

CARROLL COUNTY  
SCHOOL DISTRICT

*PREPARING STUDENTS FOR THE NEXT LEVEL*

**2024- 2025**  
**Student Handbook**

**Carroll County School District  
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## **VISION**

All students will leave our schools prepared to be successful at the next level.

## **MISSION**

The Carroll County School Board, administrators, teachers, support staff, students, parents, and community are devoted to academic excellence and the cultivation of individual strengths and talents in a supportive environment where individual differences and respect for the rights of others guide school and community behavior.

## **CARROLL COUNTY SCHOOL DISTRICT GOALS**

- I. Ensure a safe, healthy, and orderly learning environment that is conducive to learning for all.
- II. Focus on student achievement.
- III. Providing an effective teaching and learning environment.
- IV. Increase community and family engagement.
- V. Manage the district's resources in a financially responsible manner.

## **CARROLL COUNTY SCHOOL DISTRICT BOARD**

Teresa Vanlandingham

Kenneth DeLoach

Stella Bell

William Downs

John Phillips

## **CENTRAL OFFICE ADMINISTRATION AND STAFF**

### **CENTRAL OFFICE (662-237-9276)**

Joey Carpenter, Superintendent

Jennifer Prestridge, Business Manager

Angie Holly, Accounts Payable Clerk

Don Wade, Human Resources/Payroll/Board Clerk

### **SPECIAL SERVICES OFFICE (662- 237-4444)**

Wendy Hubbard, Special Education Director

Cory Blaylock, Assistant Special Education Director

Sara Johnson, Federal Programs Director/District Testing Coordinator

Latoya Robinson, Special Services Secretary

Angel Story, Food Service Coordinator

Janeisha Lewis, School Attendance Officer

Kizzie Edwards- EL/MTSS Coordinator

### **TECHNOLOGY BUILDING (662-237- 6753)**

Taylor Nesbitt, Technology Director

Cory Wade, Technician

### **BUS SHOP (662-237-4351)**

Lee Cobbins, Transportation Director

## **SCHOOL ADMINISTRATION AND STAFF**

### **MARSHALL ELEMENTARY SCHOOL (662-237-6840)**

Khalilah Tate, Principal

Tiffany Amos, Records Clerk

Sarah Griffin, Secretary/Receptionist

Amanda Whitfield, School Nurse

Regina Liddell, School Resource Officer

### **J.Z. GEORGE HIGH SCHOOL (662-237-4701)**

Nathan Moncrief, Principal

Kevin Jones, Assistant Principal

Margie Muse, Vocational Contact

Cory Blaylock, Athletic Director

Rashida Watson, Counselor/Testing Coordinator

Margie O'Briant, Bookkeeper/Secretary

Rosie Jackson, Records Clerk

Ella Jordan, Receptionist

Susanna Mullins, School Nurse

Brad Carver, School Resource Officer

## **MESSAGE FROM THE PRINCIPALS**

Dear Marshall Elementary School Family,

The faculty, staff, and I would like to thank you for allowing us to be a part of your educational journey. We are all proud of our exceptional school and the opportunities it provides for all children. It is our sincere desire and goal to nurture our students as we provide an excellent, safe, and stimulating learning environment. We are very excited about the 2024-2025 school year and all the opportunities for learning that will blossom throughout the school year. Learning is a priority for everyone involved in Marshall Elementary.

At Marshall Elementary, you will find a learning environment where children are encouraged to express themselves and are working hard to build a strong academic, social, and emotional foundation upon which their future dreams will become a reality. You will find a culture where teachers and administrators are working as a team to meet student needs.

We would like to become a literacy centered school and focus on the communication skills of reading, writing, speaking, and listening. At Marshall Elementary, we would like for our children to develop as critical thinkers able to form opinions and justify their thinking.

The faculty, staff, and I are here to serve you, our students, parents, and community, to the best of our ability. Our doors are always open. If you have any questions or concerns, please feel free to call for a conference or leave a message. The faculty and I are looking forward to a successful and productive year with you and your family.

Sincerely,

**Khalilah Tate, Principal**



To the J. Z. George High School Family,

Welcome to the 2024-2025 school year. At J.Z. George we believe that it is important for our students to be connected to school through positive relationships and a strong sense of community. Our teachers and staff are committed to providing all students with an appropriate and challenging educational experience in a respectful environment that fosters learning and growth. Our goal is to provide every student with the tools and skills they will need to be college and career ready upon graduating high school.

A crucial part of success for students is attendance. As a parent or guardian your role is essential in determining that your child is in school and ready to learn each day.

The student handbook is the core of rules, regulations and guidelines under which our school operates. Please review the handbook as well as the code of conduct with your child and keep for reference should the need arise. I look forward to a great year! Go Jags!

Sincerely,

**Nathan Moncrief, Principal**



## INTRODUCTION

This student handbook is intended to inform students of policies and procedures of the Carroll County School District that pertain directly to students. This is not an exclusive list of student policies. For a complete list of policies, refer to the Carroll County School District Board Policy Manual, which is available for review at [www.ccsd.ms](http://www.ccsd.ms) .

Reference to the handbook by students, parents, and staff is recommended as a source of information on guidelines for operational procedures of our schools. Students and parents are asked to read and keep the handbook for reference for the entire 2024-2025 school year.

The handbook is reviewed annually. The policies and procedures are subject to amendment and revision by the Carroll County School Board of Education.

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

District policy assures that no one shall, on the grounds of race, color, age, religion, natural origin, sex, disability, genetic information, pregnancy, or handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school district.

Sara Johnson  
Title IX Coordinator  
[sjohnson@ccsd.ms](mailto:sjohnson@ccsd.ms)  
662-237-4444

Kizzie Edwards  
Section 504 Coordinator  
[kedwards@ccsd.ms](mailto:kedwards@ccsd.ms)  
662-237-4444

By registering your child or children or any student in the Carroll County School District, all parents, legal guardians, and students do hereby consent to and agree to obey and follow rules and regulations contained in this handbook and such other oral directions of school administrators or teachers as may be necessary to carry out the orderly educational progress of the school. All parents, legal guardians, and students agree and are hereby informed that all students of the Carroll County School District are subject to questioning or being taken into official custody while at school by any appropriately appointed law enforcement official or department of human services agent investigating an official case upon oral or written court order.

# Carroll County School District 2024-2025

## School Year Calendar



July 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 24						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 24						
Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 25						
Su	M	Tu	W	Th	F	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	

March 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 25						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 25						
Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 25						
Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 25						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**CARROLL COUNTY SCHOOLS  
BOARD APPROVED  
DATE: 02/08/24**

- Early Release
- Holiday-School Closed
- First Day of Class
- Last Day of Class
- Report Cards Issued
- PD- no students

- Calendar Dates:**
- July 24: Teacher PD/New Teacher PD
  - July 29-31: Teacher PD
  - August 1: 1st Day of School
  - September 2: Labor Day Holiday
  - October 7-11: Fall Break
  - October 14: Teacher PD
  - October 17: Report Cards Issued
  - Nov. 25-29: Thanksgiving Break
  - December 20: Early Dismissal
  - Dec. 23- January 3: Christmas Break
  - January 6: Teacher PD
  - January 7: Students Return
  - January 9: Report Cards Issued
  - Jan. 20: Martin Luther King, Jr Holiday
  - March 10-14: Spring Break
  - March 20: Report Cards Issued
  - April 18-21: Easter Break
  - May 22: Last Day for Students, Report Cards Issued, Early Dismissal
  - May 23: Teacher PD



## GENERAL INFORMATION

### CLOSED CAMPUS

Because these are *closed campuses*, no one is allowed to leave the campus once they arrive without checking-out. Everyone except students attending J. Z. George High School and Marshall Elementary must *report to the main offices*. No one is allowed to go directly to a classroom or disturb classes. Siblings, relatives, friends, etc. of students are *NOT* allowed to visit the school to spend the day.

### SCHOOL HOURS

**School hours are from 7:15 a.m. to 3:15 p.m. Office hours are from 7:15 a.m. to 4:00 p.m.** Doors open at 7:20 a.m. Parents will be responsible for students arriving prior to 7:15 a.m. or students still on campus after 4:00 p.m. unless the students are involved in a school sponsored activity.

### SALES

Solicitation of students for funds for any cause is only permitted when the superintendent has given prior permission. No agencies or persons shall be permitted to use school premises to exhibit or offer for sale articles or services to students except those articles and services approved by the superintendent or designee.

The use of the names “J. Z. George High School” and “Marshall Elementary” or any affiliated names for any off-campus function or fundraiser without the written approval of the School Board of Education, Superintendent of Education, and Principal can result in legal action being taken against the offending parties.

Note: All fundraisers must be pre-approved by the Principal and Superintendent before any fundraising activities commence.

Board policy (JKB) states that one selling campaign per club to the public annually is permitted. Selling should receive the closest of supervision. Any alteration of this policy may come only upon direct permission of the superintendent.

## **SCHOOL SERVICES AND CLASSES OF SPECIAL INTEREST**

### **COUNSELING SERVICES**

Students and parents are encouraged to contact the school guidance counselor, who is available to help with a variety of student needs. Your counselor can provide information regarding subjects you need to take, scheduling classes, and personal/social problems with which you need assistance. A full-time counselor is employed at the high school.

### **LIBRARY SERVICES**

A full-time librarian is available at the elementary and high school. Librarians are there to help students learn reference skills. The librarian encourages students to read and has books that should be of special interest to all students. Students should treat books with care so that others may enjoy them. Fines will be charged for damaged or lost books.

### **ACCELERATED READER**

Carroll County Schools use the Accelerated Reader program, in grades K-8, provided through Renaissance Learning. Accelerated Reader is a program that encourages students to read at school and outside of the school setting whenever they have the opportunity. Our library is equipped with numerous books for the students to read. When the student completes the book, a computer-based test is available for the student to take. Each student has an individualized goal to reach.

### **SPECIAL EDUCATION SERVICES**

Special education services are provided in a variety of settings. Resource classes and self-contained classes are available. There is a community-based program for those students requiring both academic and life skills. Services are also available for language/speech disorders, emotionally disabled, hearing or visually impaired, and physically disabled.

### **GIFTED EDUCATION PROGRAM**

The 2<sup>nd</sup> - 6<sup>th</sup> grade students will take part in the gifted education program for the intellectually gifted. Certified gifted education teachers focus on the areas of thinking skills, creativity, communication skills, and leadership skills. For specific information see the gifted education teacher or counselor.

### **PHYSICAL EDUCATION**

In all grades, physical education (P.E.) classes are available. In the seventh and twelfth grade classes students are introduced to a variety of sports such as basketball, football, softball, cheerleading, baseball, and track.

Students who participate in the football, basketball, softball, and/or track classes must be able to participate in games and meets, which are held in the afternoon, at night, and on Saturday depending on the sport.

*A change of dress may be brought for physical education (P.E. Teacher can provide a list of supplies if needed). Students must participate during each class meeting unless a written notification is given from the doctor and or parent... If students continually fail to participate in P.E. without written notification, they will be referred to the office.*

## **BAND**

The band classes are open to all interested students in grades seventh - twelfth. Each student must make arrangements for the use of an instrument.

## **CHEER**

Cheerleading squad members are selected from eligible sixth – eleventh graders at the end of each school year for the following year’s squad. In addition to ability, those who are selected must have a C average and acceptable behavior both at school and in the community. (*Uniforms will not be worn during school hours*).

## **TELEPHONE USE**

Students are to use the office telephone only in cases of real need, such as illness requiring a student to go home. Due to the heavy volume of business in the school office, it is requested that parents do not call the school to have messages delivered to their children except in cases of emergency. Except in an extreme emergency, no student’s class will be disturbed to receive a phone call. When time permits, messages will be delivered to students at the end of the period in which the messages were received. Parents should try to make arrangements with their children before they come to school.

## **CAR USE**

Junior high students will not be allowed to drive a vehicle to or from the school grounds. Students cannot sit in or on vehicles at any time. High school students must be accompanied by security personnel if he/she needs to retrieve belongings from the vehicle during school hours. Any seniors approved for early dismissal must leave campus once you have signed out in the main office.

## **PERSONAL POSSESSIONS**

Please do not allow your child to bring large amounts of money nor jewelry to school. CCSD will not be responsible should it be stolen.

## **FORGOTTEN ITEMS**

Any forgotten items (homework, permission slip, needed school supplies etc.) may be dropped off in the secretary’s office. Classes will not be interrupted for this reason. Students may report to the office to pick up items before or after lunch or with permission from a teacher.

## **LOST AND FOUND ITEMS**

Items that have been lost or found should be turned into the office. Inquiries about any lost or found items should be directed to the school secretary. These items will be kept and stored temporarily. Items not claimed within a month's time will be donated to charity.

## **FIELD TRIPS**

Field Trips are an extension of the educational program that expand and reinforce concepts learned in class. Classes are encouraged to take field trips. Prior to taking the field trip, students must complete a Student Field Trip and Class Excuse form to turn it into the teachers. This completed form, with the appropriate signatures, must be on file with the teacher sponsoring the trip prior to departing for the planned event. Students who do not attend a field trip are expected to be in school working on an assignment related to the objectives of the field trip.

## **POSTERS**

All posters, brochures, and signs must be approved by the principal before they can be placed anywhere on the school campus. Posters must not damage walls when posted or removed.

## **PARENT CONFERENCES**

A parent or guardian may request a parent/teacher conference to discuss their child's academic performance or behavior. Parent/teacher conferences may be scheduled through the school office after school hours or during a teacher's planning period.

# **COMMUNICATION**

## **AIMS NOTIFICATION**

AIMS PHONE SYSTEM is used as a communication tool to parents. Students who miss school will have their parents notified by phone that evening. Students who are a discipline problem will have their parents notified. Other notifications may be sent to parents via AIMS calls including report cards; state testing, and individual teacher notifications.

## **ACTIVE PARENT**

**Active Parent** is a program within The Carroll County Schools District that allows parents/guardians to keep track of their children's academic progress online via an easy-to-use web site. After registering at the Active Parent website and receiving a user ID and password information from the Central Office, parents can view their students' grades, schedules, assignments, attendance, discipline, and school information.

## **SCHOOL STATUS**

All schools in the Carroll County School District are currently using School Status. School Status is a way for teachers to contact parents through email, calls, and texts via mobile devices. Parents can respond to teachers in the same manner. Parents do have the option of opting out of messaging through this system, however it is highly encouraged to utilize this means of communication.

## **ADMISSIONS**

### **ADMISSION REQUIREMENTS**

**Policy Code:** JBC - School Admission

### **SCHOOL ADMISSION**

The term "minor" when used in any statute, shall include any person, male or female, under twenty-one years of age. MS Code ' 1-3-27

### **ENROLLMENT AGE**

Except as provided in subsection (2) and subject to the provisions of subsection (3) of MS Code ' 37-15-9, no child shall be enrolled or admitted to any kindergarten which is a part of the free public school system during any school year unless such child will reach his fifth birthday on or before September 1 of said school year, and no child shall be enrolled or admitted to the first grade in any school which is a part of the free public school system during any school year unless such child will reach his sixth birthday on or before September 1 of said school year. No pupil shall be permanently enrolled in a school in the State of Mississippi who formerly was enrolled in another public or private school within the state until the cumulative record of the pupil shall have been received from the school from which he transferred. Should such record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record. ' 37-15-9 (1)

### **EVIDENCE OF AGE**

It shall be the responsibility of the person in charge of each school to enforce the requirement for evidence of the age of each pupil before enrollment. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:

1. A certified birth certificate;
2. A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by a parent, grandparent or custodian;
3. An insurance policy on the child's life which has been in force for at least

- two (2) years;
4. A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent, grandparent or custodian;
  5. A passport or certificate of arrival in the United States showing the age of the child;
  6. A transcript of record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth; or
  7. If none of these evidences can be produced, an affidavit of age sworn to by a parent, grandparent or custodian. Any child enrolling in Kindergarten or Grade 1 shall present the required evidence of age upon enrollment. Any child in Grades 2 through 12 not in compliance at the end of sixty (60) days from enrollment shall be suspended until in compliance. ' 37-15-1 2002

## **PARENT, LEGAL GUARDIAN OR LEGAL CUSTODIAN**

Whenever any minor child seeks or applies to enroll or gain entrance to any public school in this state, and the child is not accompanied by an adult or is accompanied by an adult who is not the child's parent, guardian, if a legal guardian has been appointed for the child, or legal custodian, the school official or officials or teacher to whom the child applies or reports for enrollment or admission may delay consideration of the enrollment or enlistment of the minor child and require the child's parent, legal guardian or legal custodian to accompany the child and apply for enrollment and admission into the school for and on behalf of the minor child. ' 37-15-11 (2002)

## **GENERAL ELIGIBILITY**

1. This school district shall admit into its free public schools all minor-age children (MS Code ' 1-3-27) and all compulsory school age children as defined by in MS Code ' 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 or adult agent 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 person in charge 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. ' 37-15-1

6. Subject to the provisions of MS Code 37-15-9, subsection (3), [see item 7 below] 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:
  1. The parent, legal guardian or custodian of such child was a legal resident of the state from which the child is transferring;
  2. The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority;
  3. Such child was legally enrolled in a public or private school for a minimum of four (4) weeks in the previous state; and
  4. 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 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 the 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:
  - Form 121 -- Certificate of Compliance
  - Form 121-A -- Medical Exemption Certificate
  
  - Form 121-T -- Temporary Compliance Certificate

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

principal is furnished another Temporary Compliance Certificate, Form 121 T, or a Certificate of Compliance, Form 121, or a Medical Exemption Certificate, Form 121-A.

## **RESIDENCE VERIFICATION PROCEDURE**

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

Residency may be determined in the following manner:

1. **STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S)** The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two of the items numbered 1 through 10 below as verification of their address, except that a document with a post office box as an address will not be accepted.
  - a. Filed Homestead Exemption Application form
  - b. Mortgage documents or property deed
  - c. Apartment or home lease
  - d. Utility bills
  - e. Driver's license (cannot use in conjunction with voter ID)
  - f. Voter precinct identification (cannot use in conjunction with driver's license)
  - g. Automobile registration
  - h. Affidavit and/or personal visit by a designated school district official

(Residency will be checked by district officials throughout the school year.)

  - i. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district
  - j. Certified copy of filed petition for guardianship if pending and final decree when granted
2. **HOMELESS CHILDREN** - When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431 (1), 11432 (e) and 11302 (a), this school district shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432 (e) (3).



### 3. STUDENTS LIVING WITH ADULTS OTHER THAN PARENTS OR LEGAL GUARDIANS:

- a. 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.
- b. The district resident must provide the school with an affidavit (*see last page of this policy*) 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 superintendent or his/her designee will make the necessary factual determinations as required under this policy. Examples of situations where "in loco parentis" authority of an adult will be recognized to establish residency of the minor include but are not limited to the following:

- Death or serious illness of the child's parent(s) or guardian(s);
- Abandonment of the child;
- Child abuse or neglect;
- Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;
- Students enrolled in recognized exchange programs residing with host families.

- c. 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. STUDENTS OF MILITARY FAMILIES

- a. A pupil complies with the residency requirements for school attendance in a school district if the parent of the pupil is transferred to, or is pending transfer to, a military installation with this state while on active military duty pursuant to an official military order. A school district shall accept an application for enrollment and course registration by electronic means for a pupil who meets these requirements, including enrollment in a specific school or program within the school district.
- b. The parent of a pupil who meets these requirements shall provide proof of residence to the school district within ten (10) days after the published date provided on official documentation.
- c. The parent may use the address of any of the following as proof of residence.

- A temporary on-base billeting facility.
- A purchased or leased home or apartment.
- Any federal government housing or off-base military housing, including off-base military housing that may be provided through a public-private venture.

The school district may require additional documentation and verification at any time.

At the minimum, this school district shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.

The provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into the school district.

Any court ordered procedure shall take precedent over any procedure contained herein.

## **TRANSFER STUDENTS**

(See also Policy JBCD C Transfers and Withdrawals of Students)

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. ' 37-15-9 (3)
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 shall have been received from the school from which he transferred. Should such record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record. ' 37-15-9 (1)
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. ' 37-15-33
5. All students seeking to transfer from any school, public, private or home school, within or outside of the boundaries of the State of Mississippi, to this school district shall be required to take a standardized test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.

The administrative head of the school shall administer the test or tests to such pupil or pupils as shall apply for transfer to such public school. Such test or tests shall be

administered within thirty days after 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.

If any student is transferred or reassigned within this 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 shall be waived. ' 37-15-33

6. Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by this school board. ' 37-15-31 (1) (d)

## **OUT-OF-DISTRICT STUDENT TRANSFERS:**

**Out-of-district students will not be accepted into the Carroll County Schools if any of the following apply:**

- a. If the out-of-district student is currently charged with a crime, is serving a sentence for the commission of a crime, or has, in the past, been convicted of a criminal offense. A crime is defined as any violation of the law classified as a felony or misdemeanor;
- b. If the out-of-district student has been disciplined by the transferring school district for fighting, threatening teachers and/or staff, assaulting teachers, staff members, or students, possessing drugs, drug paraphernalia, weapons, or any other disciplinary infraction deemed by the Carroll County Board of Education as not conducive to a learning environment;
- c. If the out-of-district student has been absent without a doctor's excuse from the transferring school district for more than ten (10) days in any preceding semester or more than twenty (20) days in any preceding academic year;

- d. If the out-of-district student has dropped out of the transferring school district.

Any student from outside of Carroll County who is currently enrolled in the Carroll County School District and who meets any of the unacceptable conditions described in Section 2, Subsections A, B, C, or D will be dismissed from the Carroll County Schools and transferred to his/her home district by the school principal or superintendent.

### **Special Transfer Students (Home Schooling) (Policy JBAB):**

- Students in grades 2-8 must produce official grades from the home school agency. The district's curriculum coordinator will then give the student a Placement Test based on the Mississippi Frameworks for that grade level. The student must score on grade level to be placed in the appropriate grade.
- Students in grades 9-12 must produce official grades for each course taken in home school. The students must also pass the 1<sup>st</sup> and 2<sup>nd</sup> semester exams from J. Z. George High School and obtain a passing grade on the exams in order to receive a Carnegie unit in each course for which credit is desired.

## **ACCESS TO STUDENT INFORMATION**

Federal law requires each Local Education Agency (LEA), upon request of a military recruiter or an institution of higher education, access to names, addresses, and telephone numbers of high school students. A parent may submit a request in writing to the LEA that such student information not be released without prior written consent of the parents.

If you wish to provide written consent prior to the release of this information you may use the form in the back of the handbook and return it. However, please be aware that if you choose not to return the form at this time, you may do so at any time during your child's school career. The request will be honored and it will be saved as a student record.

## **PARENT'S RIGHT TO KNOW**

The *Every Student Succeeds Act* legislation states: Parents have the right to know the qualifications of their child's teacher and/or assistant teacher. Parents may request information pertaining to the teacher's or assistant teacher's qualifications, license for the grade level or subjects taught, and the degree(s) held by the teacher, or services provided by the paraprofessionals. Parents may request written documentation of the teacher's qualifications by contacting the Federal Programs Director at 662- 237-4444 and completed the required form.

The district will also distribute information on how to obtain a school a school report card for the district and school each year.

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

## **PARENT ENGAGEMENT POLICY**

Carroll County School District shall be in full compliance with the regulations of the U.S. Department of Education under current Title I regulations relating to parent involvement and participation.

The district shall provide full opportunities for parents of children being served by Title I for participation in the design and implementation of the Title I project. Encouragement of parent participation and involvement shall also include, but not be limited to, the provisions of timely information about program plans and evaluation, the solicitation of suggestions for operations of the program, consultation with parents, informing parents of their children's needs and of program objectives, and an annual public meeting for parents and school personnel.

Developed jointly with parents of the district, the Parent Involvement Policy for the Carroll County School District includes the following:

- A. Parents shall be involved in the joint development of the district plan under pertinent sections of the Title I laws and regulations. Parent committees will be formed to examine the Parent Involvement Policy on an annual basis. Necessary changes will be made. The policy will be sent home to all parents at the beginning of every school year.
- B. Parents shall be involved in the process of school review and improvement as required under state and federal. Parent committees will be formed, Federally Required Report Cards will be sent to all parents annually, and PTO meetings will be held to inform parents of school progress or needs for school improvement.
- C. The district will provide schools with the assistance necessary to plan and implement effective parental involvement activities that will improve student academic achievement and school performance.
- D. The district will build each school's capacity for strong parental involvement by:
  - a. Helping parents understand the state academic content standards and state assessments by sending home copies of the Federally Required Report Card that is written in parent-friendly terminology.
  - b. Providing materials and training to help parents work with their children to improve their academic achievement through the PTO, purchasing materials ordered specifically for improvement of achievement, etc.
  - c. Involving parents in school activities, especially academically related ones, such as PTO meetings, Open House programs that provide opportunities for parents, students, and teachers to meet and discuss areas of concern, parental attendance at School Board Meetings, and a special phone service that will inform parents of school activities.

- E. The district will educate teachers and other staff, with the assistance of parents, about:
  - a. Recognizing the value and usefulness of parents' contributions
  - b. Reaching out to, communicating with and working with parents as equal partners
  - c. Implementing and coordinating parent programs (PTO)
  - d. Building ties between parents and the school

This goal will be achieved through developing strong parent/school ties such as Open House; parent assistance with field trips, exhibits, etc.; building up the PTO; communicating with parents concerning discipline or academic problems; inviting parents to participate in school programs; and other areas. A phone system of parent notification will enable schools to keep parents abreast of school developments.

- F. The district will coordinate the parental involvement program with other programs—primarily Head Start. Pre-K students will receive services from the Carroll County District's speech therapist for screening. Meetings with Head Start personnel will be attended by district administrators and some teachers. Head Start Students will visit the Carroll County Kindergarten classes prior to the beginning of their first year of school. Teachers will work with parents to help ease the transition from Head Start to Kindergarten.
- G. The district will provide reasonable support for parental involvement activities under Title I as parents may request.
- H. The district will conduct, with the help of parents, an annual evaluation of the parental involvement policy and its effectiveness in improving the academic quality of Title I schools. Parents will make up a portion of the Federal Programs Committee and will be actively involved in evaluating the parental policy. Parent Surveys will be conducted prior to the evaluation and suggestions made will be considered by the committee.
- I. The district will identify barriers to greater participation by parents in activities authorized by Title I. Surveys will be conducted to gain input from parents. Students will be given the surveys, and the completed forms will be returned to the schools. Teacher encouragement to return the surveys will hopefully result in a large number of returned surveys in order to get a good sampling of parental ideas and concerns.
- J. The district requires that parents make a commitment to school and their children's education by signing a parent-teacher compact (contract).
- K. If the Title I funds are more than \$500,000, the Carroll County School District will reserve one percent of the Title I funds for parental involvement activities.

- L. The district will provide opportunities for full participation to parents with limited English proficiency, parents of migrant children, and parents with disabilities.
- M. The district will notify parents when their child has been taught for four or more consecutive weeks by a teacher who does not meet federally required teacher requirements.
- N. The district will support the right of parents to request the professional qualifications of their children's classroom teachers.
- O. Should the schools be under School Improvement, the district will follow the required steps in regard to parent notification of transportation, supplemental education services, etc.

## **VISITORS**

Visitors will report to the school lobby. A visitor pass will be retrieved upon receipt of driver's license. A school official will escort visitors to the designated area.

## **ATTENDANCE**

The Carroll County School Board believes that good attendance, with a minimum of tardiness and absenteeism, is essential if students are to gain maximum benefit from the school district's instructional program. The school board thusly directs the superintendent to develop administrative regulations governing tardiness and absences (excused and non-excused).

The administrative regulations shall be based on all applicable state laws governing absenteeism and tardiness and shall include (but not limited to) the counting and reporting of students to the Mississippi Department of Education for attendance purposes, expectations for good student attendance, parent responsibility, excused and unexcused absences, and tardiness. Initial administrative regulations and any future changes to such administrative regulations shall be approved by the school board before implementation.

Make-up Assignments: The administrative regulations shall specify that no absence will be excused when it is due to suspension, expulsion or other disciplinary action. However, to avoid adopting a policy or administrative rule that would ensure a student's failure, the district may adopt a provision that permits or requires suspended students who are not immediately placed in an alternative school program to make up work within specified deadlines.

Attendance Reporting: In order for a student to be considered as having attended school for a full day, the school board specifies that each student must be present for 63% of his or her individual Instructional day as fixed by the local school board for each individual school. For purposes of reporting absenteeism, a student who has an absence that is more than thirty-seven percent (37%)

of the student's instructional day, as fixed by the school board for the school at which the student is enrolled, shall be considered absent the entire school day.

The superintendent shall develop and submit for board adoption a policy which includes:

1. a definition of the instructional day for each individual school so that the 63% of the instructional day can be computed for each student within the school district's individual schools, and
2. a process for computing 63% of the instructional day for each student within the school district's individual schools.

### **Definitions**

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.

Unlawful Absence: An absence for an entire school day or during part of a school day when such absence is not due to a valid excuse.

Attorney General Opinion: 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 students who are otherwise passing, the district must afford the student procedural due process. (Attorney General Opinion, Carter, 1-9-98) (#183) (97-0817)

### **COMPULSORY ATTENDANCE (JBA)**

A compulsory school-age child is defined as a child who has attained or will attain the age of six years on or before September 1st of the calendar year and who has attained the age of seventeen years on or before September 1st of the calendar year. This also includes any child who has attained or will attain the age of five years on or before September 1st and has enrolled in kindergarten. Students excluded from this requirement are those determined to be incapable of school attendance by school officials as based on medical documentation, an identifiable handicapping condition, or an approved home instruction program as determined by the school attendance officer. If a compulsory school-age child has not been enrolled in school within fifteen calendar days after the first day of the school year, the principal or his designee shall report such absences to the school attendance officer.



## ATTENDANCE

### School Related Absences

Participation and/or practice in school-related activities shall **not** be permitted the day that an unexcused absence occurs.

Students must be present 5 periods of the day to participate in athletic events for that day. Any student, who has early dismissal due to a school function, **must** get all assignments before leaving campus.

**The burden of making up missed work rests entirely with the student.** All work missed as a result of an excused absence must be completed within three (3) days of the student's return to class. Work that was assigned prior to the student's absence will be due when the student returns to class.

Students shall have the right to make up all work missed as a result of suspension. In the event the suspension occurs during the last ten days of any term or 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 (Policy JD).

- Students are not allowed to leave a classroom without signing out and receiving a hall pass.
- Students cannot leave school without signing out in the office. Parents or guardian **must** come to the school to sign a student out.

### Excused Absences

Schools in the district will accept up to ten (**10**) parent/guardian written excuses related to absences, tardies, and early check-outs of their students. Each incident shall constitute one parent note, (If students miss more than one day at a time, each separate day, without a doctor's excuse, will count as one parent note). Any excuses in the excess of ten (**10**) written by a parent/guardian, will result in the student/s being marked as unexcused absence. *January 16, 2020*

- Parental excuses:
  - (1) Personal illness or injury
  - (2) Serious illness in the family
  - (3) Death in the family
  - (4) Directly involved in court
- Pre-arrangement in advance with the principal
  - (1) Valid educational opportunity
  - (2) Educational travel
  - (3) Religious event of the student's faith
  - (4) As determined to be absolutely necessary by the principal

In order for any absence, with the exception of school field trips, to be excused, pupils must submit a note signed by a parent/legal guardian stating the reason for that absence, student's full name, and date of the absence. The pupil must present this excuse to the proper school official within (2) calendar days upon returning to school. If no excuse is presented, the absence shall be considered unexcused.

For the purpose of grades, suspensions are considered excused absences.

### **ABSENTEE LIMIT**

**Students who have five (5) unexcused absences will be reported to the Carroll County Attendance Officer.**

**NOTE: As Per House Bill No. 1530; A student must attend 63% of the student's instructional day in order to be counted present.** No student who has been absent will be admitted to class without an admittance slip. The student must bring a doctor's excuse or have a note signed by the parent/guardian explaining the reason for the absence, student's full name, and date of the absence. The pupil must present this excuse to the proper school official within (2) calendar days upon returning to school.

\*\*Students who have been absent or are late must report directly to the office for an admit slip

### **Unexcused Absences**

An unlawful/unexcused absence is an absence not due to a valid excuse for temporary nonattendance. Any absences, tardies, or dismissals, which do not meet the requirements listed in this policy, shall be considered unexcused.

### **Truancy (Policy JBAC)**

"Compulsory-school-age child" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program. ' 37-13-91 (2) (f)

A "truant" is a student who is absent without a valid excuse as identified in Policy JBA, Compulsory School Attendance.

"Truancy" also includes absence without permission from any class, study hall or school-related activity for which a student is scheduled during the school day.

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

Reports of truancy shall be made in accordance with the Mississippi Compulsory School Attendance Law (MS CODE ' 37-13-91) and Policy JBA.

The Mississippi Public School Accountability Standards for this policy are standards 10.

Students with 20 consecutive unexcused absences will be dropped from the class rolls and reported to the truancy office and the local Child Protective Services office.

### **Perfect Attendance**

“Perfect Attendance” shall be defined and observed by all schools as no absences, no tardies, and no dismissals from school. Exceptions shall be bus tardies or school sponsored field trips.

### **Tardiness**

Excused tardies shall include:

1. Tardies due to late CCSD transportation, or other school-related actions, which will be considered, excused and not recorded against the pupil's tardy record;
2. Medical appointments with doctors, dentists, or other medical staff, if accompanied by a note on medical office letterhead stationery.
3. Illness of the pupil, if accompanied by a valid parental statement/note;
4. Special circumstances such as natural disasters, weather, etc., acceptable to the building administrator.

**A student will be considered tardy when he/she is not in their assigned classroom when the bell rings.** Tardiness is not acceptable. If a student is retained by the losing teacher that teacher must write an admit slip and explain why the student is late to the gaining teacher. Under no circumstances is a student to be in a classroom to which he/she has not been assigned.

**When a student has obtained his/her third (3<sup>rd</sup>) tardy, parent/guardian will be called.**

**When a student has obtained his/her fifth (5<sup>th</sup>) tardy, a parent conference must be completed before the student may return to school.**

**Additional tardies may result in disciplinary actions:** (After school Detention: 3:15 p.m. to 5:00 p.m.). After school Detention is to be completed once a week. If a student has been assigned to after school detention but cannot meet, he or she may be suspended from school for one to two days.

## **SUMMER SCHOOL/EXTENDED SCHOOL YEAR**

Summer School and Extended School Year courses may be offered to students. Prior written approval must be obtained from the principal before enrollment in summer courses.

1. Summer school for grades K-8 may only be used for remediation- not promotion.
2. Students in grades 9-12 may take one course per summer session. No more than one unit may be earned in summer school toward graduation. Students may not take Algebra I, Biology I, English II, or US History in summer school unless they have passed the state test in the subject they want to take. In order to attend summer school, a student must have at least a 60 as the final grade in each course.

## **STATEWIDE TESTING PROGRAM**

The State of Mississippi requires all school districts participate in several testing procedures to determine instructional progress, improvement, and school ratings. Tests and grade levels are listed below:

Pre-K and Kindergarten	Kindergarten Readiness Assessment
Grades 3-8	Mississippi Academic Assessment Program (MAAP)
Grades 5 & 8	MAAP Science
High School	MAAP- End of Course (EOC) Assessments
Juniors	ACT
English Learners K-12	LAS Links
SCD Special Education	MAAP- A
	ACT Workkeys
	NAEP

***All electronic devices including but not limited to cell phones, i-phones, smart watches, earbuds, etc. are not allowed in any tested area.***

## **DELIVERIES TO SCHOOL**

No flowers or gifts will be received for students during school hours. This includes holidays and any special occasion.

### **TEXTBOOKS**

Textbooks are furnished by the Carroll County School District. As a user of the textbook, you are advised to ensure all books are taken care of throughout the year. They are loaned to students for the period of the school year or until the student withdraws from school. Textbooks are to be treated with care. No writing is permitted in any textbook. Fines are assessed to those students who misuse or lose their books. It is advisable for students not to lend their textbooks to others.

School board policy (ICFA) defines the fines assessed for damage or replacement as the following:

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

## **DRESS CODE**

Students of the Carroll County School District are to reflect modesty and common sense in dressing for school. The Carroll County School District sets forth the following standards:

### **Clothing:**

1. Students must wear belts if pants have belt loops.
2. Students must wear uniforms Monday through Friday.
3. No clothing that displays or promotes alcoholic beverages, casinos, tobacco, drugs, bars, profanity, or other suggestive words or pictures will be allowed.
4. No clothing or jewelry that is gang related will be allowed.
5. Clothing that shows bare midriffs cannot be worn. Spaghetti straps, halter-tops, crop tops, low cut or see-through blouses, or see-through pants will not be allowed.
6. No cut-off uniform shorts, gym shorts, athletic shorts (including Umbro, Nike, etc.) or tight-legged shorts may be worn.
7. Shorts, skirts, and dresses must be knee length (kneecap) or below. The same applies to the split in split dresses.
8. Faded, raveled jeans with holes or tears **should not be worn**.
9. Muscle shirts (game shirts with straps) can only be worn with a T-shirt.
10. Shirts must be buttoned (collar button excluded).
11. Tight fitting dresses, pants, jeggings or leggings are not allowed.
12. Only black or blue jeans may be worn on jean day.
13. Loose and sagging pants, slacks, and shorts falling down the waist without a belt are prohibited.
14. Joggers are prohibited
15. Rubber bands or rolling pant legs will not be allowed
16. Trench coats or other items of clothing which could be utilized to conceal dangerous or prohibited items are not allowed.

### **Accessories**

17. Hats and caps, unless a part of the school's athletic uniform, shall not be brought to school. A practicing physician's statement permitting a headdress for a specific period of time will be permitted. The penalty for bringing a hat or cap to school is confiscation. It will be returned to the student upon completion of the school year.
18. Sweatbands may not be worn.
19. No bandanas will be allowed on campus.
20. All students will be required to **wear a belt** (if they have belt loops).
21. Sunglasses will not be worn during school hours unless apart of athletic events.

22. If students choose to wear a face mask, they may request one from the school office each day. No other masks will be permitted.

**Shoes:**

22. Flip-flops, house shoes, or sandals cannot be worn.

23. Inappropriate pictures, wording, and or designs are prohibited on shoes.

24. Boots can be worn; pants legs must cover the upper part of the boot (shaft).

**Jewelry:**

25. To limit distractions and for safety & health reasons, large jewelry (bracelets, earrings, and necklaces) and large chains are discouraged.

**Hair:**

26. Hair shall be free from obnoxious odors, and shall be clean and neat in appearance including facial hair. Hair shall not obstruct vision (*eyes must be visible*).

27. Picks and combs are not to be worn in hair.

28. Students will not be allowed to attend classes in inappropriate attire.

If a student attends class in inappropriate attire, the following penalties will apply:

**Penalty:**

*1<sup>st</sup> Office referral*- Parent contacted to bring appropriate attire

*2<sup>nd</sup> Office referral*- Student will be placed in Detention if a Parent cannot be contacted or if the violation is not corrected in a timely manner.

*3<sup>rd</sup> Office referral* –ISS (at Principal’s Discretion)

*4<sup>th</sup> Office referral*-OSS (at Principal’s Discretion)

**CARE OF SCHOOL PROPERTY**

It is the responsibility of each student to exercise care in the use of buildings, grounds, equipment, and materials. Any student destroying, defacing, or marring school property will be expected to pay the cost of repairs or replacement.

# CODE OF CONDUCT

## DISCIPLINE OVERVIEW

The Carroll County Board of Trustees, administrative, instructional, and support staff are committed to assuring a school climate that is appropriate for students to learn and that ensures the safety and welfare of all who live and work in the school environment.

Because education is vital to the lifelong success of students and to the growth and development of a society, all members of the school community, parents (legal guardian), all school staff (teachers, administrators, custodial workers, cafeteria workers, bus drivers, etc.), and students must be a part of this effort.

Disciplinary measures are intended to help students and parents/legal guardians understand their obligation to others in the school setting and the role of laws, rules, and school district policies in meeting these obligations. Discipline shall be directed toward developing the skills necessary for students to accomplish the following:

- Solve problems effectively.
- Develop positive relationships with others.
- Become productive.
- Recognize when personal actions are interfering with the rights of others.
- Respect the property rights of others.
- Understand and have respect for other races and cultures.
- Develop a sense of responsibility for their actions and an awareness of possible consequences.
- Succeed in school.
- Develop self-discipline.

According to board policy (JCD), a parent, legal guardian, or custodian of a school-aged 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.

A parent, guardian, or custodian of a compulsory school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding the acts of the child.

### **ALL PENALTIES MAY BE MODIFIED AT THE DISCRETION OF THE PRINCIPAL**

**\*\*When a student is referred to the Carroll County Board of Education for action, the student will be suspended until the next regularly scheduled meeting of the school board.**

### **I. Mississippi Statute 37-11-18.1, Expulsion of habitually disruptive students aged 13 years or older upon third occurrence of disruptive behavior within school year, states:**



**(1) For the purposes of this section:**

- The term "disruptive behavior" means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action towards teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher; and
- The term "habitually disruptive" refers to such actions of a student which cause disruption in a classroom, on school property or vehicles or at a school-related activity on more than two (2) occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption. However, no student shall be considered to be habitually disruptive before the development of a behavior modification plan for the student in accordance with the code of student conduct and discipline plans of the school district.

(2) Any student who is thirteen (13) years of age or older for whom a behavior modification plan is developed by the school principal, reporting teacher and student's parent and which student does not comply with the plan shall be deemed habitually disruptive and subject to automatic expulsion on the occurrence of the third act of disruptive behavior during a school year. After the second act of disruptive behavior during a school year by a student who is younger than thirteen (13) years of age, a psychological evaluation shall be performed upon the child.

(3) Any student who brings to school or on school property including a school bus, or has in his/her actual possession, or in his/her constructive possession, meaning within one's locker, desk, purse, or backpack, any object classified under Mississippi Code 97-37-17 Annotated as being a weapon, including but not limited to any knife, firearm, ammunition, explosive devices, slingshot, leaded cane, blackjack, metallic knuckles, razors, razor blades, box cutters, and any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips, and tools previously authorized by the school and used solely for the preparation of food, instruction, and maintenance on the school property, **will be subject to a discipline hearing and/or automatic and immediate expulsion for one calendar year,**

subject to the student's right of due process, including the right to appeal to the Carroll County Board of Education. (Policy JCD)

## **STUDENT RESTRAINT AND SECLUSION POLICY (JCBA)**

The Carroll County School District Board of Trustees supports a positive approach to behavior that uses proactive strategies to create a safe school climate that promotes dignity, creates authentic student engagement, and improves student achievement for all students.

In accordance with Miss. Code Ann. §§ 37-9-69 and 37-11-57, it is recognized that staff may intercede in situations wherein students are displaying physically violent behavior or are deemed to be a danger to themselves or others. The use of excessive force or cruel and unusual punishment regarding student management is prohibited. Restraint and/or seclusion shall not be utilized as a punitive measure.

Only school personnel trained in the use of restraint and seclusion should be used to observe and monitor these students. Staff engaged in monitoring students shall have knowledge of effective restraint and seclusion procedures, emergency procedures, and knowledge of how to effectively debrief students after the use of restraint or seclusion.

This policy in no way shall inhibit the right of staff to reasonable self-defense in accordance with the provisions of the 5th and 14th amendments to the Constitution of the United States, or the Constitution of Mississippi, nor negate the obligation of the district to provide a safe work environment.

In any situation in which a student is a danger to himself/herself or others, and it becomes necessary to contact law enforcement or emergency medical personnel, nothing in this policy guidance shall be construed to interfere with the duties of law enforcement or emergency medical personnel.

### **Restraint**

Physical restraint is considered to be an emergency response after all other verbal and non-verbal de-escalation measures have failed in effectiveness. When using physical restraint for students who are a danger to themselves or others, staff should take precautions necessary to ensure the safety of the student and the staff members engaged in restraining the student.

1. Physical restraints that restrict the flow of air are prohibited in all situations.
2. The use of mechanical restraints is prohibited, except by law enforcement.
3. The use of chemical restraints, as defined as "the administration of medication for the purpose of restraint," is prohibited.

## **Seclusion**

The use of seclusion occurs in a specially designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. The room or space used for seclusion may not be locked and staff shall be present to monitor the student. Seclusion shall cease once the student regains control of his or her behavior.

## **Administrative Procedures**

This policy and the supporting procedures are designed to ensure the safety of all students, school personnel, and visitors. The following provisions shall be adhered to:

a. Staff and faculty shall be trained at least annually on the use of physical restraint and seclusion. Teachers and other district personnel shall be trained on how to collect and analyze student data to determine the effectiveness of these procedures in increasing appropriate behavior.

b. Administrators shall document incidents of the use of physical restraint or seclusion by staff or faculty participating in or supervising the restraint or seclusion event.

c. A review of the use of a restraint and seclusion process shall be conducted by the school to determine if revisions of behavioral strategies are in place to address dangerous behavior or if positive behavioral strategies were not in place

d. The school board shall review this policy and incidents of seclusion and restraint data at a minimum, annually. At a minimum, the Superintendent shall make quarterly reports of incidents of restraint and/or seclusion to the school board. The school district shall report the incidents to Mississippi Department of Education annually.

e. This policy and supporting procedures shall be reviewed with all staff on an annual basis.

f. The superintendent or designee shall develop procedures for reporting the use of restraint or seclusion to the local board of education and to the Mississippi Department of Education.

g. After reviewing the district reports of incidents in which restraint and seclusion were used, if necessary, the superintendent shall make recommendations to the board for possible revisions to this policy. The review and/or revisions to this policy shall be documented on the school board meeting agenda and the subsequent minutes of the school board meeting. The school district or school shall maintain records of its review of and any resulting decisions or actions regarding the use of seclusion and restraint.

### **Parental Notification**

a. All parents shall receive, at least annually, written information about the policies and procedures for restraint and seclusion issued by this school district. The written policies shall be included in the code of conduct, student handbook, school board policy manual, and any other appropriate school publication.

b. Parents or guardians shall be notified verbally or in writing on the day of the restraint or seclusion or no later than 48 hours following the incident. In the event a parent cannot be reached by telephone, a letter shall be sent informing the parent of the incident and the person who can be contacted at the school to address any questions the parent may have. At the time the parent is notified, the school shall schedule a debriefing with the parent to discuss the incident.

c. The superintendent or designee shall develop procedures by which a parent may submit a complaint regarding the physical restraint or seclusion of their child; the procedures shall be printed in the Student Handbook.

The superintendent or designee shall establish and disseminate all procedures relevant to the implementation of this policy and the guidelines set forth by the Mississippi Department of Education.

This policy and all revisions to the policy shall at a minimum be disseminated to all parents and staff annually, and listed in the staff and student handbooks, as well as the school board policy manual.

LEGAL REF.: MS CODE: 37-9-69; 37-11-57

CROSS REF.: Policies EBBB Safety Program

EBCB Security

JGFB Student Safety

### **WEAPONS (JCDAE)**

Any student who brings to school or on school property including a school bus, or has in his/her actual possession, or in his/her constructive possession, meaning within one's locker, desk, purse, or backpack, any object classified under Mississippi Code 97-37-17 Annotated

as being a weapon, including but not limited to any knife, firearm, ammunition, explosive device, slingshot, leaded cane, blackjack, metallic knuckles, razors, razor blades, box cutters, and any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips, and tools previously authorized by the school and used solely for the preparation of food, instruction, and maintenance on the school property, and toy guns/items resembling deadly weapons, will be subject to automatic and immediate expulsion for one calendar year, subject to the student's right of due process, including the right to appeal to the Carroll County Board of Education.

**PBIS: STUDENT EXPECTATIONS**

	<u>Be Safe</u>	<u>Be Responsible</u>	<u>Be Respectful</u>
<u>Hallways</u>	Walk at all times	No food, drink, or gum Have your Hall Pass in hand	Use kind words & actions  Use low voice tones when changing classes
	Keep hands & feet to yourself	Use bathroom breaks wisely	Respect property, your-self & others
	Walk to the right side	Be on time to all classes Turn in Assignments on time Participate positively in class & activities	
<u>Lunch Line &amp; Cafeteria</u>	Walk at all times	Wait in line patiently All food & drinks stay in the cafeteria	Use good manners Clean up your area Talk in a normal tone

**ASSEMBLIES**

Assemblies are held periodically in the school gymnasium. When attending school programs, students are expected to enter and leave the gymnasium as directed. Students are expected to give respect to all speakers and not talk while a speaker is talking. Unless otherwise directed, all books and school materials, but not personal valuables, should be left in the classroom. Students are required to sit with the class and the supervising teacher with whom they were dismissed to attend the assembly.

**CORPORAL PUNISHMENT (JBD)**

Corporal punishment is permitted as a disciplinary measure in accordance with state law. The following regulations shall govern the administering of corporal punishment: (a) it should be administered after other measures have failed to produce the desired results (b) it should be reasonable (not to exceed 3 licks per day) and not administered in a malicious manner (c) it may be administered by the principal, a member of his/her administrative staff or the teacher with a

certified employee will witness the event (d) should be administered away from the view of other students and (e) refusal of corporal punishment by the student will result in specific suspension which will constitute an unexcused absence. When corporal punishment is administered, students will be given a disciplinary referral to take to the parent(s).

At the beginning of each school year, parents have the responsibility to request in writing that corporal punishment may not be administered to their child or children. School officials will attempt to comply with every request; however, Mississippi Law permits corporal punishment to be applied as a disciplinary action for Mississippi Public School students.

School personnel are prohibited from using corporal punishment on any student with a disability (active IEP or 504 plan).

### **DETENTION (JDC)**

Student loss of free time-before, during, or after school hours

### **IN SCHOOL SUSPENSION (ISS)**

Student is assigned to an area away from the regular classroom. In some cases, extra-curricular activities may be restricted or limited. ISS will be an all day detention 7:15 – 3:00.

Students will be assigned to a term of in-school suspension (ISS) as defined by the discipline and disciplinary procedures (Refer to Section IV). Students who refuse to go to ISS will receive the same number of days in out-of-school suspension.

#### **A. In-School Suspension Rules and Regulations**

1. Students in ISS will report to the ISS classroom as soon as they arrive at school via the school bus. Students who drive to school or ride with a parent will report to the ISS classroom no later than 7:50 a.m.
2. Students in ISS will remain there until their bus arrives. Students who drive to school or ride with a parent will remain in the ISS classroom until dismissal.
3. The ISS supervisor will create and visibly post a set of rules for ISS.
4. Students in ISS will eat lunch at a time when other students are not in the cafeteria.
5. Students in ISS will not go to breaks and will remain isolated from other students throughout the school day.
6. A student in ISS is expected to have his/her books, paper, pens, and pencils to complete assignments. The ISS supervisor will monitor the completion of assignments.
7. All assignments will be turned in daily. If students do not turn in the assignments as directed, the term of ISS will be extended until such time as assignments are completed and turned in.
8. If a student is absent from school while assigned to ISS, the student will serve the equivalent number of days in ISS plus finish any days remaining in his/her term in ISS.

*\*Students who receive ISS or ISD for disciplinary actions must turn in phone to teacher upon entering the ISS or ISD room*

## **B. ISS Disciplinary Procedures**

1. The ISS supervisor will handle disciplinary actions, if possible.
2. Disciplinary options available to the ISS supervisor include corporal punishment or the extension of the term of ISS of one additional day per rule violation.
3. Rule violations are cumulative and cover the entire academic year.
4. Office referrals will be counted continuously for those students who are in ISS on multiple occasions.
5. When a student is referred to the office, the following procedures will be followed:

*1<sup>st</sup> office referral* - A three (3) day suspension with a parent/principal conference before the student is allowed to return to school.

*2<sup>nd</sup> office referral* - A five (5) day suspension.

*3<sup>rd</sup> office referral* - A ten (10) day suspension.

*4<sup>th</sup> office referral* - Referral to the Carroll County Disciplinary Committee for action. \*\*Action may include expulsion for a semester, an academic year, or a calendar year.

## **SUSPENSION (JDD)**

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

## **ALTERNATIVE SCHOOL**

Student attends a self-contained class off campus for a period of time. Students who are assigned alternative school are restricted from all school property and may not attend a school function on or off campus during the time period while assigned to alternative school.

## **Alternative School Screening Committee:**

1. An alternative school screening committee will be created at the beginning of each school year.
2. The committee will consist of at least 2 administrators and 2 licensed staff members.
3. Students will be assigned to the alternative school by the Carroll County School Superintendent based on the recommendation of the alternative school screening committee.



## Alternative School Rules and Regulations

1. The Student Code of Conduct applies in the Alternative Learning Center.
2. The Superintendent may assign the student to the Alternative Learning Center for 11 to 45 days.
3. Additional alternative school rules and regulations are as follows:
  - a. A student in the alternative school will report to the alternative school room as soon as he/she arrives at school via the school bus. A student who drives to school or rides with a parent will report to the alternative school room no later than 7:50 a.m.
  - b. A student in the alternative learning center will remain there until his/her bus arrives. A student who drives to school or who rides with a parent will remain in the alternative school room until 3:10 p.m.
  - c. The alternative school supervisor will create and visibly post a set of rules for the alternative school.
  - d. A student in the alternative school will eat lunch at a time when other students are not in the cafeteria.
  - e. A student in the alternative school is expected to have his/her books, paper, pens, and pencils to complete assignments. The alternative school supervisor will monitor the completion of assignments.
  - f. Be on time.
  - g. No sleeping
  - h. No talking
  - i. No hood or scarf during class or while in the building.
  - j. ALC/ISS students are not allowed in the regular school building.
  - k. ALC/ISS students should report directly to the ALC upon arrival to school.
  - l. All meals will be separate from other students.
  - m. All supplies should be brought to class.
  - n. Leave your seat only with permission and raise your hand if you need something.
  - o. Only 3 restroom breaks per day unless a medical issue is on file with the nurse.
  - p. Respect other students and your teacher at all times.
  - q. No marking or damaging walls and equipment.
  - r. Students are not allowed to attend any activities on school campus: games, etc.
  - s. All ALC/ISS students will be searched daily.
  - t. All students are expected to complete work daily.
  - u. Students will not cause any type of disturbance.
  - v. Students will have access to a counselor.
  - w. Students are not to touch the teacher's desk or belongings.

- x. ALC/ISS students are not allowed to have cell phones in their possession nor book bags. They are to be turned in to the teacher upon arrival and will be returned at the end of the day.

Violation of any of these rules will be subject to added days or suspension.

### **Alternative School Disciplinary Procedures**

1. The teacher and staff of the alternative school will handle disciplinary actions, if possible.
2. When a student(s) is referred to the office, the following procedures will be followed:

*1<sup>st</sup> office referral* - A 3-day suspension.

*2<sup>nd</sup> office referral* – A 10-day suspension.

*3<sup>rd</sup> office referral* – Recommendation to the disciplinary committee

### **EXPULSION (JDE)**

Student's rights and privileges of attending school are suspended for a specific time period. Expelled students may not go onto school property at any time. If they do, they will be arrested and charged with trespassing.

### **DUE PROCESS (JCAA)**

The constitutional rights of students are protected through due process. In Carroll County Schools, procedures granting due process will be followed in the exercise of disciplinary authority. The practice of telling students what they are accused of doing and the evidence against them (notice) and allowing them an opportunity to explain their version of the facts (hearing) before imposing any punishment contributes to achieving fundamental fairness.

### **SCHOOL BUS CODE OF CONDUCT (JCDAD)**

All students are expected to obey the following rules of bus conduct:

- Students should report to the bus stop on time and conduct themselves in an orderly manner while waiting for the bus.
- Students should board the bus and take a seat quickly, quietly, and safely.
- The driver is in charge of the bus and is authorized to assign seats and set bus rules. The driver's instructions must be followed at all times.
- The driver needs to concentrate entirely on driving.
- Destruction of public property is forbidden and could result in re-payment for damages and possible prosecution.

- Language should be respectful.
- Heads, hands, and feet must be kept inside the bus at all times. Feet and legs should not be in the bus aisle.
- Objects of any kind are not to be thrown in the bus or outside the bus. • Students should speak in conversational tones.
- Fighting is prohibited.
- Possession of weapons, drugs, alcohol, tobacco, or any other prohibited item will result in severe action.
- Eating/drinking on the bus is prohibited.
- Standing while the bus is in motion is not allowed.
- Students may be required to sit three to a seat.
- Balloons, radios, CD players, electronic devices are not allowed on the bus.
- **NO ADULT OR CHILD UNAUTHORIZED TO RIDE A PARTICULAR BUS MAY BOARD THE BUS.**
- Parents must make prior arrangements with the bus driver before allowing visitors to travel home with their children. All arrangements must be made by 2:30 p.m.

**RIDING A BUS IS A PRIVILEGE...NOT A STUDENT’S RIGHT!**

Students may be suspended from the bus indefinitely.

Students who are disruptive or fail to follow the rules of the bus will be reported to the school principal or his/her designee. Discipline will be administered based on the seriousness of the offense and the number of prior offenses. A written report concerning school bus violations will be sent home to the parent by the student. If the parent has not returned to school a signed copy of the report within three school days, a copy of the report will be mailed to the student’s home and/or phone contact will be made with the parent. Written violations are housed in the school office during the course of the school year. Parents have the right to review all disciplinary records upon request. School buses have the capability to run video cameras as necessary. Children should be advised that they may be video recorded without notice at any time during their bus ride.

The discipline guidelines for students who misbehave on the bus are as follows:

- a. *1<sup>st</sup> office referral* – Warning and parent must meet with the school principal before returning to school
- b. *2<sup>nd</sup> office referral* – A 3-5 day suspension of bus riding privileges, and the student's parents
- c. *3<sup>rd</sup> office referral* – A 10-day suspension of bus riding privileges, and the student's parents will be notified.

- ***Penalty for Fighting on the Bus: The aggressor will receive ten (10) days suspension from school, and the defendant will receive (5) days suspension from school. If the aggressor cannot be determined, both parties will receive the maximum penalty. Punishment will be left to the discretion of the Principal and the Director of Transportation after an investigation of the incident.***

Students who ride the bus to the career and technical center are subject to the same guidelines as other students. If a child who is eligible to ride a Carroll County School bus becomes ineligible to ride the bus for any reason, disciplinary or otherwise and the parent/ guardian refuses to make provision for the child's transportation to and from school in a timely manner, the parent/guardian of the child may be reported to the Department of Child Protective Services for inquiry to determine whether such actions on the part of the parent/ guardian constitute "neglect," as defined by law.

## **STUDENT/EMPLOYEE BULLYING (JDDA)**

The Carroll County School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A 'hostile environment' means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher off such class as a whole.

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

The School Board directs the superintendent to designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in the District personnel policy handbooks, school handbooks that

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

*Reference: Senate Bill 2015; Miss Code Ann §37-7-301(e)*

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

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

**DEFINITIONS:**

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

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

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

## **PROCEDURES FOR PROCESSING A COMPLAINT: (JDDA-P)**

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

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

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

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

## **INTERNET ACCESS ACCEPTABLE USE POLICY**

### **CCSD NETWORK RULES**

Carroll County School District provides the privilege of Internet access to administrators, faculty, staff, students, and occasionally guests. Each user, as well as minor's parent or guardian, voluntarily agrees to release, hold harmless, defend, and indemnify, the Carroll County School

District, its officers, board members, employees, and agents, for and against all claims, actions, charges, losses or damages which arise out of the user's use of the CCSD network, but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, mis-deliveries of data, or service interruptions. CCSD will fully cooperate with local, 20 state or federal officials in any investigation related to illegal activities conducted through the user's Internet account. Access will be restricted as required to comply with the Children's Internet Protection Act (Board Policy IJB). Web browsing may be monitored and records retained to ensure compliance. Users are expected to respect the web filter and not attempt to circumvent the filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of material, not on whether a website has been blocked or not. The user should submit a technology work order to review the site if the user believes a site is unnecessarily blocked. Each user acknowledges that information available from other websites may not be accurate. Use of any of the information obtained via the Internet is at the user's own risk. Carroll County School District makes no warranty of any kind, either expressed or implied, regarding the quality, accuracy, or validity of the data on the Internet.

### **ACCEPTABLE USES OF TECHNOLOGY**

A responsible user of the technology will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online they are expected to follow offline.
  - Treat school resources 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 teacher, administrator, or other staff member if they see threatening, inappropriate, or harmful content (images, messages, and posts) online.
- Use District technologies at appropriate times, in approved places, for educational pursuits. This is not intended to be an exhaustive list. Users should use their own good judgment when using CCSD technology.

### **UNACCEPTABLE USES OF TECHNOLOGY**

- Violating any state and/or federal law (i.e., copyright laws).
- Using profanity, obscenity, or other language that may be offensive to others.
- Making personal attacks on other people, organizations, religions, or ethnicities.
- Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offend or tend to degrade others. The administration invokes its discretionary rights to determine such suitability.
- Not respecting the privacy of a person by posting personal contact information, such as work/home address, telephone, e-mail, photographs, or names, without obtaining prior permission from the person affected.
- Forwarding personal communication without the author's prior consent.

- Using the Internet for commercial purposes, financial gain, dating sites, personal business, producing advertisement, business service endorsement, or religious or political lobbying is prohibited.
- Destroying or altering the files of another user.
- Viewing or taking the files of another user.

## **FILTERING**

An Internet filter is in place for Carroll County School District. The filter is a critical component of the CCSD network. It is a part of the Children’s Internet Protection Act (CIPA) compliance, since it allows valuable online Internet access while restricting access to specific unwanted materials. This filter is updated to restrict access to the websites deemed inappropriate for student use. Filtering is not a 100% foolproof way of limiting access to appropriate sites. Inappropriate sites are added to the Internet daily. Students will be supervised at all times by a teacher while using the Internet. All inappropriate hits are logged along with the date/time and the IP address of the workstation making the request. Administrators reserve the right to examine, use and disclose any data found on the schools’ information network in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use in disciplinary actions and provide as evidence to law enforcement. Attempts to bypass the school Internet filters is in violation of the acceptable use policy and will be subject to disciplinary action found in the school disciplinary policy, and state or federal law.

## **WORKSTATION MONITORING**

Data transferred or transmitted over the district network can be identified, monitored, recorded and tracked at any time. Originating users are liable if their use of network violates any established policy, regulation, or law. Data stored on district-owned equipment is the property of the district. It may be archived and preserved indefinitely by the district. The data includes, but is not limited any electronic documents or files. Workstations that continually attempt to connect to inappropriate websites will be monitored. The individual using that workstation will be reported to the building Principal and the appropriate CCSD Central Office Staff.

## **EMAIL**

Carroll County School District provides faculty, staff and students (grades K-12) with email accounts for the purpose of school-related communication. Availability and use are restricted based on district policies. Care should be taken when using email accounts. Email accounts are district business only. Users should not attempt to open files or links from unknown sources. Users are expected to communicate with the same appropriate, safe, mindful, courteous manner online as offline. Email usage may be monitored and archived, even outside school hours.

## **SECURITY**

Users are expected to take reasonable safeguards against the transmission of security threats over the CCSD network. Including not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal



information. Administrators, Faculty, Staff and Students should alert the Technology Department, if they think their computer or laptop might be infected with a virus, and users should not attempt to remove the virus themselves or download any programs to help remove the virus. CCSD may post pictures of staff, teachers, and students on the district's web server that are viewable on the World Wide Web and Facebook. In such cases the child's first name only may be listed below the photo if used. However, staff, teacher photos may include their full name. Parents should notify the school in writing by the 10th student day if they do not want their child photographed or videoed.

## **COPYRIGHT LAWS**

Violation of copyright laws will not be allowed. Pirated software, music, or movies is not allowed. Software installed on district computers must be licensed. Software must be installed by the district technology personnel.

## **PERSONAL SAFETY**

Users should never share personal information over the Internet without adult permission. Users should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they met online 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 using the device at home).

## **VANDALISM**

Vandalism is defined as any malicious attempt to harm or destroy data of another user, network or agency that is connected to the Internet. This includes, but is not limited to, the uploading of any computer virus, attempts at gaining unauthorized access, willful damage to computers and peripherals, or changing on-line materials without permission.

## **CYBER BULLYING**

Cyber bullying will not be tolerated. Users should not send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, 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. All students will be educated about appropriate online behavior, including interacting with other persons on social networking websites and in chat rooms, and cyber bullying awareness and response.

## **SOCIAL MEDIA**

The District has a policy that addresses Social Media, which applies to all employees and students. By signing the Acceptable Use Policy, users are acknowledging they have read and

agree to abide by the Social Media guidelines. See CCSD Policy GABBA Social Networking Websites.

### **LIMITATION OF LIABILITY**

CCSD will not be responsible for damage or harm to persons, files, data, or hardware. While CCSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. CCSD will not be responsible or liable for, financially or otherwise, unauthorized transactions conducted over the CCSD network. Violations of this policy may have disciplinary consequences based on disciplinary policies and procedures of the district.

### **STUDENT USER AGREEMENT**

Employees, students, and parents/guardians shall be required to sign the District's Acceptable Use Policy form in the back of the CCSD Student Handbook before Internet or network access shall be allowed. Please notify the school Principal or Superintendent in writing within 10 days of the students first day, if you do not agree with this policy and choose to not allow your child access to CCSD computers, networked information resources and the Internet.

### **CHILDRENS INTERNET PROTECTION ACT/REGULATORY GUIDELINES**

It is the belief of the Carroll County School District that the use of telecommunications, including the Internet, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It is the policy (IJB) of Carroll County School District to:

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

The superintendent shall ensure that the school district computers and other technology resources with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The superintendent or designee shall develop procedures for compliance with this policy.

### **Definitions**

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

### **Access to Inappropriate Material**

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

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

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

### **Inappropriate Network Usage**

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

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

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

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

Procedures for the disabling or otherwise modifying any technology protection

measures shall be the responsibility of the superintendent or designee.

The superintendent or designee will provide age- appropriate training for students who use the district’s Internet facilities. The training provided will be designed to promote the district’s commitment to:

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

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

### **CELL PHONE POLICY**

Carroll County School District reserves the right to determine the educational value of a cell phone and other wireless communication devices. Cell phones in the Carroll County School District are subject to the following rules and regulations; each school in the Carroll County School district prohibits the use of all personal communication devices during the school day including two- way radios, pagers, PDA's laptops, and cell phones. (Policy JE)

A student may possess a cellular telephone, on school property, at after school activities, on the bus, and at school- related functions, provided that during school hours (7:15 a.m. – 3:15 p.m.) the cell phone remains off, not on vibrate, and is concealed. (CCSD will not be responsible for the loss, theft, damage, etc.)

Any cell phone/communication device (including earbuds) being used in an unauthorized manner and during the prohibited hours may be confiscated by any member of the faculty or staff. Consequences are listed as follows:

1st Violation: Parent picks up the device between 3:15 p.m. – 4:00 p.m.;

2nd Violation: Principal holds the device or phone for 30 days;

3rd Violation: A charge of \$75.00 is to be paid before the phone or device can be returned or the device/phone will be held for the remainder of the school year. (Funds will be contributed to the school's activity fund).

Parents do not have the right to give a child permission to use cell phone during prohibited hours: (7:15 a.m. – 3:15 p.m., after school tutoring, or on the bus)

*\*Students who receive ISS or ALC for disciplinary actions must turn in phone to teacher upon entering the ISS or ALC room.*

### **DRUG FREE SCHOOLS (JCDAC)**

Any student who, while under school supervision, has in his/her possession any alcoholic beverage, illegal drug, or other material (possession of which is punishable by law) will be subject to the strictest disciplinary action available. Also, any student suspected of being under the influence of alcohol or drugs is subject to being drug tested and law enforcement officials will be notified of the illegal activity.

#### Alcohol use:

No student, regardless of age, shall possess, consume, purchase, or distribute any alcoholic beverage on school property, at any place where an interscholastic athletic contest is taking place, during the course of any field trip, or during the course of any trip or activity sponsored by the Carroll County Board of Education or its authorized agents. Likewise, no student shall aid, abet, assist, or conceal the possession, consumption, purchase, or distribution of any alcoholic beverage by any other student(s) on school property, at any place where an interscholastic athletic contest is taking place, during the course of any field trip, or during the course of any trip or activity sponsored by the Carroll County School Board of Education or its authorized agents. Any student who violates this policy shall be subject to disciplinary action, the nature and extent of which may consist of one or more of the following: a three to ten day suspension from the school and its activities, expulsion for one semester or longer, placement in the Alternative School, or any other form of punishment that the local administration deems appropriate.

#### Drug use:

It is unlawful for any person to knowingly or intentionally possess a controlled substance (depressant, stimulant, counterfeit, illegal drug) unless obtained from or pursuant to a valid prescription or practitioner. Any student who violates this policy shall be subject to expulsion from school and prosecution by law enforcement officials. Students shall also be notified that any person addicted to or dependent on a controlled substance may seek advice concerning such problems and information as to where they may obtain treatment and rehabilitation from a medical practitioner or hospital, college or university counseling bureaus, counselors or teachers

in elementary, junior and high schools, ordained and licensed ministers, or staff members of a drug treatment center. Such advice can be sought without fear of arrest or being reported to law enforcement officials. The illegal possession of certain amounts of such drugs creates a presumption the person is selling these drugs. Violation of the illegal drug policy will result in one of the following: expulsion from school for at least one semester or placement in the alternative school. Also, law enforcement officials will be notified.

## **SMOKING AND TOBACCO**

Smoking and the use of smokeless tobacco (skool, chewing tobacco, e-cigarettes, vape cigarettes, other electronic smoking devices, etc.) are not allowed on the school campus or school bus. The use of tobacco in any form may be harmful to your health. Appropriate discipline will be enforced upon possession and use of tobacco. Possession of tobacco by anyone under the age of eighteen is against Mississippi law.

## **SCHOOL VIOLENCE PREVENTION**

### **SEARCHES (JCDA)**

The Carroll County School District and its administrators uphold the concept that a person or his/her property cannot be legally searched without reasonable suspicion or permission from the individual who is the object of the search.

- (1) All random searches must be pre-approved by the superintendent, assistant superintendent, principal, or assistant principal. No other district employee has the authority to authorize a random search.
- (2) At least 2 district employees must be present with one being the same sex as the student. No other students will be present.
- (3) Student lockers and backpacks are subject to random searches as long as the intent is not to single out any individual student. Lockers and backpacks are also subject to specific searches based on reasonable suspicion that a school or district policy or a public law has been violated.
- (4) Searches of desks or other school property may be searched at any time with or without reasonable suspicion and with the discretion of the principal. .
- (5) Vehicles driven to school by or for students may be searched by visual inspection without reasonable suspicion. Vehicles may be stringently searched if there is reasonable suspicion that a school or district policy or a public law has been violated.
- (6) Canine searches may be utilized at any time to search vehicles, possessions, desks, lockers, and other school property without reasonable suspicion. A canine response indicating the presence of contraband constitutes reasonable suspicion, and a more intrusive search may be conducted at the discretion of the school administration or law enforcement officials.
- (7) No student shall be strip-searched except in case of emergency. No student will be asked to remove any article of clothing in the presence of a member of the opposite sex.
- (8) When conducting a search, a staff member of the same sex as the student must be present.

## **SECRET SOCIETIES/GANG ACTIVITY (JCBB)**

It is unlawful in the State of Mississippi to organize fraternities, sororities, or secret societies in public high schools. It is also unlawful for public school students to be a member of such organizations and to solicit membership in such organizations. Students in violation of this policy are subject to suspension, alternative school placement, or expulsion. Gang activity, which initiates, promotes, or advocates activities that threaten the safety or well-being of persons or property on school grounds or which disrupts the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of apparel, jewelry, accessory, or manner of grooming which by virtue of color, arrangement, trademark, symbol, or any other attribute which implies membership or affiliation with such a group presents a clear and present danger. Students displaying interest, involvement, or affiliation with a gang shall be subject to disciplinary action.

## **SEXUAL HARRASSMENT**

The Carroll County School District strives to maintain a school environment for all students that are free from the hostile atmosphere created by sexual harassment or intimidation. Such conduct will not be tolerated from students or staff members. If you are subjected to sexual harassment or intimidation by any individual, including other students or staff members, you should immediately report the incident to your teacher, counselor, local administrator, Title IX Coordinator, or superintendent. All reports shall be filed within five working days of the alleged violation. Sexual harassment is defined as any such conduct which has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile, or offensive school environment. The Title IX Coordinator for the Carroll County School District is Sara Johnson.

## **TITLE IX GRIEVANCES (JB-P)**

### **Step One**

1. A student with a grievance shall present it to his/her principal. The principal shall discuss it with the student as soon as possible and attempt to work out a satisfactory solution within the policies and administrative regulations of the district or the principal may contact Title IX Coordinator. The hearing shall be held within five days of the request and a decision shall be given within another five days.
2. If such hearing is not held within five days or a decision is not given within five days of the hearing, the aggrieved student may proceed to step two.

### **Step Two**

1. If the grievance is not resolved to the satisfaction of the student at step one or a condition mentioned in step one, number two exists, the student may file the grievance with the Title IX Coordinator.
2. If the grievance is not filed with the Title IX Coordinator within ten days of the hearing in step one, the grievance shall be considered resolved.
3. Within ten days after the receipt of the grievance, the Title IX Coordinator shall meet with the student in an effort to resolve the grievance. He/she shall give a decision within ten days of the hearing.

4. If such hearing is not held within ten days or a decision is not given within ten days of the hearing, the aggrieved student may proceed to step three.

### Step Three

1. If the grievance is not resolved to the satisfaction of the student at step two or a condition mentioned in step two, the student may file the grievance with the Secretary of the Carroll County School Board.
2. If the grievance is not filed with the board secretary within ten days of the hearing at level two, the grievance shall be considered resolved.
3. Within ten days after the receipt of the grievance, the board secretary, in consent with the chairman and the superintendent, shall schedule a hearing before the board. The board shall render its decision within fifteen days of the hearing.

## **ILLNESS**

If a student becomes ill while at school, he/she should make the supervising teacher or school official aware of the situation. If the sickness necessitates the student leave school, the parent/guardian of the student will be notified. Students must be fever-free 24 hours before returning to school.

## **MEDICATION OVER THE COUNTER MEDICATIONS**

School nurses will be allowed to administer over the counter medications (OTC) such as acetaminophen and ibuprofen for minor aches and pains (such as headaches) as long as parental consent is obtained in writing by completing the OTC medication form in back of this handbook. Below are the guidelines:

1. Medication will not be given to treat fever or any condition that might be contagious.
2. Students must be 12 years of age or older.
3. Treatment will only be provided once during the school day.
4. If the student has frequent complaints of a headache or pain, a note from his or her medical care provider will be required for the administration of OTC medications to continue during school hours.

## **PRESCRIPTION MEDICATIONS (JGCD-R)**

The following procedure shall be followed for a student who is required by a physician to take a prescription medication during the school day:

1. The district's "Medication Permission Request Form" shall be completed, signed and submitted to the school nurse.
2. Medication shall be delivered to the school nurse by the parent/guardian of the child in the regular prescription bottle labeled by a pharmacist. Students should not transport medication on a school bus.



## HEAD LICE

Head lice, *Pediculus humanus capitis*, are a common problem with school age children. Although they do not transmit any human disease, they may be considered a nuisance, and require conscious effort on the part of school officials and parents to control. It is important to understand that head lice are not a product of poor personal hygiene or lack of cleanliness, and their presence is not a reflection on the school or the family. Children will be identified by screenings and by individual cases. Siblings of students or students that live in the same household of a student that is found to have head lice and viable nits (eggs) will be screened. Screenings will be done by teachers, school nurses, or appointed school personnel. If your child is found to have head lice or nits, you will be notified to pick your child up from school. Your child may return to school when he or she is free of lice and viable nits (eggs) and evidence of treatment is provided. Evidence of treatment includes, a receipt, letter from parent that includes the name of the product used, package label, product bottle etc. Only approved medical products will be accepted, NOT home remedies. If you take your child to the Head Lice Clinic for treatment, please provide treatment card.

**Treatment:** There are numerous over-the-counter lice killing shampoos and products that work. Your doctor or nurse practitioner can write a prescription for lice killing products. It is important to remember that the directions on the labels must be followed correctly for the product to be effective. Most products require a second treatment 7-10 days after the first treatment for the product to be effective. Removal of the nits (eggs) is another important step to prevent reinfestation. Removing the nits is important because the treatments do not always kill the nits (eggs) and by removing them they can no longer hatch. THE BEST WAY TO REMOVE THE NITS (EGGS) IS MANUALLY WITH YOUR FINGERS. Nit combs are good, but sometimes miss some of the nits (eggs). There are commercial products available to help loosen the glue-like substance that causes the nits (eggs) to attach to the hair shaft. Household members of a child with head lice should be examined for lice. Anyone else in the home found to be infested should also be treated. The one exception is any person over 2 years of age who shares a bed with the infested child should simply be treated presumptively. For all children under the age of 2 consult a doctor for treatment recommendations.

**Environmental Control:** Clothing, coats, jackets, cloth toys, stuffed animals, and personal linens such as towels and bedclothes, should be disinfected by washing in hot water and drying in the dryer using the hot cycle. Brushes and combs should be washed thoroughly in hot water. Items such as headgear, headsets, hats, caps, and scarves should be stored in an airtight container or plastic bag for at least 2 weeks. Carpet, cloth furniture, car seats, and any cloth surface (including the cloth and carpet in vehicles), should be vacuumed thoroughly. Talk to your child about not sharing things like brushes, combs, hats, caps, or any hair item with other children.

## ASBESTOS

This notification is to inform people of the Asbestos Hazard Emergency Response Act Asbestos Management plans for the Carroll County School District facilities. It is available upon request at the office of the superintendent or the offices of the schools. A reproduction fee is charged.

## **INSURANCE**

As a service to parents/guardians and students, the school makes available at a nominal cost a school day accident insurance plan. The school will handle the clerical work necessary for the initial sign-up, but the settlement of all claims will be a private matter between the insurance company and the parent/guardian.

## **SPECIAL SERVICES**

### **ADA**

Americans with Disabilities Act (ADA) The ADA is divided into five sections, which cover employment, public service, public accommodations, telecommunications, and miscellaneous provisions. The law supports efforts in non-discrimination against the disabled in employment and accessibility accommodations. Persons having questions or issues regarding this law should contact the Special Service Coordinator at 237-4444.

### **SPECIAL EDUCATION**

The Individuals with Disabilities Education Act provides a legal basis for administration of special education. Federal, state and local policies have been developed to create a referral to placement process that reflects the intent of this law. All disabilities recognized by the State of Mississippi are eligible for services under this law. Any students who may be eligible for services under this law should be referred to the Director of Special Education at 237-4444.

### **MTSS**

In accordance with Mississippi State Board of Education Policy IEI Carroll County School District implemented the Tier III Process to use as a progress monitoring instruction model. The Tier 35 model 1) ensures quality classroom instruction based on MS College and Career Readiness Standards, 2) focused supplemental instruction, and 3) intensive interventions specifically designed to meet the individual needs of students. This process is used to determine if students are making adequate progress, to identify students as soon as they begin to fall behind and modify instruction early enough to ensure each and every student gains essential skills.

## **CHILD NUTRITION**

We are pleased to inform you that Carroll County School District will be implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called Provision 2 for school year 2024-2025.

All enrolled students of Carroll County Schools are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2024- 2025 school year. Your child(ren) will be able to participate in these meal programs after completing and submitting a lunch application.

**Nondiscrimination Statement:** *In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil right regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690- 7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.*

### **FERPA (JRAB)**

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

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

- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1- 800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address: Family Policy Compliance Office U.S. Department of Education.

### **PARENTAL OPT OUT FOR STUDENT DIRECTORY**

The Carroll County School District is considering publishing a student directory for each school within the district. The directory will contain pictures similar to that found in a yearbook for each school as well as other information about each student in the directory. The information published will not be any personal identification that could lead to harm coming to your child/children. As a parent you have the right to opt-out of having your child/children placed in the directory. You may complete the opt-out form in the back of the handbook and return it to school. Written confirmation is required otherwise your child/children would be included in the directory.

# **MARSHALL ELEMENTARY SCHOOL**

## MARSHALL ELEMENTARY SCHOOL

### Grading

**The Marshall Elementary School grading system is as follows:**

<b>A</b>	Superior Work	93-100
<b>B</b>	Excellent Work	92-85
<b>C</b>	Average Work	84-76
<b>D</b>	Below Average	75-70
<b>F</b>	Failing	69-0
<b>I</b>	Incomplete	

### ELEMENTARY PROMOTION POLICY

A minimum level of mastery is essential for the student to function at the next higher level in the curriculum and ultimately to function in a democratic society. A student's progress through school should be contingent upon mastery of basic skills. As a result, the Carroll County Board of Education adopted the following policy:

**Elementary School - promotion will be based on a student's performance on test items, testing instructional objectives, both on the state and local levels, and in the instructional areas of the curriculum. The following will be considered regarding the promotion of a student:**

#### Grades 1-3

The student must master 70% of the required work, on a yearly basis, in math and language and reading, which includes English, spelling, writing, and listening.

If a child fails math or language arts, the child will be retained.

#### Grades 4-6

A student who fails math or language or reading will be retained.

A student who fails two (2) of the following subjects will be retained:  
Social Studies or Science.

**The Literacy Based Promotion Act requires that all 3rd grade students are required to take and making a passing score on the Reading portion of MAAP in order to pass to the 4th grade. The student must also meet the basic requirements to be promoted to the next grade.**

## **Discipline**

### **Pre-K – 6th Grades**

#### **I. Serious Offense:**

1. Skipping class.
2. Leaving class without permission.
3. Intentionally giving false information.
4. General disruptions and/or excessive distractions of other students.
5. Continually failing to turn in homework and/or complete class work assignments.
6. Inappropriate public displays of affection.
7. Violation of hallway rules as defined (See Section SS).
8. Rude and disrespectful to teachers and/or staff.
9. Profanity and vulgar gestures.
10. Refusing punishment.
11. Any offense which distracts from the school climate.
12. Stealing

#### **Consequences:**

**1st office referral:** Student conference and/or detention and/or corporal punishment to correct the problem. Parent notified.

**2nd office referral:** Conference and/or corporal punishment and/or detention to correct the problem. Parent notified.

**3rd office referral:** Corporal punishment or 1 – 3 days detention or out of school suspension. Parent conference.

**4th office referral:** Corporal punishment or 3 – 10 days in school or out of school suspension.

**5<sup>th</sup> office referral:** Referral to the Carroll County Disciplinary Committee

## **II. Severe Offense:**

1. Extreme rudeness and/or disrespect to teachers and/or staff.
2. Fighting.
3. Physically assaulting, bullying, and/or verbally abusing another student.
4. Threatening and/or directing profane language toward a teacher.
5. Leaving campus without permission.
6. Attempting to engage in and/or engaging in sexual activity.
7. Making a written or verbal proposition to engage in sexual activity.
  
8. Trespassing - entering or remaining on the school campus without permission, or while on suspension.
9. Possession of mace, pepper gas, or related items.
10. Possession of pornographic material
11. Actions averse to the school environment.
12. Willful indecent exposure.
13. Striking a teacher or any other member of the staff.
14. Engaging in a fight involving more than two students.
15. Possession or use of alcohol or other mood altering drugs not prescribed by a doctor.
16. Possession and/or use of tobacco products or vapes
17. Possession/use of fireworks, smoke bombs, etc.
18. Possession of gang insignia or paraphernalia

### **Consequences:**

**1st office referral** (1 - 3) days suspension with a parent/principal conference before the student is allowed to return to school.

**2nd office referral:** (1 – 3) days suspension with a parent/principal conference before the student is allowed to return to school.

**3rd office referral:** (3 – 5) days suspension with a parent/principal conference before the student is allowed to return to school.

**4th office referral:** (5-10) days suspension with a parent/principal conference before the student is allowed to return to school.

**5th office referral:** Referral to the Carroll County Disciplinary Committee for action.



\*\* (Action may include expulsion for a semester, an academic year, or a calendar year).

### **III. EXTREMELY SEVERE**

1. Making a bomb threat or other telephonic or written message requiring evacuation of the school building.
2. Burglarizing and/or unlawful possession of school property.
3. Burglarizing and/or unlawful possession of personal property.
4. Participating in a riot or other display of group disobedience.
5. Theft or vandalism (In addition to the punishment, monetary restitution will be required before the student is allowed to return to school)
6. Any criminal act as defined by the criminal justice system engaged on school property or during the school day.
7. Threats to commit an act of terrorism

#### **Consequence:**

The student will be suspended pending a review and decision from the disciplinary committee. If the parent/guardian appeals the disciplinary committee's decision, a hearing will be conducted before the Board of Education for proper punishment, which may include expulsion from school.

## Uniforms

### Marshall Elementary Uniform Requirements

**Navy blue, white or baby blue polo shirt or button-down front shirt**

- a. Undershirts or t-shirts worn under the uniform shirt must be **white, baby blue, or navy blue.**
- b. **No logo other than the school logo** can be imprinted on the shirts;
- c. No shirts can be worn that expose the midriff area;
- d. Shirts are to be worn inside of pants

**Uniform tan khaki or navy blue khaki long pants or shorts.**

- a. No sagging pants.
- b. No tight leggings or tight fitting stretch fabric pants.
- c. No tight fitting or revealing uniforms can be worn.
- d. Uniform tan khaki or navy blue khaki skirts, jumpers, or skorts can also be worn by the girls.
- e. Shorts, skorts, or jumpers must be knee length or below.

**Shoes:**

- a. Pant legs must cover the upper part of the boot.
- b. Pants cannot be tucked into the boot.
- c. No sandals can be worn
- d. No open toe shoes or flip flops can be worn.**
- e. Socks must be worn with all shoes
- f. Bottom of pants leg cannot be bound or have elastic.

**Belts** are to be worn with **all pants that have belt loops.**

**Coats, Jackets, Fleece: (Solid) Gray, White, Black, Khaki, Brown or Navy**

- Outer wear must have a front opening (zip or button from top to bottom)
- Hoods and headgear are **prohibited (NO hoodies)**
- School's Team apparel may be worn on **game-day only**; this may include sweatshirts  
Any logo other than the school's logo can be imprinted on the coat, jacket, or fleece.

# **J.Z. GEORGE HIGH SCHOOL**

# JZ George High School

## Grading

The J. Z. George High School grading system is as follows:

A	Superior Work	90-100%
B	Excellent Work	80-89 %
C	Average Work	70-79%
D	Below Average Work	65-69%
F	Failing Work	64% and below
I	Incomplete Work	
NC	No Credit for Incomplete Assignments. The student will receive his/her grade but no credit.	

An Honor Roll is published at the end of each nine weeks. The Superintendent's Honor Roll consists of students that have earned all A's and Principal's Honor Roll for students who have earned no grade less than a "B".

Each student will receive a **report card quarterly**. **Progress reports** are sent home every four and a half weeks.

Student class designation is determined by the number of units of credit earned and not the length of time spent in school. **Class designations** are as follows:

- 7th Grade - Satisfactorily complete 6<sup>th</sup> grade. As a 7th Grader the student must master at least 65% of the required 7th grade work. Must pass required subjects English, Reading/Written Comprehension, Math, and pass other courses in Science and Social Studies. Core subject areas are Math, English, Science, Social Studies, Reading/Language Arts (writing), Foreign Languages, and Arts.
- 8th Grade - Satisfactorily complete 7th Grade. As an 8th Grader the student must master at least 65% of the required work. Must pass English, Reading/Written Comprehension, CCSS Math, and pass two of three courses in Science, Social Studies and Cyber Foundations. Eighth grade CCSS Math and Cyber Foundations will be counted as *high school credits toward graduation*.

\*\*Any student in 7<sup>th</sup>-8<sup>th</sup> grade will be retained if they fail ELA or Math. Any student who fails a combination of any two other subjects will be retained.

Student class designation is determined by the number of units of credit earned and not the length of time spent in school. **Class designations** are as follows:

- Ninth Grade – a total of 6 units of credit required to enter 10<sup>th</sup> grade.
- Tenth Grade – A total of 12 units of credit required to enter 11<sup>th</sup> grade
- Eleventh Grade – A total of 19 units of credit required to enter 12<sup>th</sup> grade
- Twelfth Grade – Be able to earn sufficient credit to graduate. Must have 24 units of credit to graduate.

### **Policy IDAC- Course Placement**

The Carroll County School District is committed to providing all children, regardless of race, color, creed, religion, sex, age, disability, or national origin, with access to a substantive and rigorous curriculum that will prepare them to be successful in college or in the workplace.

In compliance with Section 37-15-39 of the MS Code of 1972, the purpose of this policy is to ensure that each student has a sufficient education for success after high school and that all students have equal access to a substantive and rigorous curriculum that is designed to challenge them and enhance their knowledge. The intent of this policy is to prepare all students to be successful and to prepare students for participation in rigorous academic programs.

Beginning in the 2021- 2022 academic year, all high schools in the Carroll County School District will require incoming Freshman students to meet academic pre-requisite requirements prior to enrolling in End of Course assessed classes (Algebra I and Biology I). Entering Freshman must meet the following pre-requisite requirements for enrollment in Algebra I and/or Biology I as 9th grade students:

#### Biology I

- Have a final passing average of 90 or higher in 8th grade Science for the previous academic year, as reported on the end of year report card; **AND**
- Have a score of Proficient or Advanced (Level 4 or 5) on the state MAAP 8th Grade Science Assessment from the previous year, as reported by the MDE

#### Algebra I

- Have a final passing average of 90 or higher in 8th grade Math for the previous academic year, as reported on the end of year report card; **AND**
- Have a score of Proficient or Advanced (Level 4 or 5) on the state MAAP 8th Grade Math Assessment from the previous year, as reported by the MDE

Entering Freshman (9th grade students) who do not meet the above listed requirements for enrolling in Biology I will be enrolled in Foundations of Biology; entering Freshman who do not meet the above listed requirements for enrolling in Algebra I will be enrolled in Foundations of Algebra. Both Foundations courses are credit bearing and will help these students gain a better

understanding of the academic standards required to meet passing requirements for graduation on the Algebra I and Biology I End of Course Assessments for the next year.

All entering Freshman students will complete course requests for the upcoming school year. The Counselor will check to see if requirements have been met prior to scheduling students to the courses requested.

- **ALL** students must pass the 4 Subject Area Tests in U. S. History from 1877, English II with writing component, Biology I and Algebra I.
- The required courses for admission to public universities in Mississippi are subject to change. Please see the counselor for the current listing.
- The IEP is the governing document for promotion of SPED students.

**Only one (1) correspondence course** can be used toward satisfying the state mandated graduation requirements. One (1) additional correspondence course may be taken to satisfy the Carroll County School District graduation requirements.

- All work must be completed and all bills/fines/fees paid before a student can graduate.
- Carroll County School District issues a regular diploma, occupational diploma, and certificates of attendance.

## **EARLY RELEASE**

In order to qualify for early release, seniors must meet all of the following requirements:

- Have a 2.5 GPA
- Passed or met all MAAP assessments for graduation
- Be on track to meet diploma requirements
- Be concurrently enrolled in Essentials for College Math and/or Essentials of College Literacy

\*Early release time will depend on the individual student's academic day.\*

## **EXEMPTIONS**

Students may be exempt from 9 weeks tests if they meet the following requirements:

**7<sup>th</sup>-8<sup>th</sup> grade** (may only be exempt from end of the year exams in May)

- Must have a 90 or above average
- No more than 10 total absences (excused and unexcused)

**9<sup>th</sup>- 12<sup>th</sup> grade** (may be exempt from semester exams in December and May)

- Must have a 90 or above average
- No more than 5 total absences each semester (excused and unexcused)

**To be eligible to participate in athletics, a student must meet the academic requirements of the MHSAA Mississippi High School Activities Association (2.11).**

- **2.11.1-** To be eligible for Jr. High activities, a student must be promoted (**if not promoted, they are ineligible for the entire year**) and have passed any four basic courses (any subject that meets the equivalent of at least 250 minutes per week or meets the State Department requirement) with a 2.0 or “C” average for the previous semester (computed numerically or by GPA). The year-end average of four basic courses passed will be used to determine eligibility for the fall semester. The same guidelines apply at the end of the first semester for spring participation. Students must be on track to be promoted to be eligible.
- **2.11.2-** A student on the junior high/middle school level, who was promoted but is not eligible at the beginning of the school year due to his academic average, may become eligible for the second semester only once during the student’s junior high/middle school career by passing four basic courses with an overall average of 2.0 at the end of the first semester.

### **Seventh and Eighth Grade Participation on the High School level (MHSAA 2.12)**

- **2.12.1-** In order to participate in the fall, a student must be promoted (**if not promoted, they are ineligible for the entire year**) having passed the four core courses (English, math, science, and social studies), and the average of those four core courses must be a “C” or above. For spring semester eligibility, the student does not have to be passing all four core courses, but the average of those four core courses must be a “C” or above.
- **2.12.2-** Students who are allowed to participate on a high school team in any sport/activity shall not be allowed to participate on a junior high school team at the same sport/activity at the same time or at a later date.

**Activities at J. Z. George Jr. High are designed to help make young people well-rounded individuals. The following rules apply:**

- A student planning to participate in 8<sup>th</sup> grade extra-curricular activities cannot be 15 years old before August 1.
- Students must obey all rules of conduct set by the school and staff. Students who have discipline problems in the classroom may have their extra-curricular activities revoked.
- Students in grades 7-8 must attend school for a minimum of 5 periods to be eligible to participate in school activities that day.

## **COMPUTATION OF GRADES**

**Nine Week Grades:**

**25% average of daily grades, pop tests, homework, etc.**

**50% average of weekly tests**

**25% nine weeks tests**

**Semester Average:**

**1<sup>st</sup> Nine Weeks + 2<sup>nd</sup> Nine Weeks / 2 = 1<sup>st</sup> Semester Average**

**3<sup>rd</sup> Nine Weeks + 4<sup>th</sup> Nine Weeks / 2 = 2<sup>nd</sup> Semester Average**

**Yearly Average:**

**1<sup>st</sup> Semester + 2<sup>nd</sup> Semester / 2 = Yearly Average**

**SELECTION OF VALEDICTORIAN AND SALUTATORIAN**

**The Valedictorian and Salutatorian eligibility will be as follows:**

- Student must be an Honors student
- Student must have attended J.Z. George High School for the entirety of their Junior and Senior years
- Students will be ranked according to the following diploma and endorsement options:

**Traditional Diploma + Distinguished Academic Endorsement**

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

**Traditional Diploma + Academic Endorsement**

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



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

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

**Traditional Mississippi High School Diploma**

- Earn 24 credits (Carnegie Units) in a selection of required classes including English, Math, Science, Social Studies, Technology or Computer Science, College and Career Readiness, Health, Art, Physical Education and electives

## Discipline

- A. One of the most important lessons education should teach is discipline. While it does not appear on the schedule as a typical subject, it underlies the entire educational process and structure. Discipline is an attribute that develops self-control, character, organization, and orderliness. It is the key to proper conduct and relationships not only with you but also with others.

**The responsibility of proper conduct lies with each individual student, not the teacher, or the principal. The primary disciplinarian is the parent/guardian.**

Individual decisions are made, and if wrong, responsibility for that decision must be accepted. A person chooses to violate the rules.

**Parents will be notified, if possible, by telephone.** If not possible a letter/referral form will be given to the student to take home.

- B. **The classroom teacher determines classroom discipline.** If a student refuses to comply he/she will be referred to the appropriate administrator. If the student creates a situation in which the teacher cannot teach or other students cannot learn the offending student will be removed from the classroom and immediate suspension may result. Security will escort the student to his/her residence. Charges of disturbing the peace may be brought against the perpetrator.
- C. When a student is confronted with disciplinary action, he/she must be made fully aware of his/her rights and must be given an opportunity to present their side of the case prior to any action being taken by school officials.
- D. The Superintendent of Schools and the Principal, or any licensed administrator serving in the place of the principal, of a school shall have the power to suspend a pupil for good cause or for any reason for which such pupil might be suspended, dismissed, or expelled by the Board of Education.
- E. **The parent/guardian may appeal the suspension to the Board of Education** who will hear the appeal at the next regularly scheduled meeting. The student will remain suspended until the final disposition by the Board of Education. If the parent, guardian, or other person having custody of any child shall feel aggrieved by the suspension or dismissal of that child, then such parent, guardian, or other person shall have **the right to a due process hearing**. The parent or guardian of the child shall be advised of this right to a hearing by the superintendent or principal, and the proper form shall be provided for requesting such a hearing upon the request of the parent. Upon appeal the Board of

Education may approve, disapprove, or amend the suspension. Reference Mississippi Code, S37-7-301[e]; S37-9-71; Goss V. Lopez, 419 U.S. 565 (1975); U. S. Constitution, Amendment XIV; Wood V. Strickland, U.S. 95 S. Cr. 992 (1975); Policy JCAA.

**G. Jaguar Pride "Code of Conduct":**

1. **The "Student Code of Conduct" is designed to foster student responsibility, respect for the rights of others, and ensure the orderly operation of the school.** No code can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or any aggravated circumstances of any offense or action involving a combination of offenses, may result in disciplinary consequences that extend beyond this code.

*All discipline referrals become a part of the student's record. In instances where civil or criminal laws are violated, the proper authorities will be notified. All instances resulting in assignment to out-of-school suspension will be reported to law enforcement.*

2. Misbehavior of students is divided into three categories: (1) serious offenses, (2) severe offenses, and (3) extremely severe. Each has a defined consequence and procedure that is designed to bring about behavior modification.
3. **This "Code of Conduct" applies** to all students on campus, riding buses, at bus stops, walking to and from school, field trips, and any/all activities sponsored by the Carroll County School District and other schools (Mississippi Code Section 37-7-301[e]).
4. Disciplinary action will only be discussed with a student's parents or legal guardians. Parents or legal guardians may, through advance written notice delivered by the parent to the school, designate one other person to speak in their behalf.
5. If any pupil willfully destroys cuts, defaces, damages, or injures any school building, equipment, or other school property, he/she shall be liable to suspension or expulsion and his/her parents/guardians are liable for the cost of repair/replacement.
6. It is most important that students arrive at class on time. A student will be considered tardy when he/she is not in their assigned place at the appointed time. All other tardies will be disciplined as follows:

**Note: A student who receives a total of ten (10) referrals may be recommended to Alternative School.**

- H. The offenses and penalties listed below cover all areas of the school campus, the school buses, all field trips, and any other activity that is sponsored by the Carroll County Schools and other school districts. The teacher should handle disciplinary actions, if possible.

**7<sup>th</sup> – 12<sup>th</sup> Grade**

**Serious**

**Offense:**

1. Skipping class
2. Leaving class without permission
3. Intentionally giving false information
4. Possession of fireworks, smoke bombs, etc.
5. Stealing
6. General disruptions and/or excessive distractions of other students
7. Continually failing to turn in homework and/or complete class work assignment
8. Inappropriate public display of affection
9. Violation of hallway rules as defined (See Page 6).
10. Possession of Pornographic materials
11. Rude and disrespectful to teachers/and or Staff
12. Profanity and vulgar gestures
13. Any offense distracting from school climate
14. Possession of Gang Insignia/Paraphernalia (*Items will be confiscated*)
15. Inappropriate behavior on field trips
16. Tardies
17. Arguments or disagreements that cause a disruption in the classrooms and/or other areas of the school campus
18. Intentionally filing a False/Fraudulent report on another student
19. Possession of Gambling Paraphernalia (*dice, cards, etc. Items will be confiscated*)

***Penalty:***

*1st office referral* – Conference and/or corporal punishment or one day of Detention; parent notified

*2nd office referral* - (1 to 3) days ISS; parent notified; Parent/Principal Conference before child is allowed to return to class.

*3<sup>rd</sup> office referral* – 3-10 day OSS; Parent/Principal Conference before child is allowed to return to school

*4<sup>th</sup> office referral* - Placement in the Alternative School for 10-45 days.

*5<sup>th</sup> office referral* - Referral to the Carroll County Disciplinary Committee

\*\* (Action may include expulsion for a semester, an academic year, or a calendar year).

**Severe**

1. Extreme rudeness and/or disrespect to teachers and/or staff
2. Excessive disruption to the school and learning environment \*\*\*
3. Fighting
4. Refusing Punishment
5. Leaving campus without permission
6. Making a written or verbal proposition to engage in sexual activity
7. Attempting to engage in sexual activity
8. Actions averse to the school environment
9. Use of fireworks, smoke bombs, etc.
10. Physically assaulting, bullying, repeated harassment and/or verbally abusing another student
11. Trespassing-entering or remaining on the school campus without permission or while on suspension
12. Intentionally setting off fire alarms
13. Refusal to give up electronic device/**SIM card**
14. Audio/Video recording another student, staff member, and or fights
15. Posting of audio/video recording and pictures involving students and staff members to social media while individuals are present on school grounds, in attendance of school related activities, or in use of transportation services provided by J. Z. George High School.
16. Gambling on campus (dice, cards, etc.)
17. Distributing over-the-counter medication to another student (See page 9-school nurse/medication)
18. Possession of tobacco and/or vaping products, use of tobacco and/or vaping products

***Penalty:***

1. *1<sup>st</sup> office referral* - (3 to 5) day suspension with a parent/principal conference before the student is allowed to return to school.
2. *2<sup>nd</sup> office referral* - Ten (10) day suspension with a parent/principal conference before the student is allowed to return to school.
3. *3<sup>rd</sup> office referral* – Referral to the Disciplinary Committee for Review and decision.
4. *4<sup>th</sup> Office referral* - Carroll County Disciplinary Committee for recommended expulsion.

**Fighting will be classified in one of two categories:**

- ***Verbal Fighting:***

***Non-Disruptive:*** a minor verbal altercation or quarrel between individuals.

***Disruptive:*** A major verbal altercation between individuals that is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate and which is not covered by other laws related to violence. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action.

- ***Physical Fighting:*** Physical altercation between individuals.

**NOTE: Penalty for fighting:** The aggressor will receive five (5) days suspension and the defendant will receive three (3) days of suspension. If the aggressor cannot be determined, both will receive the maximum punishment. Punishment will be left to the discretion of the Principal. Any subsequent fighting will result in Alternative School placement for the aggressor and three (3) days of suspension for the defendant.

- ***Instigators may be subject to receiving same penalty as the offenders***

**Extremely Severe**

1. Engaging in sexual activity
2. Theft or vandalism (In addition to the punishment, monetary restitution will be required before the student is allowed to return to school)
3. Threatening and/or directing profane language toward a teacher/ school official
4. Possession or use of mace, pepper spray, or related items
5. Willful indecent exposure
6. Striking a teacher or any other member of the staff
7. Engaging in a fight involving more than two students
8. Participating in a riot or other display of group disobedience
9. Possession or use of alcohol or other mood- altering drugs not prescribed by a doctor
10. Any criminal act as defined by the criminal justice system engaged on school property or during the school day
11. Burglarizing and/or unlawful possession of school property
12. Burglarizing and/or unlawful possession of personal property
13. Making a bomb threat or other telephonic or written message requiring evacuation of the school building
14. Threats to commit an act of terrorism
15. Gang Activity (A "gang" is defined as a group that initiates, advocates, or promotes illegal activities, activities that threaten the safety or well-being of persons or property on school grounds, or at supervised school functions, or activities that are harmful to the education process.)

***Penalty:***

The student will be suspended pending a review and decision from the disciplinary committee. If the parent/guardian appeals the disciplinary committee's decision, a hearing will be conducted before the Board of Education for proper punishment, which may include expulsion from school.

## Uniform

### **7<sup>th</sup> – 12<sup>th</sup> JZ George High School Uniform Requirements:**

#### **Tops: *Solid Maroon, Solid White, or Solid Gray***

- Oxford Shirt (Button-down banded collar)
- Polo (No trim/with collar)

#### **Bottoms: *Solid Khaki or Solid Navy Blue classic style with belt loops. (Must be cotton twill or cotton blend. No jean material or knits.)***

- **Slacks** - Must sit on natural waist; No cargo or other outer pockets.
- **Skirts** –Knee length only or lower
- **Capri**- Must be mid-calf; Must sit on natural waist
- **Shorts/Skort**s-Knee length only or lower; must sit on natural waist

#### **Belts: *Solid Black, Brown, Khaki, Navy Blue, White, or Maroon***

#### **Shoes: Any color may be worn; however, inappropriate pictures, wording, and or designs will not be allowed.**

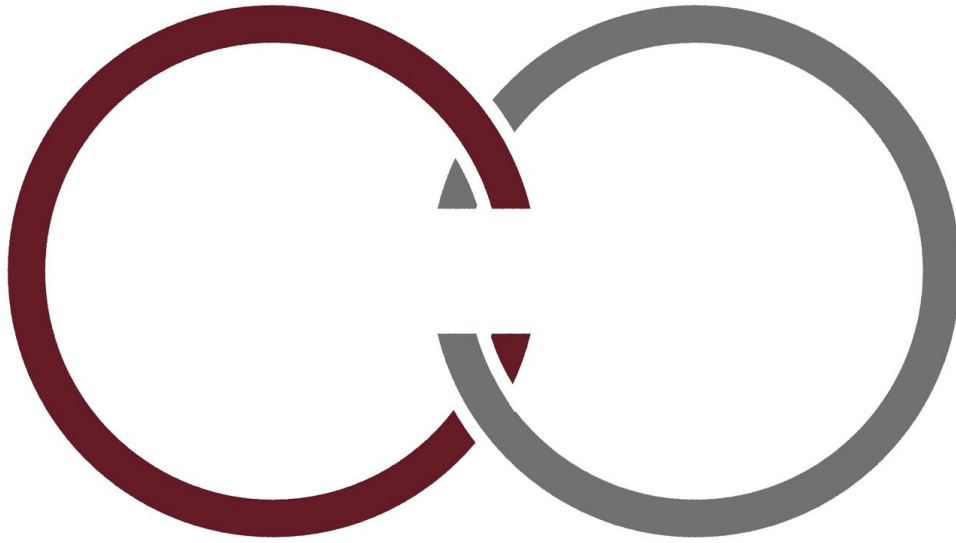
- Boots can be worn, but must follow dress code rules.
- Pants legs must cover the upper part of the boot (shaft) with the exception of snow boots-ankle & calf length.
- Only closed-in shoes may be worn.
- Sandals are not allowed

#### **Undershirts: Any of the school's uniform colors**

#### **Coats, Jackets, Fleece: (*Solid*) Gray, White, Black, Khaki, Brown or Maroon**

- Outer wear must have a front opening (zip or button from top to bottom)
- School's Team apparel may be worn on **game-day only**; this may include sweatshirts **Any logo** other than the school's logo can be imprinted on the coat, jacket, or fleece. *Inappropriate pictures, wording, and or designs will not be allowed. Logo cannot be larger than the images below.*





CARROLL COUNTY  
SCHOOL DISTRICT

*PREPARING STUDENTS FOR THE NEXT LEVEL*



**2024-2025**  
**APPENDIX/FORMS**



**CARROLL COUNTY SCHOOL DISTRICT**

**PRESCRIPTION MEDICATION PERMISSION REQUEST FORM**

The Carroll County School District requires all students who must have prescription medication during school hours to do the following:

- (1) Present this completed form to the school nurse.
- (2) Bring the medication in the regular prescription bottle labeled by a pharmacist. It is recommended that at least a one- week supply be available. Medication that is not in a current prescription bottle will not be accepted.
- (3) Medication must be brought to school by a parent or guardian.
- (4) Students cannot transport medication or have medication on the bus.

Name of Child: \_\_\_\_\_

Name of Medication and Dosage: \_\_\_\_\_

Time Medication to be Administered: \_\_\_\_\_ AM / PM

Begin Medication (Date)\_\_\_\_\_ Stop Medication (Date)\_\_\_\_\_

Reason for taking medication:\_\_\_\_\_

Does medication need refrigeration: Yes\_\_\_\_\_ No\_\_\_\_\_

I give permission for my child or ward to receive the above noted medication as directed on the prescription bottle. I understand that school personnel administering the medicine will not have medical or nursing training. I, forever release, discharge, and covenant to hold harmless the Carroll County School District, its personnel, and its school board from any and all claims, demands, damages, expenses, loss of services, and causes of action belonging to the minor child or to the undersigned arising out of or on account of any injury, sickness, disability, loss, or damages of any kind resulting from the administration of medicine. I also authorize the school nurse to talk to the prescriber or pharmacist should a question arise about the medicine.

Parent's Name: \_\_\_\_\_ (please print)

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Witness' Name: \_\_\_\_\_ (please print)

Witness' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CARROLL COUNTY SCHOOL DISTRICT**  
**PARENTAL REQUEST TO OPT-OUT OF SCHOOL DIRECTORY**

\_\_\_\_\_  
Student's First Name

\_\_\_\_\_  
Student's Last Name Student's

Official Class/Grade: \_\_\_\_\_

Name of School: \_\_\_\_\_

I am requesting that my child's name, address, and telephone number NOT be included in the school directory. \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Print Name

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

**CARROLL COUNTY SCHOOL DISTRICT**

**PARENTAL REQUEST FOR PRIOR WRITTEN CONSENT**

You may complete the following if you do not consent to the release of your child's information- name, address, and telephone number-without first providing written permission to military recruiters and institutions of higher education that request this information. You must do so in writing. You may use this form to notify the school.

Student's First Name \_\_\_\_\_

Student's Last Name \_\_\_\_\_

Student's Official Class/Grade: \_\_\_\_\_

Name of School: \_\_\_\_\_

I am requesting that my child's name, address, and telephone number NOT be shared with the below without my express written consent:

\_\_\_\_\_ Military Recruiters and Institutions of Higher Education

\_\_\_\_\_  
Parent/Guardian Print Name

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

**CARROLL COUNTY SCHOOL DISTRICT**

**INTERNET NETWORK STUDENT ACCESS AGREEMENT FORM**

I accept the responsibility to abide by the school district's board-approved policy IJ/ Acceptable Use on Internet Network Access and by procedures as stated below in this Agreement.

I understand that the use of the Internet and access to it is a privilege and not a right.

I agree:

- To use the Internet network for appropriate educational purposes and research;
- To use the Internet network only with permission of designated school staff;
- To be considerate of other users on the network and to use appropriate language for the school environment;
- To not intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws;
- To report immediately any security problems or breeches of these responsibilities to appropriate staff;
- To comply with all rules and expectations included in the policies included under Internet Use by Students and with administrative procedures and guidelines; and,
- To not divulge personal information such as addresses and telephone numbers over the Internet.

I understand that I have no right to privacy when I use the school/district Internet network(s), and I consent to the monitoring of my communications over the Internet by school/district staff. I also understand that any conduct that causing conflict with these responsibilities is inappropriate and may result in termination of Internet access and possible disciplinary action.

Name \_\_\_\_\_ School \_\_\_\_\_

Grade \_\_\_\_\_

Home Address \_\_\_\_\_

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

**CARROLL COUNTY SCHOOL DISTRICT**

**INTERNET PARENTAL CONSENT AGREEMENT FORM**

**IMPORTANT NOTICE TO PARENTS**

Due to the nature of the Internet, it is neither practical nor possible for the school district to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet. Therefore, parents must participate in the decision whether to allow their children access to the Internet and must communicate their own expectations to their children regarding its appropriate educational use.

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

As a parent/guardian of this student, I have read the board- adopted policies on Internet Acceptable Use by Students IJ, the administrative procedures, and the Internet Network Access Agreement.

- I understand that Internet access is designed for educational purposes and that the school/ district will attempt to discourage access to objectionable material and communications that are intended to exploit, harass or abuse students. However, I recognize it is impossible for the school district to restrict access to all objectionable material, and I will not hold the school or school district responsible for materials acquired or contacts made on the Internet.
- I understand that a variety of inappropriate and offensive materials are available over the Internet and that it may be possible for my child to access these materials if he/she chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill intended individuals to communicate with my child over the Internet, that there is no practical means for the school/district to prevent this from happening, and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the staff to monitor any communications to or from my child on the Internet, I recognize that it is not possible for the school to monitor all such communications. I have determined that the benefits of my child having access to the Internet outweigh potential risks.
- I understand that any conduct by the herein named student that is in conflict with these responsibilities is inappropriate, and such behavior may result in termination of access and possible disciplinary action.
- I have reviewed these responsibilities with my child, and I hereby grant permission to the school/district to provide Internet network access.
- I agree to compensate the school/district for any expenses or costs it incurs as a result of my child's violation of Internet policies or administrative procedures.

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

Parent/Guardian Name(s) \_\_\_\_\_ (Please Print)

Parent/Guardian Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Reference Board Policy IJ, IJA, IJB, IJR, IJE

**CARROLL COUNTY SCHOOL DISTRICT**  
**PARENT NOTE EXCUSE FORM**

Student's Legal Name \_\_\_\_\_

Date of Absence(s): \_\_\_\_\_

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

Please excuse \_\_\_\_\_ (Child's Full Name) for being absent on the days listed above.

Please check the absence reason that applies.

- \_\_\_\_\_ Illness or injury.
- \_\_\_\_\_ Death or serious illness of immediate family member.
- \_\_\_\_\_ Court appearance.
- \_\_\_\_\_ Other reason.

Explanation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This excuse must be received within 3 days of your child's absence. If an excuse is not received in the time required, the absence will be considered unexcused. If you have any questions, please contact the secretary, at the school.

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

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

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