

# *Jones County School District*



## **Elementary Handbook 2017 – 2018**

**Tommy Parker  
Superintendent of Education  
5204 Highway 11 N.  
Ellisville, MS 39437  
(601) 649-5201**

# *The Pledge of Allegiance*

*"I pledge allegiance to the flag  
of the United States of America  
and to the republic  
for which it stands:  
one nation under God,  
indivisible,  
with liberty and  
justice for all."*

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# Jones County School District

## ADMINISTRATION

**Tommy Parker** \_\_\_\_\_ **Superintendent**  
B.S., University of Southern Mississippi; M. Ed., University of Southern Mississippi

**James Walters** \_\_\_\_\_ **Assistant Superintendent**  
B.S., University of Southern Mississippi; M. Ed., University of Southern Mississippi

## BOARD OF EDUCATION

Ronnie Herrington	_____	District I
Jerry O. Terry Jr.	_____	District II
Randy Norwood	_____	District III
Dan Ashley	_____	District IV
Lester Boyles	_____	District V
Terry Caves	_____	Attorney

## **DIRECTORY OF ELEMENTARY SCHOOLS**

East Jones Elementary K-6  
108 Northeast Dr.  
Laurel, MS 39443  
Telephone: 601-425-9799  
Fax: 601-425-9118

North Jones Elementary K-6  
650 Trace Road  
Laurel, MS 39443  
Telephone: 601-426-6632  
Fax: 601-426-7668

Glade Elementary K-6  
990 Hwy 15 South  
Laurel, MS 39443  
Telephone: 601-428-4265  
Fax: 601-425-5690

South Jones Elementary K-6  
27 Warrior Road  
Ellisville, MS 39437  
Telephone: 601-477-3577  
Fax: 601-477-2700

Moselle Elementary K-6  
168 Rayner Road  
P.O. Box 249  
Moselle, MS 39459  
Telephone: 601-582-7586  
Fax: 601-582-7587

West Jones Elementary K-6  
5652 Hwy 84 West  
Laurel, MS 39443  
Telephone: 601-763-4850  
Fax: 601-763-4853

Jones County Learning Center  
(Alternative School)  
26 Calhoun Cemetery Road  
Laurel, MS 39443  
Telephone: 601-428-8800  
Fax: 601-428-8090

## Jones County School District's 2017 -2018 Calendar

August 2, 2017	185 & 187 Day Personnel Return
August 2, 3, 4, 2017	Professional Development
August 3, 2017	Open House
August 7, 2017	First Full Day K-12
September 4, 2017	Labor Day Holiday
September 7, 2017	Issue Progress Reports
September 29, 2017	End of 1st Month - 39 Days
October 9, 2017	Fall Break (Bad Weather Day)
October 10, 2017	Professional Development - Student Holiday
October 13, 2017	End of 1st Nine Weeks - 47 Days
October 19, 2017	Issue Report Cards
October 31, 2017	End of 2nd Month - 20 Days
November 9, 2017	Issue Progress Reports
November 20-24, 2017	Thanksgiving Holidays
November 30, 2017	End of 3rd Month - 17 Days
December 22, 2017	60% Student Day
December 22, 2017	End of 4th Month - 16 Days; End of 2nd Nine Weeks - 45 days; End of 1st Semester - 92 days
December 25 - January 5, 2018	Christmas Holidays
January 8, 2018	Professional Development - Student Holiday
January 9, 2018	Students Return
January 11, 2018	Issue Report Cards
January 15, 2018	Dr. Martin Luther King Holiday
January 31, 2018	End of 5th Month - 16 Days
February 8, 2018	Issue Progress Reports
February 19, 2018	Bad Weather Day
February 20, 2018	Professional Development Day
February 28, 2018	End of 6th Month - 18 days
March 9, 2018	End of 3rd Nine Weeks - 41 days
March 12-16, 2018	Spring Break
March 29, 2018	End of 7th Month - 16 Days
March 30, 2018	Good Friday
April 2, 2018	Bad Weather Day
April 6, 2018	Kindergarten pre-registration
April 20, 2018	Issue Progress Reports
April 30, 2018	End of 8th Month - 20 Days
May 14, 15, 16, 2018	Senior Exams
May 22, 23, 24, 2018	Semester Exams (Middle/High Schools Only)
May 18, 2018	Graduation: WJH - 11 a.m.; NEJ - 3 p.m.; SJH - 7 p.m.
May 24, 2018	Students' Last Day & 60% Student Day
May 24, 2018	End of 9th Month - 18 Days; End of 4th Nine Weeks 47 days; End of 2nd Semester - 88 days
May 25, 2018	Professional Development
May 25, 2018	Last Day for 185 & 187 Day Personnel
May 28, 2018	Memorial Day
June 5, 2018	Last Day for 200 Day Personnel

## **Jones County School District's Notice of Nondiscrimination**

The Jones County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mark Herrington  
5204 Highway 11 North  
Ellisville, MS 39437

If you have further questions or concerns, you may contact:

United States Department of Education  
Office for Civil Rights  
1999 Bryan Street, Suite 1620  
Dallas, Texas 75201-6810  
OCR 305  
#214-661-9600

### **SCHOOL ADMISSION STATEMENT OF ASSURANCES**

It is the policy of the Jones County Schools not to discriminate on the basis of race, color, national origin, sex, or handicap in all programs, services, and activities provided by the Jones County School District.

The State of Mississippi provides for a uniform system of free public schools consisting of grades kindergarten - twelve. (S 37-13-1). Whenever any minor child seeks or applies to enroll in the district, the student shall be accompanied by either a parent or guardian.

S37-15-9 states that no child shall be enrolled or admitted to any school which is a part of the free public school system during any school year unless such child will reach his sixth birthday on or before September 1 of said school year. No pupil shall be permanently enrolled in a school in the State of Mississippi who formerly was enrolled in another public or private school within the state until the cumulative record of the pupil shall have been received from the school from which he or she transferred. Should such record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record.

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

1. The parent, legal guardian, or custodian of such child was a legal resident of the state from which the child is transferring;
2. The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority;



### **School Admission (Cont.)**

3. Such child was legally enrolled in a public or private school for a minimum of four (4) weeks in the previous state; and
4. The superintendent of schools in the applicable Mississippi school district has determined that the child was making satisfactory educational progress in the previous state. (37-15-9).

When any child applies for admission or enrollment in any public school in the state, the parent or guardian shall indicate on the school registration form if the enrolling child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If it is determined from the child's cumulative record or application for admission or enrollment that the child has been expelled, the school district may deny the student admission and enrollment until the superintendent of the school or his designee has reviewed the child's cumulative record and determined that the child has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding.

If the expulsion proceeding results in the expulsion of the child, the public school may revoke such admission to school. If the child was expelled or a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the school district shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of expulsion.

This board encourages the admission of all eligible students into our schools. Verification of eligibility shall be the duty of the administration to protect our students from possible overcrowding with all of its attendant disadvantages and to protect our taxpayers from unwarranted financial burden.

Students will be allowed to enter this school district without a waiting period as long as the parents or guardians are legal residents of the district.

Parent/legal guardians will verify that their residence is in the school district by completing a form, which will be provided by the school system.

Parents/legal guardians shall notify the school immediately upon changes of address, telephone number, and/or marital status.

#### *Pupil Residency*

Children of legal school age whose parents or legal guardians are residents of this school district are eligible to attend school. In the case of separated or divorced parents, court orders and decrees involving custody of children will be the controlling factors in admission and residence. Any questions concerning the custody of students when court documents have not been filed at the school will be referred to the superintendent or the board attorney.

## School Admission (Cont.)

Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by this school board. S37- 5-31.

It is the policy of the District to enroll only students that are legal residents of the Jones County School District and to enroll in a school only students that are legal residents of that school zone within the District.

A student residing with an adult other than his or her parent or court appointed guardians will be required to furnish the information and documentation required by the federal court order dated August 24, 1989 and any supplemental orders.

**A student residing with an adult other than his or her parent or court-appointed guardians will also be required to furnish prior to enrollment a certified copy of a court order appointing the adult the legal guardian of the student and authorizing the guardian to make all decisions on behalf of the student with regard to the student's activities and education with the School District.**

A student whose parent is in the military may be exempted from this policy but only after approval by the Board.

### Kindergarten Admission

All Kindergarten students five years old on or prior to September 1 of the current year shall provide the respective school with the following.

1. Birth Certificate (Certified)
2. Certificate of Compliance (Form 121/122)
3. Legal Home Address of Parent or Guardian
4. Social Security Number (Optional)
5. Proof of Residence Form

### Elementary Admission

All first graders six years of age on or prior to September 1 of the current year and students enrolling for the first time shall provide the respective school with the following:

1. Birth Certificate (Certified)
2. Certificate of Compliance (Form 121/122)
3. Report Card
4. Name and Address of Former School Attended
5. Legal Home Address of Parent or Guardian
6. Two (2) Proofs of Residency
7. Social Security Number (Optional)
8. Proper withdrawal documentation from former school

### Admission - Pupil Non-Residents

No minor child may enroll in- or attend any school except in the school district of his or her residence, unless such child be lawfully transferred from the school district of his or her residence to a school in another school district in accord with the statutes of this state now in effect or which may be thereafter enacted. However, those children whose parent(s)/legal

## School Admission (Cont.)

guardian(s) are instructional personnel or certificated employees of a school district may at such employee's discretion enroll and attend the school or schools of their parent's/legal guardian's choice, regardless of the residence of the child. S37-15-29 (1989)

## ATTENDANCE

Regular attendance is essential if students are to reach their full potential in school. A student will benefit if he/she has good school attendance and is prompt to class. These benefits include the opportunity to expand present knowledge; the opportunity to learn more; the opportunity to practice under the guidance of a professional; and the opportunity to interrelate with peers. The administrators and teachers believe all students must attend school as required by school board policy. Therefore, it is expected that each student attend 180 days during the school year.

The parents of any student not attending school on a regular basis will be notified of the student's attendance record. The principal will contact the student's parent or guardian by telephone or registered letter. The school administration will maintain a record of the notification.

State Law requires that information pertaining to any student accumulating five (5) unexcused absences will be reported to the state attendance officers. School administrators may require a doctor's excuse for student absences in excess of ten (10) days during the school year or the absence will be unexcused.

## ABSENCES

Each of the following shall constitute a valid excuse for temporary non-attendance of a compulsory, school-age child enrolled in public school, provided satisfactory evidence of the excuse is provided to the superintendent of the school district or his designee on the day the student returns to school. Unless approved by the school administration, absences may not be excused after the day the student returns to school. Students will be offered the opportunity to make up work missed due to either excused or unexcused absences.

- 1. An absence is excused when the absence results from the compulsory-school-age child's attendance of an authorized school activity with the prior approval of the superintendent of the school district or his designee. Such activities may include field trips, athletic contests, student conventions, musical festivals and any similar activity.**
- 2. An absence is excused when the absence results from illness or injury that prevents the compulsory-school-age child from being physically able to attend school.**
- 3. 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.**
- 4. An absence is excused when it results from the death or serious illness of a**

## Absences (Cont.)

- member of the immediate family of a compulsory-school-age child. The immediate family member of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters.
5. An absence is excused when it results from a medical or dental appointment of a compulsory-school-aged child where an approval of the superintendent of the school district or his designee is gained prior to the absence, except in the case of an emergency. If not approved in advance, the parent or guardian of the student must provide the school with a medical or dental excuse the day the student returns to school.
  6. 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 such child is a party to the action or under subpoena as a witness.
  7. An absence may be excused if the religion to which the compulsory-school-age child or such child's parents adheres, requires, or suggests the observance of a religious event. The approval of such absence is within the discretion of the superintendent of the school district or his designee, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.
  8. An absence is excused when it is demonstrated to the satisfaction of superintendent or his designee that the purpose of the absence is to take advantage of a valid educational opportunity such as travel including vacations or family travel. Approval of such absences must be gained from the superintendent or his designee prior to the absence but such approval shall not be unreasonably withheld.
  9. 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 student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law. (37-13-91).

## TYPES OF ABSENCES

### Excused Absences

An absence may be excused providing:

1. Personal illness
2. Serious illness or death in the student's immediate family

### **Types of Absences (Cont.)**

3. Deemed by school officials to be of sufficient educational value when compared to schoolwork scheduled for that period or is of such urgent circumstances as to warrant and justify the absence. Written permission must be requested by a parent or guardian prior to the absence.
4. Official absences are field trips, conferences, or days missed while representing the school district at various activities. All of the above must have the approval in advance of the school administration and the superintendent's office.

A written excuse shall contain:

1. Name of the student and MSIS#
2. The date(s) the student was absent
3. The cause of the absence
4. The signature of parent or guardian
5. Telephone/cellphone number

**Note:** MSIS personnel/teachers may add additional information to excuses.

*Students must make up all work missed due to either an excused or unexcused absence.*

### **Unexcused Absences**

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

1. All other absences shall be classified unexcused.
2. All schoolwork will be made up.
3. A student is considered truant when he/she is absent from school without written permission of a parent or school officials.
4. A written excuse from a parent or guardian shall not be accepted if a student has been truant.

*Please note, that absences due to suspension will be unexcused as stated by S37-13-91.*

### **Official Absences**

An official absence is any absence approved in advance by the administration and placed on the school calendar.

1. Classes missed because of school-sponsored trips or activities shall not count as an absence.
2. The student shall makeup all work missed while on official absence.

### **Types of Absences (Cont.)**

A student who is absent from school cannot participate in school activities or events that day or night. A student attending part of the day can be excused and will be allowed to participate. The policy includes all school-sponsored activities.

### **Make-Up Work**

Students will be allowed to make-up work missed, including homework, during any absence.

The student's teacher(s) will assign the amount of make-up work and the time of completion. It is the responsibility of the student to complete all makeup work within an assigned time. The number of days allowed for make-up will be in direct proportion to the number of days absent. If the student fails to complete the assigned make-up work, the grade will be recorded as a zero.

Parents calling the school to obtain make-up work assignments should first call the school before 9:00 A.M.

## **CHANGES IN REGISTRATION INFORMATION**

Parents/legal guardians shall notify the school immediately upon changes of address, telephone number, and marital status. In the case of separated or divorced parents, court orders or decrees involving custody of children will be the controlling factor when decisions are made concerning admission, residency and/or other school matters concerning the student. Any questions concerning the custody of students when court documents have not been filed at the school will be referred to the superintendent and/or board attorney.

## **ELEMENTARY ATTENDANCE PROCEDURE**

Excused absences are determined by administrator or designee's discretion (concerning notes, etc.), if there is any question - they may consult with their principal. However, the principal has the final say in any controversial absence in determining excused or unexcused absences.

A letter will go out to all parents at the beginning of the school year stating the time school starts and ends each day for each individual school. This letter will state that those students not arriving on time for first period will be counted as tardy. This letter will also notify parents of attendance procedures concerning tardies, early withdrawals, detention and suspension. Parents will be notified concerning their child's in-school or after-school detention.

### **Tardy To School**

Students and parents must check in at the office and state the reason for tardiness on the sign-in sheet. The principal can excuse the tardy by initialing the student's reason on the sign-in sheet. At the principal's discretion, the student's unexcused tardy may be excused the following morning if parents provide acceptable reasons for the tardiness.

## **Elementary Attendance Procedures (Cont.)**

Any student with medical reasons, which may cause a student to be tardy from time-to-time, shall be excused if the school has received written verification from a doctor.

### Early Withdrawals

Parent(s) or guardian must come into the office to sign their student out. Parents not known to the school officials will be asked to furnish identification. A valid excuse must be given for early withdrawal on the sign-out sheet.

Excused early withdrawals may be result of:

1. Illness (may require a doctor's statement);
2. Clinical Appointments (verified by the doctor or person in charge of office excuses);
3. Death or severe illness in the immediate family;
4. Summons to court;
5. School activities approved by the principal;
6. Emergency circumstances in the home considered by the principal;
7. Going out of town for what is considered an educational experience for the child (requested in advance and approved by the school administration).

The principal must initial withdrawals in order to be excused. Students will be required to provide an excuse (in addition to those listed above) or documentation for the early withdrawal as determined by the principal.

A "school day" refers to student attendance for at least 63% of the day, excluding time for lunch and recess.

Should a child attend less than 5 hours of instruction because of an early withdrawal he/she is to be considered absent for the full day.

### Results of Unexcused Tardies or Unexcused Early Withdrawals

The accumulation of 3 unexcused tardies or early withdrawals during a semester will result in attending after-school detention or recess detention. Each time a student receives 3 unexcused tardies or unexcused early withdrawals or a combination of both during a semester, the above penalty will be enforced.

## **SCHOOL ACTIVITIES**

The principal must notify all teachers affected when students are to be absent for school activities. The teacher who is in charge of the activity is responsible for furnishing a list of student names to be placed in teacher's mailbox. This notification will be at least three (3) days prior to the activity.

## **CONFLICT OF ACTIVITIES**

All events and activities must be authorized by the principal and placed on the school calendar when grades are affected by participation. When students have to choose between properly scheduled activities, there will be no loss of credit or reduction of grade. In the event that there is a conflict of two or more school sponsored activities or events, those scheduled on the district calendar will take precedence over local scheduling and/or rescheduling. Students will not be counted absent from school or individual classes when they are away on any school sponsored activity. Such students will be allowed to make up work missed.

## **GUIDANCE AND TESTING**

Counseling services shall be available for every student in the district. These services shall be supervised at all grade levels by a counselor with a master's degree in school counseling and shall include individual counseling sessions, group counseling sessions, testing services, and in-service programs in guidance and psychological areas.

The school counselor can help your child with many topics such as: study skills; organizational skills; learning how to make difficult decisions; setting goals; getting along with others; listening skills; orientation of new students; learning responsibility; feeling good about himself or herself; understanding others; emotional health; choosing friends; learning not to worry over little things; understanding death, divorce, or separation; and anger control.

Diagnostic testing will be completed on an individual basis when the need arises. This is usually requested by the teacher, principal, or parent/legal guardian for the purpose of placement of a student. Various tests are given to students during each school year. These may include readiness tests, achievement tests, aptitude tests, diagnostic tests, and tests of basic skills. Parents shall ensure that students are present and prepared mentally and physically on days that tests are given. Academic assistance is available for students in danger of failing. This assistance is provided through the Teacher Support Team at each school.

## **ALTERNATIVE EDUCATION**

Students attending the Jones County School District who are classified as at-risk and can not function in the regular school setting may be offered an alternative education.

The Jones County School District provides the alternative education through the Pine Belt Education Service Center (PBESC).

This center was formed to develop, implement, and provide alternative education for all classifications of at-risk youth.

The major goal of PBRESC is to improve the academic, occupational, and personal skills of potential secondary school dropouts to a degree that will permit them to stay in school and graduate or obtain a GED.

At-risk students may be referred to the principal by school personnel, parents, or community agencies for possible placement in the alternative school.



## UNIFORM GRADING POLICY GRADES

Grades for students in grades First through Six will be reported and recorded numerically.

A	-	93-100
B	-	85-92
C	-	75-84
D	-	70-74
F	-	0-69

### CITIZENSHIP GRADES ARE RECORDED AS FOLLOWS

O	-	OUTSTANDING
S	-	SATISFACTORY
N	-	NEEDS IMPROVEMENT
U	-	UNACCEPTABLE

### GRADE AVERAGING

#### **Kindergarten Student Information**

Kindergarten students' progress will be measured through a checklist of specific "I Can Statements" from the College and Career Readiness Standards for Jones County School District. To be promoted to first grade, a kindergarten student must be able to perform adequately on 70% of language arts and 70% of math skills AND achieve a scale score of 644 or higher on the STAR Early Literacy reading test (as indicated on the benchmark and cut scores chart from Renaissance Learning).

Kindergarten students should engage in a minimum of 30 minutes of quiet time daily. Activities during quiet time may include individual activities, sustained silent reading, listening to books on tape, drawing, or resting, as appropriate for each individual student.

#### **Nine Weeks Averaging for 1<sup>st</sup> grade**

Classwork/Homework – 60%

Summative Tests – 40%

#### **Nine Weeks Averaging for 2<sup>nd</sup>-6<sup>th</sup> grades**

Summative Tests – 40%

Classwork/Homework – 35%

Performance Based Assessment – 25%

### Semester Exams

Due to universal screening and district-wide checkpoint tests given throughout the school year, the students will not take semesters exams.

### Semester Average

First semester:           Average of first nine weeks   50%  
                                  Average of second nine weeks 50%

Second semester:        Average of third nine weeks 50%  
                                  Average of fourth nine weeks 50%

### Yearly Average

Yearly average will be the average of the two semesters divided by two.

## **PROMOTION AND RETENTION**

Kindergarten:           Must be able to perform adequately on 70% of language arts and 70% of math skills AND achieve a scale score of **644** or higher on the STAR Early Literacy reading assessment during spring screening.

Grade One:                Yearly average must show passing grade in Math and English Language Arts AND achieve a scale score of **133** or higher on the STAR Reading assessment during the spring screening.

Grade Two:                Yearly average must show passing grade in Math and English Language Arts AND achieve a scale score of **291** or higher on the STAR Reading assessment during spring screening.

Grade Three:             A passing grade in three (3) of the four (4) major subjects is required for promotion in grade three. English Language Arts and math are two (2) of the three (3) that are required for promotion. The major subjects are English Language Arts, math, science, and social studies. In addition, the 3rd Grade ELA state assessment will be used for promotion/retention decisions as required by current state law. A student scoring at the *lowest achievement level* on the 3rd Grade Reading Summative Assessment will be retained in 3rd grade, unless the student meets the good cause exemptions specified in the law.

Grade Four-Five:        A passing grade in three (3) of the four (4) major subjects is required for promotion in grades four and five. English Language Arts and math are two (2) of the three (3) that are required for

## **Promotion and Retention (Cont.)**

promotion. The major subjects are English Language Arts, math, science, and social studies.

Grade Six: A passing grade in four (4) of the five (5) major subjects is required for promotion in grade six. Reading, language arts, and math are three (3) of the four (4) required for promotion. The major subjects are reading, language arts, math, science, and social studies.

## **PARENT PORTAL**

\*Parent Portal will be inactivated during the last three weeks of school to finalize student grades.

## **PROGRESS REPORTS**

Near the mid-point of each nine weeks grading period, a progress report will be sent to parents of all students. These reports should be signed by parents/legal guardians and returned to the teacher.

Throughout the school year, students will carry home class work papers and tests for parents/legal guardian to sign.

## **HOMEWORK**

The pupil cannot do his/her schoolwork successfully without outside preparation of assignments. Most homework is a review of work done in the classroom, and good students as a rule do more homework than poor pupils. Pupils should seek the constant guidance of teachers in improving their study habits. Poor study habits are detrimental to successful schoolwork.

Parents/guardians requesting homework assignments for days students are absent are encouraged to cooperate with the school to ensure the assignments are completed on time.

Testing on Mondays or days following holidays is discouraged.

## **HONOR ROLL**

To be considered for Honor Roll; a student must maintain an 85 average in each academic subject and an average conduct grade of an "S" or above for each grading period.

**Kindergarten students will not be on an Honor Roll list. Principals' List and Honor Roll will include students in grades one through six.**

No student will be eliminated from Honor Roll or Principal's List because of handwriting, art, music, or P. E. grades.

Yearly all “A” Awards will be given to those students who remain on Principal’s List all grading periods. These students must maintain all “O(s)” or “S(s)” in conduct.

### **HONOR ROLL**

Yearly Honor Roll Awards will be given to those students who remain on the Honor Roll all grading periods. These students must maintain all “S(s)” in conduct.

### **PRINCIPAL’S LIST**

To be considered for Principal’s List, a student must maintain a 93 average in each academic subject and a conduct grade of all “O or S” for each nine weeks.

### **REPORT CARDS**

Report cards are issued the week following the end of each nine (9) week term. Students are required to take report cards home, have a parent/guardian sign the report card, and return it to the homeroom teacher the following day. In the event a student loses a report card, he/she must pay a \$.50 fee for a duplicate.

### **CHEATING**

Any student cheating on any test or examination for the first time will be given a zero for that test or examination and the citizenship grade lowered to the next grade level. On the next occurrence, the student will be suspended, receive a zero, and the citizenship grade lowered to a "U". The parents will be notified each time.

### **STUDENT DISCIPLINE**

The Jones County School Board has the power, authority, and duty to suspend or expel a student for misconduct in the school, upon the school buses, on the road to and from the school, during recess, upon the school playground, or at school sponsored activities and to delegate such authority to the appropriate officials of the school district. S37-7-301 (e) (1987) (S37-9-69)

The Jones County School District supports teachers’ efforts to teach and address the growth of positive student attitudes and behavior.

Disruptive students will be referred to the school administration.

***Disruptive behavior*** is defined as conduct that is so unruly, disruptive or abusive that it seriously interferes with a school teacher’s or administrator’s ability to communicate with students in the classroom, with students’ ability to learn, or with the operations of a school or school related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school related activities. SB 2239 (6)

## **Student Discipline (Cont.)**

*Habitual disruptive student* refers to action of a student who has caused a disruption in a classroom, on school property or vehicles or at a school related activity on more than two occasions during a school year and which was initiated by the student and required the attention of school personnel to deal with the disruption. SB 2239 (6)

No student shall be considered habitually disruptive before the development of a behavior modification plan by the principal, teacher and parent. Any student who is thirteen (13) years of age or older that does not comply with the behavior modification plan shall be deemed habitually disruptive and subject to automatic expulsion on the occurrence of the third act of disruptive behavior during a school year. After the second act of disruptive behavior during a school year by a student younger than thirteen (13), a psychological evaluation of the student shall be performed. SB 2239(6)

## **BULLYING POLICY**

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

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

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize

## **Bullying Policy (Cont.)**

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 Jones 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.

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

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

#### **I. Definitions**

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

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

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

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

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a “Bullying/Harassing Behavior” complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the

### **Student Complaints of Bullying or Harassing Behavior (Cont.)**

victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

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

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

## **STUDENT CONDUCT**

Citizenship in a democracy requires respect for the rights of others. The students of the district shall be expected to conduct themselves in a manner that the rights and privileges of others are not violated. Students shall respect constituted authority, conform to school rules and regulations, and provisions of law which apply to the conduct of juveniles or minors.

The principal may suspend or recommend expulsion of a student who violates one or more of the following specific standards of conduct while on school grounds, during a school related activity or school bus: S37-9-71

1. Causes or attempts to cause damage to school property or steals or attempts to steal school property;
2. Causes or attempts to cause damage to private property or steals or attempts to steal private property;

### **Student Conduct (Cont.)**

3. Causes or attempts to cause physical injury to another person except in self-defense;
4. Continued disobedience or persistent defiance of proper authority; S37-11-43;
5. Behavior, which is detrimental to the welfare, safety or morale of other pupils; S37-11-1;
6. Use of verbal unchaste or profane language, the use of unchaste or profane writing, and/or drawing of obscene pictures or possession of obscene pictures (pornography);
7. Using or possessing any tobacco product;
8. Committing any offense, which tends to interfere with the educational process;
9. Using, possessing, selling or under the influence of any controlled substance or drug on a school campus, school bus, or at any school sponsored event;
10. Using, possessing, selling or under the influence of alcohol on a school campus, school bus or school related activity;
11. Bothering or molesting in any way (harass, intimidate, threaten or bully) other students or school personnel while at school or at school activities. Students guilty of these infractions will be disciplined accordingly. This discipline will result in suspension, expulsion, and/or arrest. The parents of these students will be notified immediately; Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee, or volunteer has been subjected to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official.
12. Possesses one or more self-defense devices (mace, pepper spray, and other chemical sprays) and
13. Displaying conduct which interferes with the learning process of others will be removed from the classroom and dealt with immediately.
14. Possession or use of cell phones is prohibited. (see pg. 39 for more info.)

During each of the 9 weeks the conduct grade of any student suspended from school will reflect the suspension by reducing the student's conduct one letter grade. If a second suspension occurs, the student's conduct grade will be lowered to a "U".



### **Student Conduct (Cont.)**

Upon the second suspension, the student's parents and the student will be informed that the third suspension may result in an expulsion. It should be understood that any student whose conduct interfered with the learning process of others will be removed from the classroom and dealt with accordingly.

Because of the importance of citizenship, each nine weeks a citizenship grade is recorded on the report card.

O (Outstanding)	4
S (Satisfactory)	3
N (Needs Improvement)	2
U (Unacceptable)	1

### **SPECIAL EDUCATION STUDENTS**

Special education students may be suspended for a maximum of three days, unless it can be shown that the reasons for such suspensions are prohibited. In each case, the students' I.E.P. shall be reviewed to determine if the behavior that caused the suspension was a manifestation of the student's handicapping condition. In all instances of unacceptable student behavior, a record of actions taken by appropriate personnel is to be documented and kept on file. The parent(s) or legal guardian(s) are to be notified of the disciplinary actions as they occur.

### **STUDENT SUSPENSION / EXPULSION**

Suspension is the denial of the privilege of attending school in the district. Due process must be offered students prior to suspension.

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

#### *Suspension Period*

The principal or his designee may suspend students for a period not to exceed five (5) school days for any one (1) infraction of the student conduct standards. All attendance policy guidelines will be adhered to while a student is on suspension.

Any student suspended or expelled from a Jones County School:

1. Shall not trespass upon any Jones County School campus or enter any Jones County School building except for a pre-arranged conference with a principal.
2. Shall not attend any day or night activities on a Jones County School campus.
3. Shall not participate in athletic or any other extra-curricular activities on a Jones County School campus.
4. Students expelled and assigned to the alternative school will be assigned a

### **Student Suspension / Expulsion (Cont.)**

location at their home school campus in order to be transported to the alternative school.

5. All the above sections apply to students expelled and assigned to the alternative school.
6. Any student suspended from school must make up all work missed. All provisions pertaining to make-up work must be adhered to.

### **DUE PROCESS / PROCEDURES**

The superintendent of schools and/or principal of a school shall have the power to suspend a student for good cause or for any reason for which such student might be suspended, dismissed, or expelled by the school board. However, such action shall be subject to review by and the approval or disapproval of the school board. If the parents/guardians or other persons having custody of the student shall feel aggrieved by the suspension or dismissal of that student, then such parent/guardian or other persons shall have the right to a due process hearing. The parent/guardian of the student shall be advised of this right to a hearing by the superintendent or principal and the proper form shall be provided for requesting such a hearing.

- \*Students facing suspension shall be given oral or written notice of the charges against him/her by the principal or his/her designee;
- \*If the student denies the charges, he/she shall be given an explanation of the evidence that the principal or his designee has against him/her and shall be given an opportunity to present his/her side of the situation;
- \*In all cases of suspension, the parent or a guardian who is appointed by the Chancery Court shall be contacted prior to the suspension and notified in writing within twenty-four (24) hours of such suspension giving the reason thereof;
- \*If a student is to be sent home during normal school hours, a parent or guardian shall be notified before the student is dismissed.
- \*Suspension in excess of five (5) days may be administered by action of the Discipline Hearing Committee or District School Board and then only after such student has been offered notice, opportunity of a hearing, and other procedural rights consistent with state and federal due process requirements;
- \*Students on suspension for three (3) or more days must return to school accompanied by a parent or guardian before he/she will be readmitted to school;
- \*At the beginning of the school year, the school principal shall give written rules of conduct to each student;
- \*Principals shall make a written report of each suspension to the superintendent each nine (9) weeks. The report shall include:

## **Due Process/Procedures (Cont.)**

1. Name of student, grade, address, and parent's name.
2. Statement of the reason for the suspension including the dates.

\*S37-11-18 requires that the Youth Court attendance officer (School attendance officer) be notified when a child is suspended or expelled from the public schools and the reason for the suspension/expulsion.

\*Any student may be expelled or placed on long-term suspension for committing any of the offenses described in JCD, "Student Conduct".

\*Students after being suspended two (2) times during the same school year, upon the third (3) suspension, may be recommended for expulsion by his/her principal to the superintendent that may be for a period of time beyond the beginning of the next school year.

\*When a principal determines that a student has violated one (1) or more of the specific standards of conduct described in JCD "Student Conduct", he/she may suspend the student or recommend expulsion or long-term suspension of the student to the superintendent.

\*Should the superintendent recommend expulsion or long-term suspension of a student, he/she shall arrange for a special board meeting to hear the matter.

\*The superintendent shall, within twenty-four (24) hours, through the board attorney, give the student and parents/guardian appointed by the Chancery Court any notices due. The notice must be consistent with the State and Federal due process requirements and delivered at least five (5) days prior to said hearing.

\*Such hearing shall be held within ten (10) working days of the notice of expulsion or long-term suspension where possible. Said student shall remain on suspension until such hearing is held if in the opinion of the superintendent the student's presence in school would be a disruptive influence to the educational process.

\*The permanent record and cumulative folder of a student who is expelled should contain the date of and reason for the expulsion. A student's permanent record is to be maintained on active status after the student has been expelled. 35-15-1

## **HEARING PROCEDURES (JCAR)**

Students who are suspended or expelled from school have the right to appeal such action to the school board provided they follow the proper procedure. In the case of suspension, a written notice shall be sent to the parents or legal guardian giving reasons for such suspension and arranging a time and place when the administrator shall be available for a conference with

## **Hearing Procedures (Cont.)**

the parent or guardian. In the case of expulsion, the parents or legal guardian will be notified, in writing, of the time and place of a hearing either before the school board, or a person or committee designated by the school board. At the hearing, the parent or guardian shall have the right to legal counsel and to all other legal rights. The hearing shall take place at a time and place designated by the school board and a decision rendered.

All School Board hearings involving students will be confidential.

### Definitions / Explanations of Terms

1. **Limited expulsion** is the denial of school attendance through the end of the current school year.
2. **Unlimited expulsion** is the denial of school attendance for a specific period of time beyond the beginning of the next school year or any permanent denial of school attendance.
3. **Long-term suspension** is the denial of school attendance for any period in excess of ten (10) days during the current year.
4. The age for relinquishing Youth Court jurisdiction is lowered from eighteen (18) to seventeen (17) when the offenses committed by the child would be a felony if committed by an adult. (S37-13-53)
6. Parents, guardians or custodians of children under the age of thirteen (13) may be civilly liable for any criminal acts of their children.
7. S37-13-53 holds parents, guardians, or custodians responsible for unlawful activity occurring on school grounds.
7. S43-21-159 also removes jurisdiction from the Youth Court for an offense involving the use or possession of a firearm by a child who is fifteen (15) years of age if the same offense committed by an adult would be a felony.

## **CORPORAL PUNISHMENT (JDA) (S37-11-57)**

As a matter of board policy, reasonable corporal punishment of a student is permitted as a disciplinary measure in order to preserve an effective educational environment, which is free from disruption and is conducive to furthering the educational mission of the school board. The superintendent shall establish and enforce rules and regulations governing the administration of corporal punishment, which are consistent with the Jones County School Board Policy (JDA) 5-37-57.

## **DETENTION**

For various reasons and purposes, pupils may be required to remain at school after the end of the regular school day. Such occasions merit professional supervision. The planning and scheduling of pupils to be kept after school should reflect this system's philosophy of pupil centered instruction and his individual worth. Transportation will be the responsibility of the parents. Every three detentions per semester may result in a one (1) day suspension. Detention at the elementary schools may be in the form of both in-school suspension and after-school detention.

## **GANG-RELATED ACTIVITIES (JCDAEE) (S37-11-37, 39, 41)**

Gangs, which initiate, advocate, or promote activities which threatens the safety or well-being of persons or property on school property or which disrupts the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, other accessories or manner of grooming, which by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger and is prohibited.

Any incident involving initiations, hazing, intimidation, and/or related activities of such a group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm is prohibited.

The Jones County School District is committed to maintaining a safe environment for its students and staff. Students are expected to adhere to the school's and district's standards of conduct that promote well-being and support the learning process. Gang activity will not be tolerated in any form.

Where gang activities are suspected or confirmed, a complaint will be filed in accordance with the "Mississippi Street Gang Act" (Ms. Code 97-44-1). Any violation of this policy will result in disciplinary action by the school administration. The student/students involved in the violation shall be suspended and could be expelled from school (Ms. Code 94-44-1).

## **WEAPONS AND EXPLOSIVE DEVICES (JCDAE)**

In accordance with the Ms. Code 37-11-18 (1972) any student in any school who possess any controlled substance in violation of the Uniform Controlled Substance Law, a knife, handguns, other firearms or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property, shall be subject to automatic expulsion by the superintendent or principal of the school in which the student is enrolled. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

## **Weapons and explosive devices (Cont.)**

If any student violates this policy, the weapon will be confiscated, the Youth Court authorities notified, the parents/guardians notified and the student suspended pending a hearing.

Ms. Code 97-37-17 creates a weapon-free school zone and includes the following language:

1. Describes a felony for any person to bring a gun/guns or dangerous weapon onto school property.
2. Describes a felony for causing a minor to bring a gun/guns or dangerous weapons onto school property.
3. Describes a misdemeanor for any person to bring certain weapons onto school property.
4. Describes a misdemeanor for causing a minor to bring certain weapons onto school property.

The Jones County School District also considers the use or possession of fireworks, on a school bus, on a campus, or at a school function to be dangerous. Any student possessing fireworks on a school campus, on a school bus, or at a school activity will be suspended for three (3) days. Any student detonating any fireworks on a school campus, a school bus, or at a school activity will be suspended for five (5) days and may be arrested and/or expelled from school.

## **DRUG AND ALCOHOL POLICY (JCDAB - JCDAC)**

The laws of the State of Mississippi (37-11-18) are quite clear concerning the issue of controlled substances on school property or at school-sponsored events. Contrary to what some would have you believe, the possession or use of even small amounts of marijuana is illegal and prohibited by state law. In compliance with this, the Jones County School District would like to make its position clear relative to the use, sale, manufacturing, or possession of any controlled substance in the school, upon school buses, on the road to and from school, on the school campus, or at school-sponsored events.

Any student of the Jones County School District who knowingly consumes, possesses, or sells alcohol during the school day, on a school bus, or at a school-sponsored event will be expelled for one (1) calendar year. Any student of the Jones County School District who attends school, rides a school bus, or attends a school-sponsored event under the influence of alcohol or intoxicated by alcohol will be expelled for one (1) calendar year.

Any student of the Jones County School District who knowingly consumes, possesses, or sells a controlled substance or drugs during the school day, on a school bus, or at a school-sponsored event will be expelled for one (1) calendar year. Any student of the Jones County School District who attends school, rides a school bus, or attends a school-sponsored event under the influence of a controlled substance or drugs will be expelled for one (1) calendar year.

## **TOBACCO POLICY**

The possession or use of any and all tobacco products by students on school property, school buses, or during any school-sponsored activity where a student is representing the Jones County School District is prohibited. Students violating this policy for the first time will be suspended for one day. Any subsequent violation will result in an additional day's suspension.

### **DISCIPLINE PROCEDURE WEAPONS, EXPLOSIVE DEVICES, DRUGS, AND/OR ALCOHOL**

The following procedure may be used when concerned with the above-mentioned violations. The school administrator will:

1. Provide the student's parents/guardians with oral and written notification of the nature of the violation and intended punishment.
2. Provide the pupil with the opportunity to tell his/her side of the story.
3. Explain the evidence of the violation upon which the administrator is relying.
4. The student will be suspended five (5) days.
5. Set a hearing date with the principal, parents, superintendent or superintendent's designee within the five (5) day suspension.
6. At the hearing the following actions may be taken:
  - A. All charges dropped and the suspension lifted.
  - B. Suspension extended.
  - C. A recommendation made that the student be expelled from school.
7. Inform all parties that they have a right to appeal all decisions to the school board and to request a school board hearing.

All other disciplinary procedures will adhere to those stated in the Due Process Procedures section of this handbook.

### **INTERVIEWS AND SEARCHES BY SCHOOL OFFICIALS (JCAB)**

Students of the Jones County School District have the right to privacy and security against arbitrary invasion of their personal property by school officials. However, the Board of Education must maintain an atmosphere conducive to the pursuit of its educational goals, including a limited right to search student's personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school. School administrators and teachers have the right to interview students regarding their conduct and/or the conduct of others.

School administrators and teachers have the right to search vehicles and lockers. Locker searches and other searches are to be conducted by not less than two (2) members of the school's professional staff.

## **INTERVIEWS AND SEARCHES BY LAW ENFORCEMENT OFFICIALS (JCAB)**

Law enforcement officials may be called to the school at the request of the school administration. If the law enforcement officials find it necessary to interview students in the performance of their law enforcement duties, he/she must first contact the school administration.

Prior to a law enforcement official to School Resource Officers (not to include Resource Officer) interviewing a minor child, the school administrator will first inform the parents/guardians of the request. The parents/guardians will be asked to attend the interview. An adult representing the minor child must be present. If for any reason other than of the school administrator's request, a law enforcement official finds it necessary to remove any student from the school campus, the law enforcement official must sign a receipt stating that the student is in his/her custody.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The Board of Education of the Jones County School District assures that students' legal rights under the federal and state constitution and statutes shall be guaranteed. The Board of Education reminds students that rights are also accompanied by responsibilities.

These responsibilities include:

1. The responsibility not to discriminate against others.
2. The responsibility to attend school and to observe school rules and regulations essential for permitting others to learn.
3. The responsibility to attend school dressed in a manner that will not interfere with the rights or opportunities of others to learn or teach.
4. The responsibility of refraining from styles of grooming or dress which are a health or safety hazard and tend to disrupt the learning atmosphere.
5. The responsibility to refrain from libel and obscenity.
6. The responsibility to respect the rights and interest of classmates who wish to participate in a meaningful ceremony or activity.
7. The sole responsibility for any spoken or written expression of a libelous or slanderous nature.

## **BUS CONDUCT**

Students are reminded that riding the bus to and from school is a privilege and can be denied at any time the student's conduct so dictates. The transportation director will meet with all principals and bus drivers prior to the beginning of the school year to review student conduct on buses and procedures used by drivers to report misconduct.( Ms. Code:37-41-2. Interference with operation of school bus penalty).

1. It shall be unlawful for any individual, other than a student scheduled to be a passenger upon that particular bus, a member of the public school administration or faculty, or a law enforcement official, to directly or indirectly interfere in any way with passenger ingress and egress or the operation including unauthorized boarding thereof, of a bus used in public school transportation unless permission has been obtained as prescribed by pertinent rules and regulation promulgated by the state board of education or the local school authorities.



## **Bus Conduct (Cont.)**

2. Upon conviction of violation of any provision of this section, such individual shall be guilty of a misdemeanor and shall be subject to a fine of not to exceed five hundred dollars (\$500.00), imprisonment in the county jail for a period not to exceed six (6) months, or both. Any person under the age of seventeen (17) who violates any provision of this section shall be treated as delinquent within the jurisdiction of the youth court.

### *Student Behavior on Buses*

Students are expected to cooperate with the following regulations:

1. Students must be at assigned stops at loading time.
2. At no time are students to reach outside of the bus windows with heads, hands, arms, legs, or bodies.
3. Immediately upon entering the bus, students are to be seated and are to remain seated until they arrive at their destination; at school in the morning and bus debarkation stop in the afternoon.
4. Students will board the bus and leave the bus according to the instructions of the bus driver. Students are to obey all directions of the bus driver.
5. Students may not leave the bus on its way to or from the school except at their designated stop.
6. Students are not to throw, sail, shoot, or pitch objects.
7. Students must sit in the seat assigned by the bus driver. Drivers have the option of delegating students to an assigned seat.
8. The bus must come to a complete stop before students try to enter or exit.
9. Loud talking and other loud noises are not permitted on the school bus.
10. Students are not to damage any part of the school bus. Students will be held financially responsible for any damage done.
11. No beverage or food may be consumed on the bus.
12. Chewing gum is prohibited on the school bus.
13. Intentional littering on the school bus is prohibited.
14. Students must identify themselves properly when requested to do so by school bus personnel.

### **Bus Conduct (Cont.)**

15. Vulgar language is prohibited on the school bus.
16. Students will not fight on the bus or at the bus stop.
17. Students are not to molest or bother in any way (harass, intimidate, threaten or bully) other students while waiting for or while riding on the school bus.
18. Use or possession of dangerous objects on the school bus or at the bus stop is forbidden.
19. Students will not use, sell, or possess drugs or alcohol on the school bus or at the bus stop.
20. Stealing is prohibited.
21. Smoking is prohibited while on the school bus. Tobacco products are not permitted on the bus.
22. Open defiance or open displays of disrespect or insolence toward a bus driver will not be condoned.
23. Other misbehavior as determined by the administration, including a pattern of repeated misbehavior, will not be permitted.
24. No objects may be carried on the school bus that may obstruct the view of the driver.
25. No student shall ride outside bus on fender, or in the stairwell.
26. No student shall cross a highway or road to get on or off a bus unless properly directed by the driver and if so directed, students should pass in front of the bus if necessary to cross a road or highway to mount or dismount the bus.
27. No student shall use the emergency exit for normal loading and unloading. (This exit is to be used for emergency purposes only).
28. All students should be quiet when the bus is nearing a crossing of a railroad or highway.
29. The consequences of using cell phones on buses will be handled in the same manner as cell phones on campus.

#### Parents should:

1. Cooperate with school officials and bus drivers in promoting a safe and efficient means of pupil transportation. Parents should not expect buses to operate on roads that are not properly maintained or on roads where adequate places for turning around are not provided.

### **Bus Conduct (Cont.)**

2. Have children ready at the bus stop at the time designated for the bus to arrive.
3. Instruct pupils not to play in the road or cross the road until the bus arrives.
4. Use their influence in getting roads improved where necessary.
5. Make sure that pupils cooperate with bus drivers and discipline pupils for misconduct on school buses.
6. Notify the bus driver, local school or the transportation department to resume daily pick up for students that have missed riding the bus for three (3) consecutive days (am and pm route).

### **CARE OF PROPERTY**

Good citizens take pride in their surroundings. The beauty and continued use of our schools depends upon the care you give them.

The walls in the building, the furniture in the classrooms, auditorium, library, cafeteria, etc., in fact, the buildings and whatever fixtures they contain are provided at great expense by all parents/guardians – the taxpayers.

Every student should not only refrain from defacing or destroying school property, but should make every possible effort to encourage his/her friends and fellow students to care for school property.

Help should be given to the janitorial staff by placing all paper and waste in the containers arranged for this purpose. Paper should not be thrown on the campus or on the floors. Any student causing damage to school property either intentionally or through neglect on his part will be liable for such damage. The parents/guardians of any student(s) causing damage to school property will be responsible for the cost of all replacements and repairs.

### **DEMONSTRATIONS AND STRIKES**

The Board is responsible for providing an appropriate educational program for the school age children in the district.

The right of a child to attend school and receive a suitable education is determined under state law. The Board will not tolerate any disruption or interference through violence, vandalism, seizure of any area of school property, sit-ins, walk-outs, or other methods of disruption that violate this right.

## **MEDICAL CARE/STUDENT MEDICATION (JGCD)**

The faculty/staff of the Jones County School District does not render medical care. The exception would be in the case of serious injury or illness and then the administration will take steps necessary for the proper care of the injury or illness. Parents or guardians shall be notified immediately should a student become seriously injured or ill at school in order for the parent or guardian to take command of the situation. In the event the injury or illness is of a serious nature and the parent/guardian cannot be reached, the school principal shall make arrangements for professional medical care appropriate to the situation, including transportation to a health care facility. Such care shall be at the expense of the parent/guardian.

To promote the safety of all students, all medication shall be administered to school children at home by the parent/guardian whenever possible. When necessary, the principal and other person (s) designated in writing by the school principal may administer medications and/or supervise self-administration to students under established conditions. Before ANY PRESCRIPTION/NON-PRESCRIPTION MEDICATION can be administered to a student in the Jones County School District, the school administration must receive written permission from the student's parent/legal guardian. **A yearly physician's prescription or consent is required for the school nurse to administer any medication. Parents/guardian may come to the school to administer medication to their child. Medication will not be administered per telephone notification.**

All medication that is dispensed to students during school hours must be in the original container and will be dispensed in accordance with the prescription and correct procedure. *The Prescription/Non-Prescription Drug Authorization Form must be signed by the student's parent/guardian.*

*The Prescription/Non-Prescription Drug Authorization Form* requires the following:

1. Name, age, and grade of the student
2. Name of medication
3. Type of illness or injury
4. Time, route and dosage of medication to be administered
5. Date and signature of parent/guardian

**To promote the safety of students, it shall be the responsibility of the parent/guardian for safe delivery of medication to and from school. Medication shall not be transported on the school bus.**

The following information shall be adhered to:

1. A form will be used to document the administration of all medications to students. The student's name, name of medication, dosage of medication, and time to be given should be written on this form. The principal/designee witnessing the student taking the medication must initial and record the time the medication was administered.

### **Medical Care/Student Medication (Cont.)**

2. Student workers are not to give any medications to another student.
3. If a student is taken off a medication or the medication is changed, the student's parent/guardian must notify school personnel. This explanation is to be filed with the medication form(s).
4. Prescription medication shall be in a pharmacy container and shall clearly identify the student, the dosage, and the prescribing physician. Medications that are provided in envelopes or other non-specified containers will not be accepted. All medication must be kept in a locked cabinet.
5. All medication forms are to be filed and left in the school office.
6. Medication must be picked up by the parent/guardian within one day of the end of the school year or they will be discarded and destroyed.
7. Medication cannot be shared. Any student distributing or sharing any types of medication on the way to or from school, on a school bus, at a school sponsored activity, or on a school campus will be disciplined. The discipline could be in the form of an expulsion.
8. Failure to follow these procedures could result in the termination of prescription medication administration for the student at school. Questions regarding the administration of medication to a student should be directed to the school principal.

### **ASTHMA INHALER, ANAPHYLAXIS MEDICATION, AND/OR INSULIN SUPPLIES**

“Schools recognize the importance of students being allowed to carry on their person an asthma inhaler, anaphylaxis medication, and/or insulin supplies. A student may carry emergency medication-asthma inhaler, anaphylaxis medication, and/or insulin supplies on his/her person. They will need to have a yearly “medical release form for the asthma inhaler, anaphylaxis medication and/or insulin supplies” completed and signed by the students’ health care provider, the parent/legal guardian and the principal. The form states the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler, anaphylaxis medication, and/or insulin supplies. Students are to be instructed in the proper disposal methods of all medication and supplies. The school is absolved from any responsibility in safeguarding the student’s asthma inhaler, anaphylaxis medication, and/or insulin supplies. If a student has emergency medication-asthma inhaler, anaphylaxis medication and/or insulin supplies and is going on a school sponsored field trip, it is the responsibility of the parent/legal guardian to supply the medication/supplies and accompanying doctor’s orders during the field trip.

Jones County Schools shall adhere to the Return to School Guidelines as prepared by the Mississippi Department of Health, Division of Epidemiology, Office of Community Health Services.

## **HEAD LICE**

Jones County School District has a “No NIT/EGG Policy”. By law, upon the third consecutive occurrence of head lice notification, the Mississippi Department of Health (MDH) will be notified and a clearance letter (Form 70) from the MDH will be required before the student will be allowed to return to school.

## **DRESS CODE**

Good learning situations depend on the best possible behavior and attitude of the student. Students are encouraged to take pride in themselves and to strive to meet public expectations. Students should be neat and clean, thus reflecting favorably on themselves and the school.

Safety, health, and individual dignity provide the basis for any dress code. If clothing is disruptive to the learning situation or if it is embarrassing to others, steps will be taken to deal with the individual student.

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

Teachers may, at any time, counsel with students about attire that may not be acceptable. When there is any doubt that students are not adhering to the standards of dress, the principal or his designee will be the final authority.

### **Dress For Males**

1. Clothing advertising alcoholic beverages, or drug culture or clothing with obscene language or gestures shall not be worn.
2. Shoes shall be worn at all times; shower shoes and slippers shall not be worn.
3. Football or other jerseys shall be tucked inside trousers.
4. Shirts, except those with straight hems, shall not be worn unbuttoned or untucked.
5. Shirts shall be long enough to cover the stomach.
6. Shirts shall not be unbuttoned below the second button.
7. Hats, head scarves, headbands, rollers, sunglasses, or any other headwear which may interrupt the education process, shall not be worn on campus during normal school hours.
8. Belts shall be fastened.

### **Dress Code (Cont.)**

9. No fraternity jerseys or shirts shall be worn. Mississippi Code Sec. 37-11-39
10. Walking shorts shall be worn at an appropriate length of 5 inches above the top of the knee cap.
11. Sleeveless shirts shall not be worn.
12. Bike shorts may not be worn.
13. Grooming or dress styles which could disrupt proper classroom atmosphere or disrupt classroom management will not be condoned; therefore, the wearing of earrings and studs is prohibited.
14. All garments shall be worn in a conventional manner. A belt must be worn if pants have belt loops and pants should be worn at the waistline.
15. Shorts with slits may not be worn.
16. Tattoos and visible body piercing will not be permitted.

ANY CLOTHING CONSIDERED BY THE PRINCIPAL OR HIS DESIGNEE TO BE TOO REVEALING SHALL NOT BE WORN. STUDENTS MAY BE SUSPENDED FROM SCHOOL IF THEY FAIL TO ABIDE BY THE GUIDELINES ABOVE.

#### **Dress For Females**

1. Dresses, skirts, and shorts shall be worn at the appropriate length of 5 inches above the knee cap. Dresses, skirts, and shorts slit up the sides may not be worn.
2. Clothing shall not be excessively low in front or back; dresses shall not be backless.
3. Appropriate under garments shall be worn.
4. Hats, head scarves, headbands, rollers, sunglasses, or any other headwear which may interrupt the education process shall not be worn on campus during normal school hours.
5. Shirts and blouses shall be long enough to cover the stomach.
6. Leggings or tights may only be worn under dress-length garments.
7. Clothing advertising alcoholic beverages, drug culture, and clothing with obscene language or gestures shall not be worn.
8. Shoes shall be worn at all times; shower shoes or slippers shall not be worn.
9. No sorority jerseys or shirts shall be worn. Mississippi School Code SEC. 37-11-39

## **Dress Code (Cont.)**

10. Bike shorts may not be worn.
11. All garments shall be worn in a conventional manner. A belt must be worn if pants have belt loops and pants should be worn at the waistline.
12. Shirts or shorts with slits may not be worn.
13. Tattoos will not be permitted, and also visible body piercing will not be permitted except in the ears.

ANY CLOTHING CONSIDERED BY THE PRINCIPAL OR HIS DESIGNEE TO BE TOO REVEALING SHALL NOT BE WORN.

STUDENTS MAY BE SUSPENDED FROM SCHOOL IF THEY FAIL TO ABIDE BY THE GUIDELINES ABOVE.

### **General Regulations**

1. All students shall be clean and appropriately groomed at school.
2. Extreme or unusual grooming or dress styles, which could disrupt proper classroom atmosphere, disrupt school decorum, or would be disruptive to school discipline will not be condoned (e.g., sagging pants, hip huggers, lace-up jeans or shorts, etc.). Hair that is extreme in style (cut) or color (e.g. pink, blue, green, purple, etc.) will not be allowed to be worn to school.
3. Dress or grooming that is dangerous, presents a health hazard, or is immodest, will strictly be inappropriate for school use.
4. The wearing of hats, caps, hoodies or toboggans will not be allowed in the buildings or school buses.
5. Shoes and appropriate undergarments are required as a part of necessary dress.
6. Not permitted are garments that expose the midriff, tank tops without blouses or shirts, backless, strapless, or low-cut dresses, bicycle shorts, spandex type clothing, shower shoes, sweat pants, indecent clothing, transparent clothing, clothing with slogans and/or advertising that may be detrimental to a wholesome atmosphere, or garments that have slogans or advertisements for alcoholic or tobacco products. Also, pajamas will not be allowed to be worn to school.

***The school administration will be the judge if dress and appearance are in question.***



## **VIOLATION OF THE DRESS CODE**

Students and parents are reminded that the dress code is in effect both at school and at school-sponsored activities.

### **Results of Dress Code Violation**

1. First violation results in a warning.
2. Second violation results in an afternoon in detention.
3. Third violation will result in the student either being assigned in-school suspension or being suspended from school.

## **PERSONAL GOODS POLICY**

Students are not permitted to bring any electronic communication device to school or on a school bus. A list of these items will include the following: cell phones, radios, smart watches, and all other electronic communication devices. School officials will confiscate any of these items brought to school by students. In the event a device is brought on campus and is lost, stolen or damaged, the school will not assume any responsibility for the cost or repair of the device.

Radios, portable musical devices, etc. are to be confiscated if brought on campus by students. These items are to be returned to the student's parent/guardian at the end of the semester unless the parent requests the item be returned earlier.

However, possession and use of cell phones will be handled in a different manner:

- If the student is in possession of a cell phone on campus, during school, the phone will be confiscated. If requested by the parent(s) the cell phone will be returned to the parent(s) within two days.
- Each time a student is guilty of possession of a cell phone on campus during school, the student will receive one day of detention.
- Any student guilty of using a cell phone or any other electronic device to text message or video any school work, test, or other materials will be suspended for three days.
- Any student guilty of knowingly using a cell phone or any electronic device to produce/possess any form of pornography will be suspended for a minimum of three (3) days and may be recommended for expulsion.

Students will not be allowed to bring rolling backpacks on the school bus or to school. This policy is initiated due to the possibility of student injury on the bus and in the school.

Flowers, balloons, cards, and/or food items will not be delivered to students at school. The school administration will refuse to accept delivery of the above-mentioned items. The items listed above are not all inclusive. The school administration will decide if other items are to be added to the list.

## **TEXTBOOKS**

Textbooks are supplied to all students by the district at no charge to the students. A textbook card must be signed by parents or guardians of students accepting responsibility for the books listed on the card and for any books issued to the student during the current school year. The parent further agrees, if any book is lost, damaged, or destroyed, to pay such loss before said student will be entitled to any further textbooks.

If at any time during a school session the pupil loses a textbook, he shall be charged a replacement fee. The fee shall be based upon an average life of six years for each textbook.

The following chart will be used to assess these fines by the district for damaged or lost textbooks. A minimum charge of 25% will be assessed on books older than six years:

First/Second Year – Full Cost  
Third/Fourth Year – 75% of cost  
Fifth/Sixth Year – 50% of cost

The district will use the following chart to assess fines on textbooks that show damage or excessive wear. After a fine is collected, the person making this collection will document on the front inside cover the amount collected, date of collection, name of person collecting these fines, and extent of damage. This will occur anytime a fine is collected on a textbook.

Spine damage .....	Cost	Markings .....	\$1.00
Water damage .....	Cost	Missing page .....	½ cost
Bent cover .....	\$2.00	Torn page .....	\$1.00
Worn cover .....	\$1.50	Torn corner .....	\$.60
Missing cover .....	Cost	Corner fold .....	\$.20
Page fold .....	\$ 0.40	Holes in page.....	\$0.50

The person imposing these fines should use sound judgment and note prior damages when assessing fines.

## **CRISIS MANAGEMENT**

There are many varied crisis situations that can impact the school. The Jones County School District has developed a Crisis Management Plan for each school. This plan is on file at each school in the district. The Jones County Schools will periodically conduct Crisis Management Drills to include school lock-down drills.

## **FIRE AND TORNADO DRILLS**

Fire and tornado drills are conducted each month as a regular part of the school program. Students are expected to learn the procedures to be followed under emergency conditions. When this signal is given students will leave the classroom in a quiet and orderly manner. When evacuating the classroom students are to:

1. Form a single line. (Your instructor will then lead you from the building).

### **Fire and Tornado Drills (Cont.)**

2. Leave your books behind. (Girls, however, should take their purses with them).
3. Proceed as a class to the designated area.
4. Remain with your teacher throughout the drill.
5. When the ALL CLEAR signal is given, students will return to their classrooms with their teachers to await further instruction over the P. A. System.
6. Under no circumstances are students to yell, run, or create general disorder during a fire drill.
7. The above procedure will also be used during a bomb threat.

**Tornado Drills** -Students will be instructed to move to the designated interior area, to get into the protective posture and remain calm and wait for instructions.

\*All elementary schools have a unique electronic sound to indicate the specific emergencies.

### **FIELD TRIPS / ACTIVITIES**

Field trips and activities must be of an educational nature and must have the approval of the school administration and the superintendent. Field trips and/or activities outside the state must have the approval of the school administration, the superintendent, and the school board.

All field trips and activities must be placed on the school's monthly calendar.

The site administrator will have the discretion as to whether the prior misconduct or misbehavior makes the student ineligible to attend the field trip.

If a student has emergency medication-asthma inhaler, anaphylaxis medication and/or insulin supplies and is going on a school sponsored field trip, it is the responsibility of the parent/legal guardian to supply the medication/supplies and accompanying doctor's orders during the field trip.

### **CAFETERIA**

The cafeteria serves a well-balanced meal each school day, which meets or exceeds all state and federal nutrition requirements. Each cafeteria facility is inspected and approved by state health department officials.

All students will eat lunch in the cafeteria. Students may bring their lunch to school rather than purchase a lunch. Students bringing their lunch from home may purchase milk, water, or dairy products to add to their lunch. Students who require water and/or juice instead of milk must have a doctor's excuse. Drink bottles or drink cans are not allowed in the cafeteria. However, students may bring fruit drinks in plastic containers of 16 ounces or less as part of their lunch. Free and reduced cost lunches are available for those who qualify. Students are expected to be good citizens in the cafeteria and follow good manners at all times. For more information call the cafeteria supervisor at 425-2589.

## **TRANSFER OF STUDENT RECORDS**

Upon written request, the Jones County School District will forward the educational records of a student to a school in which a student seeks or intends to enroll.

## **TELEPHONE**

Students will be allowed to use the school telephone only for emergencies and with permission from the teacher and from office personnel.

## **VISITORS AND CONFERENCES**

Parents/guardians are encouraged to visit the school. All visitors must report to the principal's office upon arrival at school. No one is to go directly to a classroom without reporting to the office first. Classes must not be disrupted. Students are not allowed to bring visitors to the school. Parents/guardians are encouraged to request conferences with teachers as needed. These conferences must be arranged through the principal's office. Parent conferences are encouraged whenever the teacher or the parent feels that such a conference is needed. Interim reports, which are issued four times a year during the middle of each nine weeks' period, will provide a space for the teacher to indicate the need for such a conference. Parents are urged to respond to these requests and to make their own requests for conferences when they believe such a conference would be beneficial.

A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding the acts of the child. Any parent, guardian or custodian who refuses or willfully fails to attend such discipline conferences as specified in Mississippi Law 37-11-53, may be summoned by the superintendent of schools and be required to attend such discipline conference. Any parent, guardian or custodian who fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under these provisions shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed two hundred fifty dollars (\$250.00).

## **PARENT PARTICIPATION**

It is recommended that you join the P.T.O. and get acquainted with your child's teachers. Ask your child about school. Look at your child's work and display it in your home. Praise your child often for good work. Read to your child or let your child tell you the story in a book. Do not let your child hear you make negative statements about school.

## **MEDIA CENTER**

All students are encouraged to use the Media Center and check out library books for a period of one week. If books are not returned by the date indicated on the return slip, the student will not be allowed to check out additional books until the overdue book is returned. If a book is lost, the student will be charged for it at its current catalogue price plus shipping and processing.

## **PROBLEM-SOLVING PROCESS**

If a problem arises, the parent/guardian is requested to call the school office to arrange a conference with the appropriate person(s). If the problem is not resolved as a result of the conference, then the parent should contact the appropriate administrator at the central office. In the event that this step does not produce an acceptable result, then the parents should ask to be heard at a meeting of the Jones County School Board.

## **RESTROOM PRIVILEGES**

Students are permitted restroom privileges at designated times throughout the day. When regular habits are established, it should not be necessary for a child to be excused during class except for extreme emergencies or physical disabilities. Under the latter condition, the parent/legal guardian should notify the school office.

## **SCHOOL PARTIES**

Class parties shall be held to a minimum. Classes will be allowed two (2) organized parties per year. The principal shall designate the dates and times for these parties at the beginning of the school year.

## **TRANSPORTATION**

Any child legally enrolled in the public schools of Mississippi who lives more than one (1) mile by the nearest traveled route from the school in which he/she is enrolled shall be entitled to transportation.

Any child living less than one (1) mile and who is on the regular route of travel shall not be denied such transportation if space is available on the bus.

Students should regard free transportation as a privilege. Those who ride the school buses will conduct themselves as good passengers at all times. Those who become behavior problems will be denied the privilege of riding.

The school district is not responsible for providing transportation to those students who miss their regularly scheduled bus due to staying at school after the regular day for any reason.

No change of transportation after 2:00 p.m. will be allowed unless prior parental notes have been received (extreme emergencies only after this time). Fax or parental notes ONLY.

## **SPECIAL SERVICES**

Speech/hearing--A program is available to all students as needed.

Special Education-Services are available for students who have been tested and identified as having one or more of the following established handicaps:

### **Special Services (Cont.)**

*Autism	*Intellectually Disabled	*Specific Learning Disabilities
*Deaf-Blind	*Language/Speech	*Traumatic Brain Injury
*Developmentally Delayed	*Multiple Disabilities	*Visually Impaired
*Emotional Disability	*Other Health Impaired	
*Hearing Impaired	*Orthopedically Impaired	

Star Reach—A gifted education program for students ruled intellectually gifted.

### **SUPPLEMENTAL MATERIALS**

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

- A. Supplemental instructional materials and supplies, excluding textbooks;
- B. Other fees designated by the superintendent as fees related to a valid curriculum educational objective, including transportation; and
- C. Extracurricular activities and any other educational objectives, such as band trips and athletic events.

All fees authorized to be charged under this policy, except those fees authorized under subsection (1) (c) of this policy, shall be charged only upon the condition that a financial hardship waiver may be granted upon request pursuant to the following.

### **FINANCIAL HARDSHIP WAIVER**

All fees authorized to be charged under subsections (a) and (b) of the Fee Policy above shall be charged only upon the following conditions:

1. Applications for hardship waivers shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public.
2. Any family who qualifies for the National School Lunch Program, as created by the Richard B. Russell National School Lunch Act (42 USCS Section 1751 et seq.), shall receive a financial hardship waiver. Other circumstances causing a family to experience financial hardship, including, but no limited to, an illness, death or change in employment, also shall allow families to receive a financial hardship waiver. The Jones County School Board has the discretion to award a financial hardship waiver under any other circumstances deemed appropriate by the majority of the board.
3. Pupils eligible to have any such fee waived as a result of an inability to pay for said fees, shall not be discriminated against nor shall there be any overt identification of any pupil who has received a financial hardship waiver by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials or by any other means.

### **Financial Hardship Waiver (Cont.)**

4. In no case shall any of this school district's procedures expose any pupil receiving a hardship waiver to any type stigma or ridicule by other pupils or school district personnel.
5. The confidentiality provisions of this policy shall apply equally to any students who have an inability to pay any fees authorized under section C of the Fee Policy above. In no case shall the inability to pay the assessment of fees authorized under the provisions of the Fee Policy above result in a pupil being denied or deprived of any academic awards or standards, any class selection, grade, diploma, transcript or the right to participate in any activity related to educational advancement. The superintendent shall establish administrative procedures consistent with this policy for its implementation and duplicate the attached form for use by applicants.

#### Criteria For Selection

The selection of pupils eligible for a fee waiver will be based on the Federal guidelines for Free and Reduced Price Meals.

### **CONTESTS FOR STUDENTS**

Following careful investigation of the purpose and merits of the competition, a school may participate in a proposed contest with the approval of the school principal and the superintendent. The administration must be assured of the value of the contest to students prior to approving participation.

### **SOLICITATIONS**

The solicitation for donations and contributions from students shall be restricted to drives approved by the school board. The faculty adviser and principal shall approve the plan for collection and distribution of the proceeds.

Any outside organizations wishing to distribute flyers or other materials to students in connections with fund drives may do so only with the approval of the superintendent.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

Students of the Jones County School District will not be discriminated on the basis of race, religion, national origin, or sex.

### **STATE EDUCATION BOARD POLICY 4300**

MDE shall require an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction.

## State Education Board Policy 4300 (Cont.)

**Tier 1:** Quality classroom instruction based on MS curriculum Frameworks

**Tier 2:** Focused supplement instruction

**Tier 3:** Intensive interventions specifically designed to meet the individual needs of students

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

If strategies at Tiers 1 and 2 are unsuccessful, students must be referred to the Teacher Support Team. The TST is the problem-solving unit responsible for interventions developed at Tier 3. Each school must have a Teacher Support Team (TST) implemented in accordance with the process developed by the Mississippi Department of Education. The chairperson of the TST shall be the school principal as the school's instructional leader or the principal's designee. The designee may not be an individual whose primary responsibility is special education.

Interventions will be:

- designed to address the deficit areas;
- research based;
- implemented as designed by the TST;
- supported by data regarding the effectiveness of interventions.

After a referral is made, the TST must develop and begin implementation of an intervention(s) within two weeks. No later than eight weeks after implementation of the intervention(s) the TST must conduct a documented review of the interventions to determine success of the intervention. No later than 16 weeks after implementation of the intervention(s), a second review must be conducted to determine whether the intervention is successful. If the intervention(s) is determined to be unsuccessful, then the student will be referred for a comprehensive assessment.

In addition to failure to make adequate progress following Tiers 1 and 2, students will be referred to the TST for interventions as specified in guidelines developed by MDE if any of the following events occur.

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

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



## **State Education Board Policy 4300 (Cont.)**

Academic assistance is available for students in danger of failing. This assistance is provided through the Teacher Support Team at each school. Parents seeking academic assistance for their student should contact the principal, counselor or student's teacher at the school.

### **SECTION 504 / ADA**

The Jones County School District will not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities to the extent provided by law.

The following person has been designated as the Section 504/ADA Coordinator and will handle inquiries regarding the Jones County School District's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination:

*Melissa Bufkin  
Section 504/ADA Coordinator  
5204 Hwy. 11 North  
Ellisville, MS 39437  
Telephone: 601-649-5201*

### **STUDENT-STAFF RELATIONS**

Staff members shall regard each student as an individual. The staff shall aid each student in his learning, consistent with district goals. Students shall be treated with courtesy and consideration. Any use of derogatory remarks, directed toward students, by staff members shall be prohibited.

Each student is urged to regard staff members as people with specific knowledge and capabilities. No student shall have the right, nor be allowed, to interfere with efforts of the instructional staff to implement a learning program, nor shall a student have the right, nor be allowed, to interfere with the learning of other students.

Violation of the provisions of this policy shall result in appropriate disciplinary action.

### **COMPUTER ASSISTED INSTRUCTION (Use of Technology Resources)**

The Jones County School District is committed to providing the best possible instructional aids for students and teachers. The availability of educational resources through technology serves as a catalyst for providing opportunities for academic excellence. The Internet is a connection of computers providing the user with world-wide information.

## **Computer Assisted Instruction (Cont.)**

With the installation of an Internet system, students and teachers may have access to materials not considered to be of educational value. The Jones County School District believes that the educational value gained through the use of the Internet system outweighs the possibility that users may obtain materials not consistent with the educational goals of the district.

User operation of the Internet system relies upon guidelines, which the user must strictly adhere to. The user must be aware of and accept the responsibilities for efficient, ethical, and legal utilization of the system. If the user is found to have violated these responsibilities, the Jones County School District will terminate his/her access to the network and disciplinary action will be taken, in accordance with district policies. This disciplinary action will be taken at the discretion of the individual school administrators.

## **CHILD FIND**

The Jones County School District (JCS D) is participating in an ongoing statewide effort to identify, locate, and evaluate children birth through twenty-one (birth-21) who have a physical, mental, communicative and/or emotional disability.

JCS D believes every child has the right to a free appropriate public education. The Child Find Project, a service of the Jones County School District, is a federally-funded program established to help identify a child who is suspected of having a disability. Our goal is to identify, evaluate, and provide appropriate services for any child with a disability between the ages of 3 and 21 who resides within Jones County. If it is determined the disability interferes with learning, special education and identified related services may be recommended and an Individual Education Program (IEP) developed by school personnel and the eligible child's parent(s) in order for the child to receive an education that meets the child's unique needs.

## **ACCEPTABLE USE POLICY FOR THE SCHOOL DISTRICT'S INTERNET AND OTHER ELECTRONIC COMMUNICATION DEVICES**

Computers are used to support learning, enhance the school district's instructional program, and enrich the school community. Computer networks and other electronic communication devices allow individuals to interact with many computers along with accessing information. The Internet, a network of networks, allows people to interact with hundreds of thousands networks and computers from all over the world. It is general policy that all computers used through the school district's electronic communication devices are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the district policy and guidelines for the use of the district's computer system, as described below, will result in revocation of access privileges and/or further punitive action.

## **Acceptable Use Policy for the School District's Internet/Other Electronic Communication Devices (Cont.)**

The following practices using District technology resources shall be prohibited:

1. The violation of any state and/or federal laws pertaining to the use of electronic communication;
2. The violation of any state and/or federal laws pertaining to the rights and privileges of students and/or school district employees;
3. The use of profanity, obscenity, lewdness, vulgarity, threat, disrespect or other inappropriate language in electronic mail or messages;
4. The access of material that has been deemed inappropriate for school use, i.e., chat rooms, instant messaging systems not provided by the district, copyrighted music for download, etc.;
5. Any use that disrupts the educational and/or administrative goals of the Jones County School District;
6. Any use of a District account by anyone but the authorized owner of the Account;
7. The reposting or forwarding of communications in confidential information;
8. The reproduction of copyrighted material without explicit permission, i.e., violating federal copyright laws;
9. The use of technology resources for financial gain, commercial activity, unauthorized access, or any illegal activity;
10. Any attempt to harm or modify data belonging to other users;
11. Any attempt to gain unauthorized access to district system data, destroy software, or interfere with system operation or security and
12. Any action deemed by the school district, school board, or school administration to be in violation of policy, regulation, or law.

The person to whom an e-mail account or authorized access is issued by school official(s) is responsible for its proper use at all times. This account must not be given or shared with another individual. The account assigned to responsible users is free. However, a responsible user of the system may only keep the account as long as the user is authorized by the Jones County School District as founded by the adherence to the above actions.

Because access to the Internet provides connections to other computer systems located all over the world, users (school district employees, students, and/or community members) must understand that neither the Jones County School District or any participant thereof controls the content of the information available on the Internet or any other electronic communication device. Some of the aforementioned information is controversial and sometimes offensive. Thus, the Jones County School District reserves the right to maintain, monitor, or review any Jones County School District authorized account or resource.

## **USE OF TECHNOLOGY RESOURCES**

The Jones County School District is committed to providing the best possible instructional aids for the District's students, teachers, and community. The availability of educational resources through technology serves as a catalyst for providing opportunities for academic excellence. The Internet is a connection to provide worldwide information.

With the installation of this system, students, teachers, and community members may have access to materials not considered to be of educational value. The Jones County School District believes that the educational value gained through the use of the Internet system outweighs the possibility that users may obtain materials not consistent with the educational goals of the District.

While the Jones County School District limits access to inappropriate materials on the Internet through the use of filtering software, the user should be aware that no filtering system is completely effective in preventing access to all inappropriate material and that it is the responsibility of the user to follow the above regulations and any district directives.

User operation of the system relies upon guidelines, to which the user must strictly adhere. The user must be aware of and accept the responsibilities for efficient, ethical, and legal utilization of the system. If the user is found to have violated these responsibilities, the Jones County School District may terminate the access to the network and disciplinary action may be taken in accordance with school district policies.

**CIPA AND COPPA COMPLIANCE**  
**[Children's Online Privacy Protection Act (COPPA)**  
**and the**  
**Children's Internet Protection Act (CIPA)]**

The Jones County School District is CIPA and COPPA compliant. This Acceptable Use Policy [AUP] is a legally binding document based on this compliance.

Under the terms of CIPA and COPPA, a user will not disclose, use, disseminate or divulge personal and/or private information about him-/herself, minors or any others including personal identification information, etc., except to authorized users for authorized purposes. The Jones County School District will not disclose personal information about students on websites-such as full name, home or e-mail address, telephone number, and/or social security number [COPPA].

The user agrees not to access, transmit, or re-transmit any materials in furtherance of any illegal act or conspiracy to commit any illegal act or violation of local, state, or federal law or regulations and/or school district policy. Furthermore, the user shall not violate copyrighted material(s), including plagiarism, generate threatening, harassing, obscene, or protected by trade secret, and/or other material that is inappropriate to minors [COPPA].

The user shall have the responsibility to use computer resources for academic purposes only. Therefore, filtering will be utilized on all computers accessing the Internet [CIPA]. The user should not expect any files stored on a school-based computer to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Should routine review and maintenance of the system indicate that the user has violated policy, school codes, local law, state law, or federal law, the Jones County School District will fully cooperate with the appropriate legal officials in any investigation related to illegal activities conducted through the user's Internet account. Users should not provide his/her passwords to another person or use another person's passwords, other than through district level request and/or authorization.

**ASBESTOS NOTICE**

Asbestos containing materials have been detected in many of the school buildings in our district but because of the remote locations or types and the steps taken to manage it, the potential for contact or conformation is very remote.

Certified copies of the initial inspection, the most recent re-inspection, and management plans are available for your review at the superintendent's office and your child's school.

## **NOTES**

## **PARENT-STUDENT-SCHOOL COMPACT**

This Parent-Student-School Compact is an agreement between parties that unites them toward a common goal. This goal, as stated in Section 1118 of the Public Law 103-382, is to build and foster the development of a partnership between home and school to help all children achieve the State's high standards. In a shared effort, the home and school must be willing to recognize and agree upon the responsibilities of each party in the learning process.

### **Parent Involvement**

- \*\*see that my child attends school regularly and on time;
- \*\*provide a home environment that encourages my child to learn;
- \*\*insist that all homework assignments are completed;
- \*\*communicate regularly with my child's teachers (conferences, notes, telephone, etc.);
- \*\*read and discuss all progress reports with my child;
- \*\*volunteer time at my child's school;
- \*\*show respect and support for my child, the teacher, and the school.

### **Student Involvement**

- \*\*always try to do my best in my work and in my behavior;
- \*\*show respect for myself, my school, and other people;
- \*\*come to school prepared with my homework and my supplies;
- \*\*participate in learning activities in an appropriate manner;
- \*\*believe that I can and will learn.

### **Teacher Involvement**

- \*\*believe that each student can learn;
- \*\*show respect for each child and his/her family;
- \*\*come to class prepared to teach;
- \*\*provide an environment conducive to learning;
- \*\*enforce school and classroom rules fairly and consistently;
- \*\*maintain open lines of communication with students and his/her parents;
- \*\*seek ways to involve parents in the school program;
- \*\*demonstrate professional behavior and a positive attitude.

**SAMPLE ONLY**

**DO NOT RETURN TO SCHOOL**

## **PACTO PADRE – ESTUDIANTE**

Este Pacto entre Padre-Estudiante-Escuela es un acuerdo entre las partes aquí mencionadas, que se unen por un fin común. Ese fin común está expresado en la Sección 118 de la Ley Pública 103-382, la cual es la de construir y abrigar el desarrollo de esta alianza entre la casa y la escuela. Dicho pacto/alianza, tiene como propósito el lograr los altos niveles y/o estándares del estado. En un esfuerzo compartido por ambas partes casa y escuela, ambas deben saber cuál es la responsabilidad de cada una.

### Participación del padre de familia

- Ver de que mi hijo(a) asiste a la escuela regularmente y a tiempo.
- Proveer un ambiente en el hogar donde el estudiante se sienta estimulado para aprender.
- Insistir que todas las tareas de la escuela sean completadas.
- Comunicarse con la maestra regularmente a través de reuniones, recados/notas y por teléfono.
- Leer y discutir el boletín de notas (grades) sobre el progreso escolar.
- Sacar un tiempo para servir como voluntario(a) en la escuela de mi hijo(a).
- Mostrar respeto y dar apoyo a mi hijo(a), maestro(a) y la escuela.

### Participación del estudiante

- Hacer lo mejor posible en cuanto a mi trabajo y comportamiento.
- Mostrar respeto a mi escuela, otras personas y a mí mismo.
- Venir a la escuela preparado con mis tareas y útiles escolares.
- Participar en actividades para aprender en forma apropiada.
- Creer que yo puedo y voy a aprender.

### Participación del maestro(a)

- Estar convencido y creer que cada estudiante puede aprender.
- Mostrar respeto hacia cada niño(a), y su familia.
- Venir a la clase preparado para enseñar.
- Proveer un ambiente que conduzca al aprendizaje.
- Hacer que las reglas tanto de la escuela como en el salón de clase sean justas y de manera consistente.
- Mantener las vías de comunicación entre estudiantes y padre de familia.
- Buscar maneras en las que los padres se involucren en los programas, y actividades de la escuela.
- Mostrar una actitud positiva y profesional.

**SAMPLE ONLY**

**DO NOT RETURN TO SCHOOL**



**Jones County School District  
Publicity Release Form**

*At given times during the school year, events such as club events, projects, honors, etc., occur that may make it necessary to place publicity notices such as photographs, video taping, etc., of students in the newspaper, television, webpage, etc. Below is a statement of parental release allowing the Jones County School District to provide such publicity.*

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

**School:** \_\_\_\_\_

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

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

*Please circle: Yes or No*

*Yes I, the parent/guardian of \_\_\_\_\_, do hereby give my permission for the Jones County School District to utilize the above named student in conjunction with publicizing school-related activities and/or events in the local news media.*

*No I, the parent/guardian of \_\_\_\_\_, do not hereby give my permission for the Jones County School District to utilize the above named student in conjunction with publicizing school-related activities and/or events in the local news media.*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

**SAMPLE ONLY**

**DO NOT RETURN TO SCHOOL**

**Distrito Escolar del Condado de Jones**  
**Hoja de permiso para cualquier foto(s)**

En algunas ocasiones durante el año escolar, eventos tales como de club, proyectos, reconocimientos, etc. se hace necesario el tomar fotos, como algun video, de el/los estudiantes, para ser publicados en periodicos, television, pagina de internet, etc. Abajo podra encontrar la informacion de consentimiento/permiso para este tipo de publicidad.

Fecha: \_\_\_\_\_

Escuela: \_\_\_\_\_

Nombre del estudiante: \_\_\_\_\_

Grado: \_\_\_\_\_

Si Yo, el padre/guardian de \_\_\_\_\_ doy mi permiso/consentimiento al Distrito escolar del Condado de Jones de contar para cualquier tipo de publicidad relacionada con alguna(s) actividad y/o evento escolar en el medio de publicidad mencionado anteriormente.

No Yo, el padre/guardian de \_\_\_\_\_ no doy mi permiso/consentimiento al Distrito escolar del Condado de Jones de contar para cualquier tipo de publicidad relacionada con alguna(s) actividad y/o evento escolar en el medio de publicidad mencionado anteriormente.

Firma del Padre/Guardian \_\_\_\_\_ Fecha: \_\_\_\_\_

**SAMPLE ONLY**

**DO NOT RETURN TO SCHOOL**

**Jones County Schools  
Elementary Student Handbook  
2017-2018**

**Dear Parent/Guardian,**

**Your son/daughter was given a copy of the Jones County Elementary Student Handbook for the 2017-2018 school year. The handbook will be discussed with each class.**

**We are requesting that you read the student handbook and familiarize yourself with the rules and regulations as set forth by the Jones County School Board. We are also asking that you discuss the policies outlined in the handbook with your son/daughter.**

**I, \_\_\_\_\_ have reviewed the student  
handbook with my son/daughter, \_\_\_\_\_.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**School**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Teacher**

\_\_\_\_\_  
**Grade**

**SAMPLE ONLY**

**DO NOT RETURN TO SCHOOL**

**Escuelas del Condado de Jones  
Libro de Reglas e Información de las Escuelas  
2017-2018**

**Estimado Padre:**

**La escuela de su hijo/hija les dio un libro de reglas e información para este año escolar. Las maestras en la escuela van a discutir estas reglas en sus clases.**

**Nosotros estamos pidiendo que usted lea las reglas. También estamos pidiendo que discutis estas reglas con su hijo/hija.**

**Yo, \_\_\_\_\_, he revisado el libro con mi  
hija/hijo, \_\_\_\_\_.**

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**Firma del Padre**

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**Firma del Estudiante**

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**Fecha**

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**Grado**

**SAMPLE ONLY**

**DO NOT RETURN TO SCHOOL**