

# **NORTH PANOLA SCHOOL DISTRICT**

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## **Parent & Student Handbook**



**2022-2023 School Year**

Mr. Chad Spence, Superintendent  
Dr. Wilner Bolden, III, Deputy Superintendent



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## Superintendent's Message. . .

Parents and Stakeholders of the North Panola School District,

The procedures contained within this handbook are designed to help guide you through the school year and to enhance your child's educational experience. As we continue to strive toward our vision of ensuring student success is our number one priority, I look forward with anticipation to having a great school year.

Respectfully yours,

Chad Spence  
Superintendent

# NORTH PANOLA SCHOOL DISTRICT

## Mission

The mission of the North Panola School District is to be a world-class educational system, which gives students the knowledge and skills to be successful in college and in the workforce.

## Vision

The vision of the North Panola School District is to ensure success is our number one priority.



## Foreword

This parent–student handbook has been prepared by the faculty, staff, and administration, along with input from students, parents/guardians, community and stakeholders of the North Panola School District as a guideline to procedures, policies, and practices governing the operation of our schools and the behaviors of our students. The administration and instructional staff of the North Panola School District believe that it will help both parents/guardians and students to be properly informed about matters which concern all of us. The School Board and the administration of the North Panola School District work closely together with a student/parent/community advisory committee (MS code 37-11-55), to establish sound and reasonable goals for our schools, to anticipate district needs, and to provide an environment conducive to learning.

The policies and procedures contained in this handbook are set forth to give the students and parents of North Panola School District a frame to follow as they interact with other students and faculty in this district. While it is impossible to make a rule to cover all situations that might occur, it is quite possible to provide you with a set of general rules and regulations that should ensure that your child receives the very best education possible. Therefore the administration retains the right to add, adjust, and enforce rules and regulations that might be necessary for the safe, healthy, and efficient operation of the school. It is our belief that parents and teachers working together will result in student success. It is the responsibility of parents/guardians and students to familiarize themselves with this Parent–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, or for conduct occurring on property other than school property or other than at a school–related event when such conduct by a pupil, in the determination of the school principal or superintendent, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupil and teacher of such class as a whole (MS Code 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.

## **GOVERNING INFORMATION**

Parents and students are subject to all policies, procedures and regulations sanctioned by the NPSD Board of Trustees and Mississippi State Board of Education at any time during the school year, in addition to the rules and regulations described in the current student handbook, as well as all laws described in the Mississippi Code.

## **ABOUT THE DISTRICT**

The **North Panola School District** serves the municipalities of Sardis, Como, and Crenshaw as well as surrounding rural communities. The district is made up of five schools—**Como Primary School (grades PreK-2)**, **Green Hill Intermediate School (grades 3-5)**, **North Panola Middle School (grades 6-8)**, and **North Panola High School (grades 9-12)**. **North Panola Career and Technical Education Center** also provides 21<sup>st</sup> Century learning experiences for secondary students.

## **ANTI-DISCRIMINATION POLICY**

Every pupil of the district 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. (NPSD Policy JAA)

This 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:

Dr. Wilner Bolden, III, Deputy Superintendent  
470 Highway 51 North  
Sardis, MS 38666

## **ASBESTOS MANAGEMENT PLAN**

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Response Act (AHERA), the NPSD performed inspection of each of its school buildings in 1989 for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file since that time.

The EPA requires that the NPSD perform re-inspection of the asbestos materials every three (3) years. The asbestos-containing material in our school remains in good condition. The NPSD will continue to manage it as recommended.

The results of the re-inspection and the Asbestos Management Plans are on file in the administrator's office of each school and at the District Office. Everyone is welcome to view these plans.

## North Panola School District 2022-2023 School Calendar

July	27 – 29	Staff Development (No Students)
August	1	Students' First Day of School
	29	Progress Reports Issued
September	5	<i>Labor Day Holiday</i>
October	3 - 7	<i>Fall Break</i>
	11	Report Cards Issued
November	21 - 25	<i>Thanksgiving Holidays</i>
December	16	Semester Exams (60% day)
	19 - 30	<i>Christmas / New Year Holidays</i>
January	2	<i>Christmas / New Year Holiday</i>
	3	Staff Development (No Students)
	4	Students Return to School
	9	Report Cards Issued
	16	<i>Martin L. King, Jr. Holiday</i>
	30	Progress Reports Issued
February	20	<i>Presidents Day Holiday</i>
March	6 -8	3rd Nine Weeks Tests
	13 - 17	<i>Spring Break</i>
	21	Report Cards Issued
April	7	<i>Good Friday Holiday</i>
	10	<i>Easter Monday Holiday</i>
	19	Progress Reports
	26 - 28	Kindergarten Pre-Registration
May	8 - 12	District-Wide K-12 Registration
	19	Final Exams
	20	Graduation
	22	Final Exams
	23	Final Exams (60% day) (Last Day for Students)
	26	Last Day for Teachers (No Students)
	29	<i>Memorial Day Holiday</i>
	30 - 31	Report Card Pick-up & District Wide Registration
June	1 - 2	Report Card Pick-up & District Wide Registration

## Section I. DISTRICT DIRECTORY

### North Panola School District

470 Highway 51 North  
Sardis, MS 38666

Telephone: (662) 487-2305  
Fax: (662) 487-2050  
Website: [www.northpanolaschools.org](http://www.northpanolaschools.org)

**Superintendent of Education:** Mr. Chad Spence

### Board of Education

Ms. Verna Lasha Hunter  
President

Ms. Deborah Armstrong  
Vice-President

Ms. Jennette Jackson  
Secretary

Ms. Patricia Lamar  
Board Member

Mr. Trosiki Pettis  
Board Member

## SCHOOL DIRECTORY

### *Como Primary School*

Grades K-2

Ms. Eva O'Neil, Principal  
Ms. Rachel Williams, Assistant Principal  
Ms. Wanda McKinney, Counselor  
202 Lewers Street  
Como, MS 38619  
Phone: (662)526-0396  
Fax: (662)526-5259

### *North Panola Middle School*

Grades 6-8

Mrs. Ashley Shannon, Principal  
Mr. Andre Jones, Assistant Principal  
Mr. Kareem Jones, Counselor  
526 Compress Road  
Como, MS 38619  
Phone: (662)526-5938  
Fax: (662)526-5990

### *North Panola Career & Technical Center*

Mrs. La'Keldra Pride, Director  
Ms. Anterior Ballentine, Counselor  
601 Railroad Avenue  
Como, MS 38619  
Phone: (662)526-5804  
Fax: (662)526-5868

### *Green Hill Intermediate School*

Grades 3-5

Ms. Timeka Thomas, Principal  
Ms. Miter Williams, Assistant Principal  
Ms. Andrea Buck, Counselor  
599 West Pearl Street  
Sardis, MS 38666  
Phone: (662)487-1074  
Fax: (662)487-2057

### *North Panola High School*

Grades 9-12

Mr. Keith Powell, Principal  
Mr. Birley Gipson, Assistant Principal  
Mr. Deon Harrington, Counselor  
500 Highway 51 North  
Sardis, MS 38666  
Phone: (662)487-1070  
Fax: (662)487-2052

### *Special Services Department*

Mrs. Crystal Carter-Harrington, Director  
Mrs. Kanisha Clark, Administrative Assistant  
601 Railroad Avenue  
Sardis, MS 38619  
Phone: (662)487-3029  
Fax: (662) 487-2050

## **NORTH PANOLA SCHOOL DISTRICT**

[www.northpanolaschools.org](http://www.northpanolaschools.org)

Phone number: (662)487-2305

Fax number: (662)487-2050



### **DISTRICT OFFICE ADMINISTRATIVE PERSONNEL**

Mr. Chad Spence, Superintendent

Dr. Wilner Bolden, III, Deputy Superintendent

Mrs. Towanda Mangrum, SAM/MSIS Coordinator and Board Clerk

**To Be Decided**, Business Manager

Ms. Faye Robertson, Payroll Clerk

Vanessa Brown, Accounts Payable

Dr. Deatrice White, Director of Federal Programs and Accreditation

Mrs. Carolyn Coleman, Federal Programs Administrative Assistant

Mrs. Lethea Jackson Armstrong, District School Nurse

Ms. Constance Gassion, District School Nurse

Mrs. Ruby Callicutt, Parent Liaison

Ms. Pam George, Child Nutrition/Food Service Supervisor

Mrs. Crystal Carter-Harrington, Director of Special Services & Section 504 Coordinator

Mrs. Kanisha Clark, Special Services Administrative Assistant

Mr. Mark Gross, Transportation Supervisor

Ms. Carla Malone, Technology Director

Ms. JaNita Bartee, Information Technology (IT) Technician

Ms. Tanisha Hurt, Technology Integration Specialist & District Test Coordinator

Mr. Anthony Porter, Maintenance Personnel

Mr. Howard Birge, Maintenance Personnel

(662)934-8854

## Section II. RIGHTS OF PARENTS/GUARDIANS

### PARENT/LEGAL GUARDIAN COMMUNICATIONS

School personnel are able to discuss a student's enrollment, disciplinary record or academic status only with a parent or legal guardian. In contested or unresolved guardianship situations, the parent or legal guardian shall provide the school a copy of court documentation regarding restricted rights of certain individuals.

### STUDENT WELFARE

A. **Emergency Contact information – It is important that we have emergency information for each student.**

Emergency telephone numbers and contact information must be provided by parents or guardians. The correct, up-to-date telephone numbers must be provided upon enrollment each year. Parents must designate an alternate adult for emergency care or other situations requiring care of the child. In the event that this information is not available, school personnel will contact appropriate officials, including the police department, paramedics, or the Child Welfare Department.

**Parents must notify the school when there is a change of address or any change in the student's home address, names of responsible parties, and telephone numbers where those parties may be reached at any time when the student is at school.**

B. **CHILD ABUSE (NPSD Board Policy JGF)**

In accordance with the laws of the State of Mississippi regarding child abuse, any person who has reasonable cause to suspect that child abuse or neglect is occurring shall report such information to the director of social services in the county in which the child resides.

Child abuse shall be suspected when a student shows such physical signs as bruises, scars, burns, etc., and injuries which might have resulted from being maliciously beaten and shows other indications of cruel and abusive treatment.

Child neglect exists when a child is discovered to be in any one or a combination of the following situations:

- A. Abandoned
- B. Poorly clothed, ill fed, ill without medical attention
- C. Overworked or otherwise exploited
- D. Lacking care, guidance, or protection

### STUDENT RECORDS (NPSD Board Policy JR)

This district requires that a Mississippi Cumulative Folder be kept for each student who enrolls. Contents will include, but not be limited to, the following:

- a. pupil's date of birth, as verified by birth certificate
- b. annual attendance record
- c. grades and withdrawals from school(s)
- d. health information, including immunization records
- e. the date of any expulsion from the school system and a description of the student's act or behavior resulting in expulsion
- f. results of standardized testing required by the State of Mississippi

Active permanent records are to be housed in the school office and kept in binders or folders in a fire-resistant storage unit. Parents and students have a right to review school records, on request, in the presence of principal or principal's designee.

The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll.



**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1994 – ANNUAL NOTICE**  
***(NPSD School Board Policy JRAB)***

1. Parent(s) of eligible student(s) may request, in writing to the principal, an appointment to inspect and review contents of the student's educational records. Appointments must be granted within forty five (45) days of request.
2. Parent(s) of eligible student(s) may request, in writing to the principal that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent(s) or eligible student may request, in writing to the principal, a formal hearing. After the hearing, if the school still refuses the correction, the parent(s) or eligible student has the right to put a note in the record explaining his/her concerns. The parent(s) or eligible student may then request a formal hearing with Superintendent of Education and/or his/her designee.
3. Parent(s) or eligible students may request a copy of the student's record for a nominal fee only if illness or distance from the school prevents them from coming to the school to review the records.
4. Educational records may not be released to a third party without the written consent of the parent(s) or the eligible student with the following exceptions:
  - A. School employees
  - 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 the identification of individual students
  - F. Appropriate persons who need information to protect health and safety of students
  - G. Parent(s) 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 reason for needing access and will be available for parents' review upon request.
6. Parent(s) or eligible students 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. The school will release directory information concerning students, unless requested in writing not to do so. Requests from colleges, military organizations, prospective employers, and other legitimate groups may be honored.

**Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the North Panola School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the North Panola School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow North Panola School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football/basketball, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters,

upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want the North Panola School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August of each school year.

The North Panola School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Grade level
- Date and place of birth
- Photograph
- Electronic mail address
- Weight and height of members of athletic teams
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)
- The most recent educational agency or institution attended and major field of study
- Dates of attendance

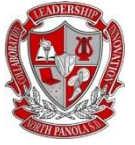
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<sup>1</sup>These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

## **NORTH PANOLA SCHOOL DISTRICT**

*"Leadership • Collaboration • Innovation"*

**Chad Spence, Superintendent**



### **ESSA: PARENTS' RIGHT-TO-KNOW**

#### **Dear Parents and Guardians:**

In accordance with the Every Student Succeeds Act (ESSA), Section 1111(h)(6), this is a notification from the North Panola School District to every parent of a student in a Title I school that you have the right to request and receive in a timely manner:

a) information regarding the professional qualifications of your student's classroom teachers, which shall include the following:

- I. If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught:
  - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
  - The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
  - Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]
- II. Information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA 1112(e)(2)(A)] c)

In addition to the above information, you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned. [ESSA 1112(e)(1)(B)(ii)] If you have questions or concerns, please feel free to contact the school's principal or the Office of Federal Programs (662 487-2305)

Sincerely,

*Dr. Deatrice White*

### Section III. ADMISSION INFORMATION

To enroll in the North Panola School District, the student's parent or guardian must provide the information listed below:

- **Annually:** Two proofs verifying the child's residence in accordance with the Residency Verification Policy and state law (State Board of Education Policy, Chapter 68, Rule 68.1)
- **Annually:** A student not living with a parent must present official documentation as to guardianship status.
- A certified birth certificate for the child or other approved evidence of age (§37-15-1)
- A current immunization record issued from the health department or other healthcare clinic (§41-23-37)

#### ENROLLMENT

##### A. GENERAL ELIGIBILITY (NPSD Board Policy JBC)

1. This school district shall admit into its free public schools all eligible residents and legally transferred minor children who are over five and not over 20 years of age on September 1 of the school year §37-13-91 (2) (f).
2. Each minor child shall attend school in the school district of his/her residence unless legally transferred to another school district by the school board pursuant to MS Code §37-15-29.
3. Except for those students who have been legally transferred, each minor child seeking to enroll in this school district shall be a school district resident. All students shall register at the school they are assigned to attend §37-15-29; §37-15-13.
4. Any new student enrolling in this school district or any continuing student whose residence has changed shall be accompanied to enrollment by a parent, guardian, adult custodian, (homeless students) or adult agent (foster care students) of a social service agency of the district who shall register the minor child for admission except students who have been legally transferred. The accompanying adult shall be required to verify his/her residence as herein provided as part of the registration process §37-15-11.
5. The principal or designee of each school shall require any child enrolling in kindergarten or grade 1 to present a certified birth certificate and valid immunization certificate upon enrollment. No child will be allowed to enroll in or attend any school without a certified birth certificate or valid immunization certificate §41-23-37.
6. Any child who transfers from an out-of-state public or private school in which that 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. The parent, legal guardian or 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 a child was legally enrolled in a public or private school for a minimum of four (4) weeks in the previous state.
  - d. The superintendent of schools of this school district has determined that the child was making satisfactory educational progress in the previous state. §37-15-9
7. When any child applies for admission or enrollment in any public school in the state, the parent, guardian or child, in the absence of an accompanying parent or guardian, shall indicate on the school registration form if the enrolling child **has been expelled** from any public or private school or is currently a party to an **expulsion proceeding**. If it is determined from the child's cumulative record or application for admission or enrollment that the child has been expelled, the school district may deny the student admission and enrollment until the superintendent of the school or his designee has reviewed the child's cumulative record

and determined that the child has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding. If the expulsion proceeding results in the expulsion of the child, the public school may revoke such an admission to school. If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the school district shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of expulsion §37-15-9 (3).

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

1. Form 121 – Certificate of Compliance
2. Form 121-A – Medical Exemption Certificate
3. Form 121-T – Temporary Compliance Certificate

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

**B. RESIDENCE VERIFICATION PROCEDURE (NPSD Board Policy JBC)**

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

- a. Students living with parents or guardians:

The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two of the items numbered (1) through (10) below as verification of their address, except that a document with a post office box as an address will not be accepted.

- (1) Filed Homestead Exemption Application form
- (2) Mortgage documents or property deed
- (3) Apartment or home lease
- (4) Utility bill
- (5) Driver's license
- (6) Voter precinct identification
- (7) Automobile registration
- (8) Affidavit and/or personal visit by a designated school district official
- (9) Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district
- (10) Certified copy of filed petition for guardianship if pending and final decree when granted

- b. Homeless children:

When a child is determined to be homeless as defined by the Stewart B. McKinney Act this school district shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432 (e) (3).

- c. Students living with adults other than parents or legal guardians:

- (1) The non-parent(s) claiming district residency must meet the criteria of subparagraph (a) (1) through (10) above, required of a parent or legal guardian.
- (2) The district resident must provide the school with an affidavit stating his or her relationship to the student, and that the student will be living at his/her abode full time, and provide

documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The principal or his/her designee will make the necessary factual determinations under subsection II.I (c) (2). Examples of situation where an *in loco parentis* authority of an adult will be recognized to establish residency of the minor include but are not limited to the following:

- (a) Death or serious illness of the child's parent(s) or guardian(s);
  - (b) Abandonment of the child;
  - (c) Child abuse or neglect;
  - (d) Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;
  - (e) Students enrolled in recognized exchange programs residing with host families.
- (3) Whenever appropriate, the person who has assumed responsibility for the care and custody of the child shall be encouraged to obtain legal guardianship of the child.
- (4) The school district may require additional documentation and verification at any time.

**C. TRANSFER STUDENTS (NPSD Board Policy JBCE)**

1. No student is to be enrolled in this school district until any and all questions regarding residence or immunizations have been resolved.
2. Students suspended or expelled from another school or school district may not be allowed to enroll.
3. No pupil shall be permanently enrolled in a school in this school district who formerly was enrolled in another school within the state or outside the state until the cumulative record of said pupil have been received from the school from which he/she transferred. Should such record have been destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record.
4. Unless a transfer student is tested in the manner provided in paragraph 5 below, the student will be permanently enrolled and placed in a grade or class on the basis of an official transcript of credits from the last school attended.
5. All students seeking to transfer from any school, public, private or homeschool, within or outside of the boundaries of the State of Mississippi, to a public school within the state may be required to take a test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer. This placement test may be a standardized test or a teacher-made test.

The administrative head of each public school shall administer the test(s) to such pupil(s) as shall apply for transfer to such public school. Such test(s) shall be administered within thirty days after registration or the filing of each such application for transfer. Notice of the giving of such test shall be given the applicant not less than five days prior to the date of the administration of such test.

No transfer of a pupil shall be affected until the test has been given and the pupil is assigned to the grade and class for which the test shows he is best suited. No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned to had the pupil remained in the school from which the transfer is being made. Pending the administration of the test herein provided for and its grading and an assignment based thereon the superintendent of this school district or the attendance center principal to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made. MS Code §37-15-33

If any student is transferred or reassigned within the school district by an order of the board of trustees of this school district as designated by law of the State of Mississippi and not at his own request, the requirement of that pupil's taking the standardized test shall be waived. Likewise, if a pupil shall transfer from one school

district to another school district in the manner provided and required by the laws of the State of Mississippi, the requirement of such pupil taking the standardized test school is waived. MS Code §37-15-33.

Standard 13 is as follows: Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited regionally or by a state board of education [or its designees(s)] is given either a standardized achievement test(s) or teacher-made special subject test(s) to determine the appropriate classification of the student within 30 days after filing for transfer. Notice of the administering of such test(s) shall be given to the applicant not less than five days prior to the date of the administration of such test. (MS Code §37-15-33)

#### **Transfer Student from Accredited School or Program**

- The enrolling school will request records for the transfer student.
- Transfer students are not to consider themselves officially enrolled until all records are complete and on file.
- A transfer student may be classified and register for classes if he/she brings proof of withdrawal from previous school and a last report card or an unofficial copy of his/her records, but the enrolling school reserves the right to change the student's classification and class schedule if the previous school's records indicate that a mistake was made.

#### **Transfer Student from a Non-Accredited School or Program**

- All students seeking to transfer from any non-accredited school, within or outside of the boundaries of the State of Mississippi, to a public school within the state are required to take a test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.
- Paragraph 5 above addresses the details regarding the administration of the test.

#### **LATE ENROLLMENT PROCESS**

Once school has begun, students who enroll in North Panola School District must provide documentation of school attendance prior to that date in accordance with the Mississippi compulsory attendance laws. If a parent cannot verify the attendance of his/her child in a recognized school program, the child will be counted absent for each day from the beginning of school until the student's enrollment. Each absence will count as an unexcused absence, and the student will be subject to the provision of the attendance policy as outlined in the handbook. In the event of extraordinary circumstances such as a student moving into the district from out of state, the superintendent or his/her designated representative may excuse these absences as an exception to the policy. However, all work must be made up during the time frame outlined in the "Attendance Regulations" portion of this handbook.

**Late Enrollees** - When students are late enrolling and have not attended another school, they will be reported to the Attendance Officer for lack of compliance with the compulsory attendance law. Once students enroll they will be allowed one week to make up any required assigned work. Additional time will be at the discretion of the building principals. The counselor will give this information to the student at the time of enrollment and to each of the student's teachers. All days that a student is absent or off roll prior to registration and throughout the school year will be counted as unexcused absences.

#### **WITHDRAWALS**

Students who change schools due to a change of address or by legal transfer must first withdraw from the previous attendance site before enrollment. All textbooks and library books shall be returned before withdrawal is complete.

When a student transfers from the district, **he/she must properly withdraw from the school he/she is leaving**. Withdrawal shall be processed through the principal's office, and all books, fines, or other obligations that the student has with the school he/she is leaving must be cleared before the student will be considered properly withdrawn. Parents must indicate where the student is transferring for state coding purposes.

## **Section IV. ATTENDANCE**

#### **MS COMPULSORY SCHOOL ATTENDANCE (NPSD Board Policy JBA)**

This school district shall comply with the requirements of the "Mississippi Compulsory School Attendance Law" (§37-13-91).

#### **AGE / REQUIREMENTS**

All children who have attained or will attain the age of 6 years and who have not attained the age of 17 years on or before September 1 of the school calendar year are "compulsory-school-age children" and must be enrolled in school unless the child is:

- a. Physically, mentally, or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation;
- b. Enrolled in and pursuing a course of special education, remedial education or education for handicapped or physically or mentally disadvantaged children; or
- c. Being educated in a legitimate home instruction program. §37-13-91 (3)

### **REPORTING TO THE SCHOOL ATTENDANCE/TRUANCY OFFICER**

In accordance with state legislation, any compulsory school-age child who has not been enrolled in school within fifteen (15) calendar days after the first day of the school year or if a child has accumulated five (5) unexcused absences during the school year, the principal or his/her designee shall, within two (2) school days or within five (5) calendar days, whichever is less, report upon reaching the fifth unexcused absence, on the form provided by the State Department of Education, the absences to the school attendance officer. The five unexcused absences are not required to be consecutive. The principal, or his/her designee, shall report any student suspensions or student expulsions to the school attendance officer when they occur. MS Code §37-13-91 (6)

School districts shall maintain accurate records documenting enrollment and attendance in a manner that allows the State Department of Education to make an assessment of changes in enrollment and attendance, including dropout rates.

The State Department of Education shall compile annually a statewide report on school district effectiveness in reducing absentee problems, dropout rates, and other attendance-related problems during the previous school year, incorporate the information into the annual Mississippi Report Card required by Section 37-3-53, Mississippi Code of 1972, on school district performance and offer technical assistance and coordination services to assist districts in improving performance.

### **General Attendance Regulations (NPSD Policy JBD)**

The North Panola School District believes that regular school attendance is crucial for students to obtain maximum benefits from school and thusly, directs the administration to develop administrative regulations governing attendance. It is the philosophy of the Board of Education, administrators, and faculty of the North Panola School District that educational needs of students are best met when they are present for instruction in the classroom. The following administrative attendance regulations will apply in the North Panola School District as approved by the school board annually in this handbook:

**Excused Absences** - Any absence not addressed in the section on unlawful absences/valid excuses must be documented with a parental note signed by parent/legal guardian upon the student's return to school. **There shall be no more than five parental notes per year.** A doctor's excuse is required after a student is absent for three consecutive days due to personal illness or injury. Excuses must include the specific dates the child was seen and the expected duration of the illness. Blanket excuses for extended absences over ten days are not allowed. In the cases of deaths in the family or other emergencies, excused absences will be given at the discrepancy of the principal.

**Parent notes should contain the date the parent note was written, the date(s) of the absence, and the cause of the absence. The printed name, signature, and phone number of the parent or legal guardian should be included as well.**

### **UNLAWFUL ABSENCES / VALID EXCUSES**

An "unlawful absence" is an absence during a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension shall not be considered an "excused" absence under this section. Each of the following shall constitute a valid excuse for temporary nonattendance, provided satisfactory evidence of the excuse is provided to the principal or his designee:

- a. Attendance at an authorized school activity with the prior approval of the principal of the school district or his designee.
- b. Illness or injury which prevents the student from being physically able to attend school.
- c. When isolation is ordered by the county health officer, by the State Board of Health or appropriate school official.
- d. Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, stepbrothers, and stepsisters.



- e. A medical or dental appointment with prior approval of the principal or his designee, except in the case of emergency.
- f. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
- g. Observance of a religious event, with the prior approval of the principal or his designee. (Approval should not be withheld unless, in the professional judgment of the principal or his designee, the extent of the absence would adversely affect the student's education.)
- h. Participation in a valid educational opportunity, such as travel including vacations or other family travel, with the prior approval of the principal or his/her designee. (Approval shall be based on the professional judgment of the principal or his designee but shall not be withheld unless the extent of the absence would adversely affect the student's education.)
- i. Other conditions sufficient to warrant nonattendance, with prior approval of the principal or his designee. However, no absences shall be excused when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law. §37-13-91 (4)

**Perfect Attendance** - Perfect Attendance is defined as being present for 100% of the time that school is in session while the student is enrolled in the district. This regulation means that any tardy, absence or early dismissal makes a student ineligible for this recognition. This is regardless of the reason for the absence, whether or not the student is checked out and brought back to school, or whether or not a doctor's excuse is provided. School related absences of official school sponsored activities will not count as an absence.

**Full Day Attendance** - When a student is present for 63% of his or her individual instructional day as fixed by the local school board for each individual school.

**College Days** - Juniors and seniors are allowed three (3) college days respectively during the school year for visitation to colleges. Students must make their request in writing to the principal one week prior to the date of visit. In order for the absence to be excused it must be pre-approved by the principal prior to the visit.

**Kindergarten Students** - Once a parent enrolls a child in kindergarten; the child is subject to the regular compulsory school attendance laws.

**Special Circumstances** - Special circumstances, such as a court summons or other legal situation that is governed by the Code of Conduct; or any condition sufficient to warrant nonattendance as demonstrated to the satisfaction of the superintendent or his designee.

**Early Checkout** - In order to protect instructional time and maintain student safety, student dismissals will not be allowed during the last 30 minutes of the school day. Additionally, students will not be dismissed during a district or state testing period in order to avoid distractions and potential test security violations. These testing dates are listed on the district web calendar at [www.northpanolaschools.org](http://www.northpanolaschools.org) and will include nine weeks tests, semester exams, and all state mandated tests.

**Absences and Extracurricular Activities** - Students must be present the entire day in order to participate in any extra-curricular activities that day.

**Make-up Work** - Any scheduled test or work assigned prior to any absence must be submitted or completed on the day the student returns to school.

It is the student's responsibility to obtain make-up work upon returning to school.

When an unexcused absence, unexcused tardy, unexcused dismissal, or suspension causes a student to miss class time, that student shall be given the opportunity to make up work required by the teacher and may earn credit within the limitations of this handbook.

Make-up work must be completed within a time period that is directly proportional to the days the student missed (for example, if two days are missed, two days are allowed to make arrangements with the teacher to submit the work); otherwise, no credit

shall be given.

A student who is expelled shall not be permitted to make up missed work. However, enrollment at an Alternative School will allow students to continue schoolwork within the limitations of that program.

Students may not take a nine weeks test or semester exam early in order to go on vacation.

Students who miss any nine weeks test or semester exams will be limited to a maximum of seventy percent (70%) on the test unless a doctor's or legal excuse is provided. Add make-up work for extended absence.

Students will be limited to a maximum of seventy percent (70%) credit for any assignment, work, tests, or exam missed due to suspension.

**Pick-up of Sick Children** - When a student is seriously ill and a parent or guardian either does not pick up the student within a reasonable time or refuses to pick up the student, the school will call for emergency medical service. To ensure that the student is properly cared for, the school may contact the Panola County Department of Human Services. ***Emergency medical services will be called AT THE FAMILY'S EXPENSE.***

**Dismissal Procedures** - Students may only be checked out of school if the parent, guardian, or other adult listed on the student demographic form as "approved for pick up" comes to school and personally signs said student out (NO EXCEPTIONS).

**Checkout of School Procedure**

*The following procedure will be followed when it becomes necessary for a parent/guardian to check out a student before the dismissal of school:*

1. A student will be permitted to leave school when a parent comes to the school to check out the student. **State issued ID will be presented to verify the parent/guardian is authorized in SAM to check the student out of school.** The parent must sign the checkout form and state the time of dismissal. Upon returning to school, a student must have a parent note, a medical excuse, or a legal document to be excused from the absence. The student must also get an admit slip from the attendance clerk the following day.
2. Anytime a student leaves school he/she must sign out in the office and sign in upon his/her return. A student considered as skipping, and discipline will follow the code of conduct.
3. No student will be allowed to check out after 3:00 p.m.

**Tardies** - The practice of being prompt is considered by the North Panola School District to be an acquired habit which enhances students' ability to succeed in adult life. Students who are not in the classroom and involved in the instructional process cannot achieve at the same level as the student who is present and involved. In addition, students who are tardy disrupt the instructional process for all other students in the class. Tardiness, both to school in the morning and to classes, will be considered harmful to the instructional process. Each incident (as determined under the cumulative record kept by the attendance office for each term) will result in a negative consequence.

**Graduation Exercises** – No graduating senior will be allowed to participate in the graduation ceremony if the student has accumulated 12 or more unexcused absences.

## Section V. STUDENT CODE OF CONDUCT/DISCIPLINE

### GENERAL RULES OF CONDUCT

#### CODE OF CONDUCT (NPSD BOARD POLICY JCA)

The administration of the North Panola School District is based on the theory that junior and senior high school students are young ladies and gentlemen and as such, should be capable of conducting themselves in accordance with accepted standards of conduct. Every student is expected at all times to keep in mind that his/her conduct should not interfere with others, rather that it should be an example to others.

The primary emphasis of this school system is to provide the best quality education for the boys and girls of this district. The school system feels strongly that a basic prerequisite for any successful instructional program is a clear understanding that the operation is based upon the policies and resulting rules. Therefore, it is imperative that policies and resulting rules be understood and followed without exception.

1. Students are expected to conduct themselves in all school activities in such a manner that will promote development rather than inhibit it.
2. A teaching situation, which is conducive to learning, must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be disciplined, including, but not limited to, being sent to the principal's office. A student who has been sent from class repeatedly will be suspended from school.
3. Any student who starts a disturbance or who participates in one may be suspended from school.
4. Corridor courtesy requires that students walk in an orderly manner on the right side of the corridor.
5. Profanity, cheating, stealing, and gambling can never be accepted by the schools of this system. Such offenses can result in suspension or expulsion.
6. The use of cellphones is prohibited during school hours unless specified by the classroom teacher/administration. However, if students use cell phones and other electronic devices during unspecified times, they will be confiscated. Parents will be allowed to pick up the devices for the first violation. **This is a one-time opportunity.** All other phones/devices confiscated will be returned at the end of the school year to the student's parent or guardian.
7. All schools in the District are smoke-free zones. Smoking is prohibited on property owned or used by the District, whether during school, after school, or at school-related events.
8. A student is strictly prohibited by law from possessing a weapon, as identified in Policy JCDAE, while on school property, going to school, going from school or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion by the principal, his designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.
9. A student is strictly prohibited by law from possessing, using, or selling any controlled substance, including drugs and alcohol as identified in Policy JCDAC, while on school property, going to school, going from school or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion by the principal, his designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.
10. A student who uses or is under the influence of any alcohol or drugs shall be subject to immediate suspension or expulsion and subject to all other penalties and requirements provided by law and District policies.
11. A student, who commits an unlawful or violent act, as defined by Policy JCBE, shall be subject to immediate suspension and recommendation of expulsion by the principal, his designee or the superintendent and subject to all other penalties and requirements as provided by law and District policies.
12. A student who carries or otherwise has in his possession a firearm on campus, in violation of Policy JCBH, shall be subject to immediate suspension and recommendation of expulsion.
13. Any student, upon his second suspension for a disciplinary reason, will be informed that his/her third such suspension may result in expulsion.
14. Student behavior that harasses or threatens other students or school personnel will not be tolerated.
15. Student-to-student sexual harassment will not be tolerated.

16. A student who possesses any controlled substance in violation of the Uniform Controlled Substance Law, a knife, handgun, other firearm or any other instrument considered being dangerous and capable of causing bodily harm or who commits a violent act on educational property shall be subject to automatic expulsion.
17. A student is prohibited from cyber bullying/bullying and/ or intimidation in person or via social media (Face book, Instagram, etc.)

#### **GENERAL RULES IN THE CLASSROOM**

- a. Follow all instructions the first time given by school staff.
- b. Students are not permitted in a room unless assigned to be there and a teacher is present for supervision.
- c. Students are responsible for their own belongings.
- d. Yelling and talking loudly is not permitted.
- e. The wearing of hats, and hooded jackets, bandannas or any other head gear in the building is not permitted.
- f. Students are expected to be equipped with a pencil or pen, notebooks and textbook for each class.
- g. Students with purses should keep their purses with them at all times.
- h. Students are responsible for making up work missed from absences.

#### **GENERAL RULES IN THE RESTROOM**

- a. No horse playing inside restrooms.
- b. Students should keep the restroom neat and clean.
- c. Students should use the nearest rest room to their class or activities.
- d. No writing on the walls or destruction of school property.

#### **Food and Drinks:**

The eating of food and consumption of beverages is prohibited in the classrooms unless the principal gives permission. No beverages should be brought to school, with the exception of unopened water. Any other beverages found will be confiscated. Students will be able to purchase snacks and beverages provided by the school at a time designated by the building principal.

#### **GENERAL RULES IN THE CAFETERIA**

- a. Following all instructions given the first time.
- b. Dispose of all trash on or beneath the table before being dismissed.
- c. Eat and socialize using appropriate conduct, which includes the absence of loud talking, horseplay, throwing food, splashing milk cartons or other inappropriate behavior.
- d. All food is to be eaten in the cafeteria
- e. No food from fast food commercial establishments will be received or consumed in the cafeteria dining room during serving periods.

#### **Classroom Grievance Procedure**

Teachers and administrators act in loco parentis (as a parent for the student) while the child is a school or involved in a school activity. There are times when the students do not agree with everything that is occurring in the classroom. If a student has questions or concerns about a teacher's actions, the student should follow these measures:

1. Students are to follow all directions from a teacher.
2. If a student disagrees with a teacher's request, the student should handle the problem after class to preserve the dignity of the student and the teacher.
3. If the student is unable to resolve a conflict with the teacher, the student should request a conference with the teacher and counselor or administrator.
4. If this does not resolve the problem; the student's parent should arrange a conference with the teacher through the counseling office.
5. Confronting the teacher in the classroom will result in a referral for disruptive or disrespectful behavior.

### **ITEMS TO BE LEFT AT HOME**

Cell phones, iPods, radios, video cameras, CD/tapes/mp3 players, video games, headsets, and all other electronic equipment are not to be brought to school. Collector game cards and other games are also to be left at home. If items are confiscated, items will be returned at the end of the school year. **North Panola School District is not responsible for loss or theft of these items.**

### **DRESS CODE / SCHOOL UNIFORM POLICY JCDB**

The policy of the North Panola School District Board of Education is that good grooming and personal appearance is essential in the teaching and learning process. Therefore, it is expected that students dress in such a manner that will ensure health and safety, and not detract from the learning environment. Furthermore, dress and personal appearance are not to be disruptive or interfere with educational interest and welfare of the students or the purpose of the public school education. Therefore, students are expected to dress according to the uniform code.

### **GUIDELINES OF DRESS AND GROOMING**

- Students must be clean and well groomed.
- Hats, caps, headbands, sweatbands, bandanas, visors, and sunglasses must **NOT** be worn.
- Hair must be clean and well groomed, and should not impair vision.
- Students are to wear clothing in the manner for which it is designed. Pants **MUST** be worn at the waist. Sagging of the pants **will NOT be tolerated**. Shirts must be tucked in.
- No button-down shirts may be worn.
- All pants, skirts, shorts, jumpers, dress shall be khaki or navy worn with a school uniform shirt.
- Articles of clothing must be appropriate for school wear. Length shall be such that when the arms are held at the individual's side with fingers extended, the fingertip ends will still touch the material of the shorts; Shorts and skirts shall not be more than two (2) inches above the knee.
- With approval of the principal, activity sponsors may establish different rules for dress and grooming as a prerequisite for membership and participation in specific activities.
- With approval of the principal, students may be permitted to wear regular attire as an incentive.
- Bracelets, belts, and other clothing with spikes, studs, or chains are not allowed.
- Book bags with wheels are **NOT** allowed.
- Insignias, buttons, and clothing that are suggestive of wine, beer, whiskey, tobacco, vulgarities and violence, drug activity, or demeaning to other persons, are not to be worn at school.
- Nose jewelry is not to be worn by boys or girls while they are in school. Jewelry (studs, pins, etc.) may not be worn in any visibly pierced areas of the body, including but not limited to, the tongue. **“Gold tooth” mouthpieces, grills, or any other such paraphernalia must NOT be worn.**

**Any student who fails to dress appropriately will not be allowed to attend class until the proper clothing can be secured. If necessary, parents will be called to bring proper clothes to school. Until proper clothing can be secured, the students will be isolated and will be responsible for all class work missed.**

### **SCHOOL UNIFORMS**

**The following applies to male and female students.**

#### **Slacks/Capris**

Color: Khaki or Navy Blue

Style: Full length with or without cuffs; pleated or plain front; must have belt loops (NO sweat pants, leggings, “Jeggins” or cargo pants).

Wear: Must be at or just above the natural waistline with appropriate belt (see below) and belt must be fastened. No hip huggers and NO sagging.

#### **Shorts**

Same rules applicable to slacks, but in addition must adhere to the following: Length will be such that when measured, the shorts are no more than two (2) inches above the knee. No cargo shorts.

**Skirts**

Same rules applicable to slacks in reference to color, with the exception being that skirts are not required to have belt loops. Length will be such that when measured, the skirt is no more than two (2) inches above the knee.

**Shirts**

Color: Red or White

Style: Polo pullover with collar; short or long sleeve; no striping; no

Commercial/school/organizational logos unless specifically approved by the school principal. Must have two (2) to three (3) buttons.

Wear: Must be worn completely tucked into slacks, skirts, or shorts.

**Undershirts**

Color: No black, blue, or red undershirts may be worn.

Style: Plain, crew neck, with or without pocket. No striping, ribbing, or commercial/organizational logos.

Wear: Not to be worn as the outer garment; can only be worn beneath the authorized uniform shirt as described above.

**Belts**

Color: Black, Brown, or Khaki

Style: Leather or canvas/web type with metal or leather buckle.

Wear: Must be worn snugly in all slacks and shorts making sure it is not excessive in length and placed through all belt loops.

**Shoes**

Color: No specifications.

Style: Leather oxford style (lace-up or loafer), flats, tennis shoes, winter boots. Sandals, open-toe shoes, open heeled shoes, house shoes, slippers, combat/steel-toe/cowboy/work boots are NOT allowed.

Wear: All shoes, with the exception of loafers/flats, must have laces and laces must be tied. In addition, if shoes are designed with Velcro fasteners, they must be fastened.

**Coats/Jackets/Sweaters**

All outerwear shall be free of all logos, including sports, lettering, designs, pictures, depicting group affiliations, drugs, alcohol, obscenities, or brand names. Pull-overs (hooded and non-hooded) are not allowed. Jackets should be a full-length zipper.

**STUDENT DISCIPLINE (NPSD Policies JDA, JDB, JDC and JDE)**

**PURPOSE:**

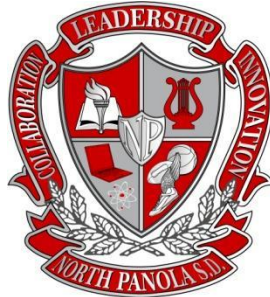
Discipline is a concern of parents, teachers, and administrators in all school settings. The goal of discipline is to assist students in the conscious development of self-discipline and self-direction to a socially desirable ends.

Teachers and administrators are responsible for student behavior at school. Without parental cooperation and assistance, our efforts will be less than fully successful. In disciplining of students, a fair approach will be used, always keeping in mind that self-discipline and self-direction are the goals toward which we want students to work.

Students are to understand that when they are at school, they must respond appropriately to all adults. All adults are given the responsibility of ensuring appropriate student behavior. If an adult speaks to a student or ask a student to do something, it is expected that the student will respond appropriately. The student will answer the adult's questions politely and will follow directions that are given. The student is expected to respond in a respectful and appropriate manner.

All students 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 school administration has the right to adjust the disciplinary action based on severity of the infraction. Should a student fail to follow established rules, the following procedure is used:

# North Panola School District



## Code of Conduct

*Challenges, Choices, Consequences*

### CHALLENGES

(Expectations/ "Be" Attitudes)

#### BE PROMPT

*(Be on time, enter quietly, go to your seat, begin bell-ringer, and wait for further instructions)*

#### BE PREPARED

*(Be in uniform, have necessary materials- books, pencils, paper etc.)*

#### BE POLITE

*(Be respectful to yourself, your instructor, your classmates and school property.  
Be free of bullying, defiance and aggression.)*

#### BE PRODUCTIVE

*(Be protective of instructional time and the environment by raising your hand before you act, following instructions, staying on task and eliminating disruptions.)*

### CHOICES

(Compliant/Noncompliant)

#### TO BE

*(Student decides to meet expectations and master the challenge)*

#### NOT TO BE

*(Student decides not to meet expectations and fail the challenge)*

### CONSEQUENCES

(Favorable/Unfavorable)

<b>Positive</b>	<b>Negative</b>
<ol style="list-style-type: none"> <li><b>1. Verbal Praise</b></li> <li><b>2. Positive Call/Note to Parent</b></li> <li><b>3. Cougar Cash</b></li> <li><b>4. Uniform Free Pass</b></li> <li><b>5. Free Entry to an Event</b></li> <li><b>6. Concession Voucher</b></li> <li><b>7. Lunch with the Leadership</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Verbal Warning - Name on the board</li> <li>2. Final Warning Slip (could include a change of seating)</li> <li>3. Removal - with final warning slip/referral to the Assistant Principal. (DLF completed and parent contact made through School Status)</li> <li>4. Issue Consequences according to the Student Handbook, Secondary Schools Infraction/Consequences Ladder.</li> </ol>

**Infraction/ Consequence Ladder (NPSD Policy JD)****MINOR INFRACTIONS**

- Disruption of the learning environment i.e., laughing, playing, talking, etc.
- Disruption or excessive noise in non-classroom school areas
- Excessive distraction of other students
- Inappropriate display of affection
- Violation of any school-wide rule(s) or procedure(s)
- Tardiness
- Uniform violation

	<b>Level 1</b>	<b>Level 2</b>
<b>1<sup>st</sup> Infraction</b>	Mandatory parent conference	Mandatory parent conference and/or 1-3 OSS
<b>2<sup>nd</sup> Infraction</b>	Mandatory parent conference /corporal punishment/(1-3 ISS/OSS)	Corporal punishment or ISS(1-3)
<b>3<sup>rd</sup> Infraction</b>	1-3 day suspension (ISS/OSS)	
<b>4<sup>th</sup> Infraction</b>	3-5 day suspension (ISS/OSS)	
<b>5<sup>th</sup> Infraction</b>	5-9 day suspension and/or alternative placement pending a disciplinary hearing	

**INTERMEDIATE INFRACTIONS**

- Creating a major disturbance in the classroom, on the bus, on school property, or at any school function
- Defiance of a school official or employee's authority
- Excessive defiance of dress code
- Excessive tardiness
- Fighting
- Gambling
- Illegal organization
- Intentionally giving false information
- Leaving class without permission
- Possession of illegal substance look-alikes (alcohol, tobacco, or drugs)
- Possession of use of tobacco products
- Possession of ignitable material/devices
- Skipping/cutting class
- Stealing



- Trespassing
- Use of profane or obscene language

	<b>Level 1</b>	<b>Level 2</b>
<b>1<sup>st</sup> Infraction</b>	Mandatory parent conference and/or corporal punishment (1-3 ISS/OSS)	Mandatory parent conference / Not to exceeded 1-3 day suspension (ISS/OSS) corporal punishment
<b>2<sup>nd</sup> Infraction</b>	1-3 day suspension (ISS/OSS) Student behavior plan developed /implemented	3-5 day suspension (ISS/OSS) Student behavior plan developed/ implemented
<b>3<sup>rd</sup> Infraction</b>	3-5 day suspension ISS/OSS and/or Alternative Placement pending a disciplinary hearing	5-9 day suspension and/or alternative placement pending a disciplinary hearing
<b>4th Infraction</b>	5-9 day suspension and/or alternative placement pending a disciplinary hearing or recommendation for expulsion. <b>*FIGHTING IS CONSIDERED A FOURTH INFRACTION ON THE CONSEQUENCE LADDER REGARDLESS OF THE NUMBER OF Prior INFRACTIONS.</b>	

#### MAJOR INFRACTIONS

- Arson
- Assault and battery
- Bomb threat
- Bullying
- Cyber Bullying
- Extortion, threats, intimidation, or harassment
- Fighting (bus or school; habitual or gang-related)
- Gang-related activities
- Igniting fireworks
- Major defiance of a school official or employee's authority
- Possession of drugs with without the intent to distribute
- Possession of firearms
- Possession of weapons
- Robbery
- Sexual harassment
- Sexual intercourse under the auspices of school
- Vandalism
- Verbal or physical threats toward a school official or employee

	<b>ALL MAJOR INFRACTIONS</b>
1 <sup>st</sup> Infraction-4th Infraction	9 day suspension and/or alternative placement pending a disciplinary hearing and/ or
	A recommendation shall be made for expulsion pending a disciplinary hearing
	Referral to local authorities

#### Fighting:

*Habitual fighting is considered more than one fight i.e., two fights.*

**Severity Clause:**

*The principal reserves the right to issue consequences based on the severity or student's behavior. This decision will be at the discretion of the principal. Further, the principal reserves the right to amend the discipline procedures to protect the integrity of the learning environment.*

**Infraction/Consequence Ladder for Students with Disabilities:**

The consequence ladder applies to students with disabilities on all infraction levels. The exception to the consequence ladder is that students with disabilities cannot serve more than 10 cumulative days out-of-school on a suspension in one school year without receiving educational services from the special services department as identified by the IEP committee. Before the 7<sup>th</sup> day of suspension, the North Panola School District Education Director will be notified to prepare for the rendering of services for the student. Educational services will be provided at a location that is feasible for the students, parent, and service provider.

If a student with disabilities exceeds nine cumulative days of suspensions, on the tenth day a manifestation determination meeting will be held with the Special Education Director, Principal, special education teacher, general education teacher, student, and the student's guardian(s) to determine if the infractions are a manifestation of the student's disability and to discuss appropriate placement.

Services must be provided during such removals as follows:

School personnel may order the removal of a child for not more than ten (10) consecutive school days to the extent that such removals would be applied to children without a disability for the same offense or when the child's behavior is deemed to be dangerous behavior.

School personnel may order additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct may be ordered as long as those removals do not constitute a change in placement.

School personnel will not use their ability to suspend a child for ten (10) days or less at a time on multiple occasions in a school year as a means of avoiding the IEP requirements for appropriately considering and addressing the child's behavior. If the first ten (10) day period of removal(s), a child is removed for more than ten (10) consecutive school days for a violation of school rules, services must be provided following day ten (10) of removal. When removals during the first ten (10) day period are less than ten (10) cumulative days, services are not required.

*All laws under IDEA will be followed in relation to discipline and alternative placement.*

## **DISCIPLINARY ACTIONS**

**STUDENT DETENTION FOR DISCIPLINE OR MAKE-UP DURING SCHOOL DAY**

Student detention may be arranged by the principal. Detention must be served the next day. Failure to serve assigned day(s) will result in student being placed in ISS the next day.

**PARENT CARE**

In order to establish effective school discipline, principals shall have the authority to place students in the care of their parents for the remainder of the school day. Such placement shall not be construed as suspension.

**Corporal Punishment**

Corporal Punishment may be administered by the school principal, assistant principal, or a designee. When corporal punishment is administered, it shall be done in the presence of another certified employee.

Corporal punishment is a disciplinary option for non-disabled students for use in accordance with the guidelines in NPSD Board policy. During the registration process, parents are asked to agree or disagree with the use of this disciplinary option. However, school personnel are prohibited from using corporal punishment on any student with a disability. A student with a disability is **any** student who has an IEP or Section 504 plan.

**SUSPENSION**

Suspension is a forfeiture of participation in regularly scheduled school activities for no more than ten (10) school days, including all extra-curricular activities. Students may be assigned to either in-school or out-of-school suspension. In all cases, parents/legal guardians must come to the school for a personal conference with the designated school administrator before the student will be allowed to return to classes (NO EXCEPTIONS)

In all instances of suspension, parents shall be notified by telephone if they can be reached with reasonable effort and by letter from the principal with a copy of the suspension notice to be given to the student. During any period of suspension, the student shall not be permitted to be on school grounds or attend any school-related activity, including band, athletics, chorus, strings, etc.

For suspension of a special education student(s), see the section entitled “Special Education” of this handbook or contact the Special Education Director if you have specific questions.

### **IN-SCHOOL SUSPENSION**

In-School Suspension (ISS) may be offered as a possible alternative to out-of-school suspension based on the discipline program of the school district. Students placed in ISS will report directly to the designated location. Students must bring paper, pencils, and any other materials needed. Students are expected to complete all class work assigned. There will be absolutely no talking, playing, or disruptions while in the In-School Suspension. Sleeping in ISS is not allowed. Failure to complete classwork or follow ISS school rules will result in additional days in ISS or suspension from school. The remaining ISS days will be served upon return to school. While in ISS, students may be asked to complete an assignment related to his/her social emotional development and/or submit a character education report to administrators or teachers.

#### **In-School Suspension (ISS) Rules for Students**

1. ISS students are to report to the ISS room directly upon arriving to school. Students arriving after 1<sup>st</sup> period tardy bell may receive an additional day in ISS and/or other consequence(s) assigned by authorized personnel or the administration.
2. Students who are absent from ISS must present an excuse to authorized personnel or administration. Only the administration can validate a student’s excused absence from the ISS program. Students must make up days missed from an ISS assignment.
3. All students are to sign in and out every time they enter the ISS room. The student will be assigned a seat and is expected to remain seated at all times unless permission is given by the instructor. The student is expected to sit in an upright position.
4. ISS instructor will distribute assignments, and students will begin working quietly and raise hands if assistance is needed.
5. Students will come to the class prepared with the following supplies: textbooks, paper, pencils/pens and/or other supplies that teachers require. Students are to come to ISS ready to complete all assignments.
6. Students will have three (3) restroom/water breaks daily. Students will take turns using the restroom and getting water.
7. Students will be served lunch at a time and place determined by the building administrator in accordance to the nutritional guidelines.
8. During time in ISS, students will not be permitted to participate in any extra-curricular activities associated with any school of the North Panola School District during or after regular school hours. Students are not to talk, gesture, sleep, eat or lay head on the desk, harass anyone, or break any rules in the NPSD student handbook.

Students who refuse to follow NPSD rules and procedures, complete assigned work, and obey the ISS instructor will be assigned additional work, out-of-school suspension, other consequences, and/or a combination of these options and/ or other dispositions.

### **OUT OF SUSPENSION (OSS)**

According to North Panola School Board Policy, a student may be suspended up to ten (10) days for misconduct and disobedience. If a student is suspended from school, the student may not be on any school campus within the District.

Additionally, while serving a suspension or expulsion, students are prohibited from attending any day or night functions occurring on any school campus of the District. This includes participation in extra-curricular activities. Out-of-school suspension will be applied to students when their behavior warrants removal from the school based upon the discipline program of the district.

### **Reverse Suspension**

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(s) attend classes 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(es) with the student or fails to attend, the student shall be suspended with the code of student conduct and discipline policies of the school district. This option can be enforced after the second (2nd) infraction on the discipline ladder.

### **EXPULSION**

In cases of repeated or extreme anti- social or illegal behavior, the principal may recommend to the School Board that expulsion proceedings be initiated. Expulsion is the total exclusion of the student from participation in or attendance at any school- related

activity. Special education services shall be provided for special education students expelled. Those services will be determined by the IEP Committee. The Board of Trustees has the sole authority to expel a student for one (1) calendar year. A student who has been expelled by the Board of Trustees from the School District must apply in writing to the Board of Trustees for possible readmission.

**Note:**

Extracurricular activities (field trips, proms, incentive programs, sporting events, or any other student rewards/events) are considered a privilege in the North Panola School District. These privileges may be lost by misconduct or academic standing. Principals reserve the rights to revoke privileges as needed to maintain a safe and orderly school. All students must follow regulations as set forth by the principal or the principal's designee. These are minimum standards of examples that will be enforced at each school. Schools have the right to set higher standards based on administrative procedures and policy.

**MAKE-UP WORK**

Graded work missed during the time of suspension should be made up at a time designated by the administration. Students shall have the right to make up all work missed as a result of suspension.

Students who miss any nine weeks test or semester exams will be limited to a maximum of seventy percent (70%) on the test unless a doctor's or legal excuse is provided. Add make-up work for extended absence.

Students will be limited to a maximum of seventy percent (70%) credit for any assignment, work, tests, or exam missed due to suspension.

In the event the suspension occurs during the last ten (10) days of the semester, the student shall be permitted to take such final examinations or submit such required work as would be necessary to complete the course of instruction for that semester or term, provided that all work is completed after the regular school day.

**ALTERNATIVE SCHOOL PLACEMENT**

Upon a recommendation by the school board or superintendent, Individual Education Plan (IEP) determination, or decision by a local disciplinary committee, a student who is a habitual discipline problem may be referred to or placed in the Alternative Learning School (NPSD Achievement Academy).

Students may be admitted to the NPSD Achievement Academy for reasons not associated with disciplinary action. Students who are considered to be overage, underachievers, or are at-risk for persistent failure may be admitted for academic reasons. Those students admitted to the NPSD Achievement Academy for academic reasons and/or to the GED program may not participate in extracurricular activities but are allowed to attend after-school functions. Students admitted to the NPSD Achievement Academy for behavior reasons may not participate in extracurricular activities and are not allowed to attend after-school functions.

Students admitted to the NPSD Achievement Academy will be issued an Achievement Academy Handbook upon admittance to the program. The Achievement Academy Handbook will further outline the program.

The alternative school program shall serve compulsory school age students over the age of ten. However, those students that are less than the age of ten that have extreme circumstances will be reviewed on a case by case basis with superintendent recommendations. All students admitted to the Achievement Academy must abide by all the rules and regulations in this hand book as set forth by the North Panola School District Board of Education.

**PARENTAL ASSISTANCE PROGRAM**

Parents of students who are having serious disciplinary problems may be asked to come to the school and attend classes with their children for the entire day or longer until progress is made toward modifying the discipline problem that is exhibited.

**GUN-FREE SCHOOLS (NPSD Policy JCBH)**

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

**I. FIREARMS PROHIBITED**

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

The school district may use video camera equipment in classrooms for the purpose of monitoring school disciplinary problems.

This school board authorizes a reward of up to \$500.00 to any person who provides information that leads to the confiscation by the school district or by a law enforcement agency of any illegal firearm on school property. The name of any person who provides such information leading to the confiscation of an illegal firearm shall remain confidential. The superintendent is charged with the responsibility of insuring that procedures are in place to maintain such confidentiality. House Bill 1236 (1997); §37-3-84 (1997)

## **II. DEFINITIONS**

A “firearm” means any type of weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device, including any explosive, incendiary, poison gas, bomb, grenade, rocket, missile, mine or other similar device; and any type of weapon; any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled; or as otherwise defined by federal law.

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

## **III. DISCIPLINARY ACTION**

The penalty for bringing a firearm on school property shall be expulsion from the school program and all of its activities for a minimum period of one calendar year.

Any student who is charged with bringing a firearm on school property shall be automatically suspended for ten days and recommended for expulsion for a minimum period of one calendar year by the principal. The suspension shall take effect immediately following the provision of initial due process and pending the conclusion of due process on the recommendation of expulsion, all in accordance with policies subsequently adopted by the board.

The superintendent who receives a recommendation for expulsion may determine, based upon the particular circumstances of a given case, that other disciplinary action or alternative placement is appropriate and may make such recommendation to the board.

## **IV. RE-ADMISSION**

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

## **DRUG USE (NPSD Policy JCDAC)**

### **POSSESSION OF ILLEGAL DRUGS, TOBACCO ON EDUCATIONAL PROPERTY**

In compliance with the Drug-Free Workplace Act of 1988 and its amendments, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by students or employees of the North Panola School District is expressly forbidden. Students may be suspended or expelled from school. Students/teachers caught smoking is subject to disciplinary actions. Under the policy, alcohol is considered a controlled substance.

### **GANG ACTIVITY (NPSD Policy JCBB)**

The North Panola School District is committed to maintaining a safe school environment for its students and staff. Students are expected to adhere to the school’s and district’s standards of conduct to promote well-being and support the learning process. Gang activity will not be tolerated in any form. Where gang activity is suspected or confirmed, a complaint will be filed in accordance with the “Mississippi Street Gang Act” (MS Code 97-44-1 et seq.) and the principal shall make a recommendation for expulsion for one calendar year.

### **VANDALISM PROTECTION (NPSD Policy JCBD)**

If any pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property, he/she shall be liable to suspension or expulsion and his/her parents or person, legal guardian, custodians, or persons *in loco parentis* shall be liable for all damages.

This school board has the power, authority and duty to suspend or expel a pupil for misconduct in the school, and to delegate such authority to the appropriate officials of the school district.

Citizens, students, and law enforcement are urged by this school board to cooperate in reporting any incidents of vandalism of property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of this district shall report to the principal of the school every incident of vandalism known to him or her, and, if known, the names of those responsible.

School officials are hereby authorized to file complaints and to make charges against perpetrators of vandalism against school property and are further authorized to delegate, as they see fit, authority to sign such complaints and to press charges.

All discipline plans of school districts shall include, but not be limited to, the following:

- a. A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against school property or persons;
- b. A parent, guardian or custodian or a compulsory-school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection; and
- c. A parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who has been summoned by proper notification by an appropriate school official shall be required under this provision to attend such discipline conference specified in paragraph (b) of this subsection.

Any parent, guardian or custodian of a compulsory-school-age child subject to the provisions of this section who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this section shall be guilty of a misdemeanor and, upon conviction, shall be fined as provided under state law.

Any public school district shall be entitled to recover damages as provided under applicable state law, plus necessary court costs, from the parents of any minor who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parent whose parental control of such child has been removed by court or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.

### **SCHOOL SAFETY ACT OF 2001**

The School Safety Act of 2001 is cumulative and in addition to the school district's existing authority regarding discipline of students. Pursuant to the Act, the school district has adopted policies that recognize the teacher as the authority in classroom matters regarding the school district's written discipline code of conduct, and the right of the teacher to remove from the classroom any student who, in the professional judgment of the teacher, is disrupting the learning environment, subject to the immediate review of the principal or assistant principal.

In the event 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 which the disruptive behavior is discussed and agreements are reached that no further disruption will be tolerated. The conference may be in person, by telephone, by email, or by other written communication.

If a student commits "disruptive behavior" as defined in the School Safety Act, and as determined by the principal or assistant principal, for a second time during the school year, the principal, reporting teacher and the student's parent/guardian will develop a behavior modification plan for the student. A student, thirteen (13) years or older, who does not comply with the behavior modification plan may be deemed to be "habitually disruptive" and subject to expulsion if the student commits a third act of "disruptive behavior" during the school year.

### **UNSAFE SCHOOL CHOICE OPTION**

**The North Panola School District Board of Trustees adopts the following State Board Policy as District policy.**

#### **STATE BOARD POLICY**

(This policy addresses Certification of Compliance with Unsafe School Choice Option Requirements as required in the *Consolidated Plan of Every Student Succeeds Act*)

- The following definitions apply to this policy:

- a. A “persistently dangerous school” is a public school other than a charter school in which the conditions during the past two school years continually exposed its students to injury from violent criminal offenses and it is:
  - (i) an elementary, middle or secondary public school in which a total of 20 or more violent criminal offenses were committed per 1000 students (2.0 or more per 100 students) in two consecutive school years; or
  - (ii) an elementary, middle or secondary public alternative school in which a total of 75 or more violent criminal offenses were committed per 1000 (7.5 or more per 100 students) in two consecutive school years; and

- b. “Violent criminal offense” are the following crimes reported in Mississippi Student Information System:

**Simple or Aggravated Assault** as defined in Section 97-3-7 of Mississippi Code Annotated 1972, as amended,

**Homicide** as defined in Sections 97-3-19, 97-3-27, 97-3-29, 97-3-35, 97-3-37, and 97-3-47 of the Mississippi code Annotated 1972, as amended,

**Kidnapping** as defined in Section 97-3-53 of the Mississippi Code Annotated 1972, as amended,

**Rape** as defined in Sections 97-3-65 and 97-3-71 of the Mississippi Code Annotated 1972, as amended,

**Robbery** as defined in Sections 97-3-73, 97-3-77 and 97-3-79 of the Mississippi Code Annotated 1972, as amended

**Sexual Battery** as defined in Section 97-3-95 of the Mississippi Code Annotated 1972, as amended,

**Mayhem** as defined in Section 97-3-59 of the Mississippi Code Annotated 1972, as amended,

**Poisoning** as defined in Section 97-3-61 of the Mississippi Code Annotated 1972, as amended,

**Extortion** as defined in Section 97-3-82 of the Mississippi Code Annotated 1972, as amended,

**Stalking** as defined in Section 97-3-107 of the Mississippi Code Annotated 1972, as amended, and

**Seizure and Forfeiture of Firearms** as defined in Section 97-3-110 of the Mississippi Code Annotated 1972, as amended.

- Whenever the State Board of Education has information that a school meets the criteria described in paragraph 1.a(i) or 1.a(ii), the State Board of Education shall provide the local board of education the opportunity to report on conditions in the school. After consideration of that report and consultation with a representative sample of local educational agencies, the State Board of Education shall determine whether the school is a persistently dangerous school. Once a school has been designated a persistently dangerous school, it retains that designation for at least one school year.
- Students assigned to a school which the State Board of Education has determined to be persistently dangerous shall be allowed to attend another school in the LEA which is not designated a persistently dangerous school, provided there is such a school in the LEA which offers instruction at the student’s grade level.
- Any student who is the victim of a violent criminal offense committed against him or her while he or she was in or on the grounds of the public school that he or she attends shall be allowed to choose to attend another school in the LEA which is not designated a persistently dangerous school, provided there is such a school in the LEA which offers instruction at the student’s grade level and provided the student requests transfer within 30 days of the violent criminal offense.
- Local school systems shall establish a process for assuring any students who has the right to transfer from a school under this policy is allowed to transfer to a school in the LEA, which is not persistently dangerous. The process must be included in the system’s Safe School Plan.
- The LEA shall report each student transfer effected pursuant to this policy to the State Board of Education in the Mississippi Student Information System.

**EVERY STUDENT SUCCEEDS ACT (ESSA) – TITLE IX, SEC. 9532.**  
**UNSAFE SCHOOL CHOICE OPTION**

- (a) **UNSAFE SCHOOL CHOICE POLICY** – Each state receiving funds under the Act shall establish and implement a statewide policy requiring that a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary or secondary school within the local educational agency, including a public charter school.
- (b) **CERTIFICATION** – As a condition of receiving funds under this Act, a State shall certify in writing to the Secretary that the State is in compliance with this section.

## **STUDENT TRANSPORTATION (MS Code §37-41-2)**

### **STUDENT TRANSPORTATION**

Parents should direct all questions or concerns regarding bus transportation, bus routes, times, safety, etc. to Mr. Mark Gross 662-487-3029.

### **INTERFERENCE WITH OPERATIONS OF SCHOOL BUSES**

Only authorized students and school district personnel may ride or enter a school bus. It is unlawful for any person to abuse or interfere with any bus driver or district employee in the performance of their duties. Violations of these state laws are misdemeanor offense and are subject to punishment of up to six (6) months in prison and/or a fine of up to \$500.

#### **Student Conduct on Public School Buses**

(Section 37-41-1 – Mississippi Code of 1972, As Amended)

The privilege of riding the bus carries with it some responsibilities on the part of the student and the student's parent or guardian. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus. A student's failure to conform will result in his/her being subject to disciplinary action (warning, parent conference, corporal punishment, short-term or long-term bus suspension or removal) by the building principal or assistant principal. Therefore, students are expected to cooperate with the following rules and regulations:

### **GENERAL RULES:**

1. Students are to obey all orders of the driver and show courtesy and respect to drivers.
2. **Students must be at pick-up point prior to the bus arrival.**
3. Students shall wait in a safe place, clear of traffic, and away from where the bus stops.
4. Students shall cross the road in front of the bus only after the bus has come to a complete stop and upon direction of the driver.
5. Students shall go directly to an available or assigned seat upon entering the bus and remain seated until they arrive at their destination and the bus comes to a complete stop.
6. Students shall not extend head, arms, or objects out of the bus windows.
7. Students shall not throw objects on, from, or into buses.
8. Loud talking and other noises are not permitted on the bus. The level of noise will be determined by the driver.
9. Students shall not leave the bus on its way to or from school.
10. Students shall not eat or drink on the bus.
11. Students are expected to help keep the bus clean.
12. Students shall respect the rights and safety of others.
13. Students shall not harass others, neither verbally or physically.
14. **Any student who plans to ride a bus other than their regular bus must present a copy of a note from his/her parent/guardian and signed by the principal in order for them to ride. School office shall keep the original note on file for documentation purposes.**

### **CONDUCT CODE VIOLATIONS:**

15. Students are not to fight or tussle on the bus or at the bus stop.
16. Bullying of other students will not be tolerated.
17. Students cannot carry or possess any form of deadly weapon.
18. Smoking is prohibited on the bus and at bus stops.



19. **Drugs and alcohol are prohibited.**
20. **Vulgar language (obscene and profane signs) is not permitted on the bus.**
21. **Students will be held financially responsible for damage to the bus, including seats.**
22. **Any other violation that creates a “safety issue” on the bus.**

**Severity Clause:**

*The principal reserves the right to issue consequences based on the severity or uniqueness of a student behavior. This decision will be at the discretion of the principal.*

The school bus driver is responsible to the district to maintain student order and to insure maximum safety at all times. Therefore, he or she is authorized to instruct and otherwise control student as to proper conduct and safety while they are on the bus. The school principal will be responsible for disciplining students reported to him/her by the driver. Question and inquiries regarding discipline should be directed to the Transportation Director, Mark Gross at (662) 487-3029.

**Bus Infractions Ladder**

**Minor Infractions:**

- Excessive laughing, playing, talking, etc.
- Excessive distraction of other students
- Refusal to sit in assigned seat
- Putting hands or head out of the window
- Throwing items on the bus (paper, pencils, etc.)

**Intermediate Infractions**

- Standing or walking while bus is in motion
- Defiance of a school official or employee’s authority
- Biting
- Excessive defiance of dress code
- Use of profane or obscene language
- Possession or use of tobacco products
- Possession of ignitable devices (cigarette lighters)
- Fighting (first offense)
- Gambling
- Stealing

**Major Infractions**

- Assault and battery
- Bullying
- Extortion, threats, intimidation or harassment
- Fighting – habitual or gang related (second fighting offense is considered habitual; two or more students fighting one student is considered gang related)
- Gang related activities
- Major defiance of a school official or employee’s authority
- Igniting fireworks
- Possession of drugs
- Possession of firearms or weapons
- Robbery
- Sexual harassment or intercourse
- Vandalism
- Verbal or physical threats toward a school official or employee

**Bus Discipline Consequence Ladder**

<b>Infractions</b>	<b>Minor</b>	<b>Intermediate</b>	<b>Major</b>
<b>1<sup>st</sup> Infraction</b>	<b>Student Conference w/ Parent Notification of Offense &amp; Punishment (Log contact for future reference)</b>	<b>Move straight to punishment for 2<sup>nd</sup> Infraction</b>	<b>Move straight to punishment for 4<sup>th</sup> Infraction</b>
<b>2<sup>nd</sup> Infraction</b>	<b>1 day bus suspension or corporal punishment (*) with Parent Notification of Offense &amp; Punishment (Log contact for future reference)</b>	<b>3 Day Bus Suspension with Parent Notification of Offense &amp; Punishment (Log contact for future reference)</b>	
<b>3<sup>rd</sup> Infraction</b>	<b>3 Day Bus Suspension with Parent Notification of Offense &amp; Punishment (Log contact for future reference)</b>	<b>5 Day Bus Suspension with Parent Notification of Offense &amp; Punishment (Log contact for future reference)</b>	
<b>4<sup>th</sup> Infraction</b>	<b>5 Day Bus Suspension with Parent Notification of Offense &amp; Punishment (Log contact for future reference)</b>	<b>9 Day Bus Suspension with Parent Notification of Offense &amp; Punishment (Log contact for future reference)</b>	<b>9 Day Bus Suspension with Parent Notification of Offense &amp; Punishment (Log contact for future reference)</b>
<b>5<sup>th</sup> Infraction</b>	<b>Bus Suspension for the Remainder of the Semester with Parent Notification of Offense &amp; Punishment (Log contact for future reference)</b>	<b>Bus Suspension for the Remainder of the Semester with Parent Notification of Offense &amp; Punishment (Log contact for future reference)</b>	<b>Bus Suspension for the Remainder of the Semester or Year with Parent Notification of Offense &amp; Punishment. (Log contact for future reference)</b>
<b>(*) Corporal punishment should only be administered by a certified administrator. Be sure to check for parental or guardian consent prior to administering corporal punishment.</b>			

## Section VI. TECHNOLOGY



# NORTH PANOLA SCHOOL DISTRICT

## Staff and Student Responsible Use Policy (RUP)

*Original: August 2018; Revised: June 2019, September 2020, July 2021, June 2022*

North Panola School District ("District") recognizes that access to technology at school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping our students develop global technology and communication skills. To facilitate this we provide access to various technologies for student and staff use.

This Responsible Use Policy ("Policy") outlines the guidelines and behaviors that all users are expected to follow when using District technology resources.

- The North Panola School District network is intended solely for educational purposes
- All activity over the network or using District resources may be monitored and retained
- Access to online content via the network will be restricted in accordance with our policies and applicable federal regulations, such as the Children's Internet Protection Act ("CIPA")
- Users are expected to follow the same rules for good behavior and respectful conduct online as offline
- Misuse of technology resources may result in disciplinary action
- North Panola School District makes a reasonable effort to ensure our users' safety and security online but will not be held liable for any harm or damages that result from the use of District technology resources
- Users of the District network or other technology resources are expected to alert Information Technology Services staff immediately of any concerns for safety or security

### **Responsible Uses of Technology (not all inclusive)**

I will:

- Use District technologies for instructional activities
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat District resources and equipment carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a staff member if I see threatening, inappropriate, or harmful content (images, messages, posts, or videos) online.
- Use District technologies at appropriate times, in approved places, and only for educational purposes.
- Cite sources when using online sites and resources for research.
- Recognize that the use of District technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and myself.
- Only communicate with students via District owned or approved communication platforms.
- Help protect the security of the District resources.

### **Non-Responsible Uses of Technology (not all inclusive)**

I will not:

- Use District technologies in a way that could be harmful.
- Attempt to find inappropriate images or content, or attempt to circumvent the District's filtering tools.
- Engage in cyber bullying, harassment, or disrespectful conduct towards others.
- Plagiarize the content I find online.
- Share personally identifying information, about others or myself.
- Use District technologies for personal gain, product advertisement, political lobbying, or partisan political activities.
- Use language online that would be unacceptable in the classroom.
- Use District technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that is not intended for my use.

***This is not intended to be an exhaustive list. Users should use their own good judgment when using District technology.***

### **Technology Covered**

The District may provide technological resources for students, employees, contractors, guests or other parties to use including, but not limited to, Internet

access, computers and/or computing devices (including related peripherals), videoconferencing capabilities, online collaboration capabilities, message boards, social networking, and email. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

**Interactive Boards:** The District has a policy that addresses Interactive board usage. The following is in addition to and does not replace the separate Interactive board usage policy.

- Do not tape paper of any kind to the surface of the board.
- Do not use anything sticky such as large Post-It's, tape, putty, etc. on the board.
- Do not write on the board with dry erase markers or allow students to write on the board with markers or pens. If your lamp blows, please use the dry erase board in your room or the large Post-It's on a wall to conduct lessons until your replacement lamp is ordered and installed.
- Do not leave boards on if it will be inactive for more than 10 minutes.

Failure to comply with the guidelines of using the Interactive Board will result in the following:

- **1<sup>st</sup> Offense:** Verbal Warning with documentation submitted to the Technology Department.
- **2<sup>nd</sup> Offense:** Write-up to Building Administrator with documentation submitted to the Technology Department.
- **3<sup>rd</sup> Offense:** Report submitted from the Technology Department to Central office to be placed in personnel file and based on damage(s) incurred, monetary retribution may be deducted from pay.

**Mobile Devices:** The District may provide users with mobile computers or other devices to promote learning outside of the classroom or to support administrative and clerical needs. Users are expected to abide by the same responsible use policies when using devices off the District network as on the District network. Use of these devices while off the District network may be monitored.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the District is entrusting to your care. Users should report any loss, damage, or malfunction to Information Technology Services staff immediately. Users may be financially accountable for any damage resulting from negligence or intentional misuse.

**Screen Care:** Mobile devices and computer screens can be damaged if subjected to rough treatment or inappropriate usage. The screens of mobile devices are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of mobile devices when they are closed.
- Do not place anything near the device when it is closed.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (i.e. pens, pencils, or disks).
- Do not bump the devices against walls, floors, etc. as it will eventually break the screen.
- Do not carry the device by the screen!

**Intentional, Malicious, and Willful Destruction of NPSD Devices:** In the event a student intentionally, maliciously, and/or willfully damages or destroys any devices owned, leased, rented, provided by, or used by or in the District, the student, student's parents, and/or guardians shall be required to reimburse NPSD for the full and complete cost of such damages. NPSD may pursue reimbursement and recovery for such damages, including but not limited to filing suit. NPSD may seek recovery of necessary court costs in the event it files suit to recover such reimbursement and recovery.

### Usage Policies

As a condition of maintaining the privilege of using District computer resources, each user will be held responsible for his or her own actions which affect such resources. Each user acknowledges and agrees to abide by the terms of the Policy. A user who violates the Policy will be subject to appropriate discipline.

District technology resources are intended to be used for instruction, learning, District-related business, and administrative activities.

### Internet Access & Use

The District provides its users with access to the Internet, including web sites, resources, content, and online tools. This access will be restricted in compliance with CIPA regulations and District policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users shall comply with the access and security procedures and systems established to ensure the security, integrity and operational functionality of District network and computer resources.

Users shall not attempt to circumvent established protections and restrictions to download or attempt to download or run executable programs over the District network or onto District resources without express permission from Information Technology Services staff.

You may, however, be able to download other file types, such as images or videos. To ensure the security of the network download such files only from reputable sites, and only for educational purposes. Transmitting, receiving, or downloading of any material in violation of any U.S. or State regulations is prohibited. This prohibition includes, but is not limited to, copyrighted material, pornography, threatening or obscene material or images inappropriate to an instructional environment.

### Personal Safety

Users should never share personal information including phone numbers, addresses, social security numbers, birthdates, or financial information over the Internet or via email. Communicating over the Internet brings anonymity and other associated risks and users should always carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they have communicated with online in real life without parental permission. If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, parent if the student is using the device at home).

If you see a message, comment, image, video or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

## **Accounts**

**Email:** The District may provide users with email (or other communications platform) accounts, for the purpose of school-related communication. Availability and use may be restricted based on District policies.

If users are provided with email (or other communications platform) accounts, they should be used with care. Email (or other communications platform) is not a secure transmission protocol; messages are sent in clear text and may be intercepted. Users should never send personal information or attempt to open files or follow links from unknown or untrusted origins. Users shall refrain from profanity and vulgarity. Only communicate with other people as allowed by District policies or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email (or other communications platform) usage may be monitored or archived.

**Network:** Accounts issued to users for the use of District technology resources are for the intended user's sole use only. Users are expected to keep login information private at all times and are responsible for any misuse that occurs under the accounts issued to them. They shall use the system only under their own accounts and shall maintain the privacy or personal information and passwords.

**Students Under the Age of 13:** For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) requires parental permission for educational software tools. Parents who wish to deny their child(ren) access to these tools must do so in writing to the building administrator indicating that their child should not have access to the tools. Examples of these tools are Google Apps for Education and/or similar educational programs. Denying use of educational tools does not include state or district assessments.

**Social Media:** The school district, schools, and select organizations have social media accounts/pages that are monitored and maintained by the Public Relations Department and school/department administrators/designees. These social media outlets are meant to be a place for current students, parents, alumni, staff, and other district stakeholders to receive information as it relates to awards, events, recognitions, etcetera for both employees and students of the District.

Fraternalization via social media between District employees and current District students is prohibited. Student access to social media, like Facebook, Instagram or any other sites of a similar status, on any NPSD campus is prohibited.

In addition to this policy, the District has a policy that addresses Social Media (**Policy GABBA: Social Media Websites**), which applies to all employees and students. By signing the AUP, users are acknowledging they have read and agreed to abide by the Social Media guidelines in both policies.

## **Communication with Students**

All communication with students shall be conducted on District owned or approved communications platforms. At no time shall any staff member, contractor, guest or other approved party use their personal accounts or any non-District approved communication platform to communicate with students.

## **Cyber Bullying**

Cyber bullying includes, but is not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking. It will not be tolerated. Users should not send emails or messages, post comments, or take any other action online with the intent to harass, ridicule, humiliate, or harm the targeted individual and create for the targeted individual a hostile school environment.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action. In some cases, cyber bullying can be a crime. Users should remember that online activities might be monitored.

Users will report to a staff member any attempt to cyber bully any other user or persons. NPSD will incorporate procedures to educate users about cyber bullying and take appropriate steps if a user has committed or is the victim of cyber bullying by another user. All students will be educated about appropriate online behavior.

## **Data Security**

District staff and students may have access to confidential and/or personally identifiable information ("PII") of students or staff. This information may not be shared with unauthorized third parties, and under no circumstances may it be transmitted electronically without the use of appropriate encryption and the prior approval of the Custodian of Records and or the Director of Technology. Confidential and/or personally identifiable information may not be stored on mobile computing devices or portable storage devices without encryption and the prior approval of the Custodian of Records and/or Director of Technology, and may not be transmitted via email under any circumstances.

## **Personal Equipment**

The District recognizes that the use of certain technology devices which are not owned by the District may be beneficial District employees. District employees may connect personal laptops, tablets, or other computing devices to District wireless networks specified by the District, and do so at their own risk and agree to hold the District harmless. Personal equipment may not be connected to any other wired or wireless network owned by the District without express permission by the Director of Technology.

## **Security**

Security on any computer system is of the highest priority. Users who identify a security problem must immediately notify a representative from Information Technology Services or an administrator. Users must never use any other user's accounts or share passwords with anyone, or leave account/password information where it may be discovered. Students may only use teacher computing equipment under the direct supervision of the teacher, and solely for instructional purposes. Any user identified as a security risk may be denied access to the system.

Users shall not attempt to "crash" or "hack" into District systems. Users shall not tamper with any software protections or restrictions placed on computer applications or files. Unless authorized to do so, users shall not attempt to access or modify restricted portions of any operating system, security software, system or network.

Users shall not attempt to remove existing software or add their own, personal software to District computers and systems unless authorized to do so. Any user who is authorized to install software or make systems changes on a particular device do so at their own risk and agree to hold the District harmless.

### **Netiquette**

Users are expected to always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users are expected to recognize that among the vast array of valuable content online there also exists unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, future colleges or potential employers to see. Once something is online, it is out of your control and can sometimes be shared and spread in ways you never envisioned or intended.

### **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online.

Information obtained via the Internet should be appropriately cited, giving credit to the original author.

### **No Expectation of Privacy**

District network, technology resources and all user accounts are the property of District. There is no right to privacy in the use of the network, technology resources or user accounts.

In addition, users are hereby put on notice as to the lack of privacy afforded by electronic data storage and electronic mail in general, and must apply appropriate security to protect private and confidential information from unintended disclosure. Electronic data, including email, which is transmitted through District technology resources, is more analogous to an open postcard than to a letter in a sealed envelope. Under such conditions, the transfer of information which is intended to be confidential should not be sent through District technology resources.

The District reserves the right to monitor and access information transmitted over its network or contained on its computer resources under various circumstances including, but not limited to, the following circumstances:

Under Mississippi Public Records Act ("MPRA"), electronic files are treated in the same way as paper files. Public documents are subject to inspection through MPRA. In responding to a request for information under the MPRA, District may access and provide such data without the knowledge or consent of the user.

The District may cooperate with any local, state, or federal officials investigating an alleged crime committed by any person who accesses District computer resources, and may release information to such officials without the knowledge or consent of the user.

The contents of electronic messages, including any email communication sent using District technological resources, may be viewed by Information Technology Services staff in the course of routine maintenance, or by the Director of Technology, or designee(s) as needed for District administrative purposes, including, but not limited to, investigation of possible violations of the Policy or other District policies, and monitoring of online activities of minor students.

### **Limitation of Liability**

The District will not be responsible for damage or harm to persons, files, data, or hardware.

While the District employs, and makes reasonable efforts to ensure the proper functioning of filtering and other safety and security mechanisms, it makes no guarantees as to their effectiveness.

NPSD will not be responsible or liable for: financially or otherwise, unauthorized transactions conducted over the NPSD network.

Violations of this policy may have disciplinary consequences, including:

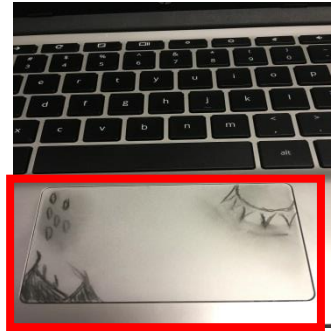
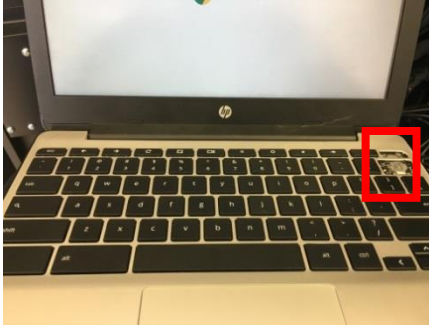
- a. Suspension of network, technology, or computer privileges;
- b. Notification of parents;
- c. Detention or suspension from school and school-related activities;
- d. Employment disciplinary action up to and including termination of employment; and/or,
- e. Legal action and/or prosecution.

NPSD employees, students, and parents/guardians shall be required to sign the District's Acceptable Use Policy before Internet or network access shall be allowed. This policy applies to all devices and equipment purchases made through the Equity Distance Learning Act (EDLA) program for which the district assumes ownership and liability.

### **Violations of this Responsible Use Policy**

**Student Violations:** Users shall report any suspected violation of the Policy by a student to a school site administrator, who shall immediately review the matter and take appropriate action including, if necessary, referring the matter to the Executive Director of Technology (or designee) for review. If the Executive Director of Technology (or designee) determines that a violation has occurred, the user may be subject to appropriate discipline, legal action, and/or prosecution.

**Employee Violations:** Users shall report any suspected violation of the Policy by a District employee to the employee's supervisor who shall immediately refer the matter to a Human Resources administrator for review. The Human Resources administrator (working in collaboration with the Executive Director of Technology or designee) shall then determine whether a violation of the Policy has occurred. If the Human Resources administrator determines that a violation has occurred, he or she may take immediate action (working in collaboration with the Executive Director of Technology or designee) to restrict, suspend, or revoke the user's privileges. The user may also be subject to appropriate discipline, legal action, and/or prosecution.



### **Cost of Repairs**

Students will be held partially responsible for **ALL** damage to any device damage by their negligence and/or carelessness including but not limited to: broken screens, hinges, missing keys, etc. Mechanical failures will be covered by NPSD. All repair charges will be the sole responsibility of the student. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against school property or persons [See Mississippi Code § 37-11-53(2)(a)]. Any public school district shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) years, who maliciously and willfully damages or destroys property belong to such school district [See Mississippi Code § 37-11-53(4)].

Replacement costs are estimated as follows, but may be assessed in a higher amount depending on the type and extent of damage:

Device/Part	Cost
11-inch Chromebook	\$190
14-inch Chromebook	\$260
2020 Chromebooks	\$348
Charger	\$35 - \$100
Computer	\$800 or greater
Monitor	\$200 (*Prices vary by size)
Keyboard	\$30
Mouse	\$10

### **Guidelines/Procedure Changes**

The District reserves the right to change these guidelines / procedures at any time, without notice.

If you have any questions about any part of the RUP, including consequences or failure to comply with the RUP, please address your questions via email to Carla Malone, Director of Technology & Innovation at [cmalone@northpanolaschools.org](mailto:cmalone@northpanolaschools.org).

### **Acceptance of this Policy**

All users agree to the stipulations set forth in the above document when the Agreement Form for the North Panola School District is signed.



## Section VII. ACADEMICS

### **INSTRUCTIONAL MANAGEMENT PLAN (NPSD Board policy ID)**

The NPSD Board believes that all students can learn and is committed to high levels of achievement for all students in the district.

Adhering to the state accountability standards, the Mississippi Curriculum Frameworks, and the Career and Technical Education curricula, the district shall comply with all of the standards, competencies, and objectives found therein.

It shall be the policy of this district to ascertain the extent to which students master specific learner objectives and to use such information in instructional planning and decision making.

Each teacher shall use formative and summative tests which are congruent with instructional activities to evaluate the level to which specified learner objectives have been attained by students.

The instructional program management plan shall be reviewed annually for necessary revisions.

The academic year provides a minimum of 180 teaching days in which both teachers and students are in regular attendance for scheduled classroom instruction for not less than sixty percent (63%) of the normal school day. The teaching day must provide at least 330 minutes of instruction per day or 27.5 hours per five-day week.

### **ACTIVEPARENT**

ActiveParent is a secure, web-based portal that enables a parent to view his/her child's attendance records, discipline records, and grades from that child's school. ActiveParent uses encryption to guarantee that the information between the school site and your computer cannot be compromised. Parents will only be able to view information that pertains to his/her child or children. Visit the website <https://ms5411.activeparent.net> to create an account and access this resource.

### **Textbooks (NPSD Board Policy ICFA)**

Textbooks are issued at the beginning of the school year, when approved for the course. Students are urged not to abuse or misuse them as fines will be assessed on books showing improper care. Parents are required to sign book cards assuming full responsibility for the books. If a book is lost or damaged beyond use, the following schedule will be used to assess the cost of replacement. Schools will determine assessments for minor damages to textbooks. Students will not be issued further textbooks if payment is not received for lost or damaged books. Students will not be issued a schedule until all fines are paid.

<b><u>Damage</u></b>	<b><u>Fine</u></b>
Writing/drawing/scribbling in book	\$1.00 per page
Excess wear/damage, but still usable-	10% of cost of new book
Cover of book damaged-	25% of cost of new book
Spine damaged-	25% of cost of new book
Water damaged, but still usable-	25% of cost of book
Water damaged, not usable-	Cost of book
Pages missing, not usable-	Cost of book
Obscene writing or drawing on or in the book-	Cost of book
Non-returned book-	Cost of book

### **Library Books**

Books may be checked out of the library for two weeks, but may be returned early or renewed for a longer period. Fines may be charged for late, lost or damaged library materials. Students will be charged the new or full replacement cost of any lost books.

### **CURRICULUM**

The basic curriculum of the high school consists of required and approved courses that generate at least 33 Carnegie units annually.

#### **High School Academic Schedule**

**All rising ninth grades will complete an individual success plan that will be used to aid in course selections. This plan will be reviewed no less than annually with each student.** Each student will receive a subject choice sheet on which he/she may indicate the choice of subjects for the coming school year. Courses described in the *North Panola School District Secondary Curriculum Guide* are included in the curriculum for the upcoming school year, dependent upon sufficient enrollment. Counselors



will inform students of the date the completed choice card is due in the Guidance Office. It is vitally important to the scheduling process that students follow the established timelines. This process will also help to ensure that students are placed in their selected courses. Students will be required to select seven courses each year. The only exceptions to this procedure will be seniors on approved work programs, who may, with approval from the principal, be excused the last two periods of the day. Seniors who have not passed state required tests forfeit early dismissal privileges because of the need for remediation on those tests (See Early Dismissal for seniors).

### **Change of Schedule**

Each spring the students in the North Panola School District are given the opportunity to select the subjects for the following year. It is recommended that no schedule changes be made unless:

- (1) A failed course was completed in summer school;
- (2) Not enough students registered for the course, thereby dropping the course from the master schedule;
- (3) An error was made in the student's schedule.

However, if a student and his/her parent(s) feel that an exception should be made, the parent(s) should submit a written request for a schedule change within the first five days of school. The student should then discuss the problem with his/her counselor, and the counselor and principal will make a decision concerning the request.

### **ONLINE/CORRESPONDENCE COURSES**

Carnegie unit credits earned through online/correspondence courses may be counted towards graduation but are limited to the following requirements:

1. The course must be listed in the Approved Courses for the Secondary Schools of Mississippi for the current school year by the Mississippi Department of Education.
2. The principal or designee must approve the request prior to enrollment after making a determination as to the student's probability for successful completion of online coursework **based upon prior academic work in high school.**
3. The student must have adequate access to online resources and the technical skills to use them.
4. If the online course is used for remediation and/or extended learning opportunity (a class that was not failed) will not count as minimum graduation requirements outlined by the North Panola School District.
5. The student assumes full responsibility for all costs associated with the course.

### **SPECIFIC GRADE LEVEL REQUIREMENTS**

**Grades Six through Eight** – An average of 65 must be attained in all state tested subjects. State tested subjects are reading, math, language, and science.

\*Students passing Information Communication Technology II will receive a Carnegie unit in eighth grade.

**Grades Nine through Twelve** – Students will be classified in grades 9-12 according to the number of units earned and the level of English completed as follows:

Freshman -----0 – 5.5 Credits with no English  
 Sophomore-----5.5 – 10.5 Credits with English I  
 Junior-----11 – 16.5 Credits with English II  
 Senior-----17 – Up Credits with English III or 3 English Credits  
 (must include English I & II)

### **Homework (NPSD Policy IHA)**

Learning to do homework is a very important part of a student's educational program. Homework should be an extension of the regular school program and a responsibility that the student undertakes independently. Parents, please check with your child each day regarding his/her homework.

**Report Cards and Progress Reports (NPSD Policy IHA)**

Progress reports and report cards will each be sent home four times during the school year. Parents will also have some opportunities to pick up report cards/progress reports from the schools. Progress reports will be sent home in the middle of each nine week grading period. Report cards will be sent home at the end of each nine week grading period. It is the responsibility of each student to provide this information to his/her parent and return the signed report card or progress report to his/her homeroom teacher. The dates for report cards and progress reports can be found on the calendar on page 5 of this handbook. Although reports are sent home, parents are encouraged to maintain regular communications with their child (ren)'s teacher(s) should you have any concerns.

Progress reports and/or IEP service goal sheets will be sent by special education teachers including language speech. It shall be the responsibility of the student to provide this information to his/her parent or guardian.

Any student whose grades could result in a failing grade for the term must be considered in danger of failing. Every progress report is to be signed by the student at the time he/she receives the report. Copies of all signed progress reports for every student will be retained by individual teachers throughout the school year.

**GRADING SYSTEM** (Secondary Students)

The numerical grading system the North Panola School District is as follows:

A – Excellent	100 – 90
B – Good	89 – 80
C – Fair	79 – 70
D – Poor	69 – 65
F– Failure	64 and below

**Grade Calculations/Weights and Number of Required Grades per Quarter:** (NPSD Board Policy IHA)

Elementary and Secondary Schools' nine weeks' averages will be calculated/weighted as follows:

- 50% - Daily Grades (Participation, Classwork, Homework, etc.)
- 30% - Tests/Quizzes/Projects
- 20% - Benchmark/Comprehensive Assessments

For all grade levels, the semester average is calculated by averaging the two nine-week grades. The yearly average is calculated by averaging the two semester grades.

**ACADEMIC DISHONESTY AND CHEATING**

Students who cheat on any academic work are subject to punishment as deemed appropriate by the school principal. Typically, these offenses are handled as both an academic and character issue. The school administrator will take into account the nature of the offense, the child's age and maturity in addressing the incident(s). A grade of "0" may be recorded as a result of dishonesty.

**PROMOTION/RETENTION (NPSD School Board Policy IHE)**

It is the policy of the North Panola School District that students shall be promoted, retained, receive credit, or not receive credit based upon mastery of 65% or a grade of 65 on the objectives set forth in a particular subject 7-12 and the specific grade level/subject area requirements.

Promotion and retention shall be based upon this policy. A student who meets all requirements of this policy shall be awarded a standard diploma in a form prescribed by the District School Board. The State Board of Education has established student proficiency standards for promotion to grade levels leading to graduation. 37-16-7 (1999)

Passing scores must be documented with appropriate records. These may include pupil progress charts, test papers, written work samples, or any proof of pupil performance, which is accepted as valid in assigning grades. When a teacher assigns a passing mark to a child in any subject, that teacher assumes accountability for having taught that subject for mastery.

**FINAL EXAM EXEMPTION POLICY (NPHS)** for yearlong courses

Any **junior or senior** student may be excused from the final examination in a course if he/she has an

- 90 average or above and has not missed more than two (2) days(semester) or one (1) day (term) prior to the days designated for exams.

- 80 average or above and has not missed more than one (1) day (semester) or one (1) day (term) prior to the days designated for exams.
- 70 average or above and has not missed any days, semester and term prior to the days designated for exams.

Students assigned to In-School Suspension, students who are suspended, students who are placed at the North Panola Achievement Academy any time during the school year will forfeit the right to exemption from final exams. All fines must be paid before any student will be allowed to exempt. An exemption form must be signed by classroom teacher and parent before a student is allowed to exempt. A student may choose to take any exam for the purpose of raising his/her grade. The enforcement of this procedure is the responsibility of the building principal.

### **ACADEMIC HONOR ROLL**

The North Panola School District promotes academic excellence. Therefore, each school in the North Panola School District will recognize the following honor roll classifications:

#### **Honor Roll**

The following information will be used to determine a student's honor roll classification:

- Superintendent's List—Students must have all A's at the conclusion of each nine weeks.
- Principal's List—Students must have all A's and B's at the conclusion of each nine weeks.

\*Superintendent's List and Principal's List will be determined by nine weeks grades, not semester or yearly averages.

### **ASSESSMENTS**

The Mississippi Education Reform Act of 1982 directs the Mississippi Department of Education to implement a program of statewide assessment to provide for the improvement in the operation and management of the public schools of this state. To this end, each student who is granted a standard high school graduation diploma from an accredited school must have achieved the following:

1. North Panola School District adheres to the requirements adopted by SDE using the Mississippi Diploma Options see appendix A
2. Satisfied graduation requirements that have been established by the North Panola School District Board of Education, including the requirement of Carnegie units that exceed the state minimum.
3. Beginning with the 2014-15 school year, students must participate in the subject area testing process on the four academic end-of-course tests in Algebra I, English II, Biology I and U.S. History.

State and district required tests will be scheduled; however, other tests required for college admission – such as the AP, P-ACT, PSAT, SAT, and ACT – will require a registration process. The school counselors will assist students with information regarding these tests.

All students enrolled in AP courses (via Mississippi Public Virtual Schools) in the district are required to take the corresponding exam for each AP course taken in order to receive weighted GPA credit.

#### **ACT State Test**

**All 11th grade students** as reported in MSIS will participate in the state testing cycle. Students identified as significantly cognitive delayed will be exempt from the ACT State Test. The ACT test will be administered during school hours at the school site. ACT State Test date will be provided by the Mississippi Department of Education.

### **TESTING STATEMENT**

Attendance on statewide testing days is extremely important. Please allow enough time on these days for your child to reach school on time, well-rested and well-fed. Since passage of these tests is critical to your child's educational future, your cooperation is greatly appreciated.

#### **Opting Out of State Testing (NPSD Policy IIAAA)**

The school board believes that state student assessments are a useful and valid tool in helping the school board assess the progress the school district is making in raising the level and quality of education throughout the district, and is so important that it has been codified in state law (MS Code Section 37-16-1, et. seq.). Mississippi law mandates that "basic skills test shall be completed by

each student” and “in the event of excused or unexcused absences, make-up tests be given” [MS Code Section 37-16-3(2)]. Whereas state law requires every school district within the state to “periodically assess student performance and achievement in each school” (MS Code Section 37-16-5), student assessment therefore is not an option in the North Panola School District, but rather a requirement.

### **POLICIES FOR SUBJECT AREA TESTING (State Board Policy 3801/3803)**

Beginning with the 2014-15 school year, students shall not be required to pass any end of course Subject Area Test in a course for which the student earns or receives credit in a Mississippi public school as a requirement for graduation. Student performance on the end of course Subject Area Test shall be considered, along with the overall course grade based on the Concordance Table as reference in State Board Policy 3803 and provided to school districts by the Mississippi Department of Education.

Students will not be required to pass any end-of-course Subject Area Test in a course for which the Carnegie unit was earned by the student in a Mississippi public school prior to the 2001-2002 school year. (MS Code 37-16-7).

Students entering a Mississippi 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 requirement for a Mississippi high school diploma, provided the private school **is accredited regionally or by the state of Mississippi**.

### **Non-Accredited Private/Home School Exceptions**

Students entering a Mississippi public school **will** 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 requirement for a Mississippi high school diploma if the private school **is not accredited regionally or by the state of Mississippi**.

Students entering a Mississippi public school will 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 through home schooling as fulfilling the requirements for a Mississippi high school diploma.

Any Mississippi public school student who fails a required end of course Subject Area Test prior to school year 2014-2015, will be offered opportunities to retake the test.

### **Gifted Education Referrals**

#### **Identification of Intellectually Gifted Students (Students in grades 2 – 8)**

A student may be referred by a parent, teacher, counselor, administrator, peer, self, or anyone else having reason to believe that the student may be intellectually gifted. The person initiating the referral shall complete all forms, sign, and date them. North Panola School District Personnel shall collect the data required to satisfy the Mississippi Department of Education and North Panola School District’s referral criteria.

The Jacob Javits Act (PL 107-110 sec. 9101) declares that intellectually ability and academic ability are two distinct and separate areas of performance. Accordingly, while grades and/or achievement test scores might be an indicator of giftedness, neither grades nor achievement test scores shall eliminate a student from the identification process for the Intellectually Gifted Program.

Grades and/or achievement test scores are more appropriately an indicator of academic giftedness. Many intellectual gifted students are not going to be high achieving, teacher pleasing students.

The identification process shall consist of a combination of subjective and objective measures to determine eligibility for the gifted program. No single evaluation method or instrument adequately identifies students who are gifted. A multi-factored identification process must be followed to ensure a fair evaluation of each individual student. All instruments administered and measured must have been validated for the specific purpose for which they are used. Note: Throughout the identification process, district personnel shall be careful to select measures that target the student’s strengths.

#### **Intellectually Gifted Process:**

- 1- Referral
- 2- LSC Review
- 3- Parental Permission for Testing
- 4- Assessment
- 5- Assessment Report
- 6- Eligibility Ruling (LSC)

**SPECIAL EDUCATION STUDENTS (NPSD Policy IHF)**

The Mississippi Department of Education shall establish goals for the performance of children with disabilities that will promote the purpose of IDEA and are consistent, to the maximum extent appropriate, with the other goals and standards for children by the Mississippi Department of Education. Performance indicators used to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, dropout rates, and graduation rates shall be developed.

**NOTES:**

1. According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. Attorney General Opinion, *Carter*, 1-9-98. (#183)(97-0817)
2. Please refer to the current edition of Mississippi Public School Accountability Standards for information on Performance Standards and Graduation Requirements. (14.3 & 14.4)

LEGAL REF: MS Code as cited  
                     Mississippi Public Accountability Standards  
 CROSS REF: Policies IB-Instruction Goals  
                     IH-Academic Achievement  
                     IHF-Graduation Requirements

**MULTI-TIER SYSTEM SUPPORTS (MTSS) (SBE Policy Chapter 41, Rule 41.1)**

Mississippi Department of Education (MDE) requires the North Panola School District to follow an instructional model designed to meet the needs of every student, based on the state board policy and guidance for implementation. This model consists of three (3) tiers of instruction.

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

If strategies at Tiers I & II are unsuccessful, students must be referred to the MTSS (formerly referred to as the Teacher Support Team or TST). The TST is the problem-solving unit responsible for interventions developed at Tier III. Each school must have an MTSS Team implemented in accordance with the process developed by MDE. The chairperson of the MTSS shall be the school principal as the school's instructional leader or the principal's designee. The designee may not be an individual whose primary responsibility is special education. Interventions will be:

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

Teachers should use progress monitoring information to

- (a) determine if students are making adequate progress,
- (b) identify students as soon as they begin to fall behind, and
- (c) modify instruction early enough to ensure each and every student gains essential skills.

Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments, and large-scale assessment.

In addition to failure to make adequate progress following Tiers I & II, students will be referred to the MTSS for interventions as specified in guidelines developed by MDE if any of the following events occur:

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

- D. A student who scores at the lowest level on any part of the Grade 3 or Grade 7 statewide accountability assessment; or
- E. A student is promoted from Grade 3 to Grade 4 under a good cause exemption of the Literacy-Based Promotion Act.

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

School districts must complete, at a minimum, documentation as required for all students in Tier II or Tier III. All Tier III documentation must accompany the student's cumulative folder upon promotion or transfer to a new school.

## **SENIOR ACADEMIC AND GRADUATION INFORMATION**

1. Academic Rank: When class rank is computed, all grades from all subjects for which any Carnegie unit credit is given are used. This policy applies to both whole units and fractional units of credit. When class rank is computed, it is computed for only those students who will complete graduation requirements for the current school year. Students are ranked at the end of the **second** nine weeks (7 semesters) of the senior year to determine their final standing. The following system shall be used in computing rank in class average for each student:

**Senior Rank will be determined by scale below:**

<b>Letter Grade</b>	<b>Percent Grade</b>	<b>4.0 Scale</b>	<b>Honors Classes</b>	<b>AP/Dual Enrollment</b>
A+	97-100	4.0	4.5	5.0
A	93-96	4.0	4.5	5.0
A-	90-92	3.7	4.2	4.7
B+	87-89	3.3	3.8	4.3
B	83-86	3.0	3.5	4.0
B-	80-82	2.7	3.2	3.7
C+	77-79	2.3	2.8	3.3
C	73-76	2.0	2.5	3.0
C-	70-72	1.7	2.2	2.7
D+	67-69	1.3	1.8	2.3
D	65-66	1.0	1.5	2.0
F	Below 64	0.0	0	1.0

2. Graduation with Honors:

- **To graduate With Special Distinction:** A graduating seniors who maintain a four-year average of **4.0** or higher GPA for the first 7 (seven) semesters of his or her high school career will graduate with "Special Distinction."
- **To graduate With Honors:** Excluding "Special Distinction", a graduation senior who achieved a GPA averages range from 3.9 - 3.5 for the first 7 (seven) semesters of his or her high school career will graduate "With Honor". Averages will be rounded from the thousandth to the hundredth place only.

3. Special Awards for Graduating Seniors: The student maintaining the highest GPA in scholarship will be named Valedictorian. The student maintaining the second highest GPA in scholarship will be named Salutatorian. This GPA will be determined at the end of the **second** nine weeks of the senior year. To be eligible for Valedictorian or Salutatorian, a student must complete the last three semesters of course work at this school. In the event of a tie for these special awards, students with the highest overall average in courses that earn a Carnegie Unit will receive the designations.

**Student Speakers:** The two graduating seniors with the highest GPA at the end of the 7th semester will be designated as commencement speakers. The building principal and/or the principal's designee shall approve speakers and speeches.

4. Subject Area Awards are awarded to the outstanding senior in all areas. Students' averages within two calendar weeks prior to graduation will be used in determining these subject area awards.

5. Transcripts: Requested students will be granted transcripts that will be sent to any designated college, training institution or employment office without charge.

6. Fees/fines: A graduating senior must have all school fees and fines paid before receiving a diploma.

7. Student Transfers during Senior Year: In order to earn a diploma from the North Panola School District students must attend a minimum of one semester at North Panola High School. Under extraordinary circumstances, the superintendent or his designated representative may waive this requirement.

**8. See Appendix B-Graduation Requirements-Standard 14- Mississippi Public Accountability Standards of 2021**

**GRADUATION REQUIREMENTS FOR SPECIAL EDUCATION (SPED) STUDENTS**

**SPECIAL EDUCATION (SPED) STUDENTS – RECOMMENDED GRADUATION REQUIREMENTS**

**IDEA STUDENTS**

1. An IDEA student who is a candidate for a standard high school diploma shall follow the same criteria for mastery and promotion as any other student.
2. IDEA students, who achieve twenty-one credits to earn an occupational diploma, will be awarded such. Carnegie credits may serve in lieu of occupational credits upon recommendation by the school counselor and IEP team (See Appendix G, Mississippi Public School Accountability Standards of 2021). *2017-18 IDEA students who are entering as freshmen will not have the option of an occupational diploma.*
3. An IDEA student, who will be 16 years of age by September 1, may be placed in high school by the Individual Education Program (IEP) Team. The sending principal must notify the receiving school principal of all such cases.
4. An IDEA student who cannot meet the basic skills as set forth in the district curriculum but does successfully complete the Individual Educational Plans (IEP), may be moved to an age appropriate grade level by the IEP Team and a certificate will be granted upon completion of the program.
5. An IDEA student must meet all requirements for graduation by or before age 21 in order to receive a diploma or certificate. Services will be terminated at the close of the school year in which the IDEA student's 21<sup>st</sup> birthday occurs.

**OPTION I: REGULAR HIGH SCHOOL DIPLOMA**

For every student receiving special education services, there will be consideration, during the IEP Review/Revision session prior to the student's entry into the ninth grade, as to this student's possibilities for achieving sufficient Carnegie units to earn a regular diploma. Students may be resourced to special education classes for assistance as specified by their Individualized Education Plan (IEP). Classes labeled as resource are not awarded academic credit for graduation. A special education student must complete the requirements for the regular high school diploma by age twenty-one (21). Any special education student who completes all requirements for graduation will be allowed to participate in graduation exercises and receive a regular high school diploma.

**OPTION II: CERTIFICATE OF COMPLETION**

This certificate is for SPED students who do not meet the district and/or state requirements for the regular high school diploma. 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. The certificate must be awarded prior to the age of twenty-one (21) years or the child is no longer eligible to attend public high school. The student must successfully complete the skills aligned to the Essential Elements Curriculum provided in the student's Individualized Education Plan. Students who successfully complete these requirements will be awarded a Certificate of Completion, which states, "This student has successfully completed an Individualized Education Program." Students eligible to receive the Certificate of Completion will be permitted to participate in graduation exercises.

**OPTION III: OCCUPATIONAL DIPLOMA**

This certificate is for special education students who meet the districts requirement for an occupational diploma. Please refer to Appendix G. **This option is no longer available to 2017-2018 entering freshmen and beyond that are IDEA students.**

**OPTION IV: GENERAL EDUCATION DEVELOPMENT TEST (GED)**

Special education students may enroll in the GED program if they meet the districts requirements and/or placed by an IEP decision. This certificate must be awarded on or before the student reaches twenty-one (21) years of age and is no longer eligible to attend public high school.

If at any time during the high school years, the IEP Committee believes that a change is appropriate and feasible from pursuing a diploma to pursuing a certificate (or vice versa), then this change may be made by revising the IEP and the proposed 4-year schedule.

#### **SECTION 504/Americans with Disabilities Act**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against any person with a disability in any program receiving Federal financial assistance. Under Section 504 a person with a disability is anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities such as walking, seeing, hearing, speaking, breathing, learning, working, and caring for one's self.
- has a record of such impairment; or
- is regarded as having such an impairment

The North Panola School District acknowledges its responsibility under Section 504 to prohibit discrimination in its policies and programs regarding students, personnel, and campus visitors. Discrimination against any person with a disability will not knowingly be permitted in any program or practice of the school district.

Under Section 504, the District has the responsibility to identify, evaluate, and if the student is determined to be eligible, afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by school personnel of District, he or she has a right to a hearing with an impartial hearing officer.

The following person has been designated as the Section 504/Americans with Disabilities Act Coordinator and will handle inquiries regarding the North Panola School District's Child Find, non discrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability:

***Mrs. Crystal Carter-Harrington***  
***North Panola School District***  
***601 Railroad Avenue***  
***Sardis, MS 38666***  
***(662) 487-3029***

#### **EARLY RELEASE FOR SENIORS**

According to the Mississippi Department of Education, students must have **EITHER**

1. Met Mississippi IHL and Community College readiness benchmarks (ACT subscores 17 on English and 19 on Math or SAT equivalency) or earned a Silver level on ACT WorkKeys, **OR**
2. Meet **ALL** of the following:
  - Have a 2.5 GPA
  - Passed or met all MAAP assessments requirements for graduation
  - Be on track to meet diploma requirements
  - Be concurrently enrolled in Essentials for College Math and/or Essentials for College Literacy

Students are encouraged to take full advantage of the instructional time. Only seniors will be allowed to leave early provided they meet the following criteria included in the inset as well as what follows according to NPSD expectations:

- A. Must have earned a 2.75 GPA **and** have attained a 17 or above on the ACT prior to the expected dismissal date.
- B. Must not have been suspended for leaving school without permission the previous semester or prior to early dismissal request.
- C. Must not have more than 6 unexcused absences per semester.



- D. Must receive no major discipline infractions.
- E. Must receive no out of school suspensions.
- F. Students must remain on campus at least 63% of the school day.
- G. Must have application approved by the Guidance Counselor and the High School Principal for each nine weeks.
- H. His/her parent(s) must complete the approved early release form and liability form provided by the guidance counselor and the high school principal. This application and transcript will be reviewed and/or verified every nine weeks to ensure student maintains compliance.
- I. Once the student leaves campus, he/she cannot return during the remainder of the instructional day. **This applies to cheerleaders, football, basketball, band, track, etc.**
- J. Failure to comply with the above criteria will forfeit his/her permission for early release.

### **SCHOOL OPERATIONS**

#### **FEE & FINANCIAL HARDSHIP WAIVER (NPSD Board Policy JS)**

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

- A. supplemental instructional material and supplies, excluding textbooks;
- B. other fees designated by the administration related to educational objectives including transportation; and
- C. extra curriculum activities and any other activities of the school district which are not designated by the administration as a valid curriculum objective, such as band and athletic event.

All fees authorized to be charged except those under C above shall be charged only upon the condition that a financial hardship waiver may be granted upon request pursuant to the following.

#### **Financial hardship waiver**

All fees authorized to be charged under A and B above shall be charged upon the following conditions:

- 1. Applications for hardship waiver shall not be available for review by the general public.
- 2. Students eligible to have any such fee waiver as a result of an inability to pay such fees shall not be discriminated against.
- 3. In no case shall any of the school district's procedures expose a child to any type of stigma or ridicule.
- 4. Confidentiality provision shall apply equally to any student who has an inability to pay.

### **FUND-RAISING ACTIVITIES (JK)**

Requests to raise funds of any kind must be submitted in writing to the superintendent's office.

The school board is authorized to conduct, or may authorize others to conduct, on behalf of the school district, fund-raising activities deemed by the board, in its discretion, to be appropriate or beneficial to the official or extracurricular programs of the district. Any proceeds of such fund-raising activities shall be treated as activity funds and shall be accounted for as are other activity funds.

### **LAB/WORKBOOK FEES**

Schools may require students to pay for specific workbooks and/or lab fees. A signed contract from parents agreeing to accept financial responsibility for any equipment that is damaged through negligence or deliberate vandalism may also be required.

### **LIBRARY**

The library is considered a resource room with visual and written materials. The librarian is there to assist students in finding necessary materials and in completing assignments.

Books may be checked out of the library for two weeks, but may be returned early or renewed for a longer period. Fines may be charged for late, lost or damaged library materials. Students will be charged the new or full replacement cost of any lost books. End-of-the-year report cards of those students who owe library fines will be held in the school office until the fine is paid.

### **LOST AND FOUND**

All items found about the building should be taken immediately to the principal's office. Inquiries about lost items should be made in the principal's office. If the lost item has not been turned in, a description of the item and the student's name should be left with the school office. All unclaimed items will be disposed of at the end of each grading period.

Valuable property should not be brought to school. Under no circumstances should an excessive amount of money be brought to school. The school district can accept no responsibility for the theft of or loss of property and/or money.

### **PARENT CONFERENCES**

Close communication between home and school is an important factor in establishing a highly effective school program. Planned conferences between parents and teachers are an important way to bring about understanding and close cooperation between the home and school. Close communication should be maintained through conferences with all parents, not just with those where academic or other problems suggest the need for closer communication. Conferences should provide an opportunity for a mutual exchange of information and ideas for the welfare of the child. Parents must call the school to schedule conference(s) prior to visit.

There will be two planned parent-teacher conferences days scheduled each school year. In addition, teachers may request additional conferences with parents as the need(s) may dictate. Mandatory parent conferences will be held for students that are in danger of failing.

### **RECEIVING GIFTS AT SCHOOL**

The delivery of candy, flowers, balloons, and other types of gifts to a school from an individual to a student will not be allowed.

### **SOLICITATIONS (NPSD Policy KM)**

No agencies or persons shall be permitted to use school premises to exhibit or offer for sale articles or services to students or staff except those articles and services approved by the superintendent or his/her designee.

It is not the goal of the school system to sell for the purpose of profit-making. Consequently, any selling to the public for this purpose or any other profit-making activities should be avoided. North Panola secondary schools will be permitted one selling campaign per club to the public for this purpose annually, however. This should receive the closest of supervision. Any alteration of this policy may come only upon direct permission of the superintendent.

### **STUDENT INSURANCE PROGRAM**

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

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

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

The North Panola School District or Secondary Schools will not be responsible for any bills or balances not covered under the student's insurance or Medicaid.

### **MEDICATION**

Under exceptional circumstances, prescription and over-the-counter medication may be administered by school personnel. If a student is required to take oral medication during normal school hours in order to remain in school, the medication may be administered under the following guidelines:

- A. The medication will be delivered to the principal's office in its original container **by a parent or guardian** along with signed written instructions on its delivery. These instructions should include:
  - child's name, parent or guardian's name, address, home and business phone numbers
  - physician's name and phone number
  - name of medication

- purpose of medication
  - time to be administered
  - dosage
  - possible side effects
  - termination of date for administering medication
- B. Parents must transport medication to and from school. No medication will be accepted from students.
- C. Parents are responsible for informing the school office of any change in their child's health or medication.
- D. It is the parent's responsibility to notify the school that the child needs to take prescription or over-the-counter medication.
- E. **No medication will be administered unless an official district medical release form has been completed and signed by a parent or guardian, notarized, and placed on file in the school office.** These forms are available in each school office.

### **TELEPHONE USAGE**

The school office telephone is to be used for school business and emergencies only. Students may use the telephone if permission is secured from the secretary. The secretary has the authority to determine if the students request to use the telephone is valid. Students will not be called to the telephone from a class. No long distance calls are permitted.

### **EMERGENCY DRILLS** (Board Policy EBBC and EBBC-R)

Emergency drills are conducted periodically on each campus within the district. Emergency procedures, which are unique to each campus, are in place and the principal and all staff members are knowledgeable and trained in the implementation of the procedures. Each school shall have an emergency management disaster plan (Crisis Response & School Safety Plan) on file in the principal's office.

Principals and teachers will instruct students in the methods of fire drills and other emergency drills and will practice the drills with the pupils until they are familiar with the methods of evacuating the building or moving to safe areas. Emergency bus evacuation drills will be conducted at least two times yearly.

School district personnel and students will practice objective-based drills associated with specific emergencies on a regular basis during the school year. These drills will include:

- |                       |                  |
|-----------------------|------------------|
| • Evacuation (Fire)   | • Bomb Search    |
| • Intruder (Lockdown) | • Earthquake     |
| • Tornado             | • Active Shooter |

Crisis and emergency situations can happen at any time so it is critical to keep your family contact information current, **especially telephone numbers**. Notify your child's school **every time** there is a change.

- An up-to-date list of friends and family members who are authorized to pick up your child, with their current telephone number(s) should be included in this information.
- In an emergency evacuation, students will be released only to individuals on the authorized pick-up list. **Photo ID is required for student pick-up.**
- Emergency information should include any special needs or medications your child requires.

### **EMERGENCY CLOSING** (Board Policy EBBC)

When any emergency necessitates the closing of a school, parents should monitor the local radio and television stations for information regarding the status of their child's school.

Information may also be posted on the North Panola School District's website ([www.northpanolaschools.org](http://www.northpanolaschools.org)) and/or via the automated callout system. These posts and callouts may be delayed until district and school administration have consulted with law enforcement to ensure that the crisis situation has been secured and no longer presents a threat to the safety of students, faculty, and staff.

### **BAD/INCLEMENT WEATHER PROCEDURES**

During a crisis situation, the safety of our students is our first priority. The North Panola School District will provide information and updates to our parents and community as soon as possible.

- In the event of inclement weather during the school day, all children are secured in the safest manner possible at each school site.

- If it is necessary to release students before the end of the regular school day, parents will be notified by the district office through the automated callout system, local radio, and television stations.
- In the event that inclement weather is predicted, the decision to cancel school or have a delayed start time for the day will be determined by the superintendent. The cancellation of school or the delayed start time will be announced through the district's automated callout system, local radio and television stations. Delayed start times will only be used if district officials feel the roads will be clear later in the morning. While the *start* of school will be delayed, the school day will end at the regular time.

## STUDENT ACTIVITIES

### Mississippi High School Activities Association Eligibility Requirements

To be eligible for athletic competition and co-curricular activities, students must meet the minimum scholastic requirements stated below at the end of a semester and at the end of the year if the pupil is to be eligible for the following semester.

To be eligible for athletics and activities, beginning with the freshman class of 2011-2012, students must have at least a 70 average among the seven courses taken or must have a 2.0 for the semester. This will be done on a semester basis.

Academic rules for students participating in activities include:

### ELIGIBILITY RULE

The MHSAA eligibility rules require each student participating in MHSAA sanctioned competitions to make "satisfactory progress toward graduation." Each school district determines the requirements for "satisfactory progress toward graduation" through its graduation requirements. Each school district must interpret this according to its requirements.

Additionally, according to Mississippi law, a student must maintain a grade point average of at least 2.0 or a C average. This will be measured at the conclusion of the first semester using the semester averages of all the courses the student is taking.

Students who do not have a 2.0 or a C average for the first semester will be ineligible for the second semester. At the end of the school year, each student's grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. If the student does not have a grade point average of at least 2.0 or a C average, he/she will become ineligible for the fall semester.

Students may attend summer school, extended school year, take correspondence classes, participate in credit recovery programs and take advantage of other related options to establish a 2.0 or a C average to regain eligibility.

Students must complete these programs prior to the first day of the next year or the next semester. In situations which require "judgment," schools are directed to "interpret the rules for the benefit of the students." If a student has done a significant "about face," schools may request a hardship ruling for the student. Individual situations will be assessed. A 2.0 or "C" average may be calculated in two ways.

#### Grade Point Average

- A = 4
- B = 3
- C = 2
- D = 1
- F = 0

Numerical Average all the semester or yearend averages and place the average in the local grading scale. If the overall average is a "C" or better, the student is eligible.

### HIGH SCHOOL:

- "Satisfactory Progress towards Graduation" – District Determination
- MS Law – Student must maintain a grade point average of at least 2.0 or "C" average
- 9th Grade Begins H. S. Eligibility – Promoted to 9th grade, with at least an overall 2.0 or "C" average
- Semester Eligibility – Overall average of course grades must equal at least 2.0 GPA or "C"
- Fall Eligibility – Overall average of final grades must equal at least 2.0 GPA or "C"
- Grades for summer school, extended day/year programs, credit recovery classes, and correspondence courses must be earned prior to the beginning of the following semester or year.

## MIDDLE/JUNIOR HIGH SCHOOL ELIGIBILITY FOR PARTICIPATION AT THE HIGH SCHOOL LEVEL GUIDELINES

### FALL ELIGIBILITY:

- Must be promoted
- Must have passed the 4 core courses (English, Math, Science and Social Studies)
- The average of those 4 core courses must be a "C" or above

### SPRING SEMESTER ELIGIBILITY:

- Do not have to be passing all 4 core courses, but the average of those 4 core courses must be a "C" or above.

## **DRIVING AND PARKING ON CAMPUS**

Students parking is a privilege and is available for those students who have on file in the principal's office a copy of his/her valid driver's license, and proof of insurance on the vehicle driven on campus. **Students must have a school issued decal to park on campus.**

Once on campus, students are required to park their vehicles only in the designated areas and proceed directly to the building. Students are not to sit in vehicles or be in the parking lot at any time other than arriving and departing. Extreme caution should be exercised at all times. Fast or reckless driving will not be allowed. No students may leave the campus during the school day for any reason unless the principal has consulted with the parent/guardian.

Only high school students in grades 11-12 may drive to school. Parking a vehicle on campus entitles school officials to search vehicles if reasonable suspicion of a school rule violation occurs. The building principal may approve unique circumstances on an individual basis.

Vehicles that are illegally parked or does not have proper documentations on file in the principal's office **may be towed at the owner's expense** without prior notification. North Panola High School and the North Panola School District assume no responsibility for damaged or vandalized vehicles. **Failure to adhere to the above mentioned rules and regulations will result in a loss of parking privileges.**

## **FIELD TRIPS**

Definition: Any planned activity involving students away from the school but under the jurisdiction and supervision of the school.

As an important 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 parent or guardian. When such events are being planned, permission slips prepared by the district administration will be sent home and signed by the parent or guardian. All field trips are supervised by regular classroom teachers and/or other certified staff members employed by the school district. No field trips should be requested during the weeks of term tests. No field trips will be approved during the final fifteen (15) days of the school year.

The cost of school, club, athletic activity, or organization for utilizing school buses on trips is established by the district and information is available in the office of the Transportation Director.

### **EDUCATIONAL OPPORTUNITIES (NPSD Policy JAA)**

Every pupil of the district 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.

Standard 2 is as follows: School board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the district, and current copies of school board policies are published and available for public review. {MS Code 25-61-1 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301(p) (w); and Federal Civil Rights Act of 1964}

### **STUDENT BULLYING/HARASSMENT PROHIBITED (NPSD Policy JAA).**

This school district does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures, written, electronic or verbal communications, or any physical act or any threatening communication, etc. Bullying or harassing behavior will not be condoned when it takes place on school property, at any school-sponsored function, on a school bus, or when it takes place off school property when such conduct, in the determination of the superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school.

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.

### **SUICIDE PREVENTION**

**Suicide is the third leading cause of death in youth between the ages of 10-19.** Eleven percent of high school students have made at least one suicide attempt, while 4 percent have indicated serious suicidal thoughts. Schools are in a unique position to teach/reinforce resiliency skills, identify at-risk students/adults, and provide appropriate intervention and post-vention strategies. **As a result, the North Panola School District has developed policy and procedures to address this area of concern. Its purpose is to protect the health and well-being of all NPSD students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide.**

The National Suicide Prevention Lifeline (NSPL) is a national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. NSPL is committed to improving crisis services and advancing suicide prevention by empowering individuals, advancing professional best practices, and building awareness.

**Please refer to the Appendix for assistance with the student prevention procedures.**

### **VISITORS**

All visitors with legitimate reasons are welcome to visit the school district. However, certain regulations must be observed in the visitation of schools.

A. All visitors (including parents) shall report immediately to the principal's office for sign-in. Individual visitors should be issued a visitor ID badge so that visitors can be readily identified by school personnel. All visitors will be accompanied to and from classrooms, whenever possible. Visitor badges must be returned to the office when the visitor leaves the school. School principals are authorized to take appropriate action to prevent unauthorized persons from entering buildings or from loitering on grounds. Such persons will be prosecuted to the full extent of the law.

B. Pupil visitors from other schools or pre-school age children are not allowed unless invited under the auspices of the school system.

C. Anyone discovered on school property without such a permit from the office of the principal or the Superintendent of Education is subject to prosecution for trespassing

## **APPENDICES**

**Appendix A – Mississippi Diploma Options**

**Appendix B – Graduation Requirements**

**Appendix C – Career and Technical Education Information**

**Appendix D – Credit Recovery and Dual Enrollment Policy**

**Appendix E – Bullying Reporting Form**

**Appendix F - Suicide Prevention**

**Appendix G – Parent’s General Responsibility for Child’s Acts (MS Code 37-11-53)**

**Appendix H – Athletic Schedules**

# Mississippi Diploma Options

**Begins with incoming freshmen of 2018-2019**

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

## TRADITIONAL DIPLOMA OPTION

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

### Requirements

- Student 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 or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:
  - Have a 2.5 GPA
  - Passed or met all MAAP assessments requirements for graduation
  - On track to meet diploma requirements
  - Concurrently enrolled in Essentials for College Math or Essentials for College Literacy

### Recommendations

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

## ALTERNATE DIPLOMA OPTION

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

### Requirements

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



## Traditional Diploma Endorsement Options

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

### CAREER AND TECHNICAL ENDORSEMENT

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

#### Additional Requirements

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

### ACADEMIC ENDORSEMENT

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

#### Additional Requirements

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

### DISTINGUISHED ACADEMIC ENDORSEMENT

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

#### Additional Requirements

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

**GRADUATION REQUIREMENTS:**

SBE Policy 3803(b) (c), now Rule 36.3, affords students numerous options to meet the requirements for graduating from high school with a standard diploma. These options are

- passing the subject area tests in Algebra I, English II, Biology I, and U.S. History;
- using a concordance table by combining grades and scale score values; or
- using a composite score of 646 using results from Algebra I, English II, Biology I, and U.S. History.

You may view the entire concordance tables (which may change yearly) on the Mississippi Department of Education website: [www.mdek12.org](http://www.mdek12.org).

**Other Graduation Options**

The following graduation options provide opportunities for students to obtain a certain score or level on the ACT, ASVAB, ACT Work-Keys, MS-CPAS2, or other state-approved industry certifications. Students also may obtain a grade of “C” or higher in a dual credit/dual enrollment course, corresponding to the EOC assessment that was not passed.

Assessment Options	Algebra I	Science	English II	Social Studies
ACT	17 (ACT Math Sub-score)	17 (ACT Science Sub-score)	17 (ACT English Sub-score)	17 (ACT Reading Sub-score)
Dual Credit/Dual Enrollment	C or higher in MAT credit-bearing course	C or higher in BIO credit-bearing course	C or higher in ENG credit-bearing course	C or higher in HIS credit-bearing Course
Notes:	-ACT sub-scores resulting from non-college reportable accommodations <b>can</b> be used for graduation options, but the scores are non-college reportable. -ACT sub-scores resulting from Residual ACT testing <b>cannot</b> be used for graduation options. -This option is available regardless of when the student took the SATP2, PARCC or MAP assessment.			
The Graduation Options listed below are applicable to any Subject Art Testing Program assessment.				
ASVAB + MS-CPAS2 Or  Industry Certification	Must have an SAVAB AFQT score of 36 plus one of the following:  1. CPAS score that meets the attainment level assigned by Federal Perkins requirements (Year 1 and 2 combined for an average of 60 or above) <b>OR</b>  2. Industry certification attainment based upon industry standards (only MDE approved certifications may be used)			
ACT Work Keys + MS-CPAS2 <b>OR</b> Industry Certification	Must have a Work Keys Silver Level plus one of the following: 1. CPAS score that meets the attainment level assigned by Federal Perkins requirements (Year 1 and 2 combined for an average of 60 or above) <b>OR</b>  2. Industry certification attainment based upon industry standards (only MDE approved certifications may be used)			

Note: The college credit option is only applicable if the student is enrolled in high school and college at the same time.

**GRADUATION POLICY FOR STUDENTS WITH DISABILITIES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT**

Students with disabilities will be issued a regular education high school diploma or a certificate of life skills completion as follows:

1. By age fourteen (14) or prior to a student entering the ninth grade, an Individualized Education Program (IEP) Committee will consider the exiting options from high school. The parent(s) and, if appropriate, the student will be informed of the requirements for each option and the various alternatives in post-school activities based on each exiting option. An IEP Committee will determine and document the option appropriate for each student.
2. Students pursuing a regular education high school diploma must meet the requirements set forth by the State Board of Education and the North Panola School District. Special education and related services will be provided to assist a student to reach this goal based on the student's IEP.
3. For those students pursuing a certificate of life skills completion, a comprehensive curriculum of basic life skills will be utilized for instructional purposes. Transition services, including a functional vocational evaluation (if appropriate), will be provided based on each student's preferences and interests, his or her IEP and the planned outcomes for postsecondary activities specific to the student. As determined by the IEP Committee, transition services may include:
  - a. Instruction in functional academics;
  - b. Community experiences;
  - c. Adult living;
  - d. Employment skills;
  - e. Related services; and
  - f. Daily living skills
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 or previous decision regarding the student's exiting option.
5. Every student who completes an approved course of study by or before age twenty-one (21) will receive a regular education high school diploma or a certificate of life skills completion and will be permitted to participate in graduation activities.

## **North Panola Career & Technical Center (NPCTC) Need-to-Knows**

**ISP:** All students must have in place an Individual Success Plan (ISP) that aligns with the selected career and technical course in which they are enrolled.

**Attendance & Discipline:** Industry visits and college tours are integral components of NPCTC. Disciplinary infractions and excessive absences occurring on any North Panola school campus can result in students being unable to participate in NPCTC visits and tours.

**Safety Tests:** Safety is the first unit in each program. Students should pass the Industry Safety Test required by the State with 100% accuracy within the first **4 weeks** of the program.

**Grades:** Students failing the first year of a program will not be allowed to enroll in year two of that program. In that instance, year one must be completed again. With director approval, students may be given the opportunity to enroll in another program.

**ACT WorkKeys:** NPCTC students in grades 11 and 12 may earn a National Career Readiness Certificate (NCRC) in the areas of: Graphic Literacy, Workplace Documents, and Applied Mathematics. Attaining the silver level on this assessment in conjunction with an average score of 60 on the CPAS or passing a national certification can be an alternative graduation option. Students who complete both years of a CTE program can be considered for this option.

### **Career & Technical Skill Program Entrance Prerequisites**

*\*\*In order for students to be able to experience success in career and technical programs, the following student prerequisites are suggested:*

#### **Construction:**

1. C or higher in English (the previous year)  
C or higher in Math (last course taken or the instructor can specify the math) **OR**
2. Instructor approval

#### **Health:**

1. C or higher in English (the previous year)  
C or higher in Math (last course taken or the instructor specifies the math) **OR**
2. Instructor approval

*\*\*It is strongly recommended that students complete health science core with a grade of C or higher to advance to Health Care and Clinical Services.*

#### **Law & Public Safety:**

1. Instructor approval

**Information Technology:**

1. C or higher in pre-algebra **OR**
2. Instructor approval

**Business Marketing Finance (BMF):**

1. C or higher in English (the previous year)  
C or higher in high-school level math (last course taken or instructor specifies math) **OR**
2. Instructor approval

**Teacher Academy:**

1. C or higher in English (the previous year)  
C or higher in Math (last course taken or the instructor can specifies the math)  
No more than two discipline referrals (the previous year)  
90% attendance rate (the previous year) **OR**
2. Instructor approval

**Automotive Service Technician:**

1. C or higher in English (the previous year)  
C or higher in Math (last course taken or the instructor can specifies the math)  
No more than two discipline referrals (the previous year)  
90% attendance rate (the previous year) **OR**
2. Instructor approval

## North Panola Career & Technical Education (CTE) 2022-2023 Career Clusters & Pathways

### *Career Cluster: Health Sciences* *Career Pathway/Course Name: Health Sciences*

**Credit/Weight:** 4.0/Varies      **Course Length:** 4 semesters/2 years  
**Career & Technical Student Organization (CTSO):** Future Health Professionals (HOSA)  
**End of Course Assessments:** TBA  
**Assessment:** Industry Certification – National Health Science Assessment (NHSA)  
**Course carries possible Honor's level weight:**  
*Weight: 4.5*—Applies if student passes both courses and NHSA  
*Weight: 4.0*—Applies if student passes both courses

**Health Sciences Core (Year 1)** introduces students to the theory and practical applications of tasks related to employment in health science. Topics covered include safety in the workplace, infection control, health care systems, and the vital organs of the human body.

**Healthcare and Clinical Services (Year 2)** covers topics such as human growth and development, health informatics, information technology, and therapeutic and rehabilitative services. Other topics include medical and emergency services, mental health, and pharmacological and nursing services.

**Related Occupations:** nurses, doctors, athletic trainers, physical therapists, emergency medical technicians, health aides, pharmacists, health instructors

### *Career Cluster: Education & Training* *Career Pathway/Course Name: Teacher Academy*

**Credit/Weight:** 4.0/Varies      **Course Length:** 4 semesters/2 years  
**Career & Technical Student Organization (CTSO):** Educators' Rising  
**End of Course Assessments:** TBA  
**Course carries possible Honor's level weight:**  
*Weight: 4.5*—Applies with passing both courses and proficient on EOY assessment  
*Weight: 4.0*—Applies if student passes both courses

**Teacher Academy I (Year 1)** is an entry-level course designed to attract students to the education field. Areas of study include students as learners, planning and assessing teaching, teaching strategies, communication skills, and field experiences.

**Teacher Academy II (Year 2)** provides students with the opportunity to gain advanced skills needed to enhance them as learners, teachers, and communicators. Students receive advanced hands-on field experiences to help prepare them for the rigors of a career in education and help them remain long-term educators.

**Related Occupations:** teachers of elementary, secondary, special education, and career/technical education, administrators, librarians, teacher assistants

### *Career Cluster: Information Technology* *Career Pathway/Course Name: Information Technology*

**Credit/Weight:** 4.0/Varies      **Course Length:** 4 semesters/2 years  
**Career & Technical Student Organization (CTSO):** Technology Student Association (TSA)  
**Assessment for National Certifications:**  
*Year 1:* CompTIA IT Fundamentals Certification Exam  
*Year 2:* Microsoft Technology Associate: Networking Fundamentals Certification Exam

**Course carries possible Honor's level weight:**

*Weight: 4.5*—Applies with passing of both courses and industry certifications (Years 1 & 2)

*Weight: 4.0*—Applies if student both courses (Years 1 & 2)

**Information Technology Associate I (Year 1)** addresses technology and computer hardware basics, compatibility issues, common errors associated with computer hardware, software installation and functions, security risks and prevention, Green IT and preventative maintenance of computers.

**Information Technology Associate II (Year 2)** teaches the basic concepts of networking, each network operating system, networking types, standards and how data is encoded and transmitted. Students also participate in I.T.- related field experiences.

**Related Occupations:** computer systems analysts, network and computer systems administrators, computer and information systems managers, software developers (applications/systems software)

***Career Cluster: Law, Public Safety, Corrections, & Security***  
***Career Pathway/Course Name: Law & Public Safety***

**Credit/Weight:** 4.0/4.0 **Course Length:** 4 semesters/2 years

**Career & Technical Student Organization (CTSO):** Skills USA

**End of Course Assessments:** TBA

**Law and Public Safety I (Year 1)** focuses on the history of law and legal systems in the United States. Students are also introduced to the emergency services found in local communities and will focus on corrections in the state of Mississippi, studying specifically how jails and prisons function.

**Law and Public Safety II (Year 2)** focuses on specialized areas and topics within the law and public safety arena, emergency management, all branches of the military and the professions associated with each.

**Related Occupations:** correctional officers/jailers, police/sheriff's patrol officers, detectives, criminal/private investigators, emergency medical technicians (EMTs), probation officers, security guards, firefighters, forensic science technicians

***Career Cluster: Transportation, Distribution & Logistics***  
***Career Pathway/Course Name: Automotive Service Technician***

**Credit/Weight:** 4.0/4.0 **Course Length:** 4 semesters/2 years

**Career & Technical Student Organization (CTSO):** Skills USA

**End of Course Assessments:** TBA

**Assessment for Industry Certification:** Automotive Service Excellence (ASE) in Maintenance & Light Repair (MR) or Automobile Service & Technology (AS)

**Automotive Service Technology I (Year 1)** contains an introduction to shop operations, safety, tools and equipment, and preparing the vehicle for both service and the customer. Additional topics include: engine repair, engine transmission, basic electrical/electronic systems, and brakes.

**Automotive Service Technology II (Year 2)** contains a review on shop operations, safety, tools and equipment, and preparing the vehicle for both service and the customer. Additional topics include: advanced electrical/electronic systems, advanced engine performance, suspension/steering systems, and heating/air.

**Related Occupations:** general service technicians, automotive technicians, master mechanics, service managers, vehicle inspectors, automotive designers/engineers, diesel mechanics, car salesperson, tow truck driver, tire technician, car detailer

**Other ASE Information:** The automotive program was written to incorporate the National Institute for Automotive Service Excellence (ASE) learning objectives/content and hours. Earning entry level certificates demonstrate workforce readiness and are the first steps in building career credentials as an automotive service professional.

***Career Cluster: Business, Marketing, Finance (BMF)***  
***Career Pathway/Course Name: Business, Marketing, Finance (BMF)***

**Credit/Weight:** 4.0/4.0 **Course Length:** 4 semesters/2 years

**Career & Technical Student Organization (CTSO):** Distributive Education Clubs of America (DECA)

**End of Course Assessments:** TBA

**BMF (Year 1)** covers the fundamentals of business and marketing; introduction to business finance clusters, economics, microeconomics, career readiness, addresses personal finance lessons such as income and money management

**BMF (Year 2)** focuses on finance and management; deeper study of economics to include international economics/macro economics; covers managerial accounting, budgets, forecasting, credit, risk management

**Related Occupations:** managers in sales, marketing, medical/health services, public relations, food services, administrative services, computer/information systems; personal financial advisers, real estate appraiser/assessor, retail sales, customer service

**Applied Academic Credit Toward Graduation:** Successful completion of both BMF courses may result in 4.0 CTE credits AND a 0.5 academic credit for economics.

***Career Cluster: Architecture & Construction***  
***Career Pathway/Course Name: Carpentry***

**Credit/Weight:** 4.0/4.0 **Course Length:** 4 semesters/2 years

**Career & Technical Student Organization (CTSO):** Skills USA

**National Certifications:**

*Year 1:* National Center for Construction Education & Research (NCCER) Learning Series – Carpentry Standards Level

*Year 2:* National Center for Construction Education & Research (NCCER) Learning Series – Carpentry Standards Level

**Construction (Year 1)** prepares students for employment or continued education in several occupations related to the construction industry. Introduces students to fundamentals of construction safety, tools, math, and blueprint reading, as well as basic carpentry, electrical, masonry, and plumbing skills.

**Carpentry (Year 2)** prepares students to continue study in a postsecondary construction program (Residential Carpentry) or to begin work at the entry level in a carpentry occupation; in-depth study of basic safety, construction math, materials, wall, ceiling, and roof framing; windows and doors; stairs, etc.

**Related Occupations:** carpenters (residential, commercial, industrial), cabinetmakers, construction managers/laborers, building inspectors, floor installers, tile/stone setters, solar photovoltaic installers, drywall/ceiling tile installers, general maintenance workers

**Other NCCER Information:** These standards are taught nationwide by contractors, associations, construction users, and secondary/postsecondary schools.

***Enhancement Course Pathway: Keystone***

**Credit:** 1.0 no p **Course Length:** 1 semester

**End of Course Assessment:** Not Applicable

**Keystone** is only available to 9<sup>th</sup> grade students and provides an overview of the 16 Career Clusters in the National Career Clusters Framework. The course is used as an introduction to career pathways and career decision-making. This course includes content in self-development, career clusters, pathways, and choices as well as financial planning. It is designed to be taught in a “flipped” classroom environment where students are introduced to the content outside of class and experience the content during class.



***Middle School Computer Science***  
***Career Pathway/Course Name: Cyber Foundations I***

**Credit:** N/A **Course length:** 2 semesters/1 year  
**Career & Technical Student Organization (CTSO):** Technology Student Association (TSA)  
**End of Course Assessments:** N/A

**Cyber Foundations I (Grade 6):** Students complete studies in interpersonal and self-directional skills, basic technology operation and technology concepts, ethical issues in technology, keyboarding, communication tools, technology resource tools, multimedia presentation applications, word processing applications, spreadsheet applications, problem solving, web development, and block-based programming.

***Middle School Computer Science***  
***Career Pathway/Course Name: Cyber Foundations II***

**Credit:** N/A **Course length:** 2 semesters/1 year  
**Career & Technical Student Organization (CTSO):** Technology Student Association (TSA)  
**End of Course Assessments:** N/A

**Cyber Foundations II (Grade 7):** Students dive more deeply into Cyber Foundations I topics, along with lab management and networking, database applications, and career preparations.

***Middle School Enhancement Course***  
***Career Pathway/Course Name: Contemporary Health***

**Credit:** 0.5 **Course length:** 1 semester  
**Career & Technical Student Organization (CTSO):** Career and Community Leaders of America (FCCLA) or Future Health Professional (HOSA)  
**End of Assessments:** N/A

**Contemporary Health (Grade 8):** Students develop skills related to personal, social, and mental health. It includes instruction on human growth and development, disease prevention and control, substance abuse and prevention, community and environmental health, and safety and first aid. This course is designed to satisfy the graduation requirement for health in Grades 9-12.

***Enhancement Course Pathway: Work-Based Learning (WBL)***  
***\*\*\*No admission without CTE Director approval***

- The WBL course gives Mississippi high school students the opportunity to earn academic credit for their authentic work experiences. **To receive credit, students must be enrolled in a WBL course and meet all required key components listed below.** Students do not have to be enrolled in a CTE program to enroll in this course.
- **College and Career Readiness Credit**  
Students enrolled in this course during their 11th and 12th grade years can substitute one WBL credit for the College and Career Readiness (CCR) credit required for graduation.
- **Career and Technical Diploma Endorsement**  
Credit earned in this course satisfies the WBL requirement option for the Career and Technical Diploma endorsement.
- **Required Key Components**  
WBL experiences can include, but are not limited to, internships, pre-apprenticeships, entrepreneurial ventures, service-learning, virtual enterprises, and other supervised work experiences. The following key components are required for students to receive credit for their WBL experiences:

- ✓ Authentic work experience: a structured WBL experience in which students can work a minimum of 70 hours in a work-related environment that fosters in-depth, first-hand engagement with the tasks that support their career goals as outlined in their ISPs. The experience should provide opportunities for students to practice applying classroom instruction and 21st-century skills.
- ✓ WBL teacher/coordinator: an individual or individuals employed by the local education agency (LEA) with a WBL add-on endorsement
- ✓ Worksite supervisor: an employer or mentor who provides supervision, guidance, and encouragement to students and is involved in coaching career skills as indicated on student's *WBL Training Agreement*
- ✓ *WBL Training Agreement*: an agreement or memorandum that defines the career skills, experiences, and personal responsibilities to which the WBL supervisor, the LEA, students, and parents/guardians have committed to fulfill. The *WBL Training Agreement* should support the career goals identified in students' ISPs. An example of a *WBL Training Agreement* and more in-depth instructions for completing the guide can be found in the *CTE Work-Based Learning Resource Guide*.
- ✓ Evaluation/portfolio: documentation by the WBL teacher/coordinator, WBL supervisor, and students that exhibits students' experiences and measures students' mastery of skills outlined in the *WBL Training Agreement*



# The **TOP 3 SKILLS & EXPERIENCES** that students gain in **CTE classes:**

**skills**  
to help them get  
jobs in the future



real-world  
**examples**



to help them understand  
academic classes

the chance to  
work as part of a  
**team**



My College Options®/ACTE research study, 2017





## APPENDIX D – Policies on Credit Recovery and Dual Enrollment

### Credit Recovery Policy

As a means of helping students get back on track toward graduation and to encourage students to remain in school, the North Panola School District shall offer a credit recovery program. Credit recovery allows students who have been unsuccessful in mastering particular content or skills an opportunity to apply for credit recovery as an alternative to repeating the entire course. The goal of the credit recovery program is to prevent students from dropping out of high school.

The North Panola School District will implement a curriculum program to provide extensive support for students in credit recovery, credit completion, remediation, and intervention. The program will be aligned with the Mississippi curriculum framework's competencies and objectives and state standards.

The credit recovery program shall include a diagnostic assessment which will prescribe an individualized plan for course content as well as progress monitoring to ensure students meet mastery as they move through lessons.

#### Admission to or Removal from Credit Recovery

In order for students to be eligible for the program, the following criteria must be met:

- (1) Parental consent is required before a student can enroll in credit recovery.
- (2) The student must have failed to meet the minimum passing grade for the course.

Each participant will complete an application process which includes the courses requested for recovery, the final grade from the first attempt, timeline for completion, and parental consent.

Students shall not remain in a credit recovery course for more than one year; therefore, the student intervention team will determine the allowed number of courses to be recovered.

According to *State Board Policy Rule 28.5 Credit Recovery Policy*, students seeking to earn a Carnegie unit may only earn a minimum passing grade on the district's grading scale.

### Dual Enrollment Policy

*Dual credit program allowances.* A student may be granted credit delivered through the following means:

- (a) Examination preparation taught at a high school by a qualified teacher. A student may receive credit at the secondary level after completion of an approved course and passing the standard examination, such as an Advanced Placement or International Baccalaureate course through which a high school student is allowed CLEP credit by making a three (3) or higher on the end-of-course examination.
- (b) College or university courses (listed in the Mississippi Department of Education's *Procedures Manual for the State of Mississippi Dual Enrollment & Accelerated Programs*) taught at a high school or designated postsecondary site by a qualified teacher who is an employee of the school district and approved as an instructor by the collaborating college or university.

(c) College or university courses taught at a college, university or high school by an instructor employed by the college or university and approved by the collaborating school district listed in the Mississippi Department of Education's (MDE) *Procedures Manual for the State of Mississippi Dual Enrollment & Accelerated Programs*.

(d) Online courses of any public university, community or junior college in Mississippi listed in the MDE's *Procedures Manual for the State of Mississippi Dual Enrollment & Accelerated Programs*.

(2) *Admission criteria for dual enrollment in community and junior college or university programs.* Students may be admitted to enroll in community or junior college courses under the dual enrollment programs if they meet that individual institution's stated dual enrollment admission requirements.

(3) *Tuition and cost responsibility.* Tuition and costs for university-level courses and community and junior college courses offered under a dual enrollment program **shall** be the responsibility of the parents or legal guardians of the student unless offered through a special program sanctioned by the school district. Payment for tuition and any other costs **shall** be made directly to the credit-granting institution.

(4) *Transportation responsibility.* Any transportation required by a student to participate in the dual enrollment program is the responsibility of the parent, custodian or legal guardian of the student.

(5) *School district average daily attendance credit.* When dually enrolled, the student **shall** be counted, for adequate education program funding purposes, in the average daily attendance of the public school district in which the student attends high school.

(6) *High school student transcript transfer requirements.* Grades and college credits earned by a student admitted to a dual credit program **shall** be recorded on the high school student record and on the college transcript at the university or community or junior college where the student attends classes.

(7) *Eligible courses for dual credit programs.* **Only** courses accepted by the Mississippi Department of Education as listed in their *Procedures Manual for the State of Mississippi Dual Enrollment & Accelerated Programs* are allowed for GPA calculation purposes. Courses not listed in the manual will be added for record purposes only.

(8) *High school Carnegie unit equivalency.* One (1) three-hour university or community or junior college course is equal to one (1) high school Carnegie unit.

(9) *Maximum dual credits allowed.* It is the intent of the **dual enrollment** program to make it possible for every eligible student who desires to earn a semester's worth of college credit in high school to do so. A qualified dually enrolled high school student **shall** be allowed to earn an unlimited number of college or university credits for dual credit.

(10) Allowable courses according to MDE's *Procedures Manual for the State of Mississippi Dual Enrollment & Accelerated Programs* will be accepted for GPA purposes during the year taken. For example, allowable courses taken outside of North Panola High School (NPHS) during the summer must be brought back to NPHS and added.

All official transcripts (or other report deemed official) to verify dual enrollment classes must be submitted on or before August 30<sup>th</sup> of the student's senior year. No transcripts for dual enrollment credit will be accepted after August 30<sup>th</sup>. If the institution sends the documentation via postal mail before August 30<sup>th</sup> and it arrives after August 30<sup>th</sup>, the information will be accepted. However, no exceptions to the deadline of August 30<sup>th</sup> will be made for electronic mailing.

# NORTH PANOLA SCHOOL DISTRICT

*"Leadership • Collaboration • Innovation"*

**Chad Spence, Superintendent**



## **REPORT OF BULLYING/HARASSMENT INCIDENT FORM**

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or threatening communications, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristics that (a) place 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.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Report: \_\_\_\_\_

If you fear that you or another student is in IMMEDIATE danger, contact your building principal immediately. Please answer the questions below honestly and specifically. Please provide details about the incident.

What happened? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where did it happen? \_\_\_\_\_

Who was involved? \_\_\_\_\_

Where there any witnesses? \_\_\_\_\_ If so, who were they? \_\_\_\_\_

\_\_\_\_\_  
Have you spoken to anyone about this incident? \_\_\_\_\_ If so, whom? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has this happened before? \_\_\_\_\_ If yes, please describe any previous incidents. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submit this completed form to your principal or trusted staff person. The investigation of this report will begin promptly. This matter will be handled as confidentially as possible.**



## APPENDIX F

Protecting the health and well-being of all students is of utmost importance to *North Panola School District*. The *North Panola School District* board has adopted a suicide prevention policy which will help protect all students through the following steps:



1. Students will learn about recognizing and responding to warning signs of suicide in friends using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes.
2. *North Panola School District* will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate resources.
4. Students will have access to national resources which they can contact for additional support such as:
  - The National Suicide Prevention Lifeline—1-800-273-8255 (TALK),  
[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

## **APPENDIX G – General Responsibility for Child’s Acts**

### **2013 Mississippi Code**

#### **Title 37 - EDUCATION**

#### **Chapter 11 - GENERAL PROVISIONS PERTAINING TO EDUCATION**

#### **§ 37-11-53 - School district discipline plans; appearance by parents, guardians or custodians at discipline conferences; recovery from parents for damage or destruction of school property; parent allowed to accompany child to school as alternative to child's suspension**

**Universal Citation: MS Code § 37-11-53 (2013)**

(1) A copy of the school district's discipline plan shall be distributed to each student enrolled in the district, and the parents, guardian or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of their respective school district. The school board shall have its official discipline plan and code of student conduct legally audited on an annual basis to insure that its policies and procedures are currently in compliance with applicable statutes, case law and state and federal constitutional provisions. As part of the first legal audit occurring after July 1, 2001, the provisions of this section, Section 37-11-55 and Section 37-11-18.1, shall be fully incorporated into the school district's discipline plan and code of student conduct.

(2) All discipline plans of school districts shall include, but not be limited to, the following:

- (a) A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against school property or persons;
- (b) A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection, or for any other discipline conference regarding the acts of the child;
- (c) Any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph (b) of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference; and
- (d) A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

(3) Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars (\$250.00).

(4) Any public school district shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) years, who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.

APPENDIX H



# **NORTH PANOLA**

## **Lady Cougar**

### **Volleyball Schedule**

8/9/22	@	South Panola JV 5:30 V 6:30
8/22/22	VS	Water Valley JV 5:30 V 6:30
8/25/22	VS	South Panola JV 5:00 V 6:00
8/29/22	VS	Holly Springs JV 5:30 V 6:30
8/30/22	VS	West Tallahatchie JV 5:30 V 6:30
9/8/22	VS	M.S. Palmer JV 5:30 V 6:30
9/12/22	@	Holly Springs JV 5:30 V 6:30
9/13/22	VS	Byhalia JV 5:30 V 6:30
9/19/22	@	M.S. Palmer JV 5:30 V 6:30
9/22/22	@	Byhalia JV 5:30 V 6:30
9/26/22	@	Water Valley JV 5:30 V 6:30
9/29/22	@	Rosa Fort JV 5:30 V 6:30
10/4/22	@	West Tallahatchie JV 5:30 V 6:30
10/6/22	VS	Rosa Fort JV 5:30 V 6:30 (Senior Night)



**AUGUST 26 @ PALMER**

**SEPTEMBER 2 VS. CALHOUN CITY**

**SEPTEMBER 9 @ HOLMES COUNTY**

**SEPTEMBER 17 VS. CLEVELAND CENTRAL (HOMECOMING)**

**SEPTEMBER 23 @ SENATOBIA**

**SEPTEMBER 30 VS. CHARLESTON (COMMUNITY TAILGATE)**

**OCTOBER 7 VS. BYHALIA (PINK OUT)**

**OCTOBER 14 @ INDEPENDENCE**

**OCTOBER 21 @ ROSA FORT**

**OCTOBER 28 VS. HOLLY SPRINGS (SENIOR NIGHT)**

**#FAM1LY**





<b>Date:</b>		<b>Opponent:</b>	<b>Time:</b>
<b>February</b>			
2/14/23		vs Coahoma County	5:00
2/16/23		vs O'bannon	5 and 7
2/18/23		@ O'bannon	2 and 4
2/21/23		vs North Delta	5 and 7
2/23/23		vs Winona	5 and 7
2/25/23		Winona Tournament	TBA
2/27/23		vs Charleston	5:00
2/28/23		@ Coahoma County	5:00
<b>March</b>			
3/3/23		Vardaman	5 and 7
3/4/23		@ Strayhorn	11 & 1
3/7/23		@ Charleston	5:00
3/10/23		vs Strayhorn	5 and 7
3/11/23		@ Vardaman	12 & 2
3/14/23		@ Calhoun City	5 and 7
3/17/23		@ Bruce	5 and 7
3/21/23	<b>District</b>	vs Independence*	5 and 7
3/24/23	<b>District</b>	@ Independence*	5 and 7
3/25/23		@ Clarksdale	12 & 2
3/28/23	<b>District</b>	vs Byhalia*	5 and 7
3/31/23	<b>District</b>	@ Byhalia*	5 and 7
<b>April</b>			
4/1/23		vs Calhoun City	11 & 1
4/4/23	<b>District</b>	vs Holly Springs*	5:00
4/7/23	<b>District</b>	@ Holly Springs*	5:00
4/8/23		@ North Delta	11 & 1
4/11/23	<b>District</b>	vs Rosa Fort*	5 and 7
4/13/23		@ Potts Camp	5 and 7
4/14/23	<b>District</b>	@ Rosa Fort*	5 and 7
4/22, 23, 25/22		Playoffs Round 1	TBA
4/29, 30 - 5/2/22		Playoffs Round 2	TBA
<b>May</b>			
5/6, 7, 9/22		Playoffs Round 3	TBA
5/13, 14, 16/22		North Half	TBA
5/24-29/22		State Championship	TBA