENTS

- If a student is sent to the office with a written report of misbehavior from the teacher, the teacher's report is accepted unless there are unusual circumstance (all employees operate under the umbrella of INTEGRITY).
- The responsibility for successfully enrolling a student and being aware of his/her daily attendance or failure to attend ultimately rests with the student and his/her parents.
- Students are not permitted to bring visitors to school.
- If a medical concern exists, even temporarily, contact the office. A doctor's note may be sent to the office to verify medical concerns. A current chronic note must be on file for a student to frequently leave the classroom.
- Parental conferences are welcomed. If you have a concern, we urge you to immediately call the guidance office to schedule a meeting.
- Parents are notified of suspensions by telephone and a copy of the office referral sent home with the student. On occasion, a student is suspended immediately if the general welfare of a student or employee is compromised.
- Student check outs are not permitted after 3:00PM.
- Parents should immediately contact the school office if progress reports, or report cards are not brought home by the student every nine weeks. Parents are asked to sign and return progress and report cards in a timely manner.
- Parents must complete emergency forms issued at the beginning of the school year. Only names listed on these forms will be considered authorized emergency contacts.
- Please discourage your child from wearing expensive jewelry or bringing valuables to school. The school is not responsible for expensive items students bring to school.
- Coffeerville School District property, classrooms, facilities, and buses are subject to unannounced law enforcement searches. Drug dogs are permitted on school property.
- The Coffeerville Board of Trustees has regularly schedule meetings on the second Tuesday of each month. Unless otherwise informed, these meetings are held at the school district's Central Office. Any additional information is available upon request.

TRANSPORTATION POLICIES

The district provides transportation for all students. In addition to riding a school bus, students may walk, ride bicycles, drive other motor vehicles, or their parents may provide transportation to school. Students who drive motor vehicles to school are required to have a valid Mississippi driver's license, provide proof of insurance (must be submitted to office prior to bringing vehicle on school property) and abide by all regulations regarding driving, parking, and conduct in parking lots. School buses are school property.

Student Conduct Policy for Buses (Board policy JCDAD)

The privilege of riding a school bus carries with it some responsibilities on the part of the student. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus. The bus is an extension of the classroom. Any violation of school rules while on the bus will be handled as if the student were in school. Riding the school bus is a privilege that can be lost if proper conduct is not followed. Students should not jeopardize this privilege by failing to conduct themselves in a proper way.

Students are expected to cooperate with the following regulations:

- 1. Students must be within the school dress code when entering, riding, and exiting the school bus.**
2. Students may not leave the bus on its way to or from the school except at their designated stop.
3. Students must identify themselves properly when requested to do so by school bus personnel.
4. Use or possession of dangerous objects on the school bus or at the bus stop is forbidden. (reported to law enforcement)
5. Students will not use, sell, possess, or be under the influence of drugs or alcohol on the school bus or at the bus stop. (reported to law enforcement)
6. Stealing is prohibited.
7. Open defiance or open displays of disrespect or insolence toward a bus driver will not be condoned.
8. Other misbehavior as determined by the administration, including a pattern of repeated bus misbehavior, will not be permitted.
9. Weapons on the school bus or at bus stops are forbidden. (reported to law enforcement)

**INSTRUCTIONS TO STUDENTS RIDING SCHOOL BUSES: DON'T LOSE THE PRIVILEGE!
FOLLOW THESE RULES:**

Loading and Unloading

1. Be at your assigned loading zone on time.
2. Stay in your seat until the bus driver arrives at the school and comes to a complete stop.
3. Do not play on or near the road while waiting for the bus to arrive.
4. Wait until the bus comes to a complete stop before trying to load or unload.
5. Use the handrail while getting on and off the bus.
6. Students are not to bother in any way (harass, intimidate, or threaten) other students while waiting for or while riding on a school bus.

While on the Bus

1. Do not distract the driver other than when necessary. Students are not to throw or in any way sail/shoot/pitch objects.
2. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
3. Students must remain seated while the bus is in motion and until destination is reached.
4. Keep head, hands, and articles inside the bus.
5. Students must not litter the bus.
6. Do not bring unauthorized articles on the bus (i.e., pets, combustibles, soft drinks, large articles, weapons). Chewing gum is prohibited on the bus. No beverages or food may be consumed on the school bus.
7. Do not smoke or use profane language.
8. Do not fight or scuffle on the bus or at the bus stop.
9. Bus drivers are authorized to assign seats.
10. Be courteous to and follow the instructions of your bus driver.
11. Students are not to damage any part of the school bus. Students will be held financially responsible for any damage done.

NOTE: Always be on the alert for all dangers, and understand possible consequences for not obeying the above rules. Riding the school bus is a privilege. This privilege can be denied to students by suspending them from riding the bus for improper conduct.

SCHOOL BUS DISCIPLINE PROCEDURE

The district discipline plan and all its rules and regulations will be enforced on school buses

1. Upon first referral to the principal, a conference will be held to correct the problem. The student, parent, and bus driver may be included in this conference.
2. **On the second referral, the student will receive another warning depending on the severity of the infraction and a notification will be sent home to the parent/guardian.**
3. On the third referral, the student may lose bus privileges.
4. The principal will handle any subsequent referrals.
5. Students who ride the bus during a suspension period may be suspended for the remainder of the school year.

NOTE: The principal shall determine if the student's behavior warrants action. The principal may by-pass any of the above steps and go to the more serious consequences if the infraction by the student warrants such action.

Written instructions from a student's parent **must** be presented to the principal (who will sign) before a student will be permitted to ride a bus other than his/her regular bus. The note may be sent with the student but must be received in the office by 10:00 a.m. in order to provide time for verification.

Interference with School Buses

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

Parking

- Parking on all campuses is restricted to faculty, visitors, and service vehicles, except where designated as

student parking areas. Vehicles parked in other than designated areas will be ticketed. Unauthorized vehicles parked in teacher/staff parking areas, blocking other vehicles, and/or parked illegally are subject to being towed at the owner's expense.



MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Coffeeville School District has standardized procedures to ensure that:

- All students are provided an opportunity to succeed in the regular educational program
- All students receive a free and appropriate public education

MTSS is a vehicle through which assistance can be requested for any student who is “at risk” of not succeeding. The primary purpose of the MTSS team is to assess students’ needs and design instructional/behavioral interventions and strategies for those students who demonstrate learning and/or behavior problems that interfere with their success in the classroom and in the school environment. The team reviews and utilizes all of the possible resources within the school and/or district to meet the needs of the student. The team may also review the needs of “at risk” students on a school-wide and/or grade-level basis and develop instructional interventions and strategies in order to more effectively assist students and improve student achievement. The standardized procedures and process will be utilized throughout the school year to resolve issues, problems, or concerns related to the performance of students as identified by teachers, parents, guardians, and administrators.

It is the policy of Coffeeville School District that the referral of a student to the District Local Survey Committee (LSC) to begin the State of Mississippi’s process for determining the eligibility of a student for special services under the provision of the Individuals with Disabilities Education Act (IDEA) should only be considered after the appropriate instructional variations and interventions have been implemented in the regular classroom and student continues to be “at risk” or if the student is obviously disabled.

NON-CUSTODIAL PARENTS

CSD will comply with any court order relative to custody. A copy of the court order **MUST** be brought to the office to be included in the child’s permanent record.

PHOTOGRAPHS/VIDEO

Photographs of all students will be included in our school yearbook. Also, photographs and video of students may appear in our school newspaper, school flyers, website, FACEBOOK page, and other school publications unless consent is denied **IN WRITING** by the parent/guardian.

PROPER CHAIN OF COMMAND ACTIONS CONCERNING YOUR CHILD

Teacher > Principal > Superintendent > School Board

Coach > Athletic Director > Principal > Superintendent > School Board

SPED Teacher > Principal > SPED Director > Superintendent > School Board

***A meeting with the superintendent or school board cannot be scheduled until the proper chain of command has been followed.**

RESPECT OF SELF AND AUTHORITY

The faculty and staff will work cooperatively to ensure a safe and orderly learning environment for all students. All teachers and staff member accept responsibility for all students. This includes but not limited to teachers, assistant teachers, custodial, clerical and cafeteria staff; bus drivers, counselors, administrators, as well as parents and other volunteers.

Students must respect themselves, their peers, and any adult in charge of supervision. If a student's behavior is inappropriate, the teacher or staff member closest to the student will correct the undesired behavior of the student. Students who show blatant disrespect, rudeness, inappropriate language, or abusive behavior toward any adult will be immediately referred to the office.

SAMS ONLINE GRADEBOOK

Parents will have computer access to their child's grades and attendance through online grade book (ACTIVEPARENT). Instructions and log-in information will be sent home to parents after the start of school. Parents may email ataylor@coffeevilleschools.org for assistance with ACTIVEPARENT.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have to right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

WEATHER CLOSINGS/ EARLY DISMISSAL/ DELAYED START

In the event of bad weather that could cause the school to close, dismiss early, or delay the start of the instructional day, please refer to the Coffeeville School District website and social media site. Parents will also receive an automated call from the district.



Coffeeville Elementary School 2024-2025 Regular Bell Schedule	
7:20-7:50	Arrival/Breakfast
7:50-8:05	Homeroom
8:05-9:00	1 st Period
9:03-9:58	2 nd Period
10:01-10:56	3 rd Period
10:59-12:19	4 th Period/Lunch
12:22-1:17	5 th Period
1:20-2:15	6 th Period
2:18-3:15	7 th Period
3:15-3:30	Dismissal

Positive Behavioral Interventions and Supports

PBIS Expectations

Choose Wisely

Have High Expectations

Show respect



Positive Behavior Interventions and Supports (**PBIS**) is a proactive approach to establish the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success.

PBIS Expectations: PIRATES RISE!

I am **R**espectful

I show **I**NTEGRITY

I have **S**elf-control

I am committed to **E**XCELLENCE



COFFEEVILLE ELEMENTARY SCHOOL

2024– 2025 Faculty and Staff

Dr. Willie Reece Jr, Principal wreece@coffeeschools.org

Mrs. Libby Forrester, Assistant Principal/Athletic Director bforrester@coffeeschools.org

LaTonja Stokes, Administrative Assistant lstokes@coffeeschools.org

phone number 662-675-2721

Tonya Pickens (Kindergarten)	Melody Cook (5 th Grade)	Annice Madkins (8 th /Inclusion)	Paul Logan (Custodian)
JaMya Seals (Kindergarten)	Linda Neeley (5 th Grade)	Johnnie Wilson (Speech)	Frank Mays (Custodian)
Everica Nash (1 st Grade)	Amy Denney (6 th /7 th Grade)	Erika Brown (Inclusion)	Sherill Wright-Brown (Assistant)
Tanesha Johnson (1 st Grade)	Gaquetta Horton (6 th /7 th Grade)	Christine Clendenon (Gifted)	Michelle Parker (Assistant)
Brittany Kurtz (2 nd Grade)	Tracey Everett (6 th -8 th Grade)	Theresa Jackson (Cafeteria)	Natalie Poe (Assistant)
Carol Polk (2 nd Grade)	Wendarius Townsend (7 th /8 th Grade)	Loretta Jones (Cafeteria)	Cecily Steen (Assistant)
Madison Hall (3 rd Grade)	Sherryce Beck (8 th Grade)	Donna Robertson (Cafeteria)	Lisa Rhymes (Librarian)
Sharon Richmond (3 rd Grade)	Courtney Mack (7 th /8 th Grade)	Maggie Johnson (Custodian)	Alvin Turner (Band)
Delores Ross (4 th Grade)			

COFFEEVILLE HIGH SCHOOL

2024– 2025 Faculty and Staff

Ms. LeRhonda Warren, Principal lwarren@coffeeschools.org

Cantrece Swearengen, Administrative Assistant cswearengen@coffeeschools.org

phone number 662-675-8904

Regina Morgan (ELA)	Dr. Amanda Provine (Math)	Melinda Jones (CTE/Computer)	Thomas Reed (Custodian)
Jasmine McClain (ELA)	David Davis (Math)	Cassandra Tittle (CTE/Health)	John Mister (Custodian)
Vicki Wright (Science)	Billy Gillis (Special Services)	Demarius Bush (Alt. School)	Kenetria Turner (Cafeteria)
Kennon Shelton (Science)	Sandra Tutor (Special Services)	Tami Flager (Assistant)	Maxine Jones (Cafeteria)
Tony Holland (Social Studies)	Demarius Howard (Physical Ed.)	Jeanna Moore (Assistant)	
Shannon Jenkins (Social Studies)	Alvin Turner (Music/Band)	Torian Carothers (Career Coach)	
Brianna Brown (Social Studies)	Felecia Hinton-Parker (CTE/Agriculture)		

ACADEMICS

Class Size (Board policy IEC)

It will be the policy of this school district to comply with the compulsory standards about class size found in Mississippi Commission on School Accreditation (standard 34). These standards are as follows:

- Student/ teacher ratios do not exceed 22 to 1 in kindergarten classrooms or 27 to 1 when a teacher assistant is assigned to the classroom, unless State Board of Education approved.
- Student/ teacher ratios do not exceed 27 to 1 in classrooms serving grades 1 through 4 unless State Board of Education approved.
- Student/teacher ratios do not exceed 30 to 1 in self-contained classes serving grades 5-8.
- Student/teacher ratios do not exceed 33 to 1 in departmentalized academic core classes serving grades 5-12.
- The total number of students taught by an individual teacher in academic core subjects at any time during the school year will not exceed 150.

Although these are the requirements of the State of Mississippi, our school district will endeavor to maintain as low a pupil/teacher ratio as funding will allow.

Grading Policy (Board policy IHA and IHAD)

Grades PreK-12 will reflect, at a minimum, the Mississippi College and Career Readiness Standards for each subject area. A passing grade in a course/subject will indicate mastery/learning of at least 65% of the course content. All grades will be reported in its numeric form.

Report card grades in Pre-Kindergarten and Kindergarten will be letters representing the following progress:

- S Satisfactory Progress
- N Needs Improvement
- U Unsatisfactory Progress

Report card grades in first through twelfth grade will be reported in numerical averages. The grade scale below will be used throughout the district:

- A 100 - 90
- B 89 – 80
- C 79 – 70
- D 69 – 65
- F 64 – 0

Grade Reporting

The school year is divided into two semesters. Each semester is further divided into two nine-week terms.

- Letter or number grades are placed on report cards each nine-week term showing the average grade for the class.
- Grades earned will be weighted as either major or minor.
- **Teachers are to have a minimum of 4 major grades and 10 minor grades** in their record book each nine weeks.
- Major assignments include but are not limited to chapter tests, unit tests, projects and research papers. The average of these assignments will count as **40%** of the nine weeks' average.

- Minor assignments include but are not limited to class work, homework, and quizzes. The average of these assignments will count as **35%** of the nine weeks' average.
- Each student in grades 1 through 12 will be given a cumulative test at the end of the nine weeks that will count as **25%** of the nine weeks' average.

* Parents should consult their child's teacher regarding any concerns about nine-week averages.

This is how each nine weeks' average will be calculated. If a student has the following grades,

81 – average of all major grades, **95** – average of all minor grades, **78** – grade on nine weeks test

Multiply 81 times .40, 95 times .35, and 78 times .25. Add the three products together, and that will be the average for the nine weeks. ($32.40 + 33.25 + 19.5 = 85.15$, which rounds to an average of 85)

Homework

The purpose of homework is to reinforce skills taught in class and helps to build a foundation for their learning. Homework serves as an important purpose in your child's life. Coffeerville School District's School Board recognizes the value of purposeful, well-planned, and properly motivated home assignments that are (1) appropriate to the grade level, age, and abilities of the student; (2) designed to stimulate initiative and independence or to reinforce and enrich classroom instruction; (3) in complete accord with the goals established for the development of the school curriculum; (4) carefully planned so that home assignments are not so lengthy as to be self-defeating nor so complicated as to require assistance or resource materials not available to the student; and (5) an extension of class work that has already been introduced. As in the assignment of in-school work, homework assignments must be left to the sound professional judgment of the teacher, who will be expected to interpret the needs and assess the abilities and interests of each student. (6) Homework should be material the student has mastered and should not exceed 30 minutes each night.

Progress Reports

At the third and sixth week of each nine-week grading period, the teacher or team will inform the parents of the academic work of all students. This is done by way of a progress report. Students in all schools will sign for the progress report and it will be their responsibility to discuss the report with their parents. Teachers in grades 1-12 may require the progress reports to be signed by a parent and returned. Parents who wish to receive progress reports more frequently should utilize ActiveParent via the Internet. For more information on this or for assistance getting registered for ActiveParent, contact your school's parent liaison. Furthermore, parents may request in writing that progress reports be mailed.

Nine Weeks Exams

Students in grades 1st through 12th will be administered an exam or culminating project at the end of the nine weeks grading period. Exams will be administered according to the following schedule:

* 1st Nine Weeks: August 1, 2024-October 4, 2024

* 2nd Nine Weeks: October 14, 2024- December 20, 2024

* 3rd Nine Weeks: January 7, 2025- March 7, 2025

* 4th Nine Weeks: March 17- May 20, 2025

Accelerated Reader (K-8) and Study Island (K-8) Reports/Grades

Coffeerville School District will participate in the Accelerated Reader and Study Island Programs during the 2024-2025 which will display any increase in growth and achievement, and consistent weekly progress.

To ensure these costly programs are implemented with fidelity and integrity, the students will receive a weekly Accelerated Reader and Study Island grades (starting the first term). This delayed start date gives every student an opportunity to become acclimated to the programs.

These programs are research-based and can be quite effective in improving overall student reading skills and achievement.

Exemption from Exams (Board policy IHAF)

As an incentive for good attendance for all students, those students who meet the following requirements may be exempt from up to three first semester tests and three second semester tests. Students cannot be exempt until fourth nine weeks.

- **Students are not eligible for exemptions if they have been placed in ISS at least twice or are placed in Out-of-School Suspension during the semester grading period.**
- Seniors that meet the exemption requirements may be exempt from *all* final exams.
- Students will not be counted absent under the attendance policy from classes in which they are exempt.
- Final examinations shall not be given early. A student who withdraws from school prior to taking his/her final examinations for term or semester shall be given grades in progress.

Students must also fit into the following categories for exemptions from 4th nine weeks' exams only:

1. The student has an average of 90 or above, with no more than 1 unexcused absence in the course per semester.
2. The student has no more than two (2) unexcused absences in the course with a "B" or higher average.

Policies for Awarding Academic Credit

- If a student has a **yearly average** of 65 or higher, he/she will pass that subject and receive credit for the course.
- **No student may receive a score higher than 100.** Grades in high school **accelerated and AP classes** are weighted and these calculated grades are taken into account for class rank purposes only.
- No student will receive a score **less than 55 for the first nine weeks on his/her report card.**
- **Students must earn between 60-64 in any course to be eligible for CREDIT RECOVERY. State tested area courses CANNOT be recovered until the student scores PASSING, PROFICIENT, or ADVANCED on the STATE assessment.**

Awarding Academic Credit for Grades 8-12

- Academic credit for courses taken by students shall be awarded upon successful completion of courses.
- Credit for high school courses will be awarded in half-units, full units, or multiple units as approved in the latest edition of Bulletin of the Commission on School Accreditation, State Department of Education.
- In grades 8-12, the student must complete both semesters for a full-year (two-semester) course with a yearly passing average of 65 or higher in order to receive any credit for that course, subject to the following guidelines which indicate progress in the course(s) as shown by the second semester grade.
- The school will recognize and honor courses taken at other accredited schools if courses are recorded on the permanent record or transcript, but in the matter of required courses, students shall meet all regulations governing graduation requirements for Coffeetown High School. Students transferring into Coffeetown High School from a non-accredited school must be given achievement tests and/or special subject tests to determine grade and/or subject placement.
- Each student is responsible for completing required work without unauthorized assistance. The integrity of the grading and testing procedures must not be compromised, and **any student who is determined to be guilty of cheating will receive a zero on graded work and will receive appropriate counseling and/or disciplinary action.**
- In order to graduate with honors or highest honors from a district high school, a student must have attended the high school for a minimum of one full semester and maintain an average of 80 or 3.0 GPA.
- Transfer students who enroll in district schools for less than twenty (20) school days must arrange for credit through their previous schools.

Class Ranking (Grades 8-12)

Grades 8-12

The procedure for determining class rank is as follows:

1. Scholastic averages are computed for grades 9-12, with each semester grade being counted once.
2. Grades for students enrolled in Advanced Placement classes will be weighted under the following formula: 5% will be added to the grade. Actual numerical grades will not be changed in records, only class rank will be affected. Example: Advanced Placement grade of 92 x 1.05 = 96.6000.
3. Grade averages will be carried out four decimal points. Example: 83.0001.
4. Students graduating with honors are listed by rank. The remaining class members will be listed alphabetically.
5. Students graduating with honors must maintain an 80 average or above and/or maintain at least a 3.0 GPA.
6. Non-academic classes will **not** be used in computing class rank. These include Physical Education (P.E.), ACT prep, Band, etc.
7. Eighth grade credits that can be earned toward high school graduation include Mississippi Studies, Geography, ICT 2, Spanish I and Algebra I.

Valedictorian and Salutatorian

A student must attend Coffeetown School District **for the last four consecutive semesters** in order to qualify for valedictorian or salutatorian. In order to be eligible for valedictorian and salutatorian honors, a student must complete the college preparatory curriculum. Summer school, correspondence grades, and non-academic classes will not be used in determining awards. **The third nine weeks' grades will be the last grades counted toward valedictorian and salutatorian. The third nine weeks' averages will count as a semester grade. All grades attained after this will go on the transcript but not count toward valedictorian or salutatorian unless the credited valedictorian or salutatorian makes a D or F during the last nine weeks.**

- a. Valedictorian – student maintaining the highest four-year weighted average, maintains good scholarship and

attends Coffeeville High School for the last two consecutive years (four consecutive semesters).

- b. Salutatorian – student maintaining the second highest four-year weighted average, maintains good scholarship and attends Coffeerville High School for the last two consecutive years (four consecutive semesters).

Transferring Credits

Coffeerville High School will accept transfer students and award credit for grades earned during the school year if the student is enrolled in the district for at least twenty school days. A student enrolled in the district for less than twenty school days will receive an incomplete grade, except for those students transferring into the school system whose grades in progress at a previous school are sent to the principal's office. Grades in progress will be averaged with grades received while in attendance in Coffeerville School District.

Modifications for Exceptional Students

Special Education Placement

Educational programming and placement will be in accordance with the student's individualized education plan.

Child Find

The Coffeerville School District is participating in an on-going state effort to locate identify and evaluate children from birth through 21 who have physical, mental, communicative and /or emotional disabilities.

Qualified personnel in all areas related to the suspected disability evaluate students. This information and testing result will be kept confidential. Records to other agencies will be provided in accordance with the Family Rights and Privacy Act and IDEA, Individuals with Disabilities Education Act. For further information, call the Director of Special Services at (662) 675-8941.

Field Trips – All off-campus activities, including athletics, band, cheerleading, etc.

As part of the educational service of the school, students may be taken on field trips. Such trips are made only with the permission of the child's parent. When such trips are being planned, permission slips will be sent home to be signed by the parent. All field trips must be approved by the district administration and must be supervised by regular classroom teachers.

Recognition for Academic Achievement

Honor Roll

- Students obtaining A-Honor Roll (Superintendent's List) will have nine-weeks' averages of 90 and above in all courses.
- Students obtaining A/B-Honor Roll (Principal's List) will have nine-weeks' averages in all courses of 80 and above.

Schedule Changes

Students are encouraged to discuss their schedules with their parents. Students will not be allowed to change their schedules except in extreme emergencies deemed necessary by the principal. Schedule changes will be considered on a case by case with approval deemed by the building principal.

Transcripts

Current students may request a copy of their transcripts in the Counseling Office. Graduates will be required to submit their request in writing. All submitted requests must have an original signature and accompanied by a picture ID.

State and District Tests

Coffeerville School District shall maintain the program of standardized testing required by the State Board of Education, Division of Accreditation, and the Mississippi Department of Education Bureau of Assessment and Compliance and shall administer other standardized tests to students in grades K-12 as the Board of Trustees, Superintendent, and other professional personnel judge to be necessary.

Illness During the School Day

In the class of sudden illness or injury, the student will be cared for as well as possible. Every effort will be made to contact the parent or another person listed on the student's emergency contact list. If the parent/guardian cannot be reached, the family doctor or paramedic will be contacted. If warranted, the student will be transported to the emergency room. A school staff member or nurse will remain with the student until the parent/guardian arrives.

In order to decrease the spread of infection, please adhere to the following for any student returning to school after an illness:

- Free of fever for 24 hours
- No vomiting for 24 hours

Movement in Hallways

Students must remain in class and will not be allowed out of the classroom during the class time. If there is an emergency, the teacher will give the student a pass. No student shall be in the hall without a valid pass. The student must present the pass to any teacher/staff member upon request. Students absent from class without a valid pass will be considered truant or skipping. Congregating in groups, standing around and loitering in the halls blocks the normal flow of traffic in addition to increases the probability of an altercation and must be avoided. Students must keep moving while in the hallway especially during class change, moving to and from lunch, morning arrival, and dismissal. No students should be in the hallway during the first 10 minutes of class and the last 10 minutes of class. These are vital instructional minutes.

The Graduation Pathway document can be assessed from the state website (www.mde.k12.ms.us) . Please contact the school counselor to address all questions or concerns.

A school shall not deliver a diploma, signed or unsigned, or any substitute for a diploma, to a student who fails to meet the requirements for graduation, nor shall a pupil be permitted to participate in the graduation exercise. The school does not assume responsibility for money spent on class rings, invitations, etc. because a student does not meet the minimum requirements for graduation.

While participation in the graduation exercise is not a requirement for graduation, in order to take part in the graduation ceremonies, a senior must attend the graduation practices as set up by the principal and class sponsors and be on time. A schedule will be given to each senior prior to the dates for practice. Graduates who choose not to participate in the graduation ceremony may pick up their diploma at school the day following the ceremony.

Graduation Options for Students Receiving Special Services (SPED)

Option 1: Regular High School Diploma

This route is for a traditional diploma.

Option 2: Certificate of Completion

This certificate is for students receiving special services who do not meet the district and/or state requirements for the regular high school diploma.

- A. The certificate may be awarded after four (4) years of high school (grades 9-12) attendance based on the decision of the child's parent(s) and concurrence of school officials.
- B. The certificate must be awarded on or before the date the student reaches age twenty-one (21) OR is no longer eligible to attend public high school.
- C. A student must meet the attendance requirements of the school district. Further, the student must successfully complete the secondary curriculum for students receiving special services as provided in the student's Individual Education Plan.
- D. Students who successfully complete these requirements will be awarded a Certificate of Attendance which states, "This student has successfully completed an Individualized Education Program".
- E. Students eligible to receive the Certificate of Attendance will be permitted to participate in graduation exercises.
- F. Students must attempt Algebra I, English II and Biology I prior to their 18th birthday.

GRADUATION POLICY

Participation in any Coffeeville High School Graduation is limited to those who have completed all graduation requirements as specified by the CSD Board of Trustees and the Mississippi State Board of Education. In addition, students participating in graduation shall comply with all rules and regulations regarding attendance at practice for graduation exercises, proper dress code and attire, approved speeches requirement, and other regulation deemed appropriate by Coffeeville School District administrators. Coffeeville School District reserves the right to hold diplomas and or impose disciplinary actions for disruptive incidents or defiance of graduation speakers at the graduation ceremony. Students enrolled at the Alternative School are not eligible to participate in graduation ceremonies.

TRADITIONAL DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	1 English I 1 English II
Mathematics	4	1 Algebra I
Science	3	1 Biology I
Social Studies	3 1/2	1 World History 1 U.S. History 1/2 Geography 1/2 U.S. Government 1/2 Economics 1/2 Mississippi Studies
Health and Physical Education	1/2	1/2 Comprehensive Health or Family & Individual Health 1/2 Physical Education
College & Career Readiness	1	***Must occur during the student's junior or senior year, or during the student's completion of a 4-year sequence.
Business & Technology	1	1 Computer Discovery or 1/2 Keyboarding 1/2 Computer Applications
The Arts	1	
Electives	5 1/2	
Total Units	24	

STUDENTS WITH DISABILITIES (Individuals with Disabilities Education Act)

The district's students with disabilities and their parents/guardians shall be given the option for the student to work toward a high school diploma, an occupational diploma or a certificate of life skills completion. This decision will be made at the student's Individual Education Plan (IEP) meeting prior to 9th grade. When considering the occupational diploma option, the IEP Committee must include a school counselor. The IEP shall thereafter reflect the option selected by the Committee and shall specify whether the student is seeking a high school diploma, an occupational diploma or a certificate of life skills completion. Students with disabilities will be issued a regular education high school diploma, an occupational diploma or a certificate of life skills completion as follows:

1. Students pursuing a regular education high school diploma must meet the requirements set forth by the State Board of Education and the Coffeeville School District. Special education and related services will be provided to assist a student in reaching this goal based on the student's IEP.
2. Students who choose the occupational diploma will be required to complete the criteria as designated in the occupational diploma curriculum requirements.
3. For students pursuing a certificate of life skills completion, a curriculum of basic life skills will be used for instructional purposes.
4. An IEP Committee will review the previous exiting option decision for each student at least annually. The committee, along with the parent(s) and, if appropriate, the student, may change the original/previous decision regarding the student's exiting option.

5. Every student who completes an approved course of study by or before age will receive a regular education high school diploma, an occupational diploma or a certificate of life skills completion and will be permitted to participate in graduation activities.

STANDARD DIPLOMA WITH CAREER PATHWAY OPTION (GRADUATING CLASSES OF 2020, 2021, and 2022)

In 2010, MS state policymakers passed legislation to create multiple pathways to a standard diploma. The 2010 legislative actions created a career pathway to a standard diploma, with the goal of improving Mississippi graduation rates and providing students with career and technical training that prepare students for postsecondary credential or certification programs and employable workplace skills. This legislative change created new sections 37-16-17, Mississippi code of 1972, to provide for high school option programs and career track curricula for students not wishing to pursue baccalaureate degree.

Curriculum Area	Carnegie Units	Required Subjects
English	4	2 English I 1 English II
Mathematics	4	1 Algebra I 1 Geometry
Science	4	1 Biology I
Social Studies	3	1 World History 1 U.S. History ½ U.S. Government ½ Mississippi Studies
Health and Physical Education	½	½ Comprehensive Health or Family & Individual Health ½ Physical Education
Business and Technology Applications	1	1 Computer Discovery or Keyboarding ½ Computer Applications ½ ICT I or ICT 2 1 9 th STEM
The Arts	1	Band, Art, Chorus or Drama
Electives	4	(Selected from student's approved plan of study)
Total Units	21	

PROMOTION OF STUDENTS WITH DISABILITIES

Students with disabilities who have a current eligibility in special education and a current individual education plan IEP on file will receive grades (modified instruction) fairly reflecting their achievement on the instructional level

at which they are functioning. All those involved in reporting and using these grades will understand that a high grade does not necessarily mean a disability no longer exists. A high grade should accurately reflect that, based on expectations for that student, he/she is performing well. Students with IEPs are graded based on mastery

and modification of instruction based upon the individual IEP. Each report card/progress report will reflect that instruction may be modified based on each individual student's IEP which may not earn a Carnegie Unit.

The following options apply to any state tested area assessment:

ASVAB + MS-CPAS or Industry Certification	ASVAB AFQT score of 36, plus one of the following: <ul style="list-style-type: none"> • CPAS score that meets the attainment level assigned by Federal Perkins requirements (year 1 & 2 combined for an average of 60 or above) OR • Industry certification attainment based on industry standards (MDE approved certification only)
ACT WorkKeys + MS-CPAS2 or Industry Certification	WorkKeys Silver Level plus one of the following: <ul style="list-style-type: none"> • CPAS score that meets the attainment level assigned by Federal Perkins requirements (year 1 and 2 combined for an average of 60 above) OR • Industry certification attainment based on industry standards (MDE approved certifications only)

**NEW GRADUATION REQUIREMENTS
(Entering Freshmen-2018)**

- Will earn 24 or more units for a Traditional Diploma
- Must choose an endorsement option of 26 or 28 units as their goal
- Enter CHS having had an opportunity to bring more Carnegie Units with them from Coffeerville 7th and 8th grade than any class in school history
- Will be on a different Academic Plan than all other CHS students before them

DIPLOMA OPTIONS

- The Traditional Diploma, for all students
- The Alternate Diploma, an option for students with a Significant Cognitive Disability (SCD).

TRADITIONAL DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	3 English I 1 English II
Mathematics	4	1 Algebra I
Science	3	1 Biology I
Social Studies	3 ½	1 World History 1 U.S. History ½ U.S. Government ½ Economics ½ Mississippi Studies
Health and Physical Education	½ ½	½ Comprehensive Health or ½ Family & Individual Health ½ Physical Education
College & Career Readiness	1	Must occur in the student's junior or senior year, or in the Student completion of a 4-year sequence
Art	1	
Electives	5 ½	
Technology or Computer Science	1	
Total Units Required	26	

Requirements: Students must 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 and Career Readiness Benchmarks (ACT subscores of 17 for English and 19 for Mathematics or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores).

Each student must meet ALL of the following:

- Passed or met all MAAP assessment requirement for graduation
- Have a 2.5 GPA
- On track to meet diploma requirement
- Concurrently enrolled in essentials for College Math and/or Essentials for College Literacy

TRADITIONAL DIPLOMA ENDORSEMENT OPTIONS

Students pursuing a Traditional Diploma must identify an endorsement prior to entering the 9th grade. There are three endorsement options:

- Career and Technical
- Academic
- Distinguished Academic Endorsement

CAREER AND TECHNICAL ENDORSEMENT OPTION

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

Additional Requirements for Career and Technical Endorsement Options:

- 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 course or earn articulated credit in the high school CTE course
- Work-Based Learning experiences or Career Pathway Experience
- Earn a State Board of Education-approved national credential

ACADEMIC ENDORSEMENT OPTON

Curriculum Area	Carnegie Units	Required Subjects
English	4	5 English I 1 English II
Mathematics	4	1 Algebra I
Science	3	1 Biology I
Social Studies	3 ½	1 World History 1 U.S. History ½ U.S. Government ½ Economics ½ Mississippi Studies
Physical Education	½	
College & Career Readiness	1	Must occur during the student's junior or senior year, or in the completion of a four-year sequence
Art	1	
Additional Electives	7 ½	Must meet CPC requirements for MS IHLs
Technology or Computer Science	1	
Total Units Required	26	

Additional Requirements:

- Earn an overall GPA of 2.5
- Courses must meet MS IHL college preparatory curriculum (CPC) requirements
- Earn Mississippi IHL and community college readiness benchmarks (ACT subscores of 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges and IHL CRC 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 academic dual credit course with a C or higher in the same course

DISTINGUISHED ACADEMIC ENDORSEMENT OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	6 English I 1 English II
Mathematics	4	1 Algebra I
Science	4	1 Biology I
Social Studies	4	1 World History 1 U.S. History ½ U.S. Government ½ Economics ½ Mississippi Studies
Physical Education	½	
Technology or Computer Science	1	
Art	1	
Additional Electives	8	
College & Career Readiness	1	Must occur during the student's junior or senior year, or in the completion of a four-year sequence
Total Units Required	28	

Additional Requirements:

- Earn an overall GPA of 3.0
- Courses must meet Mississippi IHL CPC-recommended requirements
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English, 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 academic dual credit course with a B or higher in the course

Students shall graduate by passing the course and meeting one (1) of the following options:

- Passing the applicable end-of-course Subject Area Test **OR**
- Using options outlined in the State Board Policy 3804 **OR**
- Using the end-of-course Subject Area Test Score with the overall course grade based on the Concordance Table for each of the four end-of-course Subject Area Tests as provided for the school districts by the Mississippi Department of Education (**MDE**). Students must be enrolled in school in order to utilize this option. The Concordance Table is available for review in the Coffeeville School District (**CSD**) High School Counselor's Office

SATP STANDARDS:

Assessment Options	Algebra I	Biology I	English II	U.S. History
ACT	17 ACT Math subscore	17 ACT Science Subscore	17 ACT English subscore	17 ACT Reading Subscore
<ul style="list-style-type: none"> • Dual Credit • Dual Enrollment • College Credit 	C or higher in MATH credit-bearing course	C or higher in BIOLOGY credit-bearing course	C or higher in ENGLISH credit-bearing course	C or higher in HISTORY credit-bearing course

- ACT sub-scores resulting from state-allowed accommodations can be used for graduation options, but they are non-college reportable
- ACT sub-scores resulting from residual ACT testing cannot be used for graduation options

SUBJECT AREA TESTING (MAAP/MAP)

- Student must pass the Subject Area Tests in JS History from 1877, English II (with writing component), Biology I and Algebra I. Students must pass all four Subject Area Tests even if they take the course(s) prior to their 9th grade year. If a passing score is not achieved on the first attempt, the student's end of the year grade may be used with a scale provided by the Mississippi Department of Education (MDE) in order to pass the test.
- Students entering a MS public school will not be required to pass any end-of- course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a private school as fulfilling the requirements for a MS high school diploma, provided the private school is accredited regionally or by the state of Mississippi
- Students entering a MS public school must pass any end-of-the-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student through homeschooling as fulfilling the requirements for a MS high school diploma.
- Any MS public school student who fails a required Subject Area Test will be offered a chance to retake the test 3 times each year until a passing score is achieved. See Testing Calendar for dates.
- Any MS public school student shall not be awarded Carnegie unit credit unless the core objectives identified in the Mississippi Curriculum Framework have been mastered. Passage of the required Subject Area Test is a separate requirement towards graduation and shall not be criteria for awarding Carnegie unit credit.
- Students enrolled in state-tested subject area courses will be monitored for progress throughout the school year. At any point the student is not progressing to meet requirements of the SATP. CHS reserves the right to place him/her in a preparatory course.
- The Coffeeville School District reserves the right to require remediation to improve a student's test score

Coffeeville High School will offer Honors classes in English, Mathematics, Social Studies and Science for grades 8-12. Only students who meet the requirements below may be considered for

Honors placement.

HONORS

The requirements for 8th grade Honors English and Mathematics are:

- Must have/maintain an 80+ average in current and previous classes
- Must score proficiency on the MAAP state assessment on the first attempt

Student transferring in from another school who were in Honors English and Mathematics in their former school will automatically be placed in the program. Students transferring from a school that did not offer Honors English and Mathematics who wish to be in the program will need to meet the above criteria for admittance into the program.

The requirements for 9th-12th English, Social Studies, Mathematics, and Science Classes are:

Algebra I

- 80 or above average in 8th grade Math (semester 1, 2, and Final)
- Proficient or Advanced on 7th and 8th grade MAAP state assessment
- Teacher Recommendation
- Good standing in attendance and discipline

Biology I

- 85 or above average in 8th Science (semester 1, 2, and Final)
- Teacher recommendation
- Proficient or Advanced on Reading and Math MAAP state assessment
- Proficient or Advanced on 8th grade Science MAAP state assessment
- Good standing in attendance and discipline

English I

- 80 or above average in 8th grade English (semester 1, 2, and Final)
- Proficient or Advanced on 8th grade MAAP state assessment
- Teacher Recommendation
- Good standing in attendance and discipline

English II

- 85 or above average in English I (semester 1, 2, and Final)
- Teacher Recommendation
- Good Standing in attendance and discipline

U.S. History

- 85 or above in World History (semester 1, 2 and Final)
- Proficient or Advanced on English II state assessment
- Teacher Recommendation
- Good standing in attendance

All Other English, Math, Social Studies, and Science Content Area Courses

- 85 or above in previous English, Math, Social Studies, or Science classes
- Proficient or Advanced on previous state assessments
- Teacher Recommendation
- Good standing in attendance and discipline

Promotion and Retention Policy (Board policy IHE)

General Policies

1. Decisions on pupil progression or placement shall be made to serve the best interests of the student.
2. The primary responsibility for determining each pupil's level of performance and ability to function academically, socially and emotionally at the next level shall be that of the classroom teacher, subject to review and approval by the principal. The superintendent shall have the responsibility to review individual cases and make recommendations, provided they are in accordance with applicable state and federal laws.
3. Policies on pupil progression should be designed for the purpose of assuring that each student in Coffeetown School District is placed in an instructional program that provides appropriate opportunities for success in school.
4. A complete set of records must be maintained on each student for documentation. These records must contain the progression record, which identifies the skills contained in the system's Instructional Management Plan.
5. Mastery of the minimum skills and learning objectives is required for each course or grade. Students in Kindergarten are included as well. They must show of the minimum skills as well. Criteria for this purpose will include the objectives in the Instructional Management Plan and be reflected in the grade issued by the teacher.
6. Course mastery is defined as the demonstration of the minimum standards for passing each grade/subject/course as outlined in the promotion and retention policy.
7. The principal shall ensure that the school is appropriately disseminating information to the parents. This information is to include data such as student progress and minimum skills required before assignment can be made to the next grade.
8. Parents must be notified of deficiencies in academic progress no later than the middle of each grading period. Parents must receive written notification at the end of the second nine weeks if there is any doubt about a student progressing to the next grade or course level. Additionally, the parents of any student who is going to be retained should receive the notice before final report cards are issued.
9. Pupils who do not satisfactorily achieve established objectives for the level they are assigned will be assigned to the same level for the next school year or referred to a special transitional group. These pupils must be provided instruction designed to continue progress toward mastery of the required standards. Students that continue to show non-mastery of skills retaught and remediated will be referred to the teacher support team for assistance in instructional methods.
10. Pupil retention is to be used as an administrative procedure to provide pupils with additional time to master skills required for success at higher levels. Students shall not be retained for the sole purpose of participation in school sponsored extracurricular activities.

Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.

Promotion in Elementary Grades

In order to earn promotion in elementary grades, students must satisfy these requirements:

- **Kindergarten** students will be promoted to first grade if they show mastery of the minimum benchmarks and learning objectives.
- **First grade through eighth grade** students will be promoted to second grade if they have a 'D' or better in English/Language Arts and Math. Students who fail only one non-core subject (Science, social studies, or other elective) may be promoted.

Non-Promotion

- **Kindergarten** students will be retained if the teacher decides it would be beneficial to the child's educational and social growth.
- **First grade through Eighth grade** students will be retained if they have an 'F' in English/Language Arts or Math or if they fail 2 subjects that are not core subjects (science, social studies, or other elective). Students failing either English or Math will be eligible for summer school with a 60-64 average.

Students who do not meet the above standards must repeat the failed grade, except as noted below:

- Students will not remain in the same grade more than two years. Students who do not meet the promotion standards the second year will be "transferred" to the next grade at the discretion of the principal.

Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.

Students who do not score at an acceptable achievement level on all required Mississippi Department of Education Subject Area Tests (US History, Biology I, English II, Algebra I) will be referred to the Teacher Support Team and required to remain after school for intense instruction.

Appeal Process for Promotion/Retention Decisions

- A. Parent expresses concern to the student's teacher. The teacher gives an explanation to the parent.
- B. Principal-parent-teacher(s) conference is held in which documented evidence of pupil performance is exhibited. The principal will render a decision.
- C. The superintendent will review the case and make a decision.
- D. A parent may appeal to Coffeeville School District's School Board for a final decision.

*** NOTE:** Successive steps are utilized only in cases which the problem has not been solved in earlier steps.

Graduation from Coffeeville High School is contingent upon meeting the requirements of School Board Policy

IHF (Graduation Requirements). Students must also score at an acceptable achievement level on all required Mississippi Department of Education Subject Area Tests. *(The Coffeeville School Board prohibits the retention of students for extra-curricular purposes.)*

Coffeerville School District Course or Credit Recovery Program (Board policy IDCAB)

Students who fail a course or designated as at-risk can recover the credit of that course by attending summer school classes facilitated by a licensed teacher. Credit Recovery can be administered throughout the calendar year and will also be considered a Summer Credit Program.

- The program is designed for credit recovery once the course has been completed and an F has been earned for the course.
- Credit Recovery is an individualized program facilitated by a licensed teacher.
- Students in grades 9-12 and score between 60-64 are eligible for Credit Recovery.
- Students scoring 60-64 in state tested areas must score Passing, Proficient, or Advance before recovering the credit for that content area class(English II, Algebra I, US History, and Biology I)

Students eligible for Credit Recovery will:

- Attend regularly and as scheduled.
 - Complete courses online through Edgenuity or other approved programs.
 - Be required to demonstrate mastery of 80% of course objectives at 70% mastery.
 - Be monitored by a facilitator throughout the entire duration of the courses.
- The parent and student will be contacted concerning Credit Recovery information, and the student will be enrolled in the Credit Recovery Summer School Program. This Program is held for 4 weeks in the summer. The program will be administered the first two weeks of the month of June and the last two weeks of the month of July.

Summer School Program

Coffeerville Elementary School students in grades 2nd - 8th who have failed at least one (1) core subject or scored below proficiency on End of the Year Benchmark assessments and are designated as at-risk will be allowed to participate in the summer school program at the discretion of the principal. An individual plan will be developed that will allow students to master course competencies in order to recover grade(s) by (1) participating in summer school during the month of June at the end of the regular academic school year. Students in the summer school program must attend each day of the program. Students will work intensely on the program designated and/or approved by the principal and on skills not mastered in the failed class (es).

The principal and counselor will meet with the parents and students to develop a written recovery plan for each individual student. Both the parent(s) and student must sign the plan to indicate their agreement with its content and their agreement to actively work to meet the goals outlined in the plan.

The elementary school principal and counselor will communicate with the high school Course or Credit Recovery Team and work with them to ensure a smooth transition into high school prior to the student exiting the elementary school. Progress Reports for participating students will be done monthly to parents to ensure that they are informed of the progress being made by students.

Credit Recovery- Summer School for Coffeerville Elementary School Students

The purpose of summer school is to make up incompletes or to recover courses or classes failed. Summer school usually occurs the duration of June. A fee may be charged, which is the responsibility of the student/parent. This amount must be paid in full before the student may begin recovering the credit or failed course. **No student can receive credit for summer school classes unless permission has been granted by the principal.**

Any student qualifying for summer school at the end of the year must attend or he/she will NOT be promoted to the next grade (NO EXCEPTIONS).

SUMMER SCHOOL QUALIFICATIONS:

- *Failure of 1-2 major classes (ELA, MATH)*
- *Minimal or Basic in State Tested Area and Failure of 1 major class*
- *Minimal in State Tested Area and Failure of 1 major class*
- *Minimal in State Tested Area*
- *20-39 unexcused absences (Attendance recovery)*

MAKE-UP WORK

Make up work is *work that was missed due to the student's absence from class that should be completed.*

All students will have an opportunity to make up missed assignments. Zeroes are not permissible unless the student refuses to complete the assignment and puts in writing his/her refusal to complete the assignment.

Students who have missed a test will be required to make up the test upon returning to school provided (1) the student missed the day of the test, and (2) the student missed the day before the test but no new material was introduced. If new material was introduced before the test was given, he/she will be given 1 additional day to make-up the test. **STUDENTS MUST PROVIDE A DOCTOR'S EXCUSE UPON RETURNING TO SCHOOL TO MAKE UP NINE WEEKS TESTS OR SEMESTER EXAMS.**

Homework and Daily Work

Students must take the initiative to consult with each teacher about make-up work. For excused absences, 100% of the grade will be given as credit for make-up work required by the teacher, provided that work is completed and submitted within **three** school days. Assignments not made up within the three day period may not receive a score higher than 80. Principals may specify a longer period of make-up time for students who experience an extended period of excused absences. Students that are absent due to out-of-school suspension shall be afforded the opportunity to make up the work missed.

Exams/Tests

Students who have missed a test will be required to make up the test upon returning to school provided (1) the students missed the day of the test and (2) the student missed the day before the test but no new material was introduced. If new material was introduced before the test was given, he/she will be given 1 additional day to make-up the test.

STUDENTS MUST PROVIDE A DOCTOR'S EXCUSE UPON RETURNING TO SCHOOL TO MAKE UP NINE WEEKS TESTS OR SEMESTER EXAMS.

Students caught cheating will be assigned a zero for the work.

Students that show up late for an exam will be sent to the office and will have to take the test on the make-up day.

Classroom Tests

Students who are absent on classroom tests days will be allowed to make up the tests. **The student should check with his/her teacher to get the exact time for make-up tests. A grade not higher than 80 will be given for a test not made up according to schedule.**

If a student has a pre-announced test on the day that he/she returns to school from an excused absence, he/she must take the test that day, unless the teacher or administrator deems the child is physically or emotionally unable to do so.

Participation in School Activities

In order to participate in any extracurricular or school-related function or activity, students must attend school a minimum of 63% of the school day. (This is a minimum of five complete classes.) **Students will not be allowed to travel with team, stand on the sidelines, or sit on the bench when he/she does not meet the 63% criteria.**

Student Recognition

As a reward for students exhibiting desired behavior, students are eligible to become the Student of the Week and/or Student of the Month. Students chosen as Students of the Month will be honored. The criteria to be met are as follows:

- Has no office referrals or bus referrals for that particular period
- Is polite and respectful
- Stays on task
- Is passing all subjects
- Comes to class prepared to work
- Has no unexcused absences
- Gets recommendations from support staff

Awards Programs

Elementary School

- Highest academic achievement in departments and/or courses will be recognized in awards programs for students in grades K-8. The comprehensive awards program in all grades recognizes outstanding academic work or other student achievement and includes, but is not limited to, academic letters for classroom excellence.
- Attendance and Scholars programs will be conducted at least once each nine weeks.
-

Extracurricular Activities

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

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

In determining eligibility for tryouts and participation in student activities requiring at least minimum grade averages for semesters and terms, grades will be weighted in accordance with the formula explained under “Class Rankings.”

No student in Coffeerville School District shall be retained at any grade level for the purpose of extending eligibility for participating in athletics or other school activity.

Activity Schedule

On designated school days the school will operate an activity period schedule. The activity period will be used for assemblies. Announcement of meetings at the activity period will be made in advance.

Fund Raising

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

Activity Fund

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

Athletics

Eligibility for competitive activities is determined according to the rules of the Mississippi High School Activities Association. Students must meet all requirements established by the MHSAA. An extensive description of those requirements is available for viewing at <http://www.misshsaa.com/GeneralInfo.aspx> and click on Eligibility Guidelines. For more information, see the *Handbook for CSD Athletes*. Among requirements are the following:

1. Meet all residency verification requirements as established by the MHSAA.
2. Be under 19 years of age prior to August 1.
3. Be limited to 6 consecutive years of competitive athletics from the time the student enters the seventh grade.

A student must maintain a grade point average of at least 2.0 or a ‘C’ average, which is at least a 70 on the district grading scale. This will be measured at the conclusion of the first semester using the semester averages of all the courses the student is taking. Students who do not have a 70 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, *whether completed first or second semester*. If the student does not have an average of at least a 70 average, s/he will become ineligible for the fall semester.

Starting the 2014-2015 school year, all students must have at least a 70 average in all content areas, not to include physical education, band and/or driver’s education.

Requirements for Eligibility, Membership, and Selection Procedures for School-Sponsored Activities, Organizations, and Clubs

The selection and participation in the extracurricular activities of cheerleader, majorette, drum major, flag corps member, student body officer, Student Council officer or representative, and class officers are privileges rather than rights afforded to individual students. It is the administration’s intent to apply stringent rules upon those who may be eligible for try-outs and elections as well as to apply those rules during the period of continued

participation of such students. With privileges goes responsibility. Those who are selected are representatives of the entire student body and are expected to demean themselves at all times to reflect favorably upon the school system.

The following requirements for tryouts and elections, as well as the standards continuation as cheerleader, majorette, drum major, flag corps member, student body officer, Student Council officer and representative, and class officer, shall apply equally to conduct during participation in school activities as well as all times outside and beyond the high school activity so long as the student may be identified as a representative of a student body of the school district.

The school administration, subject to the prescribed administrative hearings, is the sole authority in determining whether the alleged act or acts of misconduct reflect adversely upon students of the public school district to the extent of resulting in disqualification for tryouts or for election or for continuation of eligibility.

In order to be eligible for tryouts or for election as cheerleader, majorette, drum major, flag corps member, varsity guard/dance team member, student body officer, Student Council officer or representative, or class officer, the student must meet all requirements established under policies specific to each activity in addition to being subject to the regulatory principles set forth above

Students who reside in the district are eligible to try out for or participate as cheerleader, majorette, drum major, and varsity guard/dance team or flag corps member if they meet the requirements of this policy; and tuition students are eligible if they meet the requirements of the MHSAA.

Cheerleader

Cheerleaders must meet the following requirements to be eligible for tryouts, and all requirements must be maintained to be eligible for continuation as a cheerleader.

1. Must maintain an overall 80 average for the semester preceding the tryouts. Grade averages will be calculated by the guidance office with data available from cumulative records and carried out four decimal places. Grades will not be rounded. Sponsors will monitor grades. Cheerleaders whose average goes below an 80 will be subject to probation. Continuation of grade probation will result in dismissal from squad.
2. Must not have any office referrals the current or prior school year other than tardies.
3. Must not have received unsatisfactory citizenship marks from three or more teachers during the current school year.
 - A parent or legal guardian and the prospective cheerleader must sign the "Cheerleader Qualifications and Responsibilities" form before the tryouts.
 - Ninth grade students who live in the Coffeetown School District may try out for cheerleader provided that they meet all other requirements of this policy.
 - Any student meeting the above qualifications will be given the opportunity of signing up with cheerleading sponsors to have the privilege of trying out before the selection committee.
 - No alternate cheerleaders will be selected.

An adult committee composed of people who live outside the school district will select cheerleaders. All decisions of the judges will be final.

Majorette and Flag Corps

Majorettes and flag corps members must meet the following requirements to be eligible for tryouts, and all requirements must be maintained to be eligible for continuation as a majorette or flag corps member.

1. Must be a member of the Coffeerville High School Band or the Junior High School Band.
2. Must maintain an overall 80 average for the semester preceding the tryouts or activity. Grade averages will be calculated by the guidance office with data available from cumulative records and carried out four decimal places. Grades will not be rounded.
3. Must not have any office referrals the current or prior school year other than tardies.
4. Must not have received unsatisfactory citizenship marks from three or more teachers during the current school year.

Any student meeting the above qualifications will be given the opportunity of signing up in the principal's office to have the privilege of trying out before the selection committee.

An adult committee composed of people who live outside the school district will select majorettes and flag corps members. All decisions of the judges will be final.

Drum Major

Drum major(s) must meet the following requirements to be eligible for tryouts, and all requirements must be maintained to be eligible for continuation as a drum major.

1. Must be a member of the high school performing band.
2. Must maintain an overall 80 average for the semester preceding the tryouts or activity. Grade averages will be calculated by the guidance office with data available from cumulative records and carried out four decimal places. Grades will not be rounded.
3. Must not have any office referrals during the current or prior school year other than tardies.
4. Must not have received unsatisfactory citizenship marks from three or more teachers during the current school year.

Any student meeting the above qualifications will be given the opportunity of signing up in the principal's office to have the privilege of trying out before the selection committee.

An adult committee composed of people who live outside the school district will select drum major(s). All decisions of the judges will be final.

Homecoming Court Elections

Selection of members of the court for Homecoming is made by nominations as explained below. Nominees for maid or queen must not have received unsatisfactory citizenship marks from three or more teachers during the current school year. They must not have any office referrals during the current or prior school year other than tardies. They must have an 80 or above on all attempted course work prior to homecoming. They must not have more than 3 absences or tardies prior to homecoming. The above rules also apply to any selected escorts on the homecoming court.

The student body votes by secret ballot for their respective class nominees. Each class will vote for two maids. Selection of queen is determined by the senior nominee who receives the highest number of votes. The maid of honor is determined by the nominee receiving the second highest number of votes.

Coronation Court Elections

Selection of members of the court for Coffeeville High School Coronation court is made by nomination. Nominee for Miss CES and Mr. CES, class and organization queens must have a grade point average of 85 or above. They must exemplify outstanding character and citizenship. Nominees for organization must be members of the said organization. Nominees for Miss CES and Mr. CES must obtain 20% of signatures from the total population of the student body and three references from teachers during the current school year. They must not have any office referrals the current or prior school year to the selected. Students must not have any more than 3 absences or 5 tardies prior to Coronation. Each class or organization will vote for 1 class queen and 1 organization queen. Selection of the queen is determined by the person receiving the highest number of votes and no office referrals other than tardies the current and prior school year.

Student Council Membership, Officers, and Class Officers

The Student Council is an advisory group serving the student body as a bridge between students and administration. Student Council members are elected by their respective classes.

All freshmen through senior classes will elect Student Council representatives from those students who will have declared themselves candidates by turning in their petitions of candidacy with endorsements from 10% of the students in the class to be represented. Students must also have endorsements from three of their current teachers.

If currently a class officer or representative, one of the three teacher endorsements must be from his/her class sponsor. Students failing to submit this endorsement by the designated deadline will not qualify for the office. Student Council officers are elected by the student body at large. These officers include president, two vice presidents, recording secretary, corresponding secretary, treasurer, parliamentarian/sergeant-at-arms, reporter, and historian.

All officers are elected by secret ballot. The winner must have a majority of the votes cast. In case of a tie, a runoff will be held between the two candidates.

Class officers include president, vice-president, secretary, and treasurer. They are elected by their respective classes.

The Student Council sponsors will count the votes. Any candidate and/or his/her official representative may be present at the counting of these votes. Any candidate may request a recount—the request must be in writing and must be presented to the principal. The results are announced from the principal's office.

Students must meet and maintain the following qualifications to be eligible to run for any class office or position on the Student Council, and all requirements must be maintained to be eligible for continuation as a class officer or for any position on the Student Council.

1. Must maintain an overall average during the semester preceding elections for the positions as listed below (grade averages will be calculated by the guidance office with data available from cumulative records and carried out four decimal places and will not be rounded): President and vice president of the Student Body - 80

Class officers and other Student Council
Officers - 80 Student Council representatives - 80

2. Must not have an office referral other than tardies during the current or prior school year.
3. Must not have received unsatisfactory citizenship marks from three or more teachers during the current school year.
4. Must not have been declared inactive from Student Council membership the previous year or current year as a result of lack of attendance at Student Council meetings or activities (or as a result of violations) of the Student Council Constitution.
5. A student must meet the requirements and qualifications for any class office, student body office, Student

Council office or position as 'set forth in the bylaws and constitution of Coffeerville School Student Council.
Copies of the Student Council constitution and bylaws are available in the office of the principal.

All candidates for office may use poster campaigns approved by the principal or his/her designated representative before presentation. Students campaigning for any office should make an effort to keep expenses to a minimum. Campaign signs and activities are permitted in the school building only, with specific days designated for campaigning. All political materials of an informative nature, intentions, and campaign activities must be approved by the principal.

The election of the student body officers is held during the fourth term. In order to become a candidate, a student will turn in (to the principal or his/her designated representative) an endorsement by 10% of the students from each class of the high school, with the exception of the graduating senior class not affected by the outcome of the elections. Students must have endorsements from three (3) of their current teachers. If currently a class officer or representative, one of the three teacher endorsements must be from his/her class sponsor. Students failing to submit this endorsement by the designated deadline will not qualify for the office. A candidate's speech is required to be presented to the student body. A candidate's speech must be in the office and certified by the principal two days before speeches are given. The speech must be delivered as previously written and approved, with no additional or adlib remarks. Candidates who alter their approved speeches will be declared ineligible and removed from the ballot.

Class Officers (6th-8th)

The sixth through eighth grade classes will elect by secret ballot the following officers: president, vice-president, secretary, and treasurer. Qualifying candidates must receive an endorsement from 10% of the class to be eligible to run for class office. Students must also have endorsements from three of their current teachers. If currently a class officer or representative, one of the three teacher endorsements must be from his/her class sponsor. Students failing to submit this endorsement by the designated deadline will not qualify for the office. A speech by a candidate for class president is required and will be presented to the student body. A copy of the speech must be in the principal's office and certified by the principal two days before speeches are given. The speech must be delivered as previously written and approved, with no additional or adlib remarks. Candidates who alter their approved speeches will be declared ineligible and removed from the ballot.

In order to be qualified as a candidate, the student must have a 75 average or greater to run.

Counseling and Support Services

Child Find Program

An ongoing project to locate, identify, evaluate, and appropriately place children with disabilities. Contact the Program Developed of Special Education for additional information.

Counseling Program

Guidance services shall be available for every student in the district. These shall be supervised at all grade levels by a staff member designated by the superintendent and shall include school psychological services, counseling services, testing services and in-service programs in guidance and psychological areas.

Guidance shall include aiding the student in discovering and measuring his/her capabilities, abilities and real interest; in helping him/her obtain adequate and accurate information about schools, courses, occupations and careers, and in helping him/her solve personal and academic problems.

Counseling services are available. The mission of the Coffeerville School District Counseling Program is to promote the development of productive and responsible citizens by providing a comprehensive, developmental counseling program that addresses the academic, personal/social, and career development of all students. In partnership with other school personnel, parents/guardians, and community members, school counselors facilitate a support system to ensure that all students in the Coffeerville School District are prepared with the knowledge and skills to become contributing members of society and to become lifelong learners.

English as a Second Language (ESL) Program

Ongoing program offered in K-12, to locate, identify, and assist eligible students.

Homebound Program

For students who are required because of illness or to miss school for extended, long-term periods, as approved by the homebound coordinator, or for other reasons as approved by the Board for the education of students not in the normal academic program.

Language/Speech Disabled

Students screened eligible for language/speech therapy are provided therapy by qualified therapists.

Newspapers in Education

Coffeerville Courier, the local newspaper, provides copies of the weekly publication to teachers and students as an additional resource to supplement the curriculum.

Partners in Education

Business and schools join to form a partnership for support and excellence.

Peer Helpers

Peer Helpers is a leadership training program. Peer helpers must meet the criteria of being caring, being a good listener, having good grades, and a willingness for self-growth. The Peer Helper program is designed to benefit the student who is a helper, and he/she in turn can help many other students. Peer helpers must meet the following qualifications, to have the background to become a Peer Helper:

- Easy to talk to and others turn to for guidance
- Conveys nonjudgmental attitudes
- A caring personality
- Willing to help a friend in need
- Trustworthy
- Respectful
- Good academic standing

School Nurse

Assigned to all schools on a full-time basis, offering health information and special health services for students who need them.

Special Education for Children with Disabilities (Board Policy JQ)

A variety of programs in special education may be offered based on identified and approved student needs. Classes are provided for children with disabilities who have been evaluated and determined eligible for placement in a program. Students moving into the district should contact the Program Developer for Special Education for school assignment. These classes are provided in Coffeerville School District under the direction of trained and certified teachers of exceptional children.

Special Education Testing

Educational evaluations are provided for students at no expense to the parent(s), to determine the student's eligibility for placement in special education in Coffeerville School District. Referrals must be made through certified school personnel.

Student Publications (School-sponsored newspaper, literary magazine, yearbook)

It is recommended that all such publications be associated with an academic class such as English or Journalism.

Title I

The goal of the Title I program is to help every child attain a high-quality education. This help is provided through smaller classes, additional teachers and assistant teachers, more training for school staff, extra instructional time in key subject areas, and a variety of teaching methods and materials.

Each year the federal government allocates each state a basic grant for its Title I program. The state then distributes Title I money to school districts based on the number of low-income families living with the district.

The local school district supplements programs that add to the regular classroom instruction and works to involve parents in all aspects of the program.

Vocational Programs

On-the-job training programs; vocational programs, vocational counseling and testing programs.

CES Clubs/Organizations

Every student is encouraged to participate in at least one school club grades 6-8.

Charters for school clubs are issued by the Student Council for one year. Application for charter should be addressed to the principal via the Student Council, should state the purpose of the club, and should contain the sponsor's signature and the signature of at least ten prospective members who pledge themselves to participate actively in the activities of the club.

School clubs will meet at assigned activity periods, before school in the morning, or after school in the evening, with the club sponsor. The secretary of each school club is required to write the minutes of each meeting (signed by the president and faculty sponsor) in club minute's book and to submit minutes to the principal as requested.

Coffeerville Elementary School Clubs and Organizations

BAND

Membership in the band is based on the current musical requirements (see band director), and by the recommendation of the principal. Participating is also based on good behavior. Students who fail to show maturity through a lack of discipline will not be allowed to enroll in the class the following year.

Band camp may be held for one week during the summer and may be a prerequisite for participation.

Students must attend all scheduled rehearsals and performances. Students are required to meet with the director prior to enrolling in the class.

JR BETA HONOR SOCIETY

National JR BETA Club promotes the ideal academic achievement, character, service and leadership among elementary and secondary school students. Students must have an 80 cumulative average.

CHOIR

The Choir will furnish music for many school and community activities, both as a concert choir and small ensembles.

FCA

Fellowship of Christian Athletes; composed of athletes who wish to promote the development of Christian principles. It is the largest Christian sports organization in America. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ.

FCCLA

Family, Career and Community Leaders of America; goal is to promote personal growth and leadership development through family and consumer sciences education focusing on the multiple of family members, wage earners, and community leaders. Members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge and career preparation.

YEARBOOK COMMITTEE

The Yearbook Club will be responsible for producing the Yearbook that all students can purchase! The Yearbook is an important documentation of the events of the year, from sports to dances, to clubs and organizations! Students in The Yearbook Club will learn how to use the Jostens Memory Book software as well as learning about organization and design. It will be a good way for students to get an introduction to STEAM (Science, Technology, Engineering, Art, and Technology), and will provide students with a unique hands-on- learning experience.

Meetings will be held *monthly in the months of October - December, and bi-weekly the months of January - April in the computer lab (Listen to the announcements for meeting dates)*

Who can join? *7th and 8th-grade students who have demonstrated responsibility and artistic talent.*

TECHNOLOGY STUDENT ASSOCIATION

The Technology Student Association (TSA) is a national, non-profit organization of middle and high school students who are engaged in science, technology, engineering, and mathematics (STEM).

TSA prepares today's students for tomorrow's world. TSA's mission is to inspire its student members to plan for careers in a technology-driven economy and culture. The Technology Student Association enhances personal development, leadership, and career opportunities in STEM, whereby members apply and integrate these concepts through intracurricular activities, competitions, and related programs.

All middle school students are eligible to apply for membership. If you are interested in becoming a member of TSA, contact your grade level technology teacher. If criteria are met for membership, yearly membership fees are \$35. This fee includes state and national dues and a TSA t-shirt.

STUDENT COUNCIL ASSOCIATION

Composed of students elected to represent students' interests and opinions and to provide opportunities for practicing leadership and democratic procedures

HALL OF FAME

Selection of members of the Coffeeville Elementary School Hall of Fame is made by teacher nominations. The 6-8 teachers will meet and decide on a minimum of 5 students up to 10 students who qualify for the CES Hall of Fame. Nominee for Hall of Fame will be based on behavior, attendance, grade point average, and school involvement. They must exemplify outstanding character and citizenship.

Student Safety (Board policy JGF)

Accident Procedure

The school attempts to provide an environment in which the child will be safe from accidents. If a minor accident occurs, first aid will be administered. No care beyond first aid, defined as the immediate, temporary care provided in case of accidents or sudden illness, will be given. An incident report must be completed and signed by supervising employee.

Home telephone numbers, business telephone numbers, and emergency telephone numbers must be furnished to the school.

Trained faculty and staff first aid specialists are available in each school.

Fire and Disaster Drills

Fire Drills and other disaster preparedness measures are a regular part of each school's program. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully with the supervising teacher so that an orderly procedure will be followed during drills and actual warnings.

Emergency Operations

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

Schools are sometimes faced with emergencies that require the total cooperation of staff members and students. Coffeeville Schools have detailed plans for operating under such emergency conditions as fire, tornado, flood, severe weather, explosions, and other emergencies.

Detailed instructions for emergency operations will be outlined to all students at their respective schools. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully with the supervising teacher, staff, and/or administrator during drills and/or the actual event of such an emergency.

When a decision must be made to close or dismiss any school(s) within Coffeeville School District, the superintendent or his/her designee will notify local radio and television stations. Parents/guardians and students should listen for announcements from these media outlets:

Television stations from Tupelo and Greenwood

Radio stations: B-100 out of Grenada and WGRM 93.9 out of Greenwood

They can contact the following:

Central Office 675-8941
Bus Shop 675-2240

Coffeeville Elementary School 675-2721
Coffeeville High School 675-8904

The Automated Messaging system will call each phone number in the student database, and a message will be posted on the district website (www.coffeevilleschools.org) as well.

Food Services (Board policy JGHR)

The school district serves breakfast and lunch in both schools. Well-balanced meals and healthy eating habits are an important part of every student's growth and development. We encourage students to begin their school day with breakfast and enjoy nutritious lunches in our cafeteria.

In accordance with Federal (USDA) guidelines, commercially prepared competitive food and drink items will not be distributed or sold one hour prior to or during the lunch period and will not be taken into the cafeteria during lunch.

In accordance with federal requirements the "Offer vs. Serve" policy is in effect for all high school students. This allows the student to select any three of the five food items offered on the menu. Students must choose at least three of the five components offered; however, selecting only three of five items does not relieve the student from paying the full price of the meal.

Student and adults cannot charge meals. Payment can be made for a minimum of one school week or longer.

All students and adults will be assigned meal account numbers to be used at the cashier station. The student meal number will be on the meal application label or is available from the cashier.

Students who bring their lunch may purchase milk but cannot purchase menu items.

All students will receive an application for free and reduced-price items. Each student must apply each year. Students new to the district must pay for meals until approved for meal benefits. Applications are available throughout the year.

Health Services

Accidents

- Minimum first aid will be administered, and the school nurse, principal, teacher, or designee will contact 911 and have the injured transported to a medical facility if further treatment is needed. In all cases where the nature of the accident or injury appears serious, every effort will be made to contact the parent(s) or other persons listed on the emergency card. An incident report must be completed and signed by supervising employee.

First Aid

- Minimum first aid will be administered, and the school nurse, principal, teacher, or designee will contact 911 and have the injured transported to a medical facility if further treatment is needed. In all cases where the nature of the accident or injury appears serious, every effort will be made to contact the parent(s) or other persons listed on the emergency card and the nurse's Health Information Sheet in the back of this handbook.
- No student who is ill or injured shall be sent home alone. A student who is ill or injured shall not be taken home unless it is known that someone is there to receive him/her.

Head Lice

1. If a student is suspected of having head lice, this student will be inspected by the school nurse or designee.
2. If a student is found to have head lice, the parent will be contacted by telephone to pick the student up from school for treatment with one of the anti-lice shampoos.
3. If unable to contact the parent by telephone, the student may remain in school for the remainder of that school day only. A letter will be sent home with the student notifying the parent of the head lice.
4. Written instructions for treatment of head lice will be given to the parents/guardians.
5. The student may return to school the following day but must bring proof of treatment such as a label or box top from shampoo.
6. If a student in a self-contained classroom is found to have head lice, all of the students in that classroom will be checked for head lice.
7. If a student is re-infected within four weeks after the first diagnosis and treatment, the student will have to be treated again and will not be allowed to return to school until his/her hair is free of all nits. In these cases, the school nurse will inspect the student's hair before he/she is readmitted to school.
8. The school nurse shall conduct parent conferences regarding special requirements for care.
9. In the 3rd case of active head lice for the school year, the student will be referred to the Yalobusha County Health Department and will not be allowed to return to school until a visit is made to the health department for addition instruction and teaching.

Administration of Medications at School

To assure the school attendance for children who must use medication in the treatment of chronic disabilities or illnesses, the school nurse or the nurse's designee will administer the medication at school. Any student who is required to take medication during the school day must comply with the following regulations:

1. Written permission from the parent or guardian of the student requiring that the school district comply with the physician's orders. (Permission to give Prescribed Medications Form is located in the back section of this handbook.)
2. Medication must be brought to school in a container appropriately labeled by pharmacy or physician.
3. The initial dose must be administered before the student comes to school.
4. Over the Counter Drugs to be given on a temporary basis can be sent to school with a note from the parent but must be administered by the school nurse. If OTC medication will be taken regularly or long-term, then the Permission to give Prescribed Medications form should be filled out by the parent and returned to the nurse.
5. Medications will be given by the school nurse or designated trained staff member.

Screenings

Vision and Hearing Screening

1. Screenings will be conducted on all students in grades Prekindergarten, Kindergarten and other students as requested.
2. Any student who has not been successful in the regular education program may be screened for vision and/or hearing as a means of determining whether vision and/or hearing problems were the cause of the student's lack of success in the regular education program.
3. If a student fails the screening, the parent will be notified by letter.
4. Results of the screening (if failed) and recommendations will be sent to the student's parent and teacher.
5. Follow-up will be done to see if students have been to the physician for diagnosis and treatment.

Communicable Diseases (Board policy JGC)

Disease	Exclusion from School
Chicken Pox	Once the diagnosis has been made, determine the day the lesions (bumps/blisters) first appeared. The student may return to school on the 6 th day after the lesions first appeared or earlier if the lesions are crusted and dry and no new ones are forming.
Measles	When the child is free of fever and the rash is fading (usually 5 to 7 days)
Mumps	9 days after glands swell
Hepatitis A	One week after onset of jaundice (yellowing of the skin) or one week after the onset of other symptoms, if no jaundice is present (possibly clearance by physician will be needed)
Mononucleosis	The child need not be excluded from class, unless requested for medical reasons, but may return if feeling well enough. Children should not share food or utensils.
Conjunctivitis (Pink eye)	After being seen by a physician or 24 hours after proper treatment is started (prescribed eye drops)
Impetigo	The child may return to class 24 hours after treatment has started (prescribed by medical doctor). Lesions that has or still oozing and are on exposed skin surfaces should be covered.
Pediculosis (Lice)	With proof of treatment, student may return to school the next day. If 3 rd case, release from health department visit has to be obtained before returning to school. If the label or box top of the medicine purchased to treat lice is used as proof of treatment, a dated receipt showing the purchase date must accompany the label.
Ringworm	The student may return to school as soon as treatment is started. Treatment can be done per guardian, with the purchase of over-the-counter anti-fungal cream. If the label or box top of the medicine purchased to treat ringworm is used as proof of treatment, a dated receipt showing the purchase date must accompany the label. Exposed lesions are to be covered. Ringworm in the scalp requires a doctor's treatment.
Scabies	The child may return to school as soon as medical treatment has been received from a medical doctor. It must be noted that itching may continue for several days, but this does not indicate treatment failure or that the child should be sent home.
Fifth Disease	May attend school if free of fever, since by the time the rash begins, they are not contagious. The rash may come and go for several weeks.

Flu	May return to school if free of fever and feeling well
Meningitis	May return to school when personal physician has released him/her
Strep Throat	May return to class 24 hours after treatment has started or if free of fever.
Whooping cough	Five days after treatment has started

NOTE: The principal may require a written note from the student's family doctor or public health department for a student returning to school after having a communicable or infectious disease.

How to Dispose of Medicines Properly

DON'T: Flush expired or unwanted prescription and over-the-counter drugs down the toilet or drain unless the label or accompanying patient information specifically instructs you to do so.

DO: Return unwanted or expired prescription drugs and over-the-counter drugs to a drug-take-back program or follow the steps for household disposal below.

Drug Take-Back Events

To dispose of prescription and over-the-counter drugs, visit designated local drop-off sites. These include the Department of Motor Vehicles (DMV) and the Mississippi Highway Patrol. For more information regarding drug take-back, visit <http://www.awarerx.org/getlocal/mississippi> or **DREAM of Hattiesburg, Inc.** at 601-525-2102.

Household Disposal*

1. Take your prescription drugs out of their original containers.
2. Mix drugs with an undesirable substance, such as cat litter or used coffee grounds.
3. Put the mixture into a disposable container with a lid, such as an empty margarine tub or into a sealable bag.
4. Conceal or remove any personal information, including Rx number, on the empty containers by covering it with permanent marker or duct tape, or by scratching it off.
5. The sealed container with the drug mixture, and the empty drug containers, can now be placed in the trash.

* Drug Disposal Guidelines, Office of National Drug Control Policy, October 2009

School/Community Relations

School/Community/Parent Liaison

The specialists in this area serve the educational process by assisting in maintaining and enhancing lines of communication with parents, community members, law enforcement, and other public and private organizations and agencies. They are also available to disseminate information and to assist school administrators in developing and maintaining effective relationships with parents and community agencies.

Community Members as Resources

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

Parental Involvement

Parent/Guardian Conferences

Parent-teacher conferences should be arranged by appointment for the time set aside each day following the close of school or during the teacher's consultation period. Parents/Guardians should call the office of the school which their child attends to arrange a conference.

Procedures for Review of Student Records (Board Policy JR)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

1. Parent(s) of eligible student may request, in writing to the principal, an appointment to inspect and review contents of the student's educational records. Appointment must be granted within forty-five (45) days of request.
2. Parent(s) of eligible student may request, in writing to the principal to correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent(s) or eligible student may request, in writing to the principal, a formal hearing. After the hearing, if the school still refuses the correction, the parent(s) or eligible student has the right to put a note in the record explaining his or her concerns.
3. Parent(s) or eligible student may review the student's record on request. Copies of a student's permanent record may be obtained for a fee of \$3.00. All other materials in the student's cumulative folder may be copied for \$1.00 per page.
4. Educational records may not be released to a third party without the written consent of parent(s) or the eligible student. The following exceptions are legal:
 - a. Designated certified school employees who have direct supervisory/academic responsibilities
 - b. Other schools to which a student is transferring
 - c. State or federal officials for audit purposes or for reporting information required by state statute
 - d. Financial aid officials in connection with a student's application for aid
 - e. Educational agencies for developing, validating, and administering predictive tests or studies if such information will not permit identification of individual students
 - f. Appropriate persons who need information to protect health and safety of students
 - g. Parents of a student over eighteen (18) who is still a dependent
5. A record of individuals requesting access to the educational record of each student will be maintained in

each school building. The record will contain the signature, the date, and the reasons for needing access and will be available for parents' review upon request.

6. Parent(s) or eligible student may request, in writing within thirty (30) days of the first official school day of the year that identifiable information regarding the student be deleted from school publications.
7. Directory information which identifies students may be released unless the principal is requested by the parent/guardian not to do so. Requests from colleges, military organizations, prospective employers, and other legitimate groups may be honored when it is determined to be in the child's best interest.

COFFEEVILLE SCHOOL DISTRICT PARENTAL INVOLVEMENT POLICY 2024– 2025 School Year

Coffeeville School District provides parental involvement by utilizing the following strategies:

A federal programs committee will be maintained, and issues relating to Title I and Title II will be the focus of this committee. At least one parent and one student will serve on this committee. This committee will receive input from teachers and parents to develop a school-parent-teacher compact and revise the compact as input dictates. This compact will outline how parents, students and school staff will share the responsibility for improving student achievement and the means by which the school and parents will build and develop a partnership to help children in areas of social, personal and academic improvement. The compact will be reviewed by the building level committee and updated as needed before being articulated at the beginning of each school year during parent-teacher conferences.

Each building site will have a written building level parental involvement plan that is reviewed and revised each year based on parent input and the needs of the individual building. In an effort to coordinate and integrate parental involvement strategies with other programs such as: Head Start, Reading First, Even Start, and other such agencies/organizations, each agency will be invited to coordinate their efforts with existing school level Parent Advisory Committees to plan and carry out parental involvement activities. A written invitation for participation will be mailed at the beginning of each school year. In addition, these agencies/organizations will be mailed fliers on planned activities and meetings along with a request to post and share the flyers with the parents they serve. The schedule of parental involvement activities will be posted on each school's website.

One district wide general meeting will be held annually to inform parents of their rights to consult in the design and implementation of the project, to solicit parents' input, and to provide parents an opportunity to establish mechanisms for maintaining ongoing communication. Parents will be notified of the time, date and place of the meeting via the local newspaper, monthly district calendar and/or via a note that is sent home with their child.

Each building level committee will meet at least one time per semester. These meetings will be for the purpose of soliciting parental and community input in planning and implementation of federal programs. Activities that will be carried out during these meetings will include informing parents of evaluation results, identification of needs that can be supported with federal programs funds, keeping parents abreast of the activities that are taking place in their child's school, planning ways to attain greater parental involvement and completion of ongoing monitoring and assessment of federal programs.

Each school will maintain a Parent Center with a full or part-time parent liaison paraprofessional who will serve as the primary contact between the school and parents. The duties of the liaison will vary with an array of tasks that may include but will not be limited to: assisting in planning and carrying out parental involvement activities that will be scheduled at flexible times, soliciting parent volunteers during school hours, scheduling parent-teacher conferences, making good news telephone calls to parents, making home visits, managing the Parent Center under the supervision of the principal or assistant principal, and any other tasks that are assigned in the school's efforts to get parents involved at school. The Title I Supervisor will work with individual building sites to ensure that parent involvement activities will be coordinated with other community involvement programs.

Each school site will provide parents with information on the curriculum and assessments being used at their child's school. Parents will be given a copy of their child's state test results and a copy of the state prepared NCLB report card. They will be notified that district personnel are available to go over test results if needed.

An annual review of the parental involvement policy will be conducted to determine the effectiveness of the plan's content in meeting the objective of increased parental participation and to identify barriers to greater parental participation. The review will be completed during the district wide committee meeting as part of the planning process.

Coffeeville School District's Internet Safety Policy (Board Policy IJ-E(2))**Introduction**

It is the policy of Coffeeville 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 Coffeeville 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 Coffeeville School District's 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

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

- I. The standards and acceptable use of Internet services as set forth in Coffeeville School District's Internet Safety Policy; II. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. cyber bullying awareness and response.
- I. 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.

Adoption

This Internet Safety Policy was adopted by the Board of the Coffeeville School District at a public meeting, following normal public notice, on May 8, 2012.

STUDENT

I have read the Coffeeville School District Internet Appropriate Use Agreement. I understand and will follow the rules of the terms and conditions as stated in this document. I further understand that some Internet violations are unethical and may constitute a criminal offense resulting in possible legal action. If I do not follow the rules of this policy, I understand that my network access privileges may be taken away from me and school disciplinary or legal action may be taken. I also understand that there will be no second chances.

Student's Signature _____ **Date** _____

PARENT/GUARDIAN

As parent/guardian of this student, I have read the Internet Appropriate Use Agreement Terms and Conditions. I understand that this access is designed for educational purposes and that personnel of the Coffeeville School District will supervise students as they are utilizing the Internet and will discuss the terms and conditions for Internet usage with the students. However, I understand that the Coffeeville School District is not responsible for the actions of individual users or the information they may access. I hereby give permission to issue an account for my child and certify that the information on this form is correct. When using the Internet, I realize that students may read material that I might consider controversial or offensive. CSD has my permission to provide Internet access to my child. I understand that my child may continue this access as long as the procedures described in the policy are followed.

Parent/Guardian's Signature _____ **Date** _____

