

**2015-2016**

**ITAWAMBA COUNTY  
SCHOOL DISTRICT  
ELEMENTARY/  
MIDDLE SCHOOL  
HANDBOOK**

**Dorsey Attendance  
Center  
Bulldogs**

**Fairview Attendance  
Center  
Cardinals**

**Itawamba Attendance  
Center  
Indians**

**Mantachie Attendance  
Center  
Mustangs**

**Tremont Attendance  
Center  
Eagles**





## **SUPERINTENDENT'S GREETING**

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

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

Sincerely,  
**Mr. Michael Nanney**  
Superintendent of Education  
Itawamba County School District

TABLE OF CONTENTS

ITAWAMBA COUNTY SCHOOL DISTRICT..... 4  
CONSENT UPON REGISTRATION ..... 5  
EQUAL EDUCATIONAL OPPORTUNITIES..... 5  
ACADEMIC CALENDAR..... 6  
ELEMENTARY/MIDDLE SCHOOLS..... 7  
STARTING AND END TIMES FOR EACH SCHOOL ..... 8  
ASSIGNMENTS..... 9  
ATTENDANCE POLICY ..... 9  
BAD WEATHER POLICY ..... 11  
CELL PHONE/PERSONAL DEVICE USAGE POLICY ..... 11  
CHANGE OF CLASSES..... 13  
CORPORAL PUNISHMENT..... 14  
DELIVERIES ..... 14  
DISCIPLINE..... 14  
DRESS CODE ..... 17  
DRUG AND ALCOHOL TESTING POLICY..... 18  
EXEMPTION POLICY ..... 22  
EXTRACURRICULAR ACTIVITIES ATHLETICS..... 23  
FEES ..... 23  
FINANCIAL HARDSHIP WAIVER POLICY..... 24  
FOOD SERVICE ..... 24  
SCHOOL LUNCH PRICES FOR 2015-2016 SCHOOL YEAR..... 25  
GRADING SYSTEM ..... 25  
GUIDANCE AND COUNSELING..... 26  
GUN FREE SCHOOLS ..... 26  
HONOR ROLL AND OTHER AWARDS..... 27  
ITAWAMBA COUNTY IMPROVEMENT CENTER..... 27  
LIBRARY ..... 27  
MEDICINES..... 28  
MISSED WORK/TESTS..... 28  
OUTSTANDING CAFETERIA BALANCES ..... 28  
PARENTAL INVOLVEMENT AND PARENTAL CLASSROOM VISITS ..... 29  
PERFECT ATTENDANCE..... 29  
PROCEDURE FOR LICE AND ITCH INFESTATION ..... 29  
PROMOTION AND RETENTION POLICY ..... 30  
SCHOOL BUSES ..... 30  
SCHOOL PARTIES ..... 31  
SPECIAL EDUCATION PROGRAM ..... 31  
STUDENT CONDUCT ..... 32  
STUDENT ELECTIONS/TRY-OUTS..... 33  
STUDENT COUNCIL..... 33

STUDENT ENROLLMENT ..... 34  
STUDENT EXPULSION AND LONG-TERM SUSPENSION ..... 34  
STUDENT SUSPENSION ..... 35  
TEXTBOOKS ..... 35  
TRANSFER STUDENTS ..... 36  
WEAPONS ..... 36  
WITHDRAWAL FROM SCHOOL ..... 37  
PARENTAL INVOLVEMENT POLICY ..... 37  
THE RIGHT TO BE INFORMED ..... 39  
3 – TIER INTERVENTION PROCESS ..... 39  
DYSLEXIA POLICY FOR ITAWAMBA COUNTY SCHOOL DISTRICT ..... 40  
NOTICE OF NON-DISCRIMINATION ..... 41  
HANDICAPPED/ACCESSIBLE PARKING POLICY ..... 41  
SECTION 504, TITLE II, TITLE IX, TITLE VI AND ADA COMPLAINT AND GRIEVANCE POLICY ..... 42  
ITAWAMBA COUNTY SCHOOLS – ACCEPTABLE USE POLICY ..... 43  
BULLYING ..... 44  
COMPLAINT PROCEDURES FOR BULLYING OR HARASSING BEHAVIOR ..... 45  
DISTRICT WELLNESS POLICY ..... 46  
STUDENT AND PARENT ACKNOWLEDGEMENT FORM ..... 47

**ITAWAMBA COUNTY SCHOOL DISTRICT**

605 S. Cummings Street  
Fulton, Mississippi 38843  
Telephone: (662) 862-2159  
Fax: (662) 862-4713

www.itawambacountyschools.com

\*\*\*\*\*

**BOARD OF EDUCATION**

Clara Brown  
Kelly Knight  
Harold Martin  
Dr. Wes Pitts  
Tony Wallace

\*\*\*\*\*

**ADMINISTRATIVE STAFF**

**Mr. Michael Nanney, Superintendent**

Robert Blake, Network Administrator

Jennifer Gray, Business Administrator

Kenny Coker, Food Service Coordinator

Sungja Collins, Parent/Curriculum Coordinator

Belinda Dill - Administrative Assistant/MSIS Coordinator

Michele Floyd, School Board Attorney/Technology Coordinator

Thomas Holland – Network Assistant

Trish Trotter - Food Service Secretary

Robbin Reeder - Business Administrator Assistant

Hope Spencer - Positive Behavior Specialist

Phyllis Strickland - Special Education Secretary

LeAnne Robinson - Special Education Director/TST

## CONSENT UPON REGISTRATION

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

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

## EQUAL EDUCATIONAL OPPORTUNITIES

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

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

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

Mrs. Michele Floyd  
Itawamba County School District  
605 S. Cummings Street  
Fulton, MS 38843  
662-862-2159  
mhfloyd@itawamba.k12.ms.us

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

JB 5---13---09

**\*\*Keep this handbook available for future reference\*\***

# ACADEMIC CALENDAR

## 2015-16

### Itawamba County Schools Calendar

July 30-August 5, 2015.....	Professional Development***
August 6, 2015.....	First Day for Students
September 7, 2015 .....	LABOR DAY HOLIDAY (School Closed)
October 9, 2015.....	End of First Nine Weeks
October 12, 2015.....	COLUMBUS DAY HOLIDAY (School Closed)
November 23-27, 2015.....	THANKSGIVING HOLIDAYS
December 18, 2015.....	60% Day Staff and Students
December 21, 2015 – January 3, 2016 .....	CHRISTMAS HOLIDAYS
January 4, 2016.....	Professional Development
January 5, 2016.....	2 <sup>nd</sup> Semester Begins for Students
January 18, 2016 .....	MARTIN LUTHER KING HOLIDAY (School Closed)
February 15, 2016.....	PRESIDENTS DAY HOLIDAY (School Closed)
March 11, 2016.....	End of 3 <sup>rd</sup> Nine Weeks
March 14-18, 2016.....	SPRING HOLIDAYS (School Closed)
March 25, 2016.....	GOOD FRIDAY (School Closed)
May 19, 2016.....	60% Day Staff and Students
May 20, 2016.....	Professional Development/Graduation Practice
May 21, 2016.....	GRADUATION at ICC – DAVIS EVENT CENTER FOR TREMONT, I.A.H.S and MANTACHIE.

\*\*\*May be excused the first **two** Professional Development Days if completed two days of in service during the summer, 2015

**PROFESSIONAL DEVELOPMENT DAYS**

July 30-August 5(May be excused two of these days if completed two days of in service during the summer, 2015)  
 January 4, 2016  
 May 20, 2016

**GRADING PERIODS**

August 6 – October 9 (46)  
 October 13 – December 18 (44)  
 January 5– March 11 (47)  
 March 21 – May 19 (43)

**Teacher Contract Days – 187**

**Student Instructional Days – 180**

**Make-up Days for Inclement Weather:** Any snow days will be made up on February 15, March 25, or May 20, 2016. If further make-up days are needed they will be added on to the end of the year.

<b>Nine Weeks Test Schedule</b>	
October 5 – 9, 2015	March 7 – 11, 2016
December 14 – 18, 2015	May 16 – 19, 2016



**ELEMENTARY/MIDDLE SCHOOLS**

**Dorsey Attendance Center**

***Carson Cook, Principal***

1 Dorsey School Road

Fulton, MS 38843

Phone: 662-862-3663

Fax: 662-862-7210

**Mantachie Elementary School K-6**

***James Dill, Principal***

311 Mustang Drive

Mantachie, MS 38855

Phone: 662-282 – 7536

Fax: 662-282-7167

**Fairview Attendance Center**

***Derek Shumpert, Principal***

66 Fairview School Road

Golden, MS 38847

Phone: 662-585-3127

Fax: 662-585-3139

**Mantachie High School 7-8**

***Millie Wood, Principal***

311 Mustang Drive

Mantachie, MS 38855

Phone: 662-282 – 4276

Fax: 662-282-4270

**Itawamba Attendance Center**

***Sheryl Ewing, Principal***

488 Little Indian Road

Fulton, MS 38843

662-862-4641

662-862-4396

**Tremont Attendance Center**

***Brady Ramey, Principal***

320 School Loop Road

Tremont, MS 38843

Phone: 662-652-3391

Fax: 662-652-3994

**Itawamba County Improvement Center**

***Brandi Cook, Counselor***

605 S. Cummings Street

Fulton, MS 38843

Phone: 662-862-2159

Fax: 662-862- 5100

**DUTY HOURS OF SCHOOL PERSONNEL**

Administrative .....	7:00 a.m. to 4 p.m. Monday through Friday
Fairview, IAC, Tremont,.....	7:15 a.m. to 3:15 p.m., Monday through Friday
Dorsey, Mantachie Elementary Faculty.....	7:10 a.m. to 3:10 p.m., Monday through Friday

## **STARTING AND END TIMES FOR EACH SCHOOL**

### **Dorsey Attendance Center**

7:00 – 7:25 Breakfast

7:25 – School Day Begins

3:00 – School Day Ends

### **Fairview Attendance Center**

7:00 – 7:25 Breakfast

7:25 – School Day Begins

3:00 – School Day Ends

### **Itawamba Attendance Center**

7:10 – 7:45 Breakfast

7:45 – School Day Begins

2:55 – School Day Ends

### **Mantachie Elementary School**

7:15 – 7:45 Breakfast

7:45 – School Day Begins

3:00 – School Day Ends

### **Mantachie Jr. High School**

7:15 – 7:45 Breakfast

7:45 – School Day Begins

2:55 – School Day Ends

### **Tremont Attendance Center**

7:15 – 7:40 Breakfast

7:45 – School Day Begins

2:45 – School Day Ends

# ASBESTOS INSPECTION AND MANAGEMENT PLAN

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

## ASSIGNMENTS

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

## ATTENDANCE POLICY

Pursuant to Mississippi Code 37-13-91(6), a student must attend 63 percent of the student's instructional day to be considered present. This is for ADA purposes only. Please see definition for Perfect Attendance below.

### Excused Absences

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

- a) An absence is excused when the absence results from the compulsory school age child's attendance at an authorized school activity with the prior approval of the school district or his designee. These activities may include field trips, athletic contests, student conventions, musical festivals and any similar activity.
- b) An absence is excused when the absence results from illness or injury which prevents the compulsory school age child from being physically able to attend school.
- c) An absence is excused when isolation of a compulsory school age child is ordered by the county health officer, by the State Board of Health or appropriate school official.
- d) An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory school age child. The immediate family members of a compulsory school age child shall include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters.
- e) An absence is excused when it results from a medical or dental appointment of a compulsory school age child where an approval of the superintendent of the school district or his designee is gained before the absence, except in the case of emergency.
- f) An absence is excused when it results from the attendance of a compulsory school age child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.
- g) An absence may be excused if the religion to which the compulsory school age child or the child's parents adheres, requires or suggests the observance of a religious event. The approval of the absence is within the discretion of the superintendent of the school district or his designee but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.
- h) An absence may be excused when it demonstrated to the satisfaction of the superintendent of the school district or his designee that the purpose of the absence is to take advantage of a valid educational opportunity such as travel, including vacations or other family travel. Approval of the absence must be gained from the superintendent of the school district or his designee before the absence but the approval shall not be unreasonably withheld.
- i) An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district or his designee that conditions are sufficient to warrant the compulsory school age child's nonattendance. However, no absences shall be excused by the school district superintendent or his designee when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law. All other absences, including suspensions, will be unexcused.

## **Documentation**

Written documentation of each excused absence must be received within **two (2) days** of the student's return to school; otherwise, the absence will be considered unexcused. Each semester, a parent/guardian may excuse up to **five days (5)** of absences for a student by providing written notes. Each note must contain the excusable reason for the absence(s), the dates of the absences(s), and must be signed and dated by the parent/guardian. After the student has **five (5)** absences excused by parental/guardian notes in a semester, the student must provide "official" documentation (for example, documentation by a doctor or court); otherwise the absence will be considered unexcused.

## **Making Up Work/Tests Missed While Absent**

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

## **Designee**

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

## **Leaving Campus**

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

## **Afternoon/Early Dismissal From School**

Due to concern for the safety of all students, incoming telephone calls will no longer be accepted to change any child's dismissal transportation plan. If there must be a change, the parent/guardian must either appear at the school office in person to relay the change in transportation plans or send a note to the school. All notes must be in the parent's/guardian's handwriting and should contain a signature and a telephone number where the parent/guardian can be located in the event it is determined that verification should be obtained. In the event of an emergency, exceptions may be made. Faxed notes are not acceptable.

## **Early Dismissal**

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

## **Perfect Attendance:**

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

## **Activity**

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

## **Reinstatement.**

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

## **Absentee Exemptions.**

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

## **Tardies**

Students are expected to be prompt. A record of student tardiness will be maintained in the school office. Tardies will be determined per semester. After **3 unexcused** tardies, the student will be placed on the discipline ladder.

## **BAD WEATHER POLICY**

**When bad weather threatens, all schools are equipped with either a weather-band radio or the weather channel on television, which the administration monitors.** During a tornado warning, all students are brought into the main buildings and arranged in the most secure manner possible. At the principal's discretion, students housed in portables are subject to movement into the main building at any time during bad weather.

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

During a **TORNADO WARNING**:

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

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

This type of weather creates an entirely different problem because of its unpredictable nature. Since lost days may be required to be made up; our philosophy is that we will have school unless or until conditions (icy roads, downed power lines) dictate otherwise.

We monitor the weather situation through our local news channel and the National Weather Service, local police departments, and District personnel.

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

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

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

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

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

**Introduction:** The Itawamba County School District is committed to providing its students with every possible opportunity and tool to aid in their education. With this in mind, we will be implementing changes to our current policies

regarding cell phone usage and personal electronic devices. The document below will serve as contract that all students must follow to ensure proper usage, prevent disruptions in learning, and provide for safety.

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

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

**The use of personal devices to aid and enhance student learning is both a privilege and a responsibility; however, it is not a right. Students may only use these devices with the approval of school personnel. If a student is found in violation of any of the guidelines below, or contained in the District AUP and Internet Safety policy, he or she will face disciplinary action. Disciplinary action can include: confiscation of device, revocation of usage privileges, ISD, suspension, expulsion, pursuant to Policy JD-1. The disciplinary action will be decided on a case by case basis by district staff.**

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

**First Offense** - The device will be confiscated and held for a minimum of five (5) days and a maximum of thirty (30) days. The parent/guardian must pick up the device. It will not be returned to the student. To obtain the device prior to the expiration of thirty (30) days, a fee of \$25 must be paid.

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

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

**Second Offense** - The device will be confiscated and held for a minimum of ten (10) days and a maximum of ninety (90) days. The parent/guardian must pick up the device. It will not be returned to the student. To obtain the device prior to the expiration of ninety (90) days, a fee of \$35 must be paid.

**Subsequent offenses** - With each subsequent offense the minimum number of days that the device will be confiscated will increase by five (5) days, the maximum number of days that the device will be confiscated will increase by thirty (30) days and the fee will increase by \$10. For example, on the third offense, the device will be confiscated and held for a minimum of fifteen (15) days and a maximum of one hundred twenty (120) days. The parent/guardian must pick up the device. It will not be returned to the student. To obtain the device prior to the expiration of one hundred twenty (120) days, a fee of \$45 must be paid. These offenses will accumulate on a school year basis with a student beginning at the first offense at the beginning of each school year. (JCDC)

## **CHANGE OF CLASSES**

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

## **CHILD FIND**

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

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

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

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

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

## **CORPORAL PUNISHMENT**

Certified employees only are authorized to paddle a student. Procedural safeguards are to be followed including written documentation and names of witnesses. All students enrolled in the Itawamba County School District are subject to corporal punishment. "Corporal punishment administered in a reasonable manner, or any reasonable action to maintain control and discipline of students taken by a teacher, assistant teacher, principal or assistant principal acting within the scope of his employment or function and in accordance with any state or federal laws or rules or regulations of the State Board of Education or the local school board does not constitute negligence or child abuse. No teacher, assistant teacher, principal or assistant principal so acting shall be held liable in a suit for civil damages alleged to have been suffered by a student as a result of the administration of corporal punishment, or the taking of action to maintain control and discipline of a student, unless the court determines that the teacher, assistant teacher, principal or assistant principal acted in bad faith or with malicious purpose or in a manner exhibiting a wanton or willful disregard of human rights or safety. Corporal punishment means the reasonable use of physical force or physical contact by a teacher, assistant teacher principal or assistant principal, as may be necessary to maintain discipline, to enforce a school rule, for self-protection or for the protection of other students from disruptive students." Effective October 18, 2005 parents/guardians will not be given the option to execute a written document stating that their child shall not be paddled and all documents executed prior to October 18, 2005 shall be null and void.

## **DELIVERIES**

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

Essential school supplies, supplies or food for school functions, medicine, and other essential and necessary items approved by the school principal shall be delivered to the school office for pick-up or distribution to students, faculty, and staff. It shall be at the principal's sole discretion to determine whether such delivery is essential or necessary, and the principal may reject any delivery deemed to not be essential or necessary.

## **DISCIPLINE**

### **DISMISSAL FROM CLASS**

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

### **DUE PROCESS**

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

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



## DISCIPLINE LADDER

### Offense

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

### Consequences

1. Steps II - VI
2. Steps II – VIII
3. Steps I – V
4. Steps II – V
5. Steps VII – IX
6. Steps II – VII
7. Steps I – VII
8. Steps V – IX
9. Steps II - IX
10. Steps II – VI
11. Steps III – VI
12. Steps I - VII
13. Steps II, III, V - VII
14. Steps II - VII
15. Steps III – VI
16. Steps II – IX
17. Steps I - VI
18. Steps I - VI
19. Steps I - VI
20. Steps I - VI
21. Steps I - VI
22. Step IX
23. Steps II - IX

## CONSEQUENCES

### Step I.

- (1) Detention 2 days for 30 minutes or corporal punishment---2 swats.
- (2) Removal from ladder if not referred back to the office within 10 days from date of entry on ladder.

### Step II.

- (1) Contact Parents.\*\*\*
- (2) Detention 3 days for 30 minutes or corporal punishment---3 swats.
- (3) Loss of privileges of school functions for 5 school days.
- (4) Removal from ladder if not referred back to the office within 20 days from date of entry on ladder.

**Step III.** (1) Contact Parents.\*\*\*  
(2) In-School Suspension for 3 school days.  
(3) Loss of privileges of school functions for 5 school days.  
(4) Removal from ladder if not referred back to the office within 30 school days.

**Step IV** (1) Contact Parents.\*\*\*  
(2) Suspension for 3 school days.  
(3) Loss of privileges of school functions for 5 school days.  
(4) Removal from ladder if not referred back to the office within 30 school days.

**Step V.** (1) Contact Parents.\*\*\*  
(2) In-School Suspension for 5 days.  
(3) Loss of privileges of school functions for 10 school days.  
(4) Removal from ladder if not referred back to the office within 30 school days.

**Step VI.** (1) Contact Parents.\*\*\*  
(2) In-School Suspension for 10 days.  
(3) Loss of privileges of school functions\* for 30 school days.  
(4) Removal from ladder if not referred back to the office within 40 days.

**Step VII.** (1) Contact Parent.\*\*\*  
(2) Assign to Alternative Classroom.  
(3) Assignment will be based on the offense.  
(4) Loss of privileges of school functions\* for time in Alternative Classroom.

**Step VIII.** (1) Contact Parent.\*\*\*  
(2) Recommendation for suspension for remainder of school year.  
(3) Probation for one school year when student returns the following year.

**Step IX.** (1) Contact Parent.\*\*\*  
(2) Recommendation for expulsion.\*\*

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

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

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

**A parent, guardian or custodian of a compulsory-school-age child enrolled in this District may be requested to appear at school by an appropriate school official for a conference regarding the destructive acts of their child; and**

**A parent, guardian or custodian of a compulsory-school-age child enrolled in this District who has been summoned by proper notification by an appropriate school official shall be required under this provision to attend such discipline conference.**

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

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

## NOTES

- A. Failure to complete the punishment as designated will result in escalation to the next step in the ladder.
- B. Return to the office during the probationary period prescribed in the Discipline Step will result in escalation to the next step.
- C. In all cases of OSS or ISS, or Alternative school assignment the student will lose privileges during the time of suspension. Loss of privileges means that during the time stated, the student cannot participate or attend assemblies or any school function designated as an extra activity, including athletic events, dances, plays, extracurricular programs, field trips, school-sponsored activities, etc. This would include the entire 24-hour period of the suspension.

## DRESS CODE

### ALL STUDENTS

The administration and staff of the ICSD recognize that students must be aware of the importance of acceptable standards of personal appearance as they move into the adult world. The school also recognizes that students are more productive when their appearance is "neat and conservative" as opposed to "sloppy and extreme." It is with these concepts in mind that the following regulations are set forth pertaining to personal appearance and grooming.

It is believed by the school that parents/legal guardians should recognize that the main purpose of public education is to provide an education for students that will allow them to become useful citizens in a global society. Thus, any disruptions or concerns caused by students as a result of dress will call for appropriate disciplinary action by the school.

Teachers must inform students regarding unacceptable attire. The principal or designee must make judgments as to whether a student is properly groomed or dressed.

The Itawamba County School District has a compelling governmental interest to establish a school environment which will promote a more effective climate for learning; aid students in concentrating on school work; uphold modesty standards; promote a campus atmosphere of respect, pride and self-esteem; instill students with discipline; promote a wholesome environment; and be safer for the students, faculty and staff; therefore, the Itawamba County School District adopts the following dress code for its students:

1. Students in grades 6-12 will not be allowed to wear shorts, tube tops, tank tops, muscle shirts, overalls, sweatsuits, jogging pants or windsuit pants. \*
2. No student will be allowed to wear any clothing, item or article that promotes or advertises alcohol or the consumption of alcohol or that promotes or advertises tobacco or tobacco use or that contains profanity or suggestive or obscene writing. Clothing that advertises casinos is prohibited.
3. No students will be allowed to wear excessively baggy pants. All pants must be fitted so that no illegal or unauthorized items may be hidden therein.
4. No student will be allowed to wear fatigue pants or fatigue shorts. (Fatigue meaning having excessively baggy pockets)
5. No student will be allowed to wear a trench coat.
6. No student will be allowed to wear suggestive or indecent clothing.
7. No student will be allowed to wear clothing with suggestive or obscene symbols, pictures, numbers or writing, either manufactured or handwritten. No fraternity jerseys or shirts shall be worn.
8. Undergarments of any kind shall not be visible.
9. Skirts or dresses shall be knee length or longer.
10. Hats, caps, hoods, bandanas, head covers or dark glasses may not be worn inside school buildings. Other articles which may interrupt the educational process may not be brought to school. Prescription sunglasses may be worn in the classroom upon order of a doctor.
11. Clothing and general appearance are not to be the type that would cause a disturbance or interfere with the instructional program and shall not constitute a health or safety hazard.
12. Shoes must be worn at all times.
13. Midriffs shall not be exposed.
14. No see-through clothing shall be permitted.
15. Clothing with holes that expose skin or undergarments shall not be worn.
16. No clothing top shall be so low as to expose any part of the breast or an excessive part of the back.
17. Shirts must be buttoned.
18. Belts, if worn, must be buckled.
19. Pants are to be worn at the student's waist.

20. Students wearing leggings, leotard pants, yoga pants, or jeggings must have on tops that are knee length.

\*Shorts are allowable for students in grades 6-12 from August 6<sup>th</sup> – November 1<sup>st</sup> 2015 (Daylight Savings Time) and again in the Spring from March 13, 2015 (Daylight Saving Time) until the end of the school year. **All shorts must be knee length.**

The following actions will take effect when a student violates the Student Dress Code. All offenses accumulate on a per semester basis.

#### **Offense Consequences**

First - Warning and required to change clothes

Second - Three days out of school suspension

Third - Ten days out of school suspension

Fourth - Placement in alternative school for a subsequent minimum of nine weeks

## **DRUG AND ALCOHOL TESTING POLICY**

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

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

### **I. PURPOSE**

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

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

1. To create and maintain a safe, drug-free environment for students, administration, faculty, staff and visitors.
2. To encourage any student with a dependency on or addiction to alcohol or other drugs to seek help in overcoming the problem.
3. To help prevent alcohol and drug use by students of the District.

4. To educate students about the serious physical, mental and emotional harm caused by alcohol and drug use.
5. To reduce the likelihood of injury, damage, illness and harm that may arise as a result of alcohol or drug use.
6. To offer students school activities free of the effects of alcohol or drug use.
7. To minimize the likelihood that school property will be used for illicit alcohol or drug activities.
8. To provide reasonable opportunities for treatment and counseling for any student who uses or abuses alcohol or drugs.

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

## **II. DEFINITIONS**

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

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

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

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

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

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

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

## **III. CONSENT**

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

## **IV. REASONABLE SUSPICION TESTING**

Any student who by reasonable suspicion is believed to be under the influence of drugs and/or alcohol shall be subject to being tested for drugs and/or alcohol. Reasonable suspicion must be based on specific and contemporaneous observations which are articulated concerning the appearance, behavior, speech or body odors of the student. The required observations shall be made by someone who has been trained for at least 60 minutes on alcohol misuse and an additional 60 minutes on controlled substance misuse. Any student who receives a positive test result from a reasonable suspicion test or any student who refuses a reasonable suspicion test shall be subject to discipline pursuant to the District's Discipline Policy.

## **V. IMPLEMENTATION**

All drug and alcohol screening shall be implemented in accordance with this Policy by the administration and/or faculty of the District with the advice and assistance of representatives from the Drug Testing Company. The Contracting Agency shall be approved by the District and conduct drug and alcohol testing according to nationally accepted standards and procedures. All Covered Students will be tested for drugs and/or alcohol in an initial testing to be arranged by the District at or near the beginning of each school year. After the initial testing, any person in grades 7 - 12 who desires to participate in one or more extracurricular activities, including, but not limited to, any club, athletic, band, choral, cheerleader, and vocal program; or who is afforded the privilege of operating or parking a motor vehicle on school property; or who voluntarily participates

in the Drug and Alcohol Testing program will be tested for drugs and/or alcohol prior to joining the extracurricular activity or prior to being afforded the privilege of operating or parking a motor vehicle on school property. The names of all Covered Students will be placed on a random selection list. The District will conduct randomly, unannounced testing of up to 25% of all Covered Students during the course of each calendar year. The Drug Testing Agency will provide computerized random sample lists to the Designated School System Representative. The list of students in the random pool will be updated periodically. The number of activities in which a student is involved will not increase the student's chances of being chosen at a random test. Each Covered Student's name will be placed on the random list only one time regardless of the number of activities in which the student is involved.

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

## **VI. PROCEDURES FOR TESTING**

Quality Control and Confidentiality Assurances

1. School officials and/or a technician from the Drug Testing Agency shall be responsible for the collection and labeling of the specimens.
2. Labels that include each student's testing number shall be used to identify the specimens.
3. A minimum of (1) school official shall be present with a technician from the Drug Testing Agency when specimens are being collected.
4. The student's initials listed adjacent to the student's testing number shall indicate that the number is correct and matches the number affixed to the specimen bottle or container.
5. Specimen bottles or containers and packaging provided by the Drug Testing Agency shall be utilized to properly obtain and transport the specimens.
6. Specimens shall be analyzed for one or more of the substances specified as Substances to be Screened below in this policy by the Contracting Agency.
7. The Superintendent and school officials shall assure that this policy is implemented in a fair and consistent manner.
8. Any required drug counseling shall be provided by an approved agency at the student's expense.
9. School officials will designate collection sites where individuals may provide specimens.

### **Substances to be Screened**

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

## **Drug Screening**

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

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

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

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

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

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

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

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

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

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

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

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

### **First Positive:**

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

### **Second Positive:**

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

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

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

### **Third positive:**

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

The student will be tested after the ninety (90) day suspension. The student will not be allowed to participate in any extracurricular event, club, group, etc. or park or drive an automobile on school grounds until he or she receives a negative result and the student attends and completes a District approved drug counseling program at the parent(s)/legal guardian's expense and until the student and his/her parent(s)/legal guardian(s) sign an Itawamba County School District Release for Liability form.

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

## **IX. APPEAL PROCESS**

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

## **X. EFFECT OF NONCONFIRMED RESULT**

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

## **EXEMPTION POLICY**

**Only students in Grades 6-8 will be exempt from SEMESTER exams if the following criteria are met:**

1. No more than **Two (2)** tardies or **Two (2)** early dismissals per semester.
2. No more than **One (1)** reported violation that results in disciplinary action per semester. A student will **NOT** be exempt for any violation that results in the assignment to the Itawamba County Improvement Center.
3. Those students with perfect attendance and at least a **C** average in a course/class shall be exempt from the requirement of completing the semester examination for that course/class.



4. Those students with a **B** average or above in a course/class shall be exempt from the requirement of completing the semester examination for that course/class. These students can have three (3) excused absences.
5. Those students with an **A** average or above in a course/class shall be exempt from the requirement of completing the semester examination for that course/class. These students can have five (5) excused absences.
6. A student exempted from a semester examination under any of the above wishing to attempt to improve his/her grade may take the semester examination. No reduction in grade average will be made due to an attempt of a semester examination.
7. Any student who owes fees, fines or cafeteria monies will not be exempt from exams until **all** balances are paid in full.
8. **NO** unexcused absences.

**Students in Grades K-5 will not take semester exams and, therefore, will not have an exemption policy.**

## **EXTRACURRICULAR ACTIVITIES ATHLETICS**

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

### **Academic Rule for Athletes Junior High (7<sup>th</sup> and 8<sup>th</sup> Graders) Participating at the Junior High Level**

- Must be promoted –if not promoted, the student is ineligible for the entire year
- Must have passed 4 basic courses
- The average of those 4 basic courses must be a “C” or above
- The same guidelines apply at the semester

### **Academic Rule for Athletes Junior High (7<sup>th</sup> and 8<sup>th</sup> Graders) Participating at the High School Level**

- Must be promoted –if not promoted, the student is ineligible for the entire year
- Must have passed the 4 core courses (English, math, science and social studies)
- The average of those 4 core courses must be a “C” or above

### **Spring semester eligibility:**

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

## **FEES**

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

- A. supplemental instructional materials and supplies, excluding textbooks but including science lab fees;

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

## **FINANCIAL HARDSHIP WAIVER POLICY**

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

## **FOOD SERVICE**

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

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

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

Please put your child's name and/or lunch number on the memo portion of the check.

**End of Year Information:** Beginning in mid May, student lunch accounts will not be allowed to go into a negative balance. Student account balances will automatically be carried over to his or her account for the next school year. A balance will also transfer from one school to the next.

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

**Free and Reduced Applications:** All schools participating in the National School Lunch and/or Breakfast program are required to serve free and reduced price meals to students of families whom, based on a current meal application, have an income that is at or below the current eligibility income scale for free and reduced price meals. Meal applications may be picked up at any Itawamba County school site or the District office.

**Current Meal Applications:** In order for the District to provide students with meal benefits for the 2015-2016 year, parents must complete and sign a 2015-2016 application for meal benefits. A new application must be filled out every year. Return only *ONE* application per family. It is best to return the application to your youngest child's school.

**Returning students** who qualified for meal benefits (*free or reduced meals*) last school year can eat on the same meal status for the 2015-2016 school year until **September 4, 2015** or until a new application has been processed. Students who have not returned an application and had it processed by **September 4, 2015** will have to pay full price for meals beginning **September 8, 2015**. Federal law does not allow a federally funded program to accrue debt; therefore charge policies will be enforced. Please make sure these students bring a lunch and/or have lunch money daily.

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

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

## **SCHOOL LUNCH PRICES FOR 2015-2016 SCHOOL YEAR**

### Students

Full Price Breakfast	\$ 1.25
Full Price Lunch (K-6)	\$ 2.75
Full Price Lunch (7-12)	\$ 2.75
Reduced Price Breakfast	\$ .30
Reduced Price Lunch	\$ .40

### Teachers

Breakfast	\$ 2.00
Lunch	\$ 3.25

**FOOD SAFETY ASSURANCE PROGRAM:** The Itawamba County School District ensures that all food brought onto a school campus that is not served through the Food Service Program is safe for student consumption by educating teachers, staff, students, and parents about food safety guidelines. Information will be disseminated through the school district's main website, the individual school's websites, individual school newsletters and handbooks. **The Principal at each location will be notified when potentially hazardous food will be brought onto the school campus so that it can be safely monitored.\***

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

## **GRADING SYSTEM**

**The grading policy for grades K - 8 is:**

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

There will not be an honor roll for kindergarten, first, or second grades.

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

**Note:** Carnegie units will be awarded in middle school for the following courses: Pre Algebra, Mississippi Studies, World Geography, Algebra I, and ICT II (Information and Communication Technology), provided course content is the same as the high school course and the grading system for those classes will be consistent with the grading system for high school Carnegie unit classes.

## **NINE WEEK GRADING PERIODS**

1st, 2nd, 3rd & 4th Nine Weeks Averages:	85% daily grades, weekly tests, chapter tests, project grades, etc. <u>15% nine weeks test grade</u>
Semester Average:	<u>100% - two nine weeks average</u>
Yearly Average:	First and second semester averages totaled and divided by 2 (This is for grades K-5 and those in grades 6-8 who are exempt from the 20% semester and final exams.)

## **GUIDANCE AND COUNSELING**

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

- Selection of program of study
- Full participation in the school program
- Identification of abilities, interests and special aptitudes by use of standardized tests and other sources of information
- Improvement of social and academic adjustments
- Maintaining good attendance at school
- Assistance in finding after-school, part-time employment if desired
- Exploration of full-time employment opportunities in the community
- Obtaining information on college entrance requirements and available scholarships

## **GUN FREE SCHOOLS**

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

### **FIREARMS PROHIBITED**

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

### **DEFINITIONS**

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

### **DISCIPLINARY ACTION**

The penalty for bringing a firearm on school property shall be expulsion from the school program and all of its activities for a minimum of one calendar year. Any student who is charged with bringing a firearm on school property shall be

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

### **READMISSION**

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

### **REPORTING**

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

## **HONOR ROLL AND OTHER AWARDS**

At the end of each grading period, any student in grades 3 – 8 who has achieved all A's in all subjects other than art, music, P.E., handwriting and health will be listed on Special Honors. A student who has received all A's and B's, in all subjects except art, music, P.E. handwriting, and health will be listed on the Honor Roll. The All A's and All A's and B's will be given on Awards Day.

### **Perfect Attendance:**

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

Based on the compulsory school attendance law, any student who is absent more than **37%** of the student's instructional day will be considered absent for that full day. Section 37-13-91(6), Mississippi Code 1972, as amended.

## **ITAWAMBA COUNTY IMPROVEMENT CENTER**

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

## **LIBRARY**

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

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

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

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

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

## **MEDICINES**

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

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

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

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

## **MISSED WORK/TESTS**

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

## **OUTSTANDING CAFETERIA BALANCES**

Once a student's outstanding cafeteria account balance reaches \$10.00, the following procedures will be followed:

1. A weekly statement will be sent home to the parent/guardian with the student informing the parent/guardian of the student's account balance. A Free and Reduced Application will be sent with the statement.
2. If the student has a balance at the end of a nine week grading period, then the following will occur:
  - a. The student will not receive his/her report card and will not be allowed to attend any field trips until the account balance is paid;

3. If the account balance is not paid within three (3) days after the third notice is mailed, the consequences outlined in number 2 above will be enforced until the account balance is paid in full.

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

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

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

1. There should be day-to-day parent-child conversations to determine progress, deficiencies, etc. in the classroom.
2. Parents should check report cards, progress reports and other communications between school and home.
3. There should first be correspondence from parent to teacher regarding parental concerns. Lines of communication between parent and teacher should always remain open. Communication avenues include, but are not limited to, written correspondence through the student, telephone calls, e-mail, etc.
4. There should first be a parent-teacher conference to discuss student issues/concerns.
5. If steps 1-4 have been followed, a parent may request a classroom visit. However, a request for a classroom visit would require **24** hours advance notice and administrative approval. Additional classroom visits would be at the discretion of the school principal in consultation with the teacher.

## **PERFECT ATTENDANCE**

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

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

It is the policy of the Itawamba County School District that children suffering a head lice infestation are to be handled in accordance with the Center for Disease Control procedures found in Board policies and the following:

A child infested with lice must stay out of school. When a child is suffering from an infestation of lice, he/she shall be sent home by the principal to receive treatment. The child may only be readmitted to school if they are free of lice and nits and can show proof of treatment (readmission will be at the discretion of the school principal). **Proof of another treatment shall be required in ten (10) days after readmission, and the child shall be rechecked for the presence of head lice.**

A child infested with scabies or itch shall be sent home by the principal, and the child must stay out of school until they are free of the infestation. The child may reenter school at the discretion of the principal.

## PROMOTION AND RETENTION POLICY

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

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

### *Guidelines*

#### **Kindergarten**

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

#### **First Grade**

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

#### **Second Grade**

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

#### **Third Grade**

In order to be eligible for promotion a student must receive a passing grade (65% or above) in English, Reading, Mathematics and Spelling. Handwriting must be legible. **Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.**

#### **Fourth, Fifth and Sixth Grades**

To be promoted a student must receive a passing grade (65% or above) in English, Reading, Mathematics, Science/Health, Social Studies and Spelling.

#### **Seventh and Eighth Grades**

In order to be eligible for promotion a student must receive a passing grade (65% or above) in English, Mathematics, Science and Social Studies.

## SCHOOL BUSES

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

#### **PUPILS SHALL:**

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



## **PUPILS SHALL NOT:**

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

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

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

## **BUS REPORTING POLICIES**

1. First offense – Report must be signed by parent/guardian and administrator.
2. Following a second offense – Student will be suspended from the bus for 1 – 3 days. A conference must be held with the principal, student, and at least one parent or guardian before being reinstated to the bus. The second report should be signed by the parent/guardian and an administrator.
3. Third offense – Violation will result in bus suspension for the remainder of the semester.
4. In the event the principal is unable to contact the parent/guardian on any offense, a copy of the notification shall be mailed by certified mail to the parent/guardian listed in the student's file with a letter requesting a conference with the principal.
5. In the event the principal makes an investigation and finds that the merits do not warrant an offense, then the administrator shall report in writing on the bus conduct report his findings to the parent and bus driver and note that the offense report will not be included in his bus record.

## **SCHOOL PARTIES**

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

## **SPECIAL EDUCATION PROGRAM**

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

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

## STUDENT CONDUCT

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

1. Administrators and teachers shall hold students to strict account for disorderly conduct as defined below at any school, on the playground during recess, at school meetings, programs, functions and activities, and upon school buses. The Superintendent or principal of any school may suspend any pupil from school for good cause following the rules and regulations of the Board of Education.
2. The Superintendent or the principal of a school shall have the power to suspend a pupil for any reason for which such pupil might be suspended, dismissed or expelled by the school board, but such action of the Superintendent, principal (or his/her designee) shall be in accord with the written policies of the school board. The suspended student shall have the right to a due process hearing upon his/her request or the request of the parents/guardians. The Superintendent shall design forms for this request.
3. The Superintendent or principals (or their designees) are authorized to institute appropriate disciplinary action including immediate suspension, if warranted, of any student for disorderly conduct or misconduct including, but not limited to, the following:
  - a. Fighting
  - b. Disorderly conduct
  - c. Harassment, intimidation or threats
  - d. Disruption of school operations, functions, programs or activities
  - e. Disobedience
  - f. Disrespect
  - g. Insubordination
  - h. Insulting language
  - i. Insulting behavior
  - j. Obscene language
  - k. Vandalism
  - l. Malicious mischief
  - m. Theft
  - n. Damage to property, private or school
  - o. Unauthorized use of school property
  - p. Unauthorized entry on school premises
  - q. Loitering
  - r. Use of tobacco
  - s. Use of alcoholic beverages
  - t. Under the influence of alcoholic beverages
  - u. Use of illegal drugs
  - v. Under the influence of illegal drugs
  - w. Indecent exposure
  - x. Public indecent displays of affection (including in cars parked in the vicinity of any school building or activity)
  - y. Leaving class, school program or meeting without permission
  - z. Any offense otherwise punishable by law
  - aa. Joining or organizing a high school fraternity, sorority or secret society (37-11-43)

### **Possession of:**

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

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

- 4. A student suspended by a Superintendent or principal shall be entitled to a hearing and review of his/her case in accordance with the policies of the Board of Education.
- 5. Other disciplinary action may consist of demerits, detention, corporal punishment or alternative school under existing school policy, loss of privileges, lower grade in citizenship, denial of participation in school activities, probation or a combination of any one or more of such actions including appropriate constructive assignments on the seriousness and circumstances of the offense and the attitude of the student.

**Campus Security and General Classroom Order**

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

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

**STUDENT CONDUCT ADDENDUM**

Laws impacting school safety and security and student management have been passed by the Mississippi Legislature. These laws affect how school administration will deal with serious violations of the student code of conduct. The school administration will notify law enforcement officials in the event of an assault causing serious physical injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm, possession of a weapon or possession of a controlled substance. Students and parents must understand that the school administration will enforce these laws and that violations of such may result in arrest along with negative consequences assigned by the school.

**STUDENT ELECTIONS/TRY-OUTS**

Within the district, each school has its own unique activities, elections, clubs and organizations and eligibility requirements for participation.

**STUDENT COUNCIL**

It is the aim of this organization to coordinate all student activities to seek to bring a better relationship between faculty and student body.

# **STUDENT ENROLLMENT**

## **Compulsory Age and Attendance**

“Compulsory school age child” means a child who attained or will attain the age of six years on or before September 1 of the calendar year they wish to enroll in first grade and who has not attained the age of seventeen years on or before September 1 on or before the calendar year; and shall include any child who has attained or will attain the age of five years on or before September 1 and has enrolled in a full-day public school program. Kindergarten attendance is not compulsory unless the child has enrolled in the kindergarten program; A child wishing to attend kindergarten in the Itawamba County School District must be five years old on or before September 1 of the calendar year he/she wishes to enroll. If a non-compulsory school age child enrolls in Kindergarten, that child is subject to compulsory school age attendance laws. If a compulsory school age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year, or such child is habitually absent without excuse, the principal shall report the child to the school attendance officer of the youth court or family court for investigation.

### **PROCEDURE**

Parents must bring the following when registering their child:

- Completed Immunization Form \*\*
- Social Security Card – No copies
- Certified Birth Certificate – No copies
- 2 Proofs of Residency (one from each category)
  - (a) Filed Homestead Exemption Application Form
  - (b) Mortgage Documents or Property Deed
  - (c) Apartment or Home Lease
  - (d) Utility Bills
  - (e) Driver’s License
  - (f) Voter Precinct Identification
  - (g) Automobile Registration
  - (h) Affidavit of Residency and/or personal visit by a designated school district official
  - (i) Any other documentation that in the determination of the school board will objectively and unequivocally establish that the parent or guardian resides within the School District

No post office box address will be acceptable. These items must reflect a street address or designated road address.

- Legal Guardians must provide copy of court order
- 2 Emergency Contacts other than parent or guardian.

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

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

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

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

- a. Limited expulsion is the denial of school attendance through the end of the current school year.
- b. Unlimited expulsion is the denial of school attendance for a specific period of time beyond the beginning of the next year or any permanent denial of school attendance.
- c. Long-term suspension is the denial of school attendance for any period in excess of ten (10) days during the current school year.

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

3. Any student after being suspended three (3) times during the same school year may, upon committing the fourth offense, be recommended for expulsion until the beginning of the next school year by the principal to the superintendent.
4. When the principal determines that a student has violated one or more of the specific standards of conduct described in "Student Conduct," the principal may recommend expulsion or long-term suspension of such student to the superintendent.

## **STUDENT SUSPENSION**

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

1. Suspension Period
  - a. The principal or his designee may suspend students for a period not to exceed 10 days.
  - b. The principal, with the approval of the superintendent, may suspend students for a period not to exceed 10 days.
2. Due Process
  - a. Students facing suspension shall be given oral or written notice of the charges against them by the principal or designee.
  - b. If the student denies the charges, the student shall be given an explanation of the evidence that the principal or designee has against the student and shall be given the opportunity to respond to the charges.
3. In all cases of suspension, the parent or guardian appointed by the Chancery Court shall be notified in writing within 24 hours of such suspension, giving the reason therefore.
4. If a student is to be sent home during normal school hours, a parent or guardian shall be notified before the student is dismissed.
5. Principals shall make a written report of each suspension to the superintendent of each nine-week period to include:
  - a. Name of student, address, name of parent or guardian
  - b. Statement of the reasons for the suspension including the date, time and place
6. Students on suspension must return to school accompanied by a parent or guardian before the student will be readmitted to school. The principal shall give written rules of conduct to each student each year.

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

## **TEXTBOOKS**

Textbooks are assigned to each student on a yearly basis. Workbooks and other instructional supplies are purchased by the student through fees which are collected at the beginning of the school year. Some courses may use a classroom set of textbooks instead of using an individual book to each student. Textbooks will be issued even for those students' classroom use. Other courses rely on trade books which are purchased by the schools.

Some courses may use a classroom set of textbooks instead of issuing an individual book to each student. Other courses rely on trade books which are purchased by the student.

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

Mississippi State Law requires that teachers collect for damages to textbooks and for the loss of textbooks. A student will not be issued textbooks for summer school or for the following school year if

fines have not been paid. Any student with outstanding fines or lost textbooks will be prohibited from participating in extra-curricular or non-academic activities until fines are paid or books returned.

## **TRANSFER STUDENTS**

1. Students who have been expelled from another school district are ineligible to enroll in the District for the duration of the expulsion term. If a student enrolls in the District after full completion of the expulsion term from another school district, the student will enter the Itawamba County Improvement Center for a transition period.
2. Administrators or counselors with the District may request a letter of good standing from a previous school.
3. Students who have been placed or are pending placement in alternative school settings, correctional institutions, mental health facilities or training facilities in another school district are subject to placement in the Itawamba County Improvement Center for period of transition.
4. Parent Request–Students (K-12) will be allowed to transfer from one Itawamba County school to another **only the first week of each semester**. Students that want to transfer must have passing grades, must not have missed more than eight (8) days in the previous semester, and must not have been a disciplinary problem. If a student moves into another school boundary, the student will be able to transfer at the time of the move.

## **WEAPONS**

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

### **DEFINITION OF PROHIBITED WEAPONS**

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

1. Gun, rifle, pistol, or other firearm
2. Dynamite cartridge, bomb, grenade, mine, ammunition or other explosive
3. BB gun, air rifle, air pistol
4. Bowie knife, dirk, dagger, switchblade pocketknife, or other knife
5. Slingshot
6. Leaded cane, blackjack
7. Metallic or artificial knuckles
8. Razors or razor blades
9. Any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files and clips and tools used only to prepare food or for instruction and maintenance of school property)
10. Any instrument having the appearance of a weapon (including utensils, imitation firearms or knives, etc.)

### **PERMITTED USES**

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

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

### **PENALTIES FOR VIOLATIONS**

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

## **REPORTING VIOLATIONS**

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

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

## **WITHDRAWAL FROM SCHOOL**

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

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

## **PARENTAL INVOLVEMENT POLICY**

### **Itawamba County School District**

The board, administration, faculty, and staff of the Itawamba County School District believe in the ability of each student to achieve academically, physically and socially. An advisory committee will be formed consisting of parents, community members, teachers, staff, principals, administrators. The need for volunteers to serve on this committee will be publicized and then volunteers will be selected. The parent volunteers will represent the diversity of the student population, and one or more parents on the advisory committee will have children participating in a Title I Program. The advisory committee will convene at a time and place convenient to all its members.

The Itawamba County School District will hold its annual meeting during the first nine weeks of the school year for all parents. At that meeting the Title I program will be described, the Parental Involvement Policy will be distributed and reviewed, and opportunities for parental participation will be explained. Parent volunteers will be recruited to serve on the district or school advisory committee. Parents will be informed about the meeting by e-mail, on the district website and notices sent home with students.

The Itawamba County School District values the partnership of the parents in their children's education. There are many ways parents can make significant contributions to student success both at home and at the school. Student achievement is the direct result of effective home-school-community partnerships. Parent involvement activities in the school will include opportunities for the following:

The Itawamba County School District agrees to implement the following statutory requirements:

The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.

The Itawamba County School District will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

- The school district will hold regular district and school advisory committee meetings to gather input regarding the identification of and implementation of such programs, activities, and procedures.
- The school district will hold regular district and school parent – teacher meetings at each Title I participating school.
- The district will distribute annual parent surveys and compile the results of those surveys for use in the planning of programs, activities, and procedures.

The Itawamba County School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs such as MAP Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs by:

- The district will participate in Head Start Awareness Day held annually at the Itawamba Attendance Center and Mantachie Attendance Center.
- It will allow the participation of local state-operated pre-school programs such as the Itawamba Community College Pre-School program, local private and public pre-school programs including MAP Head Start for scheduled visitation days to all the district elementary schools.
- The district will distribute pre-registration packets to all local private and public pre-school programs including MAP Headstart.
- The district will hold annual pre-registration for all incoming kindergarten students. It will place an ad in the local newspaper one week prior to registration containing information regarding the requirements for entrance into all elementary schools.

The Itawamba County School District will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement. Each school must share responsibility with parents for high performance. To promote this concept a school-parent-students compact will be jointly developed. This compact will outline ways parents, staff, and students will share responsibility for promoting high student achievement. Parents will receive a copy of the compact which will outline the responsibilities of teachers, parents, and students in the goals of achievement. The district will also show support through the following activities specifically described below:

a. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators:

Examples of activities provided by the district include;

1. Beginning of the year "Meet the Teacher/Open House ,"
2. Parent meetings to discuss the topics listed above.
3. Regular district parent meetings.
4. Regular district advisory committee meetings,
5. Classes for parents regarding topics of their choosing as identified in meetings and surveys.
6. Utilization of Parent Resource Center at the district office and the satellite parent kiosk located at all Title I schools.

The Itawamba County School District is committed to the success of students. We will work together with parents to monitor the effectiveness of our Parental Involvement and Title I Programs and to provide excellence in education. This policy will be promoted by the administrators, principals, and other school faculty and staff as we seek active participation by our parents.



## THE RIGHT TO BE INFORMED

Dear Parent or Guardian:

Our school receives federal funds for Title I programs that are part of the *No Child Left Behind Act of 2001*. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. If state licensing requirements have been waived for the teacher on a temporary basis;
- c. The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate;
- d. If your child is receiving Title I services from paraprofessionals, and if so, his/her qualifications.

If you would like to request this information, please contact your child's school.

You can read this letter in other languages on the district website: [www.itawambacountyschools.com](http://www.itawambacountyschools.com).

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

Sincerely,  
Patti A. Thrash  
Federal Programs Director  
662-862-2159  
[pthrash@itawamba.k12.ms.us](mailto:pthrash@itawamba.k12.ms.us)

### 3 – TIER INTERVENTION PROCESS

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

Tier 1: Quality classroom instruction based on MS Curriculum Frameworks

Tier 2: Focused supplemental instruction

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

The classroom teachers use progress monitoring information to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments and large-scale assessments.

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

3. Interventions will be:

- Designed to address the deficit areas:
- Research based;

- Implemented as designed by the TST; supported by data regarding the effectiveness of interventions.

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

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

- Grades 1-3: A student has failed one (1) grade;
- Grades 4-12: A student has failed two (2) grades;
- A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year; or
- A student scores at the Minimal level on any part of the Grade 3 or Grade 7 Mississippi Curriculum Tests

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

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

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

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

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

***II. Early Identification Screener*** – screening measure for students in order to identify them as early as possible in their school career. The components of the screener shall include:

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

***III. Dyslexia Checklist for Teachers*** – Screening measure used to identify students who are perceived as struggling readers and/or those who have not made adequate progress in reading.

***IV. Parent Interview*** – An informal checklist to obtain optimal information and insight into pertinent background information.

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

If it is determined that a student does have characteristics of dyslexia, the student will be placed in a scientific, research-based, Orton-Gillingham based program. At this time other considerations may need to be examined when making decisions about what type of services a student should have in the Three Tier Instructional Model and/or decisions about what type of additional guidance may be needed from other specialized programs such as Section 504 or the Individuals with Disabilities Education Act of 2004 (IDEA).

## **NOTICE OF NON-DISCRIMINATION**

The Itawamba County School District does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in the provision of educational programs and services or employment opportunities and benefits. The following person has been designated to handle inquiries and complaints regarding the non-discrimination policies of the Itawamba County School District: Patti Thrash, 605 South Cummings, Fulton, MS 38843, 662-862-2159.

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

## **HANDICAPPED/ACCESSIBLE PARKING POLICY**

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

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

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

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

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

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

1. Within ten (10) days of when a complainant knew or should have known of discriminatory conduct, a complaint shall be given in writing to the Section 504, Title II, Title IX, Title VI or ADA Coordinator, as the case may be. The complaint shall describe specifically the time, place and nature of, and the participants in the alleged discriminatory acts. The complaint shall also include any evidence or documentation, including witness statements, regarding the alleged discriminatory conduct. The Section 504, Title II, Title IX, Title VI or ADA Coordinator shall, within ten (10) days of receipt of the complaint, conduct or cause to be conducted a thorough, adequate, reliable and impartial investigation including questioning of all parties involved in the complaint. A written record shall be made of the statements by all parties involved in the complaint. A written record shall be made of the statements by all parties involved. After the investigation is complete, the Section 504, Title II, Title IX, Title VI, ADA Coordinator shall meet with the complaining party and give a full report of the findings.

2. If the grievance or complaint is not satisfactorily resolved at Step 1, the complainant shall have ten (10) days to appeal the Step 1 findings to the Superintendent. The complainant shall present his complaint in writing, describing the reasons for his/her dissatisfaction with the results of Step I and produce any evidence or documentation, including witness statements, regarding the alleged discriminatory conduct. The Superintendent or his/her designee shall review all aspects of the complaint and complete an additional investigation if necessary. The Superintendent shall respond to the complaint in writing within ten (10) days of receipt of the written appeal.

3. If the complainant is not satisfied with the results of Step 2, the complaining party shall have fifteen (15) days from receipt of the Superintendent's decision to appeal the complaint to the school board. The appeal shall be in writing, describing the reasons for complainant's dissatisfaction with the results of Steps 1 and 2. The complainant shall have the opportunity to present an oral statement to the board before the board makes its decision. The board's decision shall be rendered within fifteen (15) days after receipt of the appeal

Each complainant shall have the right to be represented by legal counsel at Level 3, at their own expense, and each complainant shall have the right to present witnesses and other reasonable evidence at any level, and each complainant shall have the right to question and cross-examine witnesses at each level and any parent complaining on behalf of their child shall have the right to examine records relevant to their child. The Section 504 coordinator is LeAnne Robinson. The Title II, Title VI, ADA coordinator is Patti Thrash. Both may be contacted at 605 South Cummings, Fulton, MS 38843, 662.862.2159.

# ITAWAMBA COUNTY SCHOOLS – ACCEPTABLE USE POLICY

## Purpose

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

## Definition

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

## Introduction

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

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

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

## Guidelines

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

## Unacceptable Use

The Itawamba County School District has the right to take disciplinary action, remove computer and networking privileges, and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute but are not limited to any activity through which any user:

1. Violates such matters as institutional or third party copyright, license agreements, or other contracts. The unauthorized use and/or copying of software are illegal.
2. Interferes with or disrupts other network users, services, or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system (chain letters, network games, streaming audio, p2p networks, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.
3. Violates DMCA copyrights, which include copyrighted music and motion pictures.
4. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
5. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretences, promises, or representations.
6. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information and/or information resources whether stand-alone or networked computers.
7. Invades the privacy of individuals or entities.
8. Uses the network for commercial or political activity.

9. Installs unauthorized software for use on district computers.
10. Submits, publishes, or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
11. Uses Internet access for illegal, harassing, cyber-bullying, vandalizing, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, or federal laws. Harassment is defined as slurs, comments, jokes, innuendoes, unwelcome complements, cartoons, pranks, or other verbal conduct which (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual's work or school performance or (3) interferes with school operations. Vandalism is defined as any attempt to harm or destroy operating system, application software, or data. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.

### **District Rights**

Itawamba County School District reserves the rights to:

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

### **District Responsibilities**

The district will:

1. Take prudent steps to develop, implement, and maintain security procedures to insure the integrity of individual and district files. However, information on any computer system cannot be guaranteed to be inaccessible by other users.
2. Attempt to provide error free and dependable access to technology resources associated with the Internet. However, the district cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
3. Itawamba County Schools will adhere to the Child Internet Protection Act and to No Child Left Behind Legislation.
4. Educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms in accordance with its Internet Safety Policy.
5. Address cyber-bullying awareness and responses thereto in accordance with its Internet Safety Policy.

### **Disciplinary Action**

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

## **BULLYING**

The Itawamba County School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or

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

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

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

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

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

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

### **I. DEFINITIONS**

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

### **II. PROCEDURES**

Any student, school employee or volunteer who feels he or she has been a victim of 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) days after the alleged act or acts occurred. The school official shall complete a "Bullying or Harassing Behavior Complaint Form" which shall include the name of the reporting person, the specific nature and date of the misconduct, the name of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board Chairman. The complaint shall be investigated promptly. Parents

will be notified of the nature of any complaint involving a 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 or 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.

## **DISTRICT WELLNESS POLICY**

The link involving physical activity and learning is well documented. Healthy eating and activity patterns are essential for student to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity essential for a healthy weight are also linked to reduced risk for many chronic diseases like Type 2 diabetes. Schools have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and physical activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health as well as their behavior and academic achievement in school.

The Itawamba County School District's commitment to nutrition includes:

- Offering a school lunch and breakfast and snack programs with menus that meet the meal patterns and nutrition standards established by the U.S. Department of Agriculture and the Mississippi Department of Education Office of Child Nutrition Program.
- Establishing guidelines for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity.
- Encouraging students to make food choices based on the 2005 Dietary Guidelines for Americans by emphasizing menu options that feature baked foods, whole grains, fresh fruits and vegetables and reduced-fat dairy products.
- Having nutritious and appealing options (such as fruits, vegetables, nuts, trail mix, beef jerky, reduced-fat milk and dairy products, 100% juice , and water) whenever foods/beverages are sold or otherwise offered at school in vending machines and school stores.



## STUDENT AND PARENT ACKNOWLEDGEMENT FORM

This handbook is provided as a convenience to the students of the Itawamba County School District. While it contains policies current at the time of printing, the Itawamba County School District constantly reviews and sometimes changes policies, so the handbook may not always reflect the most current policy. All policies and procedures summarized in this handbook are subject to change at the discretion of the Itawamba County School District.

The signature below verifies receipt of the 2015-2016 student handbook and acknowledges that the handbook is a work in progress document and that changes may be made throughout the school year in response to unanticipated events.

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

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

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

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

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

Grade: \_\_\_\_\_

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

**Tear along the perforated line at left and return this form to your child's homeroom teacher.**





