

# North Bolivar Consolidated School District

## Parent-Student Handbook 2023- 2024



*Brooks Elementary School*

*I.T. Montgomery Elementary School*

*Northside High School*

**We Are North Bolivar Consolidated School District!**

**"In Harmony, Achieving Excellence"**



# NORTH BOLIVAR CONSOLIDATED SCHOOL DISTRICT

## DISTRICT MISSION

In partnership with the community, parents and students, the North Bolivar Consolidated School District is committed to excellence by challenging our students to achieve their highest potential and preparing our students to compete in an ever-changing global society.

## DISTRICT VISION

The North Bolivar Consolidated School District is a place where all students are proficient and graduate college and career ready.

## GOALS

### **1. Accountability for all: Ensure all students receive a quality education**

- Increase the accountability rating of the district to a “C” or higher by the end of the 2021-2022 school year.
- Strengthen principal and teacher quality, recruitment, and retention yearly,
- Increase teacher attendance rate by 10% annually.
- Increase student attendance rate by 10% annually.

### **2. Unite our school communities**

- Increase the number of parents/community members who are actively engaged in school activities by 5% annually districtwide.
- Increase the number of community business partnerships annually districtwide.
- Increase the number of parents who actively participate in PTA activities by 5% annually districtwide.

### **3. Provide a safe and secure learning environment for our students and staff**

- Reduce the number of discipline referrals by 10% annually.
- Reduce the number of suspensions by 10% annually.
- Reduce the number of work-related incidents by 10% annually.

### **4. To ensure fiscal stability**

- Maintain a 10% district maintenance fund balance to protect the district from deficiencies in local, state, and federal funding annually.
- Implement the “Integrity” accounting system 100% districtwide.
- The district will create a long-term financial plan by the end of school year 2021-2022.

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# **NORTH BOLIVAR CONSOLIDATED SCHOOL DISTRICT GENERAL INFORMATION**

## **BOARD OF TRUSTEES/ BOARD SUPPORT**

Mr. Jefferick D. Butler, President

Mr. Tyrone Miller, Vice President

Mrs. Jacquelyn Allen, Secretary

Mrs. Lashonda Walker, Member

Mr. William H. Lucas Jr., Member

Mr. Jim Keith, School Board Attorney

## CENTRAL OFFICE STAFF

204 N. Edwards Street  
Mound Bayou, MS 38762 Phone: 662-339-3781

Mr. Maurice Smith .....Superintendent

Mrs. Xandra Brooks-Keys.....Assistant Superintendent

Ms. Sherry Coleman.....Assistant Federal Programs Director/District Testing Coordinator

Ms. Ellen Griffin.....Child Nutrition Director

Mr. Melvin Stimage.....Assistant Child Nutrition Director/Fixed Assets Assistant

Mr. Billy Joe Hall .....Technology Coordinator

Mr. Billy Joe Hall II ..... Computer Technician

Mrs. Kemya Richardson .....Business Manager

..... Mr. Ashkelon Stapleton Payroll  
Clerk

Ms. Tiffany Curb .....Federal Programs Bookkeeper/Secretary

Mrs. Velma Douglass .....Accounts Payable Clerk

Mrs. Adera Thornton .....Special Education Director

Mrs. Nana Fortney ..... Special Education Secretary

Mrs. Barbara Rogers .....Student Service Coordinator/CTE Contact Person

Mr. Jimmy Reynolds.....Transportation Coordinator

## **SCHOOLS**

### **I. T. MONTGOMERY ELEMENTARY SCHOOL**

202 East Martin Luther King Street  
Mound Bayou, MS 38762  
Phone: 662-333-8952  
Dr. Addie Miller, Principal  
Mr. David Tanner, Academic Coach  
Ms. Miranda Black-Williams, Secretary

### **BROOKS ELEMENTARY SCHOOL**

613 School Street  
Duncan, MS 38740  
Phone: 662-337-6523  
Mrs. Doris Hall, Principal  
Ms. Monica Reynolds, Academic Coach  
Ms. Joyce Collins, Secretary

### **NORTHSIDE HIGH SCHOOL**

1305 Martin Luther King Boulevard Shelby, MS 38774  
Phone: 662-398-2378  
Mr. J. W. Robinson, Principal  
Mr. Ben Baltimore, Assistant Principal  
Ms. Natascha Woods, Academic Coach  
Ms. Stephanie Carr, Secretary





**NORTH BOLIVAR CONSOLIDATED SCHOOL DISTRICT  
District Calendar  
2023 - 2024**

<b>July 17-28, 2023</b>	<b>Students Registration</b>
<b>July 28, 2023</b>	<b>New Employee Orientation</b>
<b>August 1-4, 2023</b>	<b>Teachers In-service Days</b>
<b>August 7, 2023</b>	<b>Students First Day</b>
<b>September 4, 2023</b>	<b>Labor Day Holiday</b>
<b>September 5, 2023</b>	<b>Classes resume</b>
<b>September 6, 2023</b>	<b>Progress Reports (1<sup>st</sup> Nine Weeks) Issued</b>
<b>October 2-7, 2023</b>	<b>1<sup>st</sup> Nine Weeks/ Benchmark Exams</b>
<b>October 10, 2023</b>	<b>Grades Due</b>
<b>October 12, 2023</b>	<b>Parent / Teacher Conference – 1<sup>st</sup> Nine Weeks (63%)</b>
<b>October 13 &amp; 16, 2023</b>	<b>Fall Break</b>
<b>October 17, 2023</b>	<b>Classes Resume</b>
<b>November 8, 2023</b>	<b>Progress Reports (2<sup>nd</sup> Nine Weeks) Issued</b>
<b>November 20 – 24, 2023</b>	<b>Thanksgiving Holiday</b>
<b>November 27, 2023</b>	<b>Classes Resume</b>
<b>December 14-20, 2023</b>	<b>2<sup>nd</sup> Nine Weeks Exams</b>
<b>December 21, 2023 – Jan 3, 2024</b>	<b>Winter Break</b>
<b>January 4, 2024</b>	<b>Teacher's Professional Development</b>
<b>January 5, 2024</b>	<b>Classes Resume</b>
<b>January 10, 2024</b>	<b>Grades Due</b>
<b>January 12, 2024</b>	<b>Report Cards (2<sup>nd</sup> Nine Weeks) Issued</b>

<b>January 15, 2024</b>	<b>Martin Luther King, Jr Holiday</b>
<b>January 16, 2024</b>	<b>Classes Resume</b>
<b>February 7, 2024</b>	<b>Progress Reports (3<sup>rd</sup> Nine Weeks) Issued</b>
<b>February 19, 2024</b>	<b>President Day Holiday</b>
<b>March 4-8, 2024</b>	<b>3<sup>rd</sup> Nine Weeks/ Benchmark Exams</b>
<b>March 11 – 15, 2024</b>	<b>Spring Break</b>
<b>March 22, 2024</b>	<b>Parent/Teacher Conference 3<sup>rd</sup> Nine Weeks</b>
<b>March 29 &amp; April 1, 2024</b>	<b>Good Friday / Easter Monday</b>
<b>April 2, 2024</b>	<b>Classes Resume</b>
<b>April 24, 2024</b>	<b>Progress Reports (4<sup>th</sup> Nine Weeks) Issued</b>
<b>May 13 – 17, 2024</b>	<b>4<sup>th</sup> Nine Weeks Exams</b>
<b>May 21, 2024</b>	<b>Seniors Last Day</b>
<b>May 22, 2024</b>	<b>Students' Last Day</b>
<b>May 23, 2024</b>	<b>Report Cards Issued (4<sup>th</sup> and Final Nine Week</b>
<b>May 25, 2024</b>	<b>Northside High School Commencement Exercises</b>
<b>May 27, 2024</b>	<b>Memorial Day Holiday</b>

## **SCHOOL DISTRICT MANAGEMENT**

### **ADMISSIONS (JBC)**

#### **SCHOOL ADMISSION**

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

## ENROLLMENT AGE

Except as provided in subsection (2) and subject to the provisions of subsection (3) of MS Code ' 37-159, no child shall be enrolled or admitted to any kindergarten which is a part of the free public school system during any school year unless such child will reach his fifth birthday on or before September 1 of said school year, and no child shall be enrolled or admitted to the first grade in any school which is a part of the free public school system during any school year unless such child will reach his sixth birthday on or before September 1 of said school year. No pupil shall be permanently enrolled in a

school in the State of Mississippi who formerly was enrolled in another public or private school within the state until the cumulative record of the pupil shall have been received from the school from which he transferred. Should such record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record. ' 37-15-9 (1)

## EVIDENCE OF AGE

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

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

## PARENT, LEGAL GUARDIAN OR LEGAL CUSTODIAN

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

## GENERAL ELIGIBILITY

1. This school district shall admit into its free public schools all minor-age children (MS Code ' 1-327) and all compulsory school age children as defined by in MS Code ' 37-13-91 (2) (f).
2. Each minor child shall attend school in the school district of his/her residence unless legally transferred to another school district by the school board pursuant to MS Code ' 37-15-29.
3. Except for those students who have been legally transferred, each minor child seeking to enroll in this school district shall be a school district resident. All students shall register at the school they are assigned to attend. ' 37-15-29; ' 37-15-13
4. Any new student enrolling in this school district or any continuing student whose residence has changed shall be accompanied to enrollment by a parent, guardian, adult custodian or adult agent of a social service agency of the district who shall register the minor child for admission, except students who have been legally transferred. The accompanying adult shall be required to verify his/her residence as herein provided as part of the registration process. ' 37-15-11
5. The person in charge of each school shall require any child enrolling in kindergarten or grade 1 to present a certified birth certificate and valid immunization certificate upon enrollment. No child will be allowed to enroll in or attend any school without a certified birth certificate or valid immunization certificate. ' 37-15-1
6. Subject to the provisions of MS Code 37-15-9, subsection (3), [see item 7 below] any child who transfers from an out-of-state public or private school in which that state's law provides for a first grade or kindergarten enrollment date subsequent to September 1, shall be allowed to enroll in this school district at the same grade level as their prior out-of-state enrollment, if:
  1. The parent, legal guardian or custodian of such child was a legal resident of the state from which the child is transferring;
  2. The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority;
  3. Such child was legally enrolled in a public or private school for a minimum of four (4) weeks in the previous state; and
  4. The superintendent of schools of this school district has determined that the child was making satisfactory educational progress in the previous state. ' 37-15-9
7. When any child applies for admission or enrollment in any public school in the state, the parent, guardian or child, in the absence of an accompanying parent or guardian, shall indicate on the school registration form if the enrolling child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If it is determined from the child's cumulative record or application for admission or enrollment that the child has been expelled, the school district may deny the student admission and enrollment until the superintendent of the school or his designee has reviewed the child's cumulative record and determined that the child has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding. If the

expulsion proceeding results in the expulsion of the child, the public school may revoke such admission to school. If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the school district shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of the expulsion. ' 37-15-9 (3)

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

1. Form 121 -- Certificate of Immunization Compliance
2. Form 122 -- Certificate of Medical/Religious Exemption

## MEDICAL AND RELIGIOUS EXEMPTIONS FOR VACCINATION

Any child seeking admission or enrollment may seek a medical or religious exemption from the vaccination requirement. In order to seek an exemption, the parent or guardian must complete and submit the appropriate form to the Mississippi State Department of Health.

Once all requirements have been met, the Mississippi State Department of Health will issue a Certificate of Medical/Religious Exemption (Form 122) to the parent or guardian. That form must then be presented to the district. The district will not acknowledge any medical or religious exemption without the appropriate form on file in the central office.

In his/her discretion, the superintendent may grant an extension to allow a parent or guardian to obtain an appointment with a health care provider and to return the completed 139-R (religious) or 139-M (medical) exemption request form to the school district. The district reserves the right to revoke the exemption and remove the child from school if the parent or guardian does not return all completed forms in a timely manner.

Children with a Certificate of Medical/Religious Exemption who are not adequately immunized will be excluded from school if there is a threat of vaccine preventable diseases occurring in the community. The child will be excluded until the infectious disease is no longer present or is no longer a threat to the safety and welfare of the child or other children in the school.

The Superintendent or his/her designee will develop procedures to support this policy.

## RESIDENCE VERIFICATION PROCEDURE

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

Residency may be determined in the following manner:

1. STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S) The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two of the items numbered 1 through 10 below as verification of their address, except that a document with a post office box as an address will not be accepted.
  - a. Filed Homestead Exemption Application form

- b. Mortgage documents or property deed
  - c. Apartment or home lease
  - d. Utility bills
  - e. Driver's license
  - f. Voter precinct identification
  - g. Automobile registration
  - h. Affidavit and/or personal visit by a designated school district official
  - i. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district
  - j. Certified copy of filed petition for guardianship if pending and final decree when granted
2. HOMELESS CHILDREN - When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431 (1), 11432 (e) and 11302 (a), this school district shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432 (e) (3).
3. STUDENTS LIVING WITH ADULTS OTHER THAN PARENTS OR LEGAL GUARDIANS:
- a. The non-parent(s) claiming district residency must meet the criteria of subparagraph (a) (1) through (10) above, required of a parent or legal guardian.
  - b. The district resident must provide the school with an affidavit (*see last page of this policy*) stating his or her relationship to the student, and that the student will be living at his/her abode full time, and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The superintendent or his/her designee will make the necessary factual determinations as required under this policy. Examples of situations where "in loco parentis" authority of an adult will be recognized to establish residency of the minor include but are not limited to the following:
    - Death or serious illness of the child's parent(s) or guardian(s);
    - Abandonment of the child;
    - Child abuse or neglect;
    - Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;
    - Students enrolled in recognized exchange programs residing with host families.

- c. Whenever appropriate the person who has assumed responsibility for the care and custody of the child shall be encouraged to obtain legal guardianship of the child.

#### 4. STUDENTS OF MILITARY FAMILIES

- a. A pupil complies with the residency requirements for school attendance in a school district if the parent of the pupil is transferred to, or is pending transfer to, a military installation with this state while on active military duty pursuant to an official military order. A school district shall accept an application for enrollment and course registration by electronic means for a pupil who meets these requirements, including enrollment in a specific school or program within the school district.
- b. The parent of a pupil who meets these requirements shall provide proof of residence to the school district within ten (10) days after the published date provided on official documentation.
- c. The parent may use the address of any of the following as proof of residence.
  1. A temporary on-base billeting facility.
  2. A purchased or leased home or apartment.
  3. Any federal government housing or off-base military housing, including off-base military housing that may be provided through a public-private venture.

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

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

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

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

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

1. No student is to be enrolled in this school district until any and all questions regarding residence or immunizations have been resolved.
2. Students suspended or expelled from another school or school district may not be allowed to enroll. ' 37-15-9 (3)
3. No pupil shall be permanently enrolled in a school in this school district who formerly was enrolled in another school within the state or outside the state until the cumulative

record of said pupil shall have been received from the school from which he transferred. Should such record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record. ' 37-15-9 (1)

4. Unless a transfer student is tested in the manner provided in paragraph 5 below, the student will be permanently enrolled and placed in a grade or class on the basis of an official transcript of credits from the last school attended. ' 37-15-33
5. All students seeking to transfer from any school, public, private or home school, within or outside of the boundaries of the State of Mississippi, to this school district shall be required to take a standardized test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.

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

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

If any student is transferred or reassigned within this school district by an order of the board of trustees of this school district as designated by law of the State of Mississippi and not at his own request, the requirement of that pupil's taking the standardized test shall be waived. Likewise, if a pupil shall transfer from one school district to another school district in the manner provided and required by the laws of the State of Mississippi, the requirement of such pupil taking the standardized test shall be waived. ' 37-15-33

6. Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by this school board. ' 37-15-31 (1)
- (d) The Mississippi Public School Accountability Process Standard for this policy is standard 7.



# INSTRUCTIONAL PROGRAM

## **AMERICANS WITH DISABILITY ACT/NON-DISCRIMINATION (IDDH)**

The North Bolivar Consolidated 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 Director of Special Education has been designated as the Section 504/Americans with Disabilities Act Coordinator and will handle inquiries regarding the North Bolivar Consolidated School District's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability.

School District Name: North Bolivar Consolidated School District

School District Address: 204 N. Edwards Street, Mound Bayou, MS 38762 Phone: 662-339-3781

## **SECTION 504/AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURES (IDHHA)**

Any person who believes that he or any class of individuals has been subjected to discrimination as prohibited by Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act, may file a complaint pursuant to the procedures set forth below, on his/her own behalf, or on behalf of another person or on behalf of handicapped persons as a class. All persons are encouraged to file grievances to resolve any disputes arising under these laws. Filing a complaint will not subject an individual to any form of adverse action, reprimand, retaliation or otherwise negative treatment by school district personnel.

1. Within ten (10) days of when a complainant knew or should have known of discriminatory conduct, a complaint will be given in writing to the Section 504/ADA Coordinator. The complaint will describe specifically the time, place and nature of, and the participants in the alleged discriminatory acts. The Section 504/ADA Coordinator will, within ten (10) days of receipt of the complaint, conduct or cause a thorough investigation including questioning of all parties involved in the complaint. A written record will be made of the statements by all parties involved. After the investigation is complete, the Section 504/ADA Coordinator will meet with the complaining party and give a full report of the findings.
2. If the grievance or complaint is not satisfactorily resolved at Step 1, the complainant will have ten (10) days to appeal the Step 1 findings to the superintendent. The complainant will present the complaint in writing, describing the reasons for his/her dissatisfaction with the results of Step 1. The superintendent or his/her designee will review all aspects of the complaint and complete an additional investigation if necessary.

The superintendent will respond to the complainant in writing within ten (10) days of receipt of the written appeal.

3. If the complainant is not satisfied with the results of Step 2, the complaining party will have fifteen

(15) Days from receipt of the superintendent's decision to appeal the complaint to the school board. The appeal will be in writing, describing the reasons for the complainant's dissatisfaction with the results of Steps 1 and 2. The complainant will have the opportunity to present an oral statement to the Board at its next regularly scheduled meeting prior to the Board making its decision. The Board's decision will be rendered within fifteen (15) days after said meeting.

## **USING COPYRIGHTED MATERIALS (IJC)**

It is the intent of the North Bolivar Consolidated School District School Board that all students and staff adhere to the provisions of the copyright law (Title 17 of the U.S. Code). While the law identifies some “fair use” provisions, it also defines restrictions on the reproduction of copyrighted materials. A copyright is a property right; willful infringement of a copyright can result in criminal prosecution. It is the position of the School Board of the North Bolivar Consolidated School District that copyrighted materials, whether print or non-print, will NOT be duplicated unless such reproduction meets “fair use” standards or unless written permission from the copyright holder has been received. Illegal copies of copyrighted material may NOT be made or used on district equipment.

### **I. Fair Use**

Congress has identified four criteria to be balanced in considering questions of “fair use”:

1. The purpose and character of the use, including whether such is a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use on the potential market for or value of the copyrighted work.

### **II. Employee Liability for Violation**

In an effort to discourage violation of the copyright law and to prevent such illegal activities all employees will be advised of this policy; and employees who willfully disregard the district's copyright position are in violation of board policy; they do so at their own risk and assume all liability responsibility. The legal and/or insurance protection of the district will not be extended to anyone who violates the fair use standards of this policy.

## **CHILD INTERNET PROTECTION (IJB)**

North Bolivar Consolidated School District recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop

progressive technology and communication skills.

North Bolivar Consolidated School District is committed to providing educational opportunities for all students and maintains compliance with the individuals with Disabilities Education Act 2004 (20 U.S.C. 1400 et seq.). To that end, we provide the privilege of access to technologies for student and staff use.

This Responsible Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices at home or on the school campus, including:

- The North Bolivar Consolidated School District network is intended for educational purposes;
- All activity over the network or using district technologies may be monitored, documented and retained;
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's
- Internet Protection Act (CIPA);
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline;
- Misuse of school resources can result in disciplinary action;
- Using an internet filter and other technologies, NORTH BOLIVAR CONSOLIDATED makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies; and
- Users of the district network or other technologies are expected to alert the Information Technology (IT) staff immediately of any concerns for safety or security.

## **I. Technologies Covered**

North Bolivar Consolidated School District may provide the privilege of internet access, desktop computers, mobile computers, personal devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. This Responsible Use Policy applies to both school-owned technology equipment utilizing the North Bolivar Consolidated School District network, the North Bolivar Consolidated School District internet connection, and/or private networks/internet connections accessed from school-owned devices at any time. This Responsible Use Policy also applies to privately-owned devices accessing the NORTH BOLIVAR CONSOLIDATED network, the North Bolivar Consolidated School District internet connection, and/or private networks/internet connections while on school property. As relevant new technologies emerge, North Bolivar Consolidated School District will seek to provide access to them. The policies outlined in this document cover all available technologies now and, in the future, not just those specifically listed or currently available.

## **II. Usage Policies**

All technologies provided by the district are intended for educational purposes. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document.

Users should be safe, appropriate, careful, and kind; not try to get around technological protection measures; use good common sense; and ask if they do not know.

### **III. Internet Safety**

In accordance with the Children's Internet Protection Act of 2000, North Bolivar Consolidated School District will implement and maintain internet filtering technology to block access to visual depictions deemed "obscene", "child pornography", or "harmful to minors". This filtering will be implemented on all Internet-enabled computing devices. The filtering may be temporarily disabled for adult Internet usage for bona fide research or other lawful purposes.

Students will be educated, supervised and monitored with regard to safe and appropriate online activities, to include but not limited to, 1) online safety, 2) cyberbullying, 3) appropriate online behavior and 4) safeguarding personal data. To the extent practical, North Bolivar Consolidated will provide a safe and secure computing environment for users when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Staff, students and guests are expected to comply with all North Bolivar Consolidated School District policies as well as local, state and federal laws while using district computing and networking resources. Unauthorized access to online resources, including by "hacking" and other unlawful activities, is prohibited. Additionally, the disclosure, use, or dissemination of personally identifiable information regarding minors is prohibited. All North Bolivar Consolidated School District users are responsible to safeguard and protect student data.

### **IV. Web Access**

North Bolivar Consolidated School District provides its users the privilege of access to the internet, including web sites, resources, content, and online tools. Access to the internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution and shall not attempt to circumvent the web filter when browsing the internet.

The determination of whether material is appropriate or inappropriate is based solely upon the content of the material and the intended use of the material; not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review to their school administrator or department director.

### **V. Email**

North Bolivar Consolidated School District may provide users with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Email usage may be monitored and archived.

## **VI. Social/Web 2.0/Collaborative Content**

Recognizing the benefits collaboration brings to education, NORTH BOLIVAR CONSOLIDATED may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

## **VII. Mobile Device Policy**

North Bolivar Consolidated School District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same Responsible Use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to IT staff. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

## **VIII. Personally Owned Devices Policy**

This Responsible Use Policy applies to privately owned devices accessing the North Bolivar Consolidated School District network, the North Bolivar Consolidated School District internet connection, and private networks/internet connections while on school property.

## **IX. Security**

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

If users believe a computer or mobile device they are using might be infected with a virus, they should alert a teacher, an administrator or the IT staff. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

## **X. Downloads**

Users should not download or attempt to download or run programs over the school network or onto school resources without expressed permission from IT staff. Users may be able to

download other file types, such as images or videos. For the security of the network, users should download such files only from reputable sites, and only for educational purposes.

#### **XI. Netiquette**

Users should always use the internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the internet. Users should remember not to post anything online that they would not want students, parents, teachers, future colleges nor employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

#### **XII. Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the internet. Users should not take credit for things they did not create themselves, nor misrepresent themselves as an author or creator of something found online. Information obtained via the internet should be appropriately cited, giving credit to the original author.

#### **XIII. Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without adult permission. Users should recognize that communication over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should immediately bring it to the attention of an adult (teacher or staff if at school; parent if using the device at home).

#### **XIV. Examples of Responsible Use**

I will:

- Use school technologies for school-related activities;
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline;
- Treat school resources carefully and alert staff if there is any problem with their operation;
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies;
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online;
- Use school technologies at appropriate times, in approved places, for educational pursuits;
- Cite sources when using online sites and resources for research;
- Recognize that use of school technologies is a privilege and treat it as such;
- Be cautious to protect the safety of others and myself; and

- Help to protect the security of school resources.
- This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

## **XV. Examples of Irresponsible Use**

I will not:

- Use school technologies in a way that could be personally or physically harmful;
- Attempt to find inappropriate images or content;
- Engage in cyberbullying, harassment, or disrespectful conduct toward others;
- Try to find ways to circumvent the school's safety measures and filtering tools;
- Use school technologies to send spam or chain mail;
- Plagiarize content I find online;
- Post personally identifying information, about others or myself;
- Agree to meet in person someone I meet online without parental permission;
- Use language online that would be inappropriate in the classroom;
- Use school technologies for illegal activities or to pursue information on such activities;
- Attempt to hack or access sites, servers, or content that is not intended for my use; nor
- Share my username/password with anyone nor use another's username/password.
- This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

## **XVI. Limitation of Liability**

North Bolivar Consolidated School District will not be responsible for damage or harm to persons, files, data, or hardware. While North Bolivar Consolidated School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. North Bolivar Consolidated School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

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

Violations of this policy may have disciplinary consequences, including:

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

Staff, Students and Parents/Guardians shall be required to sign the North Bolivar Consolidated School District Use Agreement annually before internet or network access shall be allowed.

## **Internet/Technology Acceptable Use Policy (IJ-R)**

The North Bolivar Consolidated School District School Board endorses student use of the Internet and other District technology for learning and educational research. Use of District technology includes participation in distance learning activities, asking questions of and consulting with teachers, communicating with other students and individuals, and locating material to meet the educational needs of the student.

Students will be educated about appropriate and safe online behavior. All reasonable efforts will be made to ensure that students are not accessing inappropriate or unrelated material. Students are to utilize the District's computers, networks, and Internet services and other District technology for school-related purposes only. Any student who uses District technology for personal or non-academic purposes will be subject to disciplinary action in accordance with district policy, the student code of conduct, and state law.

Students using the internet, district computers, networks, and/or other district technology shall comply with all applicable board policies and administrative procedures. The school board, through its administrative staff, reserves the right to monitor, without prior notice, all computer and Internet activity by students. This includes filtering software along with other electronic monitoring systems. While teachers and other staff will make reasonable efforts to supervise and monitor student use of District technology, they must have student and parent cooperation in exercising and promoting responsible use. Staff and students should have no expectation of privacy in their use of District computers or other technology.

The Superintendent or his/her designee reserves the right to eliminate use of the District's computer systems or other District technology by any student at any time.

Inappropriate communications or other unacceptable uses or abuses of all District technology, is prohibited. Specifically prohibited is any illegal use, or use that is a violation of Board policies, procedures, or school rules including, but not limited to, those prohibiting harassment, discrimination, bullying, defamation, violence, threatening, infringement of copyright or trademark laws, use involving obscene or pornographic materials, or use that harms the reputation of the school District or its employees or disrupts the educational environment.

This board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. Neither the individual school nor school district is responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. This board and school district specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

### **PROHIBITION OF OBSCENE MATERIALS**

All digital or online resources or any database provided in this district by a vendor or other entity shall contain technology protection measures that:

1. Prohibit and prevent a person from sending, receiving, viewing, or downloading materials that are inappropriate or obscene; and
2. Block, or otherwise prohibit and prevent, access to obscene and inappropriate materials as defined under MS Code 37-11-81.



## *INTERNET ACCESS AGREEMENT*

In order for a student to gain access to the Internet, student and student's parent(s) / guardian(s) must sign an Internet Access Agreement.

The superintendent is authorized to amend or revise the following board-approved initial administrative procedure as he/she deems necessary and appropriate consistent with this policy. The superintendent is further authorized to amend or revise the Internet Network Access Agreement with the advice of board counsel.

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

## **Distance/Online Learning (IAAA)**

During times of emergency closures, the teachers and staff of the North Bolivar Consolidated School District (NBCSD) may have to deliver educational services through distance learning. Distance Learning, also called distance education and online learning, is a method of studying in which lectures are broadcast or classes are conducted by correspondence or over the internet, without students needing to attend a school. Distance learning techniques may include, but is not limited to, mailed hard copy materials, web-based instruction, and/or online materials. District employees will be trained in using technology to deliver academic content in order to continue to support high quality student learning.

The District recognizes that the health, safety, and well-being of students and staff is the primary concern during times of emergency. Educators, administrators, and parents will have to collaborate creatively to ensure students continue to have access to appropriate educational materials and continue to receive daily interaction with teachers. Teacher and student responsibilities and expectations will change during any distance learning instruction.

Teacher's responsibilities are as follows:

1. Teachers will have all required technology such as laptops or tablets with them to provide remote instruction;
2. Teachers will provide guidance and feedback on class work through email, the school website, or any other approved means of communication;
3. Teachers will be available for communication during normal work hours;
4. If a teacher is not available for distance learning due to illness or a personal day, the teacher will communicate with the students/parents within 24 hours of their return to work;
5. Teachers will provide instruction to all students along with appropriate and reasonable accommodations to those who are on a 504 plan or an IEP;
6. Any other responsibilities approved by the Board or the Superintendent.

Student's responsibilities are as follows:

1. Students will be available for their courses during instructional periods and will complete assignments given by their teachers;
2. Students will continue to follow the expectations set by their individual classroom teachers;
3. Students who do not have electronic access or are not provided a school district device, will complete educational activities through paper/written format;
4. Students will bring any questions or concerns to their individual teachers;
5. Any other responsibilities approved by the Board or the Superintendent.

### Students with Disabilities

During times of emergency, individual education must take place for all students, including students with disabilities. District employees will make decisions regarding distance learning based upon what is best for each individual student. The District will continue to comply with all applicable state and federal laws including the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (ADA). Students with disabilities will continue to receive a free and appropriate public education (FAPE), however, special education and related services may be provided virtually, online, and/or telephonically in order to maintain the health and safety of both the students and teachers.

If, during an emergency closure, it becomes infeasible or unsafe to provide certain IEP services such as hands-on physical therapy or occupational therapy, these services will be provided online. This includes, but is not limited to, extensions of time for assignments, videos with accurate captioning or embedded sign language, accessible online reading materials, and other services through video conferencing.

Where technology itself imposes a barrier to access or where educational materials simply are not available in an accessible format, children with disabilities will be provided with equally effective alternate access to the curriculum or services provided to other students. This includes, but is not limited to, distributing print material, reading educational material over the phone, and/or audio recordings.

The superintendent and/or designee shall develop procedures to support this policy.

## **Responsible Use of District Issued Technology (IJB)**

The North Bolivar Consolidated School District (NBCSD) provides the privilege of technology for use in the schools and distance learning situations. Use of any district technology, including the use of devices and other technology under the Mississippi Equity in Distance Learning Grant Program, shall only be used for its intended purpose and for school purposes.

Before being given permission to use district technology, each user, as well as a minor's parent(s) or guardian(s), is required to sign the Responsible Use of District Issued Technology Agreement.

Fines may be assessed for any intentional loss or damage of any school district devices.

Each user of district technology will:

1. Sign an acceptable use agreement.
2. Use school technology for school-related purposes only.
3. Treat school technology and devices with care and alert staff if there are any problems with operation.
4. Return district technology in the same manner as it was received minus normal wear and tear.

## **STUDENT RELIGIOUS LIBERTIES (IGAA)**

A limited public forum is established for student speakers at all school events at which a student is to publicly speak. The North Bolivar Consolidated School District shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the district treats a student's voluntary expression of any other viewpoint on an otherwise permissible subject and may not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

Each student speaker at school events and graduation ceremonies must be selected based on a method employing neutral criteria. The school district shall neither select any student as a student speaker nor exclude any student from being a student speaker based on their religious beliefs or their voluntary expression of a religious viewpoint on an otherwise permissible subject.

No student speaker may engage in obscene, vulgar, offensively lewd or indecent speech.

No student's speech, unless otherwise stated, shall reflect the endorsement, sponsorship, position or expression of the North Bolivar Consolidated School District. A disclaimer to this effect shall be provided orally or in writing at all graduation ceremonies or other events.

This policy shall cease to be in force and effect in the event that any portion of Senate Bill 2633 is declared to be unconstitutional or otherwise unlawful by any court possessing jurisdiction over the North Bolivar Consolidated School District.

## **SEX RELATED EDUCATION (ICG)**

### **I. Abstinence-Only Sex Education**

The North Bolivar Consolidated School District believes that every student has the right to accurate information concerning the prevention of pregnancy and sexually transmitted infections. The school board is committed to fostering community partnerships that educate both students and parents about this important topic.

The North Bolivar Consolidated School District seeks to affirm its commitment to creating healthy and responsible teens in the North Bolivar Consolidated School District by fully complying with the Mississippi Code of 1972, Annotated, Section 37-13-171, and by:

1. Adopting educational programs designed to help students and parents take action to reduce rates of teen birth and sexually transmitted infections and integrating such programs into

already established classes, and

2. Establishing principles, guidelines, and strategies for implementing effective sex education programs, referred to in state law as “Abstinence-Only” education programs.

The North Bolivar Consolidated School District shall utilize an age-appropriate, evidence-based, medically accurate Abstinence-Only curriculum on the list of curricula recommended by the Mississippi State Department of Education (MDE), including as one choice the curricula of Abstinence-Only developed by the Mississippi Department of Human Services and the Mississippi Department of Health, if such curricula are on the MDE’s approved curriculum list.

### **ABSTINENCE-ONLY EDUCATION**

The North Bolivar Consolidated School Board adopts a Mississippi Department of Education approved

“Abstinence-Only Education Curriculum” and

1. Requires the implementation of such program and curriculum in the North Bolivar Consolidated School District effective at the beginning of the 2012-2013 school year,
2. Requires boys and girls to be separated into different classes when sex-related education is discussed or taught,
3. Prohibits any teaching that abortion can be used to prevent the birth of a baby, and
4. Prohibits instruction and demonstrations on the application and use of condoms.

### **DEFINITION**

Abstinence-Only education includes any type of instruction (on a grade and age-appropriate basis) that teaches some or all of the following:

1. the social, psychological, and health gains to be realized by abstaining from sexual activity, and the likely negative psychological and physical effects of not abstaining;
2. the harmful consequences to the child, the child's parents and society that bearing children out of wedlock is likely to produce, including the health, educational, financial and other difficulties the child and his or her parents are likely to face, as well as the inappropriateness of the social and economic burden placed on others;
3. that unwanted sexual advances are irresponsible and teaches how to reject sexual advances and how alcohol and drug use increases vulnerability to sexual advances;
4. that abstinence from sexual activity before marriage, and fidelity within marriage, is the only certain way to avoid out-of-wedlock pregnancy, sexually-transmitted diseases and related health problems;
5. the current state law related to sexual conduct, including forcible rape, statutory rape, paternity establishment, child support and homosexual activity; and

6. that a mutually faithful, monogamous relationship in the context of marriage is the only appropriate setting for sexual intercourse.

No program of instruction under this Abstinence-Only curriculum may include anything that contradicts excluded components specified in state law. The instruction program may include a discussion on condoms or contraceptives, but only if that discussion includes a factual presentation of the risks and failure rates of those contraceptives.

## PARENT'S RIGHTS

Each school providing instruction or any other presentation on human sexuality in the classroom, assembly or other official setting shall be required to provide no less than one (1) week's written notice thereof to the parents of children in such programs of instruction. The written notice must inform the parents of their right to request the inclusion of their child for such instruction or presentation. The notice must also inform the parents of the right, and the appropriate process, to review the curriculum and all materials to be used in the lesson or presentation. Upon the request of any parent, the school shall excuse the parent's child from such instruction or presentation, without detriment to the student.

## PROCEDURES

The superintendent, or his/her designee, shall establish procedures to support this policy. The Superintendent will provide the North Bolivar Consolidated School District Board with an annual report on the outcomes of the Abstinence-Only education program. If funding is available, this report shall include quantitative as well as qualitative analysis of the program and shall include the perspective of students, teachers, and parents/guardians.

## REVIEW OF POLICY

This policy will be reviewed on an on-going basis in accordance with the Board's policy review process. This policy shall comply with all applicable provisions of the Mississippi Code of 1972, Annotated, including but not limited to 37-13-171, 37-13-173, 37-13-175, as amended and with all other applicable federal and state laws.

## **II. Abstinence Plus Sex Education High School**

The North Bolivar Consolidated School District believes that every student has the right to accurate information concerning the prevention of pregnancy and sexually transmitted infections.

The School board is committed to fostering community partnerships that educate both students and parents about this important topic.

The North Bolivar Consolidated School District seeks to affirm its commitment to creating healthy and responsible teens in the North Bolivar Consolidated School District by fully complying with the Mississippi Code of 1972, Annotated, Section 37-13-171, and by:

1. Adopting educational programs designed to help students and parents take action to reduce rates of teen births and sexually transmitted infections and integrating such programs into already established classes, and
2. Establishing principles, guidelines, and strategies for implementing effective sex education programs, referred to in state law as “Abstinence- Plus” education programs.

The North Bolivar Consolidated School District shall adopt an age-appropriate, evidence-based, medically accurate abstinence-plus curriculum on the list of curricula recommended by the Mississippi State Department of Education (MDE), including as one choice the curricula of Abstinence-Plus developed by the Mississippi Department of Human Services and the Mississippi Department of Health, if such curricula are on the MDE’s approved curriculum list.

### **Abstinence-Plus Sex Education**

The North Bolivar Consolidated School District adopts a Mississippi Department of Education approved “Abstinence-Plus Education Curriculum” for North Bolivar Consolidated High School and requires the implementation of such program and curriculum in the North Bolivar Consolidated School District effective at the beginning of the 2012-2013 school year.

Furthermore, the North Bolivar Consolidated School District:

1. Prohibits any teaching that abortion can be used to prevent the birth of a baby;
2. Requires boys and girls to be separated into different classes when sex-related education is discussed or taught;
3. Prohibits instruction and demonstrations on the application and use of condoms; and
4. Requires the school nurses employed by the school district to carry out the functions of those strategies to promote consistency in the administration of the program.

### **Definition**

Abstinence-Plus education is a grade and age appropriate school curriculum that includes every component of the following, plus any other programmatic or instructional components approved by the MDE:

1. the social, psychological, and health gains to be realized by abstaining from sexual activity, and the likely negative psychological and physical effects of not abstaining;
2. the harmful consequences to the child, the child's parents and society that bearing children out of wedlock is likely to produce, including the health, educational, financial and other difficulties the child and his or her parents are likely to face, as well as the inappropriateness of the social and economic burden placed on others;
3. that unwanted sexual advances are irresponsible and teaches how to reject sexual advances and how alcohol and drug use increases vulnerability to sexual advances;
4. that abstinence from sexual activity before marriage, and fidelity within marriage, is the only certain way to avoid out-of-wedlock pregnancy, sexually-transmitted diseases and related

- health problems;
5. the current state law related to sexual conduct, including forcible rape, statutory rape, paternity establishment, child support and homosexual activity; and
  6. that a mutually faithful, monogamous relationship in the context of marriage is the only appropriate setting for sexual intercourse.
  7. any other age and grade appropriate material such as contraceptives (excluding instruction and demonstrations on the application and use of condoms), the nature, cause and effects of sexually transmitted diseases, including HIV/AIDS, along with a factual presentation of the risks and failure rates.

### **Parent's Rights**

Each school providing instruction or any other presentation on human sexuality in the classroom, assembly or other official setting shall be required to provide no less than one (1) week's written notice thereof to the parents of children in such programs of instruction. The written notice must inform the parents of their right to request the inclusion of their child for such instruction or presentation. The notice must also inform the parents of the right, and the appropriate process, to review the curriculum and all materials to be used in the lesson or presentation. Upon the request of any parent, the school shall excuse the parent's child from such instruction or presentation, without detriment to the student.

### **Procedures**

The superintendent, or his/her designee, shall establish procedures to support this policy. The superintendent will provide the North Bolivar Consolidated School District with an annual report on the outcomes of the Abstinence-Plus education program.

### **Review of Policy**

This policy will be reviewed on an on-going basis in accordance with the board's policy review process. This policy shall comply with all applicable provisions of the Mississippi Code of 1972, Annotated, including but not limited to code sections 37-13-171, 37-13-173, 37-13-175, as amended and with all other applicable federal and state laws.

## **DUAL ENROLLMENT CREDIT (IDAG)**

Eligible students may participate in the dual enrollment program established by the North Bolivar Consolidated School District in compliance with MS Code 37-15-38.

- (a) A dual enrolled student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school.
- (b) A dual credit student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school and who is receiving high school and college credit for postsecondary coursework.
  1. Dual credit program allowances. A student may be granted credit delivered through the following means:

1. Examination preparation taught at a high school by a qualified teacher. A student may receive credit at the secondary level after completion of an approved course and passing the standard examination, such as an Advanced Placement or International Baccalaureate course through which a high school student is allowed CLEP credit by making a three (3) or higher on the end-of-course examination.
  2. College or university courses taught at a high school or designated postsecondary site by a qualified teacher who is an employee of the school district and approved as an instructor by the collaborating college or university.
  3. College or university courses taught at a college, university or high school by an instructor employed by the college or university and approved by the collaborating school district.
  4. Online courses of any public university, community or junior college in Mississippi.
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2. Admission criteria for dual enrollment in community and junior college or university programs. Students may be admitted to enroll in community or junior college courses under the dual enrollment programs if they meet that individual institution's stated dual enrollment admission requirements.
  3. Tuition and cost responsibility. **Tuition and costs for university-level courses and community and junior college courses offered under a dual enrollment program shall be the responsibility of the parents or legal guardians of the student. Payment for tuition and any other costs shall be made directly to the credit-granting institution.**
  4. Transportation responsibility. Any transportation required by a student to participate in the dual enrollment program is the responsibility of the parent, custodian or legal guardian of the student.
  5. School district average daily attendance credit. When dually enrolled, the student shall be counted, for adequate education program funding purposes, in the average daily attendance of the public school district in which the student attends high school.
  6. High school student transcript transfer requirements. Grades and college credits earned by a student admitted to a dual credit program shall be recorded on the high school student record and on the college transcript at the university or community or junior college and high school where the student attends classes.
  7. Ineligible courses for dual credit programs. Any course that is required for subject area testing as a requirement for graduation from a public school in Mississippi is not eligible for dual credit.
  8. Eligible courses for dual credit programs. Courses eligible for dual credit include, but are not necessarily limited to, foreign languages, advanced math courses, advanced science



courses, performing arts, advanced business and technology, and career and technical courses.

9. High school Carnegie unit equivalency. One (1) three-hour university or community or junior college course is equal to one (1) high school Carnegie unit.
10. Maximum dual credits allowed. It is the intent of the dual enrollment program to make it possible for every eligible student who desires to earn a semester's worth of college credit in high school to do so. A qualified dually enrolled high school student shall be allowed to earn an unlimited number of college or university credits for dual credit.
11. *Qualifications of dual credit instructors.* A dual credit academic instructor must meet the requirements set forth by the regional accrediting association (Southern Association of College and Schools). University and community and junior college personnel have the sole authority in the selection of dual credit instructors. A dual credit career and technical education instructor must meet the requirements set forth by the Mississippi Community College Board in the qualifications manual for postsecondary career and technical personnel.

## **DUAL ENROLLMENT/DUAL CREDIT SCHOLARSHIP**

Public school districts and institutions participating in the Mississippi Dual Enrollment/Dual Credit Scholarship Program shall be permitted to enter into agreements under Section 37-15-38, which allow students to enroll and complete additional dual credit or dual enrollment courses.

Students in Grades 11 and 12 who are residents of Mississippi shall be eligible to participate in the program, provided they meet the minimum eligibility criteria in the Procedures Manual for the State of Mississippi Dual Enrollment and Accelerated Programs.

Each eligible student shall be qualified for up to 6 dual enrollment/dual credit semester credit hours prior to high school graduation.

All Dual Enrollment/Dual Credit Scholarship Program student recipients shall be required to participate in an advising component related to the Mississippi Articulation and Transfer Tool (MATT) to ensure their understanding of course transferability. Credits earned with a final grade of C or above on the eligible student's college transcript in courses offered through the program, whether academic or career and technical, shall transfer to any postsecondary institution in Mississippi.

Books, course materials, tools, supplies, lab fees, transportation costs and other applicable course fees shall be the responsibility of the student or high school district.

Future enrollment at the providing institution cannot be a requirement for a student to be eligible for Dual Enrollment/Dual Credit Scholarship Program funds.

The superintendent and/or designee shall develop procedures to support this policy

## **DYSLEXIA SCREENING (IEB)**

It is the policy of the North Bolivar Consolidated School District to comply with all requirements of the dyslexia legislation provided in the Mississippi Code of 1972 Annotated, Section 37-173-15. Therefore, North Bolivar Consolidated School District ensures that students will receive dyslexia screening in the spring of kindergarten and in the fall of Grade 1.

The component of the screening must include:

1. phonological awareness and phonemic awareness;
2. sound symbol recognition;
3. alphabet knowledge;
4. decoding skills;
5. encoding skills; and
6. rapid naming.

If a student fails the screener, the parent or legal guardian will be notified of the results of the screener. Subsequent dyslexia evaluations may be administered by licensed professionals, including: psychologists, licensed under Chapter 31, Title 73, Mississippi Code of 1972; Psychometrists licensed by the Mississippi Department of Education; or Speech Language Pathologists, licensed under Chapter 38, Title 73, Mississippi Code of 1972.

If a student fails the screener, the school district, in its discretion, may perform a comprehensive dyslexia evaluation; such evaluation must be administered by any of the licensed professionals identified under paragraph (b) of this subsection.

If a parent or legal guardian of a student who fails the dyslexia screener exercises the option to have a subsequent evaluation performed, such evaluation shall be administered by any of the licensed professionals identified above. The resulting diagnosis of the subsequent evaluation shall be accepted by the school district for purposes of determining eligibility for placement within a dyslexia therapy program within the current school or to receive Mississippi Dyslexia Therapy Scholarship for placement in a dyslexia program in another public school or nonpublic special purpose school.

As mandated by Mississippi Code Section 37-173-15, the North Bolivar Consolidated School District will accept a student who resides out of district for placement in our dyslexia program only insofar as such enrollment does not violate district policy IEC (Class Size/Enrollment Requirements) regarding maximum student/teacher ratios by grade level. The North Bolivar Consolidated School District reserves the right to conduct an independent evaluation of any such student's eligibility for placement.

The superintendent or designee shall establish procedures to support this policy.

## **LIMITED ENGLISH PROFICIENCY INSTRUCTION (IK)**

The North Bolivar Consolidated School District Board of Education will provide a program of language instruction to students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary and requires written parental permission.

### **IDENTIFICATION**

Students who meet any one or more of the following criteria shall be identified as being limited in English proficiency. A student who:

1. was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant; or
2. is a Native American or Alaskan Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on the student's level of English language proficiency; or
3. is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant; and
4. who has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

### **REQUIREMENTS**

If the North Bolivar Consolidated School District receives federal funding for Limited English Proficient (LEP) Programs, the following will be provided:

1. Parents will be notified of their student's placement in a language program and their options associated with that placement. Notification will include the reasons for identifying the child as LEP and the reasons for placing the child in the specified program.
2. Students will participate in regular assessments in a manner that will yield an accurate assessment. Test waivers may be granted on a case-by-case basis for LEP students who demonstrate unusual and unique circumstances; however, students who have been educated in the United States for three years are required to participate in reading/ language arts assessment in English.
3. Certification that teachers in the program are fluent in English as well as other languages used in instruction (if the district receives subgrants)

4. Evaluation of the program and the academic success and language achievement of the students in the program. Parents will be notified of:
  1. Their child's level of English proficiency and how such a level was assessed.
  2. The status of their child's academic achievement.
  3. The method of instruction used in the program in which the child is placed, and the methods of instruction used in other available programs.
  4. Information as to how the program will meet their child's educational strengths, assist him/her to learn English, and meet age-appropriate academic achievement standards.
  5. Exit requirements for the program.
  6. If the child has a disability, a statement as to how the LEP will meet the objectives of the child's IEP.

Consequences of inadequate yearly progress include notification of parents, development of improvement plans, and restructuring of programs or the district will lose federal funds. For non-English speaking parents, the district will arrange to provide translations of this information in their native language.

## **VISITOR AND PARENT CONFERENCES**

Visitors are always welcome, but must first secure a visitor's pass from the office before visiting the classrooms. In addition, all visitors must present a picture identification card before being allowed to visit any classroom. This form of identification will be kept in the office during visitation and returned upon the visitor leaving the premises. Student visitors must report to the principal's office immediately upon arrival on campus and will not be permitted to attend classes.

Parent-Teacher conferences should be arranged by appointment during the time set aside each day immediately following the close of school or during the teacher's consultation (planning) period.

## **COUNSELING SERVICES/INSTRUCTIONAL SERVICES (IFB)**

Personal concerns of students can seriously limit their educational development. Schools have the responsibility of educational development. Schools also have the responsibility to provide a counseling program and to make relevant and objective information available to students. All seniors will be provided with counseling and information concerning various available scholarship opportunities. Counselors will keep written records which indicate an individual contact with each senior student during the final year of high school. These records may be requested by the Board of Trustee for review.

The counselor is available to students and/or parents for assistance in helping plan educational

programs and to make necessary adjustments to various phases of school activities.

The counselor is available as follows:

1. To help with personal problems
2. To help select and schedule a program of study
3. To help students participate fully in the school program
4. To identify abilities, interests, and special aptitudes by use of standardized tests and other sources of information
5. To improve social and academic adjustments
6. To encourage good attendance in school
7. To obtain information about college entrance requirements and available scholarships, awards, and financial aid
8. To help the student establish future educational and/or vocational plans
9. And any other responsibilities and duties that the principal may require.

Student support services (appraisal, academic, personal advisement, and educational career planning) will be provided in North Bolivar Consolidated School District by a licensed guidance counselor (s). In addition, each school in the Oxford School District will provide the following:

10. A library-media center with an organized collection of materials and equipment that represents a broad range of current learning media, including instructional technology;
11. A library staff that offers a systematic program of service to students and staff by providing access to the materials and equipment, by providing instruction in the use of the materials and equipment, and by working with teachers and other staff members to provide learning activities for the students;
12. Appropriate equipment and laboratory experiences to meet the instructional requirements of all academic and vocational programs;
13. Textbooks that are in good condition;
14. An alternative education that meets the guidelines established by the State Board of Education;
15. Visual arts classes;
16. Music classes; and
17. Student support services that may include speech/language, classes for students identified as intellectually gifted, and services for students with disabilities.

## **GRADING AND REPORTING (IHA)**

The Board of Trustees of the North Bolivar Consolidated School District authorizes and directs the Superintendent and his staff to establish basic competency requirements for each subject at each grade level taught in the district. The Board further directs the Superintendent to fuse the instructional management system based on demonstrating mastery of state mandated content and district skills with the traditional practice of awarding grades for each required subject, or given Carnegie unit of credit. No student shall be passed from one grade to another without meeting the minimum requirements established in this policy. The Board further authorizes and directs the Superintendent and his staff to develop and implement grading, promotion, and retention procedures, which include re-teaching and retesting non-mastered skills to those students with such deficiencies.

The Board directs the Superintendent and his staff to implement and maintain an Instructional Management (IM) program that complies with Mississippi Code 37-3-48 and which includes the district's definition of the standard of mastery.

### **I. Grading**

It is the desire of the North Bolivar Consolidated School District to ensure that all children receive a quality education. The grading system is set up to reflect that all work done by students is fairly and equitably recorded according to the following procedures:

- A. There shall be four grade-reporting periods for all grades. Each grading period shall have a length of nine weeks.
- B. A minimum of seventeen (17) grades shall be recorded for each student participating in an academic course for each nine-week period. Four (4) of the seventeen (17) grades shall be derived from tests generated through the District's assessment system equaling one (1) grade per every two weeks during the grading period.
- C. Seventy-five percent of the nine-week grade average shall be derived from such activities as daily class work, weekly quizzes, lab work, reports, special projects, homework, etc.
  - 1. A homework grade shall count as part of the seventeen minimum grades required for each nine-week period.
  - 2. Homework shall not be given as just busy work, but rather as a meaningful and structured educational tool to enhance the learning capabilities of all students.
- D. Twenty-five percent of the nine-week grade average shall be derived from the nine-week examination.
- E. The nine-week grade shall be determined by adding the products of the nine-week grade average and the nine-week examination average.
- F. The first semester grade shall be determined by adding the first and second nine-week grades and dividing by two (2). The same procedure shall be followed for the second semester.

- G. The yearly grade shall be determined by adding the first and second semester averages and dividing by two (2). In the event of a one-semester course, the semester average shall represent the total grade for that said course
- H. The district instructional management plan consisting of state mandated and district skills shall be evaluated for student mastery of content through district developed test questions administered during weekly assessments, unit, summative or nine-week examinations.
- I. An I (Incomplete) shall be recorded for any student not completing the minimum requirements. A student has a two-week period in which to complete all minimum requirements. After the two-week period has ended, an I (Incomplete) will become a grade of 0.
- J. Students absent from school due to illness, death in the immediate family, and other discretionary reasons will be allowed two (2) days in which to contact the teacher of the missed assignments after returning to school.
- K. No points shall be deducted from a student's grade for disciplinary problems.
- L. Student exemptions from district-made nine-week exams shall be allowed only through the procedures outlined by the district and approved by the board of trustees.
- M. The district/school administration is charged with the responsibility of ensuring that a student is made aware that he/she is not to miss more than 20 class periods in courses for which grades and/or units of credits are given for any academic school year.
- N. The district/school administration is also charged with the responsibility of making sure a student adheres to the rule that no more than five planned absences in the same class period in which grades and/or units of credit are given and allowed for any academic year.

## **II. Reporting**

The Board of Trustees of the North Bolivar Consolidated School District authorizes and directs the Superintendent and his staff to hold conferences with parents/guardians in order to answer any questions that parents/guardians may raise concerning the evaluation of students and reporting student progress. A progress report will be provided or made available to parents/guardians at the end of the 4<sup>th</sup> week of each nine-week reporting period. Report cards will be issued on the date outlined in the district calendar. Parents/guardians of students who are functioning at 69 or below passing will be required to meet with the teachers to discuss the student's academic performance in those particular grades or subjects.

- A. Report cards shall be issued at the end of the nine-week grading period. It shall be the responsibility of the Superintendent and school administrators to implement reporting procedures and to develop appropriate instruments.

The following scale shall be used in all grades for reporting purposes

- A. A = 90 - 100                      Excellent

B = 80 - 89	Above Average
C = 70 - 79	Average
D = 60 - 69	Below Average
*F = 59 or below	Failing
I =	Incomplete
WP =	Withdrew Passing
WF =	Withdrew Failing

B. All grade reports shall be kept on file in each respective school for each student enrolled. Grade reports shall remain the property of said school and transference shall be in compliance with all board policies and state laws and regulations governing the same.

C. The School Board authorizes and directs the Superintendent to review the instructional management plan and develop techniques and strategies for raising student performance when standards fall below anticipated levels.

## PROMOTION AND RETENTION (IHE)

### I. Generally

It is the intent of the North Bolivar Consolidated School District to provide guidelines for students to promote from one grade level to another. Successful completion of a course shall be based upon a grade average of sixty-five or higher as the final grade in the course.

Student promotion from grade to grade shall be determined annually, at the end of the regular school year.

The school shall report to the parent via report card whether the student has been promoted to the next grade level. Parents shall be notified if the student may correct any academic deficiencies he/she may have by attending and successfully meeting the requirements for grade-level promotion either in a summer school or an extended school year program. The student's participation in an extended school and/or summer school program does not in any way guarantee promotion to the next grade level. No student will be promoted or retained for extracurricular purposes.

Students shall pass from one grade level to the next in accordance with the following regulations:

- A. School success begins in **kindergarten**. Children should leave kindergarten with a firm foundation for formal learning. To be prepared for first grade, a student must show mastery of designated required skills as well as mastery of 80% of the remaining essential skills. Promotion or retention in kindergarten is a **joint** decision between parent and school.
- B. Students in **grades 1 - 6** shall be allowed to promote from one grade to another by having a passing yearly average in all three major academic subjects of reading, language arts, and mathematics. Students must also have a passing yearly average in either social studies or science.



- 3<sup>rd</sup> grade students must also take and pass the 3<sup>rd</sup> Grade MS reading Academic Assessment in order to be promoted to the next grade.
- C. Students in grades **7-8** shall be allowed to promote from one grade to another by having a **passing yearly average in all major subjects** (Reading, Language, Mathematics, Science and Social Studies). However, a student may fail only one (1) additional subject and still be eligible for promotion (ICT I, ICT II, and PE).
- D. Students in **grades 9-12** shall be awarded units of credit and promoted to the next grade in accordance with accumulated Carnegie unit credits outlined in IHF. All students must attain a passing semester and/or yearly average in their courses.

Promotion to the next grade level is based on the following Carnegie units:

1. Grade 9 - 1 credits
2. Grade 10 - 7 credits, plus passing yearly average in grade level English. \*
3. Grade 11 - 14 credits, plus passing yearly average in grade level English. \*
4. Grade 12 - 20 credits, plus passing yearly average in grade level English. \*

\*Previously acquired credits can count in total credits needed for promotion. For example, credits acquired in 8<sup>th</sup> grade can count toward credits needed to promote to the 10<sup>th</sup> grade.

- E. Students in **grades 9-12** shall be required to comply with state mandated requirements, which are being phased in periodically to meet IHL and "basic" requirements. The district will adhere to both IHL and General Education tracks.
- F. All students enrolled in Special Education shall follow the dictates of the Special Education Department in regard to state and federal laws pertaining to promotion and retention of said students in grades K-12.
- G. Teach and re-teach shall be set forth for students failing to demonstrate mastery of district and/or state mandated skills through the on-going testing process of weekly assessments, unit, chapter, summative or nine-week examination. Remediation will target the specific skills where student performance fell below the program standard of 65% accuracy. In grades K-3, weekly assessments, unit, chapter, and summative tests will be used to determine content mastery. In grade 4-12, nine-week examinations will be used to determine content mastery.

Re-teaching and retesting of areas of deficiency (at least once) must be accomplished within two weeks after examinations and/or assessment. Principals may give more time or revise to accommodate the learning styles for individual students. Teachers will track student mastery of state/district-required skills. Proof of re-teach/retest shall be documented on teacher's lesson plans, roll books, and by the student's performance on the retest. Bonus points and/or extra work will not be given for the purpose of allowing a student to make a higher grade due to the "bonus" work. The highest grade that a student may be assigned after being re-taught and retested is a grade of 75.

- H. All students receiving an I (Incomplete) for a nine-week or semester grading period must remove all deficiencies prior to receiving credit. A student has a two-week period in which to complete all minimum requirements. After the two-week period has ended, an I (Incomplete) will become a grade of 0.
- I. Any student failing a required subject causing non-promotion may be passed to the next grade by successfully completing an **approved** summer school or extended year program administered by the North Bolivar Consolidated School District or other sponsoring district with approval from the Superintendent. In order for the summer school to be implemented by North Bolivar Consolidated School District, it must meet the following stipulations:
  - 1. A Summer school or/or Extended Year program must be recommended by the Superintendent with the approval of the Board of Trustees.
  - 2. A sufficient number of students must enroll.
  - 3. Charges are assumed by parents of the children attending, unless funds are provided by federal programs and grants or other sources.
    - a. \$150.00 per course (Credit Recovery)
    - b. \$150.00 per course (Summer School Program) (2 subjects/units)
  - 4. Full Payment must be made at the time of registration.
  - 5. Qualified Personnel must be available.

## **II. Annual Review**

The Board requires the Superintendent and his staff to make an annual review of student performance of district skills and state skills, establish procedures of the review, identify the weaknesses, develop procedures to raise student performance, keep records of such, and to review/revise the IM plans as needed.

The Board further directs the Superintendent to establish procedures for annual reporting each student's mastery or failure of district and/or state mandated skills, and objectives to his/her parents or guardian in accordance with the implementation schedule.

The Superintendent shall direct the principals to make a written report of academic problems and submit the findings to his office. The Superintendent also directs the principals to implement the procedures outlined to improve the poor performance of students.

- A. The principal and the staff of each school in the district shall review student performance annually, identify student weaknesses, and develop strategies by which student performance may be improved in future years. Each teacher of every grade/subject taught will be required to list the skills not mastered district and state skills, and to note possible weaknesses due to failure. The said teachers will also note possible weaknesses due to students' inability to be productive in their performance in class and on tests. A list of such weaknesses will be developed during the year as a result of students performing poorly.
- B. Teaching methods and techniques shall be reviewed/revise as well as students' habits of

studying and performance in class. This will ensure that students will receive the proper instruction and will perform in accordance with their capabilities. The findings and actions of the principal and the staff of each school will be sent to the Superintendent's office for review before the following school year begins.

### **III. School Admission –Classification of Transfer Students/Non-Accredited**

Any student transferring from a school that is not accredited by a state or regional agency shall not be enrolled until examinations are administered to determine the grade to which the student is assigned.

The counselor will administer appropriate achievement tests to determine elementary grade placement. At the secondary level, the counselor will administer a combination of achievement tests and teacher developed subject area tests for the awarding of Carnegie units.

It shall be the responsibility of the school principal to insure appropriate student placement. The school counselor will have the responsibility of checking the student records, administering necessary tests, and reporting findings to the principal. The principal will schedule a parent conference to review results and recommend placement.

### **IV. Special Education Grading and Graduation Policies**

It shall be the responsibility of the school principal to ensure appropriate implementation of the grading and the reporting of student progress for special education students

- A. The District will adhere to the following policy for determining and reporting grades or progress for students with disabilities —
  1. The grading system outlined (in B.) below will be utilized for students with disabilities who receive instruction through the regular education program and are expected to master the same objectives as regular education students. Accommodations will be provided as specified on each student's IEP.
  2. For students who receive instruction through the regular education program but a modified or parallel curriculum (which differs from that provided to grade level peers) is taught, grades will be assigned for each academic area addressed on the student's Individualized Education Program (IEP) as outlined in B. below. Grades given will be based on the mastery of objectives/benchmarks outlined on the IEP using the regular education grading system with input from both the regular and special education teachers. The student's progress report and report card will reflect that these grades are based on objectives/benchmarks outlined on the student's IEP. At the end of each nine (9) weeks (or more often as outlined on the IEP), the Report of Progress for each objective/benchmark on the Annual Service Goal Page(s) of the IEP will also be completed and forwarded to the parent(s). Students will not earn Carnegie unit credit when this type of curriculum instruction is provided.
  3. For students who receive direct instruction in academic areas from a special education teacher, grades will be assigned for each academic area based on mastery of objectives/benchmarks identified on the student's IEP using the regular education grading system.
  4. The student's progress report and report card will reflect that these grades are based on

objectives/benchmarks addressed on the student's IEP. At the end of each nine (9) weeks (or more often as outlined on the IEP), the Report of Progress for each objective/benchmark on the Annual Service Goal Page(s) of the IEP will also be completed and forwarded to the parent(s). Students will not earn Carnegie unit credit when this type of curriculum instruction is provided.

5. For students who receive direct instruction from a special education teacher in functional/life skills areas or from a speech pathologist in a language/speech area(s), grades will be given for each area based on mastery of objectives/benchmarks addressed on the student's IEP using the following grading system: N = No Progress Made; P = Progress Made; M = Mastery of Objectives/Benchmarks During This Grading Period Based on Criteria Outlined on IEP. The student's progress report and report card will reflect that these grades are based on objectives/benchmarks addressed on the student's IEP. At the end of each nine (9) weeks (or more often as outlined on the IEP), the Report of Progress for each objective/benchmark on the Annual Service Goal Page(s) of the IEP will also be completed and forwarded to the parent(s). Students will not earn Carnegie unit credit for this type of curriculum instruction is provided.
6. Because of special reporting needs of MSIS, grade reporting of special education and regular education inclusion teachers will be in alignment. **P for passing or F for failing will be used in grades K-8 by regular teachers and inclusion teachers will use numerical grades.** Numerical grades will be used for grades 9-12. Report card grades will be the result of input from regular education and special education teachers.

There will be at least one (1) grade per week recorded in the teacher's grade book based on completion of an assignment with the assistance of the special education teacher with the use of accommodations or modifications, as necessary, such as

1. Giving the test in the mode in which the student communicates best.
2. Special education teacher taping lessons for the students.
3. Special education reviewing helping with homework
4. Special education personnel adapting, modifying a particular lesson instructional unit, test and/or homework assignment (adaptation or modification may be done, using a task analysis approach).

Any student enrolled in regular education courses who does not meet course requirements, even though accommodations and modifications have been implemented in accordance with the student's IEP, may receive a failing grade. If it is obvious, however, that the student with a disability cannot function appropriately in a regular education class, the student's IEP should be revised.

## HONOR ROLL

An Honor Roll is posted at the end of each grading period recognizing students for outstanding academic achievement.

- Students who have earned all A's are placed on the **Superintendent's List**.

- Students who have earned A's and B's or all B's are placed on the **Principal's List**. Students who have a cumulative average of 86 are placed on the **Honor Roll**.

**\*Honor roll students cannot have a grade less than C in any subject and may not have more than one class.**

## **CLASS OFFICERS AND ELECTED REPRESENTATIVES OF NORTHSIDE HIGH SCHOOL**

The purpose of the School/Class Queen is to represent the student body of the school by exemplifying the spirit and highest standards of the school. These standards must continue throughout the reign of the position. Failure to maintain these standards could result in loss of title and re-election will occur.

Any student seeking election for or holding an elected position at Northside High School must uphold an image that is representative of academic excellence and of high moral character.

### **Requirements**

1. School Queens and Kings must have a cumulative average of 90 in grades 9 through 11.
2. Any students running for Mr. and Miss Northside High School must be classified as high school seniors.
3. Students must have no major disciplinary infractions.
4. Students must have no habitual infractions.

### **Class and Organization Queen Eligibility Requirements:**

1. Miss Homecoming, Miss Campus Sweetheart, and Student Body President must have a minimum cumulative grade point average of 80 in all attempted courses.
2. Class kings and queens must have a minimum cumulative grade point average of 75.
3. The corresponding grade point average must be maintained throughout the term in office, if elected, and must be verified by the most recent report card/nine week's grade available by the counselor.
4. The positions of Mr. and Miss Homecoming and Campus Sweetheart can be held by any student who meets the requirements and is classified as a sophomore or above.
5. Students must have no major disciplinary infractions.
6. Students must have no habitual infractions.

### **All Elected Officers Are Bound By The Following Guidelines:**

1. Students must be full-time students at Northside High School and John F. Kennedy Memorial High School and must have been students in the school district for at least one full calendar year;
2. Students must have and maintain the grade point average stated above;
3. Students must have excellent oral and written communication skills;
4. Students must be willing to work with the student body, advisors, and teachers in a respectable manner;
5. Students must be fairly elected by the student body of his/her respective school;
6. Students must not have any major discipline offenses including, but not limited to fighting, possession of a weapon, threatening an individual, or any other actions resulting in an out-of-school- suspension.

## **GRADUATION REQUIREMENTS (IHF)**

In order for any student to graduate from the North Bolivar Consolidated School District, he/she must meet the minimum Carnegie units as well as required courses in order to be eligible for graduation. The graduation requirements are as follows:

### **Mississippi Diploma Options**

Mississippi students now have the opportunity to make their high school diploma more valuable. Starting in 2018-19, all 9th graders will choose whether they want to work toward a Traditional Diploma, or take additional classes to earn an academic, distinguished academic or career and technical education endorsement.

Each diploma option will prepare students to be successful after graduation, whether that be in the workforce, a career and technical training program or college. Also, beginning with incoming 9th graders in 2018-19, students who earn an academic or distinguished academic diploma endorsement from a public high school will be accepted into any of the state's public universities.

Students are encouraged to talk with their school counselor to learn more about Mississippi's Traditional high school diploma and opportunities to earn endorsements.

## **Mississippi High School Diploma and Endorsement Options Requirements**

### **Traditional Diploma**

- Earn 24 credits (Carnegie Units) in a selection of required classes including English, Math, Science, Social Studies, Technology or Computer Science, College and Career Readiness, Health, Art, Physical Education and electives
- Local school districts may add graduation requirements to the state requirements

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

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

### **Traditional Diploma + Academic Endorsement**

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

- exam, or one dual credit course
- Earn at least a C in the advanced course

### Traditional Diploma + Distinguished Academic Endorsement

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

### Alternate Diploma

Mississippi public schools offer an alternate course of study for students with Significant Cognitive Disabilities. This course of study leads to the Alternate Diploma, which recognizes that a student has completed high school. The Alternate Diploma is not equivalent to a Traditional Diploma and is not recognized by postsecondary entities that require a standard high school diploma.

Click [here](#) for more information on Diploma Options

### I. Testing Requirements

**All students receiving a standard diploma must take the ACT. Students who began 9\* grade in the school year 2002-2003, and all students thereafter, must pass the Subject Area Test in U.S. History, English II, Biology I, and Algebra I.**

### GRADE POINT AVERAGE CALCULATIONS

For the purpose of calculating grade point averages (GPAs) for graduating seniors, the following courses will be used: English I, English II, English III, English W, Algebra I, Geometry, Algebra II, Trigonometry/Pre-Calculus, Advanced Math, Biology I, Biology II, Chemistry, Botany/Zoology, Physics, Mississippi Studies/Introduction to World Geography, Band, Physical Education, Health, Economics, World History, U.S. History, U.S. Government/Economics, Psychology/Sociology, Advanced World Geography, Minority Studies, General Music, and Technology Discovery. In a case where a student has not taken Technology Discovery, Computer Discovery will be used.

Quality points for regular courses will be awarded according to the following scale:

A = 4

B = 3

C = 2

D = 1

F = 0

Quality points for advanced courses will be awarded according to the following scale:

A = 5

B = 4

C = 3

D = 2

F = 0

## II. Advanced Courses

Beginning with the 9th grade cohort of 2021-2022 and thereafter, all dual enrollment courses and College Board Advanced Placement courses will be calculated using the quality points for Advanced Courses.

## III. Class Weights and Final Senior Ranking

It is the intent of the School Board of the North Bolivar Consolidated School District to encourage students to take more courses in general and advanced courses specifically. The Board believes the more courses taken in high school the better prepared students will be for any postsecondary experiences they encounter. To achieve that purpose, the School Board has adopted the following policy on class weights and the method of determining class rank.

### RANK POINTS

Grades	Regular	Accelerated	Advanced/ AP Classes
A	4	5	6
B	3	4	5
C	2	3	4
D	1	2	3
F	0	0	0

**Note:** Accelerated courses are those courses that are beyond the required courses for graduation (i.e. Physics, Trigonometry, and Advanced Algebra).

**For the purpose of Senior Academic Honors, ranking will be computed using the following procedures.**

- The Grade Point Average (GPA) used to determine final senior ranking for each student shall be calculated by dividing the total rank points accumulated by the total semester credits accumulated.
- If the GPA calculated is less than or equal to 4.0 then it shall be used for ranking purposes.
- If the GPA is greater than 4.0, then the student **MAY ELECT** to use the GPA calculated by dividing the rank points accumulated on the minimum number of semester credits required for graduation by the minimum credits required for graduation.
- In order to select the minimum semester credits for computation, regular class semester credits with a grade of "A" will be eliminated until the appropriate number of semester credits remains. If a student has insufficient regular "A's", then no more grades will be



dropped, and the GPA will be calculated using the grades and semester credits remaining.

If **A TIE EXISTS** using the procedure above then the student with the higher numerical average computed by dividing the total number of semester credits earned will be accorded the higher ranking.

If **A TIE STILL EXISTS** then the student with the highest number of grade points will be accorded the higher ranking.

If **A TIE STILL EXISTS** then there shall be a tie in the final ranking.

The GPA obtained by the procedure above shall be used **ONLY** for the purpose of calculating final ranking. The GPA obtained using a 4.0 scale and **ALL** semester credits earned will **OTHERWISE** be used for **ALL EXTERNAL REPORTING** of GPA or grades unless the request specifies how the GPA is to be calculated.

For a student to be eligible for Valedictorian or Salutatorian he/she must have enrolled in the North Bolivar Consolidated School District for his/her entire four (4) years of high school.

Graduating seniors who earn class honors will be recognized in the following manner:

- Valedictorian: The student with the highest-Grade Point Average. This student will be recognized in the graduation program with three (3) stars (\*\*\*) being placed beside his/her name
- Salutatorian: The student with the second highest Grade Point Average. This student will be recognized in the graduation program with two (2) stars (\*\*) being placed beside his/her name.
- Students who earn top Five Grade Point Average honors will be recognized in the graduation program with one (1) star (\*) being placed beside their names.

## REPORT CARDS

Report cards will be issued after the end of each grading period as soon as possible. The report card, signed by the parent, should be returned to the teacher within two (2) days. The parent's signature does not necessarily mean endorsement of the grades, but merely indicates the card has been reviewed by a parent.

## SCHEDULE CHANGE PROCEDURE

Secondary students are provided with information and adequate time for planning and electing courses each year. Based upon student requests, the master schedule is constructed and staff is hired. Schedule changes will not be permitted unless there is an administrative necessity. A student cannot enroll in a course that has met more than three (3) times.

### Procedure

- A. If a schedule change is warranted under extenuating circumstances, the person requesting the change secures a Schedule Change Request form from the guidance office.
- B. The request is reviewed and a decision is made by the building principal.
- C. The request is reviewed and a decision is made by the Superintendent of his/her designee.

Notice of the decision is given in writing to the parent/guardian.

## **SENIOR EXEMPTION PRIVILEGES (IDAF)**

Seniors are exempt from taking year exams and are allowed to participate in senior activities at the end of a course if they meet the following criteria:

- A. A ninety average in the course
- B. Good attendance - no more than three (3) absences
- C. No major discipline problems and no in-school or out-of-school suspension.
- D. No participation in senior skip day.

The North Bolivar Consolidated School District may set certain standards and allow certain privileges for qualified seniors. All requests by the individual student council must be sent to the Superintendent who will review the requests and forward those acceptable to the Board of Trustees for final approval at the December Board Meeting.

### **Part I**

**The Mississippi Department of Education has set forth the following requirements for early release programs:**

1. Students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores).

Alternately, a student must meet ALL of the following:

1. Have a 2.5 GPA
2. Passed or met all MAAP assessments requirements for graduation
3. On track to meet diploma requirements
4. Concurrently enrolled in Essentials for College Math or Essentials for College Literacy OR SREB Math Ready or SREB Literacy Ready

### **Part II**

***Procedures for Early Release:***

1. The student completes the application and submits it to the counselor by 2:30 p.m. on August 4, 2023.
2. The counselor reviews the student's graduation credits, End of Course state test scores, and grade placement status.
  - a. If the student does not qualify for Senior Early Release, the counselor shall notify the

student and parent. This notification shall be a person-to-person contact, not a message, voice mail or email. This notification must be documented on the application. This step will occur after the EOC results are reported to the school district by the Mississippi Department of Education. The counselor shall document the notification of the student and parent and arrange for appropriate replacement courses before school starts August 5, 2023.

b. If the student qualifies for Senior Early Release, the counselor notifies the student and parent by a message, voice mail or email before August 4, 2023. This notification must be documented on the application. The student's schedule will reflect the approved number of Senior Early Release Class periods.

3. Counselors shall keep all applications (accepted or denied) until the student has graduated from high school.

## **STANDARDIZED TESTING PROGRAM**

The Mississippi Department of Education's Office of Student Assessment is responsible for the development, coordination, and administration of all state and federally mandated assessments for students in Mississippi's public schools. Assessments tell you about students' progress on the path to future success, whether that's the next grade or the next course. They measure what students know and can do based on learning goals for the grade or course. In Mississippi, our first [goal](#) is all students proficient and showing growth in all assessed areas. Data from these state assessments is used to determine progress toward meeting this goal.

Click [here](#) for more information on the Mississippi State testing Program.

## **CURRICULUM DEVELOPMENT PLANNING (ICB)**

It is the policy of the North Bolivar Consolidated School District to ascertain the extent to which individual students master specific learner objectives and to use such information in instructional planning and decision making. Each teacher will use formative and summative tests, which are congruent with instructional activities, to evaluate the level to which specified learner objectives have been attained by students. Test results will be accurately reported to students and parents in a timely manner.

The Board of Trustees of the North Bolivar Consolidated School District recognizes the need to foster a sense of community and collaboration within schools, and it recognizes the need to provide the opportunity for shared discussions among professional staff and for shared work through positive, open, cooperative relationships.

The school district will engage in planning to review the educational status of the district and to address specific actions relative to accreditation and performance. In addition, the school district will be in compliance with state and/or federal requirements for the 2016 Mississippi College and Career Readiness Standards.

The administrative and teaching staff will implement an instructional management system that includes, at a minimum, the competencies required in the 2016 Mississippi College and Career Readiness Standards for Mathematics and English Language Arts approved by the Mississippi Department of Education.

## **CURRICULUM ADOPTION (BBCA)**

The Curriculum Coordinator, based upon the recommendation of the principal and faculty, shall outline a curriculum adoption program that meets state and federal requirements. The Curriculum Coordinator will present the program to the Board for final approval and adoption.

### **Career and Technical Education**

The North Bolivar Consolidated School District is committed to providing a quality program of Vocational and Career Technical Education and shall adhere to applicable state and federal laws, rules, and regulations.

Students who participate in the vocational and career technical program shall be required to complete all curriculum requirements for completion or graduation, as defined by the State Board of Education. Students successfully completing a vocational apprenticeship program are entitled to a diploma evidencing graduation.

## **POLICIES AND PROCEDURES**

### **ATTENDANCE**

#### **I. Admittance on School Property**

Each school administrator has established a specific procedure to be followed for students entering buildings on the campus. Students will not be allowed to enter the building until 7:15 a.m. At that time, students will report to specific areas designated by each school. The North Bolivar Consolidated School District will not be responsible for students arriving at school prior to 7:15 a.m. and remaining after 3:15 p.m. unless they are involved in a school related activity.

#### **II. Attendance Policy**

Regular school attendance is integral to the academic success of students. A student benefits from good school attendance and promptness to classes. Those benefits include: (1) opportunities to expand present knowledge; (2) opportunities to learn more; (3) opportunities to practice under the guidance of professionals; (4) opportunities to interrelate with peers; and (5) opportunities to participate in unique experiences. Absences from school result in loss of "time on task"; and each student's absence lowers average daily attendance, resulting in a loss in state funding. Due to the aforementioned facts, a parent conference may be required if a student has excessive absences, regardless of whether the absences are excused or unexcused. All absences from school will be monitored daily by the district's attendance officer (zero tolerance policy).

Absences will also be reported to the state attendance officer and to the Department of Human Services and may result in a loss of income or a jail sentence for parent/guardian.

### **Compulsory School Attendance (JBA)**

All children who have attained or will attain the age of 5 years and who have not attained the age of 17 years on or before September 1 of the school year are "compulsory-school age children" and must be enrolled in school unless the child is:

1. Physically, mentally or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation;
2. Enrolled in and pursuing a course of special education, remedial education or education for handicapped or physically or mentally disadvantaged children; or
3. Being educated in a home instruction program approved by the State Department of Education.

If a compulsory-school age child is not enrolled in a school within fifteen (15) calendar days after the first day of the school year, or has accumulated three (3) unexcused absences, the principal shall report such absences to the school attendance officer of the Youth Court of Bolivar County.

In order for a student to receive credit for a full day's attendance he/she must be present at least 63% of the day (263 instructional minutes) which dictates he/she must do the following:

School	Check in by	Check out no Earlier Than
I. T. Montgomery	10:30 A.M.	12:30 P.M.
Brooks Elementary School	10:30 A.M.	12:30 P. M.
Northside High School	10:30 A.M.	1:00 P.M.

Reporting to school after the designated check in time or checking out of school before the designated leave time will result in the student being absent for that day.

### **III. Absences (JBD)**

Mississippi State law requires 180 days of attendance. When absences occur, excused or unexcused, it is important that parents and students assume the responsibility for make-up work.

#### **Excused Absences**

***Excused absences are those where the student was on official business or when the absence was due to one of the following reasons:***

1. The student's illness or when attendance could jeopardize the health of other students. A doctor's notice will be required documenting the total time that the student was absent from school;
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by their faith;
4. Attendance at an appointment with a government agency or medical facility;
5. Exceptional circumstances with prior approval of the principal

#### **Acceptable forms of documentation for excused absences should include:**

- Doctor's excuses

- Court orders / summons
- Written letter from parents (2 per semester) and should include:
  - Name of the student    ○ Name of the parent    ○ Date of absence
  - Reason for absence
  - Signature of the parent

All documentation for absences should be submitted to school officials at least 2 days after the student returns to school.

#### **Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent or legal guardian shall be considered as unexcused absences.

Unexcused absences are as follow:

- Students who are absent from school without acceptable cause
- Students who are willfully absent from school without knowledge of their parents
- Students who are absent due to family vacations

#### **IV. Permitted Class Credit/Make-Up Work**

Initiative must be taken by the student to consult with the teacher about make-up work. For excused absences or dismissal, 100% of the grade will be given as a credit for make-up work required by the teacher, provided that work is completed and submitted within five (5) school days, if work has not been made up, a grade of zero (0) will be recorded. Teachers may require earlier submission of assignments/ tests or make exceptions as circumstances dictate.

When an unexcused absence, unexcused tardy, or suspension causes a student to miss class time, that student shall be given the opportunity to make up work required by the teacher, and may earn credit up to 75% of the credit which normally would be allowed. It is the responsibility of the student to arrange for the make-up to be completed within five (5) days.

**Tardiness (Please refer to the table below) the instructional day for students is as follow:**

Any student reporting to school after the designated times (see table) will be required to have a parent/ guardian sign him/her in school. Only parents/guardians or designee (indicated on registration form) can sign students in or out of school. In addition, these individuals must present picture identification. No phone calls or notes will be accepted.

Certain incidents of tardiness are considered excused for reasons deemed appropriate by the school principal, such as, late school bus, illness of student, if accompanied by a valid parental notice, weather related incidences, and/or medical appointments.

#### **Consequences for Tardiness to School**

- 1<sup>st</sup> Tardy — Warning letter
- 2<sup>nd</sup> Tardy -- Warning letter with comments being posted in SAM7
- 3<sup>rd</sup> Tardy – Parent conference with support staff
- 4<sup>th</sup> Tardy — Parent administrator conference

#### **Other Tardiness Policies**

The North Bolivar Consolidated School District will notify the parent regarding the absence and tardiness of students according to the following schedule:

- The parent will be contacted after each and every absence.
- Two (2) unexcused absences will result in an attendance letter being sent to the parent.

- After a total of three (3) absences, the parent will be required to have a conference with school officials (principal or designee) regarding the student's absence. The conference takes place via telephone, home visit, or visit to school. If no conference takes place, the student will be placed in detention until the attendance officer can be notified.
- Five (5) unexcused absences will result in the County Attendance officer being notified.
- The school will accept (2) parental notes per semester for student absences, after 2, a written medical excuse will be required.
- Suspensions are considered unexcused absences.
- Student must be 100% attendance the day of the extra-curricular activity in order to participate in that school event.
- Students with 5 unexcused absences (per semester) will not be allowed to participate in any extracurricular activities, such as athletic events, clubs and organizations.

## **V. Early Dismissal Requests**

**A Parent/Guardian must sign the student(s) out in all instances.**

At the Elementary Level - Physician/Dental appointments may be considered an excused absence. Written notice from parent/guardian is required to permit the early dismissal. A written excuse is required upon the return of the student. This excuse may be provided by the physician/dentist or the parent.

At the Secondary/High School Level - Physician/Dental appointments, college placement and job interviews may be considered an excused absence provided a written parent request, prior to the appointment, is approved by building principal or designee. The request should state the reason for the visit, the name of the physician, dentist or interviewer, date and time of the appointment and how and by whom the pupil will be transported.

An appointment card is to be obtained from the office prior to the visit and returned to the office immediately upon return to school. The card is to be completed and signed by the physician/dentist or interviewer stating time of the visit. Early dismissal for any reason other than those listed above will be considered an absence unless special arrangements are made and approved by the building principal.

### **STUDENT- TEACHER DIFFERENCES: GRIEVANCE POLICY**

The North Bolivar Consolidated School District recognizes, and willingly accepts, individual and system-wide accountability for actions to parents, students, and all school patrons. Procedures for solving student-teacher differences not related to disciplinary action are:

1. Conference with teacher/counselor
2. Principal conference
3. Appeal to Superintendent in writing within five (5) days
4. Appeal to the Board of Trustees in writing within two (2) days.

### **BUS REGULATIONS (JCDAD)**

#### **I. Loading and Unloading**

1. Be at your assigned loading zone on time
2. If a student must walk to the bus stop and there are no sidewalks, face the traffic so that drivers

can see you and you can see them.

3. Do not play on or near the road while waiting for the bus.
4. If you must cross the road, do not cross until the bus arrives and has given you the signal to cross. Look both ways before crossing.
5. When crossing the road, always cross at least six (6) feet in front of the bus.
6. Wait until the bus comes to a **complete** stop before trying to load or unload.
7. Use handrail while loading or unloading.
8. Never get under a bus for any reason.
9. When leaving the bus, move away from the loading zone as soon as possible, but do not run.
10. There will be no loading or unloading at any place other than the school or the student's regular bus stop, except by written parental request and permission from the transportation supervisor.
11. Permission to ride another bus must be granted only in cases of extreme emergency.
12. Only students assigned to a particular bus will be allowed to board the assigned bus. Student seating may be assigned by the driver.

## **II. Policies While on the Bus**

1. Do not talk to the driver or distract the driver's attention except in an emergency.
2. Sit quietly, and do not make unnecessary noise.
3. Keep head, hands and articles inside the bus.
4. If you must stand while riding the bus, get someone to hold your books and hold on to the back of the seat.
5. Do not bring unauthorized articles onto the bus.
6. Be courteous to the driver and fellow passengers.
7. Follow instructions of the driver and the student safety patrol.

The buses are extensions of the classroom. Any violation of school rules while on the bus will be handled as if the student were in school. Riding the school bus is a privilege that can be lost if proper conduct is not followed.

## **III. Bus Offenses and Discipline: Policy Violations or Threats to Safety**

The District Discipline Plan and all its rules and regulations will be enforced on school buses. Students who commit violations that merit suspension on the bus will be suspended from school and suspended from riding the school bus under the Severe Bus Offenses section. For example, students who fight on the bus or at a bus stop will be suspended from school, as well as suspended from riding the school bus. Failure to obey the bus driver is considered a severe bus offense.

### **List of Bus Offenses (To and from School)**



<u>Report Number</u>	<u>Severe</u>	<u>Minor</u>
1 <sup>st</sup>	Suspended from riding the bus for one (1) week or removal for the remainder of semester. (Parent Conference Required)	Conference with student
2 <sup>nd</sup>	Suspended from bus for two (2) weeks or removal for the remainder of semester (Parent Conference Required)	Suspended from riding the bus for three (3) days. (Parent will be notified)
3 <sup>rd</sup>	Suspended from bus for three (3) weeks or removal for the remainder of semester (Parent Conference Required)	Suspended from the bus for five (5) days. (Parent Conference)
4 <sup>th</sup>	Suspended from riding for the remainder of the semester or school year. (Parent Conference Required)	Suspended from riding the bus for ten (10) days. (Parent Conference Required)

Major offenses may result in immediate suspension from riding the bus for the remainder of the semester or year. An accumulation of minor violations may also result in suspension from riding the bus for the remainder of the semester year.

A parent conference is required after each bus suspension before the student is allowed to ride the bus again.

**\* Bus drivers must submit a written report to the necessary school administrator before action can be taken against a student for bus violations.**

#### **HALL PASSES**

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. A student must have a written or manufactured pass when in the hall except during regular schedule class changes. They are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls is never permitted.

#### **CAFETERIA**

1. No food items will be sold on campus for one hour before the start of any meal serving period and until after the last meal is served.
2. No food deliveries from commercial establishments will be received or consumed in the cafeteria during any food serving period, without prior approval of principal.
3. With the exception of milk products, a student may purchase individual items of the meal only if a full meal is purchased.
4. Extra food items sold will be limited to milk products and foods that are a part of the approved federal meal pattern.
5. **Foods of minimal nutritional value are not allowed in the cafeteria during breakfast or lunch.** These include, but are not limited to, carbonated beverages and frozen desserts that contain less than 50% full strength juice.

Students are expected to follow conduct rules of the cafeteria and to be responsible for returning trays and any paper products or garbage to be proper places, rules of conduct include but are not limited to the entering the cafeteria quietly and orderly without culling line, using a low tone of voice to communicate, being courteous, using good table manners, and enjoying the meal. Parents are requested to visit the school at all times, but we extend a special invitation to visit during the lunch period from 10:30 until 12:00.

#### **CARE OF BUILDINGS AND SCHOOL GROUNDS**

School buildings, grounds, and equipment are public property purchased with tax dollars. Students should take pride in helping to keep buildings and equipment in good condition and should refrain from abusing them in any way. **Mississippi Code 37-11-53 states that the school is entitled to recover up to \$20,000.00 in damages from the parents of a child (7-17) who maliciously and willfully damages or destroys district property.**

#### **COMMUNICABLE DISEASES (JGCC)**

The principal has a specific responsibility for control of communicable diseases in this district. When the school determines that a problem exists, the administrator will advise the parent of the required action to be taken as outlined in board policy, Chicken pox, head lice, impetigo, measles, mumps, pink eye, and ringworm and among the more common diseases requiring action. Frequently, exclusion from school is required. Some instances will require a written statement from the family doctor or the public health department for a student to return to school.

#### **MEDICINE POLICY**

The school staff is not professionally trained or equipped to give medicine/drugs. However, in cases of chronic illnesses, such as diabetes, asthma, hyperactivity, etc., prescription medication will be dispensed by a designated staff member when written directions are provided by the parent and/or doctor. All medications should be sent to the school office in pre-measured, labeled doses. **No student is to keep medication in his or her possession at school.** Non-Prescription medicines, such as aspirin, Tylenol, etc., will be administered by school personnel only when written authorization is given by a medical doctor. The written authorization shall specify the name of the medicine and the dosage. If there is no written authorization by a medical doctor, a parent/guardian may come to the school and administer the medication.

#### **PARENTAL INVOLVEMENT AND RELATIONSHIP WITH ADMINISTRATION**

##### **I. Parental Rights (LC)**

The North Bolivar Consolidated School District Board of Trustees recognizes the importance of promoting parental input in decision making related to their student's health and general well-being; in determining district and student needs for educational services; and in program development and district operations.

North Bolivar Consolidated School District affirms the following policies:

1. A survey created by a third party before the survey is administered or distributed by the district to a student;
2. Any instructional material used by the district as part of the educational curriculum for the student; or
3. Any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose.

As provided by law, parents of district students will also, upon request, be permitted to excuse their

student from covered activities. The rights provided to parents under this policy, transfer to the student when the student turns 18 years old, or is an emancipated minor under applicable state law.

The superintendent will ensure that activities requiring parental notification are provided as required by law and that reasonable notice of the adoption or continued use of this policy is provided to parents of students enrolled in North Bolivar Consolidated School District. The input of parents will be encouraged in the development, action and any subsequent revision of this policy.

### **Definitions**

1. **Survey**, as defined by federal law and as used in Board policy and this regulation, includes an evaluation. It does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act.
2. **Covered Survey Items** means one or more of the following items: political affiliations or beliefs of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or the student's parent; and income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.
3. **Covered Activities Requiring Notification** means those activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; the administration of any survey containing one or more covered survey items; and any nonemergency, invasive physical examination or screening that is required as a condition of attendance and administered and scheduled by the school in advance.
4. **Third Parties** include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control.
5. **Instructional Material** means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials and materials in electronic or digital formats (such as materials accessible through the internet). The term does not include academic tests or academic assessments.
6. **Personal Information** means individually identifiable information including a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); telephone number; or a social security identification number.
7. **Invasive Physical Examination** means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection into the body. It does not include a hearing, vision or scoliosis screening and does not apply to any physical examination or screening that is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification.

### **Requests to Inspect Materials**

Parents may inspect surveys, instructional materials or instruments used to collect personal student

information for marketing purposes before such items are administered or distributed by a school to a student as follows:

1. Requests may be directed to the school office by phone or in person;
2. Requests must be received by the district no later than five working days following receipt of notification by the district of its intent to administer or distribute.

## **II. Administration's Relationship with Parents**

**It shall be** the policy of the school (administrators, teachers and support staff):

- A. To promote an inviting atmosphere for parents to feel accepted and to share in the responsibility for their child's academic progress;
- B. To support the efforts of parents by providing flexibility in meeting/conference times, purposes, and locations;
- C. To convene annual meetings to explain the school programs, policies and plans;
- D. To involve parents in planning and evaluation of procedures;
- E. To provide timely information regarding meetings, activities and requests for parents' responses;
- F. To provide prompt personal responses to parent's requests and recommendations;
- G. To strengthen the effectiveness of parents' ability to work with their children at home by providing training and support;
- H. To provide school performance profiles that clearly show parents the school's progress toward meeting state standards;
- I. To provide opportunities for parents to assist in meaningful ways in the instructional process at school and at home;
- J. To provide regular, timely information for parents about their child's participation and progress in all educational programs;
- K. To model positive communication with parents and practice methods to resolve
- L. To provide a description and explanation of the curriculum, assessment, and expected proficiency requirements;
- M. To encourage each faculty/staff member to develop and implement a personal plan to establish and support parent involvement practices within their respective classrooms or job setting;
- N. To develop homework practices that foster successful learning experiences for parent and child
- O. To assess the needs of families and design training opportunities that address these needs;
- P. To assess the professional development needs of staff members and provide training opportunities designed to strengthen staff involvement with parents;
- Q. To coordinate services with the school counselor, and other community agencies to address key family needs;
- R. To recognize the diversity of family structure, circumstances, and responsibilities, including differences that might hinder parent participation;
- S. To develop a School-Parent Compact (agreement) designed to outline the role of parent, child, and school personnel as stakeholders in the shared responsibility for learning;
- T. To work collaboratively with school level PTSA and other parent organizations to actively involve parents in their child's education.

## **III. Financial Responsibilities of Parents for Acts Against School or Person**

According to state law, a parent, legal guardian or custodian of a compulsory school-age child in a public school district shall be responsible financially for his/her minor child's destructive acts against school property or person. Miss. Code - 37-11-19 (1996)

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 acts of the child.

## **NON-ACTIVITY WEEK DURING EXAMS AND STATE TESTS**

There will be no co-curricular (interscholastic athletic events/cheerleading, performing arts groups,

school clubs or organizations, band, etc.) activities scheduled during local or state examinations. All practices must conclude by 6:00 p.m. during the test or state testing. All activities may resume their normal schedule at 3:10 P.M. on the last testing date.

## **ELIGIBILITY: CO-CURRICULAR ACTIVITIES**

### **Northside High School**

#### **I. Activities**

- A. Interscholastic athletic events
- B. Cheerleading

- C. Band

#### **II. Standards**

- A. MHSAA academic rules for students participating in activities:

To be eligible for participation, a student must meet the minimum scholastic requirements below at the end of each semester if the pupil is to remain eligible for the next semester.

1. The student must have at least an average of seventy-six (76) in each course that amounts to five (5) units toward graduation each year.
2. A student who fails to meet the requirements at the end of a semester would be placed on **WARNING** for the following semester. (Participation may continue during the **WARNING** semester). If, by the end of the **WARNING** semester, requirements have not been met, the student would be ineligible.
3. Students in grades seven and eight must meet promotion requirements to be eligible for participation.

#### **B. Local Rule**

The local rules for participation reinforce and enhance the MHSAA rules. These rules are to be administered using the monitoring system and eligibility check schedule detailed in section III below.

1. A student who fails to meet the requirements shall be placed on **WARNING** "Probation Week". The student shall be eligible to participate during five (5) school days of probation.
2. At the end of the probation week, another eligibility check will place the student on either "Eligible" or "Ineligible" status.
3. When a student is declared ineligible, his/her grades will be checked weekly no later than Monday at 3:00 p.m. to determine eligibility status. However, the student may participate in practice sessions during this period of ineligibility.
4. Grades should be checked at the beginning of the semester that the activity starts practice.
5. Sponsors of each activity are responsible for getting the grades of each player to the Athletic Director and the Principal for review of the student's eligibility status. The Principal will then be responsible for any change in the student's eligibility status.

#### **III. Monitoring System**

The sponsor of the specific activity will be responsible for checking the eligibility of students in their

particular activity. Eligibility verifications will be based upon the grades in the SAM7 System and reported to C2C or Dragonfly at the end of the nine-weeks.

Students who are suspended for disciplinary reasons shall not participate in practice or schedule activities until the day following the end of the suspension period.

#### **IV. Band-Seventh and Eighth Grade Participation**

Pupils in the seventh and eighth grades participating at the high school level for fall eligibility must: be promoted or they are ineligible for the entire year; have passed four core courses (English, math, science, and social studies); the average of those four core courses must be a "C" or above. For spring semester eligibility, the student does not have to be passing all four core courses, but the average of those four core courses must be a "C" or above. Summer school or extended year grades can be used in determining eligibility for upcoming school term.

#### **V. General Eligibility Rules, Junior High/Middle Schools**

1. To be eligible to participate in inter-school Junior High/Middle activities, a contestant must:
  - (a) Be a bona fide student having enrolled not later than the fifteenth day of any semester of participation, carry four basic courses\* and deport himself satisfactorily.
  - (b) A pupil must attend school in the school district of which his parents are actually bona fide residents.
  - (c) **A student must be promoted or they are ineligible for the entire year** and have passed any four basic courses\* with a 2.0 or "C" average the previous semester (computed numerically or by GPA). The year-end average of four basic courses passed will be used to determine eligibility for the fall semester. Students must be on track to be promoted to be eligible. Summer school or extended school year grades will replace the grade for a failed course in the spring semester GPA.
  - (d) A pupil, **who was promoted**, but is not eligible at the beginning of the school year due to a lack of a "C" average, may become eligible the second semester only once during the student's junior high/middle school career by passing four basic courses with an overall average of 2.0.
  - (e) The instructional program of the district is based on an instructional management plan/system that defines core objectives, standards of mastery, and criteria for the academic promotion/progression of students from one grade level to the next. The criteria prohibit the retention of students for extracurricular purposes.
  - (f) Have on file with the Athletic Director at least 15 days prior to the first game or contest the eligibility list giving all information on the form required by the Director.
  - (g) Seventh graders must have not reached 14 years of age prior to August 1. Eighth graders must have not reached 15 years of age prior to August 1. Ninth graders must have not reached 16 years of age prior to August 1.
  - (h) **Birth Certificates required-** students shall not be eligible to participate until a certified copy of the student's birth certificate, issued by the Bureau of Vital Statics in the state in which he/she was born, has been presented to the principal or her/his designee of the school. **Date of birth must be listed in the Dragonfly software program.**

***\*Basic courses-Any subject that meets the equivalent of at least 250 minutes per week or meets the***

## ***State Department of Education's requirements.***

**If a student meets promotional requirements at the end of the school year but is retained in the same grade, the student is ineligible for one (1) year (MDE Standard). This is commonly referred to as redshirting. If the student participates after being declared ineligible, the school will be placed on athletic probation by the MHSAA.**

### **INSURANCE FOR STUDENTS**

School districts in Mississippi are legally prohibited from voluntarily paying a doctor or hospital bill of any student. Low-cost student insurance is available to students at the beginning of the school term. Students participating in athletics must purchase student insurance, or show proof of private coverage, prior to participating in any practice. Students in vocational shops must purchase student insurance or show proof of private coverage, or have a release form signed by the parent prior to participating.

### **STUDENTS VISITS TO THE OFFICE**

All necessary office business should be conducted before school, during the student's lunch period, or after school. Students must be kept in class and **on** task during the entire scheduled class time.

### **USE OF OFFICE TELEPHONE**

In case of emergency or illness, calls for students are made through the office. Office telephones are not for student use.

### **TRANSPORTATION**

Students may walk, or ride bicycles, school buses, or motor vehicles; or their parents may provide transportation to school. No student is to disturb or drive a bicycle, motor bike, or automobile belonging to someone else. Students who drive motor vehicles to school and/or school property are required to have a valid Mississippi driver's license, proof of insurance and decals. Decals must be purchased by students after presenting proof of insurance and valid license in the principal's office.

### **AUTOMOBILES (JGFF)**

Parking on all campuses is restricted to faculty, visitors, and service vehicles, except where designated as student parking areas. Students who wish to drive cars to school must first come to the office and fill out a vehicle registration form, show proof of insurance and valid driver's license and purchase a parking decal.

In order to minimize traffic congestion and eliminate hazards for students, parents must not block the streets or bus lanes while delivering or picking up students.

A student may not sit in a parked automobile at any time after his/her arrival at or near the school campus. Quick starts, speeding, and loud playing music will not be tolerated in school zones. Violation of these regulations will result in severe disciplinary action (to include denial of privilege to park on campus.)

Student vehicles parked in teacher/staff parking areas, blocking other vehicles, and/or parked illegally are subject to being towed at the owner's/student's expense. Any vehicle without the proper muffler will be banned from campus.

### **BICYCLES AND MOTORBIKES**

All motor bikes and bicycles must be parked in the designated areas and registered in the principal's office. Decals for bicycles and motorbikes may also be purchased in the Office of the Principal. On the junior high levels, bicycles/motorbikes are to be used for transportation to and from school only. They may not be used during lunch time. The privilege of bringing vehicles to school will be taken away if safety practices are not followed. **Violators of the above regulations who refuse to obey a request will be reported to local law Enforcement.**

### **UNAUTHORIZED VISITATION TO OTHER SCHOOLS**

Unauthorized visitation by individual students to other schools to attend school functions conducted during the school day shall not be permitted.

### USE OF SCHOOL PROPERTY (IBHA)

No individual student or students, school clubs, or organizations are permitted to use the school facilities, including gymnasium/stadium, unless a teacher/administrator is in charge and present. The use of all school facilities after regular school hours must be scheduled in advance through the principal's office.

Anyone requesting use of school facilities must complete a Use of Facilities form and return it to the school principal. **Any group that proposes to use district facilities must provide adequate proof of property damage insurance covering the facility and liability insurance covering all visitors to the event.**

### VISITORS

All visitors must report to the administrative office of each building. Student visitors will not be allowed in the classroom.

### VENDORS

All vendors must have prior approval of the superintendent prior to going to the schools. Once approval has been granted by the superintendent, all vendors must report to the principal's office to sign in.

### TEXTBOOKS (ICFA)

This school district provides textbooks free of charge to students. It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced the book.

Textbook fines and damage replacement schedule:

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

#### I. Textbook Replacement

Each local district shall develop and implement a plan to follow in collecting costs for the replacement at fair market price of lost, destroyed, or damaged textbooks. This plan shall include rules and regulations pertinent to the collection of fines and damages. The plan should be sufficient to comply with Section 37-7-301, (ff) of the Mississippi Code of 1972 which states:

"As a part of their duties, the local district school boards may require that the parents/legal guardians be responsible for the textbooks and for the compensation to the school district for any textbooks that are not returned to the proper schools upon the withdrawal of their dependent child. If a textbook is lost or not returned by any student who drops out of the public school district, the parent or legal guardian shall also compensate the school district for the fair market value of the textbooks."

### FAMILY RIGHTS AND PRIVACY



Information which could identify an individual child will be maintained by North Bolivar Consolidated School District and will be provided to other agencies only in accord with the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and IDEA. As a parent, you are guaranteed the right to inspect any such information about your child and to challenge its accuracy. Access to this information is forbidden to any unauthorized person without informed consent. Parents should address requests to review educational records to the school principal.

#### **STUDENT TRANSFERS/WITHDRAWALS (JBCD)**

Any student transferring from a school that is not accredited by a state or regional agency shall not be enrolled until examinations are administered to determine the grade to which the student is assigned. Students transferring into District will be subject to a competency exam if they are enrolling in a class that is a tested area.

Students who are transferring or withdrawing should notify the principal or counselor at least one week prior to transferring or withdrawing. Before transferring or withdrawing, all students are required to turn in all books (classroom and library) that were issued during the school year. The parent/guardian should notify the attendance clerk and counselor of the school the student is transferring to and provide as much information as possible about the receiving school in order for the student's records to be sent in a timely manner.

A student must bring parents to the principal's office one day before he/she can be withdrawn from school. It is extremely important, when a student withdraws to withdraw officially through the principal's office. If the record is not clear in the office, the students may encounter difficulties in acquiring transcripts and/or enrolling in another school. The record is not clear until all library books have been returned, textbooks have been checked in, and all fees have been paid.

#### **TRANSCRIPTS AND OTHER EDUCATIONAL RECORDS**

After graduation, three transcripts are sent free of charge to a college or university as requested by the graduate. Thereafter, \$3.00 for postage and materials is charged for each additional transcript.

Educational records are forwarded by the guidance counselor upon request of the school in which a former student seeks or intends to enroll.

#### **FEES (JS)**

##### **I. Student Fees**

The North Bolivar Consolidated School District's Board of Trustees authorizes the Superintendent to charge reasonable fees, but not more than the actual cost, for the following:

1. Supplemental instructional materials and supplies, excluding textbooks;
2. Other fees designated by the Superintendent as fees related to a valid curriculum educational objective, including transportation; and
3. Extracurricular activities and any other educational activities of the school district which are not designated by the Superintendent as valid curriculum educational objectives, such as band trips and athletic events.

##### **II. Financial Hardship Waiver**

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

1. Applications for hardship waivers will be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public.

2. Pupils eligible to have any such fee waived as a result of an inability to pay for said fees, will not be discriminated against nor will there be any overt identification of any 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.
3. In no case will any of this school district's procedures expose any pupil receiving a hardship waiver to any type of stigma or ridicule by other pupils or school district personnel.
4. The confidentiality provisions of this policy will 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 will the inability to pay the assessment of fees authorized under the provisions of the Fee Policy 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.

## **SCHOOL WELLNESS (JG)**

The North Bolivar Consolidated School District Board affirms its commitment to providing a healthy environment for students and staff. The board directs the superintendent to coordinate the components of the district's wellness policy. The wellness policy shall be developed with the involvement of the school health council. This wellness policy shall be reviewed and approved by the school board annually.

All students in the North Bolivar Consolidated School District shall possess the knowledge and skills necessary to make healthy choices that promote healthy lifestyles. All staff members in North Bolivar Consolidated School District are encouraged to model a lifestyle of healthy eating patterns and moderate physical activity as a valuable part of their daily lives.

To meet this goal, the North Bolivar Consolidated School District adopts this school wellness policy with the following commitments to implementing a coordinated approach to school health. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interest of all students and staff, taking into consideration differences in culture.

Specifically, the federal legislation requires:

1. Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. LEA's are required to review and consider evidenced based strategies in determining these goals.
2. Standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal regulations for school meal nutrition standards and Smart Snacks in School Nutrition standards.
3. Standards for all foods and beverages provided but not sold to students during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).

4. Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School Nutrition standards.

## NUTRITION ENVIRONMENT AND SERVICES

The North Bolivar Consolidated School District will:

1. Offer a school lunch program with menus that meet the meal patterns and nutrition standards established by the U.S. Department of Agriculture (USDA) and the Mississippi Department of Education, Office of Child Nutrition Programs.
2. Offer school breakfast and snack programs (where approved and applicable) with menus that meet the meal patterns and nutrition standards established by the USDA and the Mississippi Department of Education, Office of Child Nutrition Programs.
3. Promote participation in school meal programs to families and staff.
4. Operate all Child Nutrition Programs with school food service staff who are properly qualified according to current professional standards (Mississippi Board of Education Policy, Code 2001).
5. Follow State Board of Education policies on competitive foods and extra food sales (Mississippi Board of Education Policy, Code 2002).
6. Include goals for nutrition promotion, nutrition education, physical activity and other school based activities to promote student wellness.
7. Implement Nutrition Standards as adopted by the State Board of Education in accordance with the Mississippi Healthy Students Act (State Board of Education Policy 4011).
  - a. Healthy food and beverage choices;
  - b. Healthy food preparation;
  - c. Marketing of healthy food choices to students, staff and parents;
  - d. Food preparation ingredients and products;
  - e. Minimum/maximum time allotted for students and staff lunch and breakfast;
  - f. Availability of food items during the lunch and breakfast periods of the Child Nutrition Breakfast and Lunch Programs;
  - g. Methods to increase participation in the Child Nutrition School Breakfast and Lunch Programs.
8. Establish guidelines in accordance with USDA Smart Snacks in Schools for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. (see Nutrition Environment and Services section of the *Tools That Work – Your Guide to Success for Building a Healthy School* Toolkit that is found on the Office of Healthy Schools website at <http://www.mdek12.org/OHS>)

9. Establish standards for all foods and beverages provided but not sold to students during the school day (e.g. in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
10. Establish guidelines in accordance with USDA Smart Snacks in Schools for the sale of food items for fundraising.
11. Use Smart Snacks Resources to educate the school community about the importance of offering healthy snacks for students and staff members. <http://www.fns.usda.gov/healthierschoolday/toolsschools-focusing-smart-snacks> Smart Snacks Product Calculator.
12. The Alliance for a Healthier Generation Smart Snacks Product Calculator is an effective online instrument that has been determined by the USDA, Food and Nutrition Service to be accurate in assessing product compliance with the federal requirements for Smart Snacks in Schools. The calculator can be used for food and beverage products. <https://www.healthiergeneration.org/>

## FOOD SAFE SCHOOLS

1. Implement a food safety program based on HACCP principles for all school meals, as required by the USDA and the Mississippi Department of Education, Office of Child Nutrition Programs and ensure that the food service permit is current for the school sites. HACCP Principles for K-12 schools can be downloaded at: [https://fns-prod.azureedge.us/sites/default/files/Food\\_Safety\\_HACCPGuidance.pdf](https://fns-prod.azureedge.us/sites/default/files/Food_Safety_HACCPGuidance.pdf)
2. Develop a food safety education plan for all staff and students, consistent with Fight Bac® ([www.fightbac.org](http://www.fightbac.org)) and other national standards for safe food handling at home and in schools.
3. Ensure that all staff has received instructions to support food safety on the school campus. Food Safety resources have been developed by the Office of Child Nutrition to assist with the training of school staff members. These resources which include a training power-point presentation, food
4. Safety Post Test and Food Safety Post Test Answer Key can be found on the Office of Healthy Schools website at <http://www.mdek12.org/OHS>
5. All school personnel (school board members, administrators, teachers, school nurses, instructional and health services paraprofessionals, foodservice staff, custodians and facilities managers, and administrative support staff) will receive copies of the Local School Wellness Policy that includes food safety policies and procedures and provides for relevant professional development.
6. Adequate access to hand-washing facilities and supplies will be available whenever and wherever students, staff, and families prepare, handle, or consume food.
7. The food safety assurance plan must address strategies that minimize risks for students and staff who have food allergies and intolerances.
8. Encourage students to make food choices based on the Healthy Hunger-Free Kids Act of 2010
9. (HHFKA) and the ChooseMyPlate resources, by emphasizing menu options that feature baked
10. (rather than fried foods), whole grains, fresh fruits and vegetables, and reduced-fat dairy products. Read more about HHFKA at <http://www.choosemyplate.gov/>
11. Establish a cafeteria environment conducive to a positive dining experience, with socializing among students and between students and adults; with supervision of eating

- areas by adults who model proper conduct and voice level; and with adults who model healthy habits by eating with the students.
12. Replace deep fat fryers with combination oven steamers.
  13. Schedule recess before lunch, in order to increase meal consumption and nutrient intake at meals and to improve behavior in the dining area.
  14. Make school meals accessible to all students with a variety of delivery strategies, such as breakfast in the classroom, grab-and-go lunches, or alternate eating sites.
  15. Provide nutrition information for parents, including nutrition analysis of school meals and resources to help parents improve food that they serve at home.
  16. Add nutritious and appealing options (such as fruits, vegetables, reduced-fat milk, reduced fat yogurt, reduced-fat cheese, 100% juice, and water) whenever foods/ beverages are sold or otherwise offered at school, including vending machines, school stores, concession stands at sporting and academic events, parties, celebrations, social events, and other school functions.
  17. Eliminate use of food as rewards for student accomplishment and the withholding of food as punishment (e.g., restricting a child's selection of flavored milk at mealtime due to behavior problems). Also, do not use any type of physical activity as a means of punishment.
  18. Encourage all school-based organizations to use services, contests, non-food items, and/or healthy foods for fundraising programs. The sale of candy and other foods and beverages that do not meet the Smart Snacks Standards are prohibited from being sold as fundraisers during the school day.
  19. Provide parents, caregivers, vendors, and any other community members who provide or are likely to provide foods prepared for consumption at school events with appropriate food safety information.

#### PHYSICAL EDUCATION/PHYSICAL ACTIVITY

##### *Minimum Requirements:*

The North Bolivar Consolidated School District will:

1. Provide 150 minutes per week of activity-based instruction for all students in grades K-8 (in accordance with Section 37-13-134, 2014 Mississippi Public Schools Accountability Standards 27.1).
2. Provide Physical Education/Activity in accordance with the Physical Education Rules and Regulations as approved by the State Board of Education in compliance with the Mississippi Healthy Students Act (State Board of Education Policy Rule 4012).
3. Require fitness testing for all 5th grade students.
4. Require fitness testing for high school students; during the year they acquire the ½ Carnegie unit in physical education as required for graduation by the Mississippi Healthy Students Act (State Board of Education Policy Rule 4012).
5. Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
6. Instruction must be based on Mississippi Physical Education Frameworks.
7. Implement the requirements of the Mississippi Healthy Students Act of 2007.
8. Graduation requirements for 9th through 12th grade students shall include ½ Carnegie unit in physical education.

9. Provide instruction in Cardiopulmonary Resuscitation (CPR) and use of Automated External Defibrillator (AED) for students in grades 9-12 in the school year they earn their ½ Carnegie Unit for physical education or health Education. MS Code 37-13-134.
10. Address concussions by adopting and implementing a policy for students in grades 7-12 who participate in activities sanctioned by the Mississippi High School Activities Association
11. (MHSAA). This policy will include a concussion recognition course that has been endorsed by the Mississippi Department of Health. This course will provide information on the nature and risk of concussions for students participating in athletics. Also included in the policy, parents/guardians will be provided with a concussion policy before the start of regular school athletic season.
12. Links to resources to aid policy development and Office of Healthy Schools website.
  - a. [www.cdc.gov/concussion/HeadsUp/high\\_school.html#5](http://www.cdc.gov/concussion/HeadsUp/high_school.html#5)
  - b. <http://www.misshsaa.com/GeneralInfo/SportsMedicine.aspx>
  - c. <http://www.mde.k12.ms.us/ohs/home> <http://www.mdek12.org/OHS>
13. Schedule recess (or physical education) before lunch times in order to increase food consumed, decrease plate waste, and improve cafeteria behavior.
14. Incorporate 5 to 10 minute physical activity sessions in classrooms to teach subject areas and to make transitions between different lessons (Examples can be found at [www.movetolearnms.org](http://www.movetolearnms.org))
15. Participate in a yearly fitness test for all students. Examples are: Fitness
16. Gram® [www.fitnessgram.net](http://www.fitnessgram.net) or Presidential Youth Fitness Program <https://pyfp.org/>
17. Establish or enhance physical activity opportunities (like walking clubs or fitness challenges) for staff and/or parents.
18. Provide staff-monitored recreational activities that promote moderate physical activity during all outdoor and indoor recess times.
19. Encourage active transportation to/from schools by assessing the safest routes for students to walk or bike to school, and by installing bike racks at school buildings. Program descriptions and assessment tools available at <http://www.cdc.gov/Features/Safeschools/>
20. Collaborate with local recreational departments and youth fitness programs to promote participation in lifelong physical activities.
21. Create opportunities for students to voluntarily participate in before- and after-school physical activity programs like intramurals, clubs, and at the secondary level, interscholastic athletics.

## HEALTH EDUCATION

### *Minimum Requirements:*

The North Bolivar Consolidated School District will:

1. Provide ½ Carnegie unit of health education for graduation (Mississippi Public School Accountability Standards).
2. Instruction must be based on the Mississippi Contemporary Health for grades 9-12 (Mississippi Public School Accountability Standards).

3. Implement the requirements of the Mississippi Healthy Students Act of 2007, which requires 45 minutes per week of health education instruction as defined by the State Board of Education for grades K through 8.
4. Instruction must be based on the Mississippi Contemporary Health for grades K-8.
5. Implement the requirements of MS Code 37-13-171, which requires the development of a sex related education policy and instruction on medically accurate or evidenced based abstinence only, abstinence-plus, or sexual risk avoidance education curricula.
6. Provide instruction in Cardiopulmonary Resuscitation (CPR) and use of Automated External Defibrillator (AED) for students in grades 9-12 in the school year they earn their ½ Carnegie Unit for health education or physical education. MS Code 37-13-134.
7. Emphasize the disease prevention strand in the 2012 Mississippi Contemporary Health Education Curriculum.
8. Participate in USDA nutrition programs such as Team Nutrition Schools and the Healthier U.S. School Challenge. The school will conduct nutrition education activities and promotions that involve students, parents, and the community. The school team responsible for planning nutrition activities will include school foodservice staff, school nurses, health and PE teachers, coaches, and additional staff, as appropriate.
9. Integrate Health Education into other subject areas. [www.movementtolearnms.org](http://www.movementtolearnms.org) (Click on Lesson Plans)
10. Provide Universal Precautions training and Universal Precautions Kits for all teachers, superintendents and staff.
11. Address the attendance of HIV infected students, uphold confidentiality and maintain procedures to protect HIV-infected students and staff from discrimination.
12. Research, select, and purchase disease prevention materials for grades K-8 and provide training for teachers on the use of the materials.
13. Attend local, state, and national conferences and workshops on HIV/AIDS education.
14. Provide professional development for teachers on HIV/AIDS education.
15. Provide students with quality disease prevention instruction based on the Contemporary Health Education Framework and other selected materials approved by the district. n  
Host a School Health Fair for students.

## HEALTH SERVICES

### *Minimum Requirements:*

The North Bolivar Consolidated School District will:

1. Ensure all school nurses are working under the guidelines of the 2013 Mississippi School Nurse Procedures and Standards of Care.
2. Provide for teachers and staff training regarding signs and symptoms of asthma. (MS Code Sections 37-11-71 and 73-25-37)
3. Every child who has been diagnosed with asthma must have an asthma action plan on file in the school office.
4. Know the district anaphylaxis policy. Providing training by a healthcare professional, preferably a school nurse, for the individuals that will be responsible for implementing the policy at the school site. (MS Code Sections 37-11-71 and 73-25-37)
5. The school nurse should attend at least one MDE sponsored training each school year.

6. The school nurse should submit health services data on the 10th of each month for the previous month.
7. Offer comprehensive health services for students in grades K-12, through the employment of school nurses, as a means to academic success.
8. Optimize the provision of health services with a school nurse-to-student ratio of 1:750 for students in the general population.
9. Collaborate with other school staff to provide health services as part of a Coordinated School Health Program.
10. Work with students, parents, and local healthcare providers to effectively manage and treat chronic diseases.
11. Promote healthy lifestyles through school and community events (PTA meetings, open houses, health fairs, teacher in-services, and other events).
12. Participate in administrative claiming for reimbursement of administrative cost associated with health and medical outreach.
13. Schools may seek community support that provides auto-injector epinephrine to stock emergency medication needs.

#### COUNSELING, PSYCHOLOGICAL AND SOCIAL SERVICES/SOCIAL AND EMOTIONAL CLIMATE

##### *Minimum Requirements:*

The North Bolivar Consolidated School District will:

1. Adhere to the details outlined in the Licensure Guidelines (436 or 451) when hiring guidance counselors and psychologists. The state does not have a policy specifically outlining the requirements for a school social worker. For licensure as a social worker in the state of
2. Mississippi, a candidate must: provide verification of a baccalaureate degree in social work from a college or university accredited by the Council on Social Work Education (CSWE) or Southern Association of Colleges and Schools (SACS) and scores a minimum of 70 on the ASWB basic exam.
3. Abide by Mississippi Code 37-9-79 as the school provides for counseling and guidance for students.
4. Hire school guidance counselors with a minimum of a Master's Degree in Guidance and
5. Counseling, or in an emergency situation, an appropriate certification as determined by the
6. Commission on Teacher and Administrator Education, Certification and Licensure and
7. Development. MS Code 37-9-79.
8. Hire school counselors who agree to abide by the American School Counselor Association Code of Ethics.
9. Ensure that all school guidance counselors provide comprehensive counseling services such as:
  - a. Academic and personal/social counseling.
  - b. Student assessment and assessment counseling.
  - c. Career and educational counseling.



- d. Individual and group counseling.
  - e. Crisis intervention and preventive counseling.
  - f. Provide all licensed teachers and principals with in-service suicide prevention training as directed by MS Code 37-3-101.
  - g. Referrals to community agencies.
  - h. Educational consultations and collaborations with teachers, administrators, parents and community leaders.
  - i. Education and career placement services.
  - j. Follow-up counseling services.
  - k. Conflict resolution.
  - l. Professional school counselors must spend a minimum of eighty percent (80%) of their contractual time to the delivery of services to students as outlined by the American School Counselor Association
10. Provide additional services to improve students' mental, emotional, and social health.
  11. Offer counseling, group assessments, interventions and other mental health services, as well as referrals to community health professionals.
  12. Hire qualified counselors who will address the mental health, academic, and career needs of students in the school setting.
  13. Participate in administrative claiming for reimbursement of administrative cost associated with health and medical outreach.

## FAMILY ENGAGEMENT AND COMMUNITY INVOLVEMENT

### *Minimum Requirements:*

The North Bolivar Consolidated School District will:

1. Invite parents and community members to participate in school health planning by serving on the local School Health Council.
2. Establish methods to inform and update the public regarding the LSWP and the assessment of the LSWP
3. Invite family or community members to participate in health and/or physical education classes.
4. Invite family or community members to eat a meal at school.
5. Provide resources and training to parents on health-related topics, parenting skills, child development, and family relationships.
6. Use the Family and Community Engagement Packet documents to promote health and wellness among families and communities – <http://www.mdek12.org/OHS/FCS> - Click on Resources
7. Recruit, train and involve family and community members as volunteers for teaching certain health units.

8. Use the Best Practices Shared Use Agreement Toolkit to build support for a shared use agreement – <http://www.mdek12.org/OHS> - Can be found under “What’s New”
9. Invite family and community volunteers to lead physical activities for children, such as lunchtime walkathons, weekend games, after-school programs, cheerleading, karate, aerobics, yoga, etc.
10. Encourage health education skill-building activities at home by including homework for health instruction, personal goal setting for healthy behaviors, and other health education-related activities.
11. Develop homework assignments for students that involve family discussions about health topics and age-related health issues.
12. Encourage regular family mealtimes that include healthy choices.
13. Schedule school health fairs and invite parents and the public to attend.
14. Update parents on school health successes through monthly newsletters and/or email.
15. Sponsor a Family Fitness Night.
16. Increase PTA/PTO Membership.
17. Plan Healthy Fundraisers and Healthy School Celebrations.
18. Plan Healthy Rewards for students and encourage parents to do the same.

## EMPLOYEE WELLNESS

The North Bolivar Consolidated School District will:

1. Make as a Requirement that all staff are aware of the Mississippi State and School Employees’ Health Insurance Plan that has been enhanced to include My Active Health, a wellness and health promotion program designed to help individuals live a healthy lifestyle and increase their overall wellness benefit- <http://www.MyActiveHealth.com/Mississippi>
2. Promote health and reduce risk factors through professional and staff development programs, providing information flyers and newsletters, introducing incentives for participating in healthy practices and activities, and offering an employee assistance program.
3. Provide health promotion programs for school staff to include opportunities for physical activity, health screenings, nutrition education, weight management, smoking cessation, and stress reduction and management.
4. Implement a healthy weight program for staff, such as Weight Watchers at Work Program®, <http://www.weightwatchers.com>
5. Develop a Staff Fitness Center on the school site.
6. Encourage after school health and fitness sessions for school staff.
7. Develop relationships with community health providers (e.g., local health departments, hospitals, neighborhood clinics, health professionals), recreational facilities, voluntary health organizations (e.g., American Cancer Society, American Lung Association, American Heart Association), and other community members who can provide resources for or support school employee wellness activities.
8. Coordinate school employee wellness activities with student health-promotion activities.
9. Organize employee walking teams or clubs.
10. Coordinate Staff Wellness events and activities with state and national health observances throughout the year.

11. Remove carbonated drinks from vending machines located in teacher's lounges, and offer water, low-fat milk, and 100 percent juice to staff members.

## MARKETING A HEALTHLY SCHOOL ENVIRONMENT

### *Minimum Requirements:*

1. Eliminate advertising or promoting unhealthy food choices on the school campus. Advertising must be restricted to only those foods and beverages that meet the Smart Snacks in School Nutrition Standards.

The North Bolivar Consolidated School District will:

1. Provide positive, consistent, and motivating messages about healthy lifestyle practices throughout the school setting.
2. Use school announcement systems, internal TV channels, school website, Facebook, text messaging and other social media to promote health messages to students and families.
3. Use traditional marketing materials such as posters, flyers, T-shirts, wrist bands, buttons, etc. to promote health messages to students and families.
4. Involve students in the local school health council for planning and marketing school health messages throughout the school.
5. Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events (e.g., school registration, parent-teacher conferences, PTA meetings, open houses, health fairs, teacher in-services, and other events).
6. Work with the local newspaper, TV and radio to promote healthy lifestyles and to highlight the benefits and successes of school health initiatives.
7. Create awareness of the link between the health of students and academic performance.
8. Prepare media releases that share successes to local newspapers.
9. Apply for recognition award through the Governor's Commission on Physical Fitness and Sports at <https://pyfp.org>

## IMPLEMENTATION

### *Minimum requirements:*

The North Bolivar Consolidated School District will:

1. Establish a plan for implementation of the school wellness policy.
2. Designate one or more persons to insure that the school wellness policy is implemented as written.
3. Establish and support a School Health Council (SHC) that addresses all aspects of a coordinated school health program, including a school wellness policy (Mississippi Code of 1972 Annotated, Section 37-13-134).
4. Conduct a review of the progress toward school wellness policy goals each year to identify areas for improvement.

5. Prepare and submit a yearly report to the school board regarding the progress toward implementation of the school wellness policy and recommendations for any revisions to the policy as necessary.
- 6 Use monitoring instruments, developed by the Office of Healthy Schools, to conduct a self assessment that identifies strengths and weaknesses toward implementation of the minimum requirements. Monitoring instruments can be downloaded at <http://www.mdek12.org/OHS> - Click on Resources

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint

Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; OR
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

## **MANAGEMENT OF NARCAN AND OTHER OPIOID ANTAGONISTS (JGCDA-P)**

In accordance with state law, it is the policy of the North Bolivar Consolidated School District to seek to provide assistance to any person who may be suffering from an opioid overdose on school property.

Opioid Antagonist – Any drug that binds to opioid receptors and block or inhibits the effects of opioids acting on those receptors and that is approved by the federal Food and Drug Administration for the treatment of an opioid-related overdose. This includes, but is not limited to, Narcan.

An education employee may store or distribute an opioid antagonist. An education employee may administer an opioid antagonist to another person if the education employee:

1. In good faith, believes the other person is experiencing a drug overdose; and
2. Acts with reasonable care in administering the opioid antagonist to the other person.

Narcan, or other opioid antagonists, will be available at all schools in the North Bolivar Consolidated School District. School nurses and school resource officers will be trained on the administration of Narcan, or other available opioid antagonists. Unless otherwise proscribed by state law, school nurses may serve as trainers.

All opioid antagonists shall be stored safely in compliance with the drug manufacturer's instructions. Narcan, and other opioid antagonists, shall be readily accessible to administer in the event of suspected drug overdose. All staff shall be made aware of the Narcan and other opioid antagonist storage locations.

Parents/guardians and Emergency Medical Services (911) must be called upon whenever an opioid antagonist is administered and in all suspected overdose situations.

Any person acting in good faith and with reasonable care to another person whom he/she believes to be experiencing an opioid-related overdose may administer an opioid antagonist and shall be immune from any civil or criminal liability or professional licensing sanctions.

Nothing in this policy is intended to regulate, restrict or otherwise deter a law enforcement officer, emergency medical technician, firefighter, licensed medical professional or other authorized individual from administering his/her own supply of Narcan or other opioid antagonist when responding in good faith to a suspected drug overdose occurring on school property.

## **STUDENT HEALTH SERVICE INOCULATIONS (JGCB)**

The Board of Trustees of the North Bolivar Consolidated School District has the power, authority and duty to require those vaccinations specified by the state health officer as provided in Section 41-23-37. ' 37-7-301 (i).

Whenever indicated, the state health officer shall specify such immunization practices as may be considered best for the control of vaccine preventable diseases. A listing shall be promulgated annually or more often, if necessary.

Except as provided hereinafter, it shall be unlawful for any child to attend any school, pre k, kindergarten or similar type facility intended for the instruction of children (hereinafter called "schools"), either public or private, with the exception of any legitimate home instruction program as defined in Section 37-13-9, for ten (10) or less children who are related within the third degree computed according to the civil law to the operator, unless they shall first have been vaccinated against those diseases specified by the state health officer.

A certificate of exemption from vaccination for medical or religious reasons may be offered on behalf of a child by a duly licensed physician and may be accepted by the local health officer who, in his opinion, such exemption will not cause undue risk to the community.

Certificates of vaccination shall be issued by local health officers or physicians on forms specified by the Mississippi State Board of Health. These forms shall be the only acceptable

means for showing compliance with these immunization requirements, and the responsible school officials shall file the form with the child's record.

If a child shall offer to enroll at a school without having completed the required vaccinations, the local health officer may grant a period of time up to ninety (90) days for such completion when, in the opinion of the health officer, such delay will not cause undue risk to the child, the school or the community. No child shall be enrolled without having had at least one (1) dose of each specified vaccine.

Within thirty (30) days after the opening of the fall term of school (on or before October 1 of each year) the person in charge of each school shall report to the county or local health officer, on forms provided by the Mississippi State Board of Health, the number of children enrolled by age or grade or both, the number fully vaccinated, the number in process of completing vaccination requirements, and the number exempt from vaccination by reason for such exemption.

Within one hundred twenty (120) days after the opening of the fall term (on or before December 31), the person in charge of each school shall certify to the local or county health officer that all children enrolled are in compliance with immunization requirements.

For the purpose of assisting in supervising the immunization status of the children the local health officer, or his designee, may inspect the children's records or be furnished certificates of immunization compliance by the school.

The Superintendent or his/her designee will develop procedures to support this policy

## **UNSAFE SCHOOL CHOICE (JGFA)**

The following definitions apply to this policy:

- I. **A "persistently dangerous school" is a public school other than a charter school in which the conditions during the past two (2) school years continually exposed its students to injury from violent criminal offenses and it is:**
  1. an elementary, middle or secondary public school in which a total of 20 or more violent criminal offenses were committed per 1,000 students (2.0 or more per 100 students) in two (2) consecutive school years; or
  2. an elementary, middle or secondary public alternative school in which a total of 75 or more violent criminal offenses were committed per 1,000 (7.5 or more per 100 students) in two (2) consecutive school years; and
- II. **"Violent criminal offenses" are the following crimes reported in the Mississippi Student Information System:**
  1. **Simple or Aggravated Assault** as defined in Section 97-3-7 of the Mississippi Code Annotated 1972, as amended,
  2. **Homicide** as defined in Sections 97-3-19, 97-3-27, 97-3-29, 97-3-31, 97-3-35, 97-3-37, and 97-3-47 of the Mississippi Code Annotated 1972, as amended,
  3. **Kidnapping** as defined in Section 97-3-53 of the Mississippi Code Annotated 1972, as amended,

4. **Rape** as defined in Sections 97-3-65 and 97-3-71 of the Mississippi Code Annotated 1972, as amended,
5. **Robbery** as defined in Sections 97-3-73, 97-3-77 and 97-3-79 of the Mississippi Code Annotated 1972, as amended,
6. **Sexual Battery** as defined in Section 97-3-95 of the Mississippi Code Annotated 1972, as amended,
7. **Mayhem** as defined in Section 97-3-59 of the Mississippi Code Annotated 1972, as amended,
8. **Poisoning** as defined in Section 97-3-61 of the Mississippi Code Annotated 1972, as amended,
9. **Extortion** as defined in Section 97-3-82 of the Mississippi Code Annotated 1972, as amended,
10. **Stalking** as defined in Section 97-3-107 of the Mississippi Code Annotated 1972, as amended, and
11. **Seizure and Forfeiture of Firearms** as defined in Section 97-3-110 of the Mississippi Code Annotated 1972, as amended.

Whenever the Mississippi Department of Education (MDE) has information that a school meets the criteria described above, MDE shall provide the local board of education the opportunity to report on conditions in the school. After consideration of that report and consultation with a representative sample of local educational agencies, the MDE shall determine whether the school is a persistently dangerous school. Once a school has been designated a persistently dangerous school, it retains that designation for at least one (1) school year.

In the event a school in this school district is identified by the MDE as persistently dangerous, the district will provide notification to parents of all students attending the school identified as persistently dangerous of this determination. The notice will:

1. be in writing, provided within ten (10) school days from the time of the district becoming aware that the school has been identified by MDE as persistently dangerous;
2. inform parents that there is no other school to transfer to in this school district which offers instruction at the student's grade level
3. indicate that a corrective plan will be developed and placed on file for public review;
4. indicate that the plan will be implemented in a timely manner.

As this school district cannot offer instruction at the student's grade level in any other school in the district, any student who is a victim of a violent criminal offense committed against him or her while he or she was in or on the grounds of the public school that he or she attends shall be allowed to request a transfer to attend a school in another district which is not designated a persistently dangerous school provided the student requests a transfer within thirty (30) days of the violent criminal offense. Any such transfers to meet the public school choice requirements of the Education Secondary Schools Act will be provided in accordance with established board policy and administrative regulation.

#### **PREGNANT STUDENTS (JIE)**

The Board of Trustees, believing that married and/or pregnant students have the same privileges and carry the same responsibilities as other students, sets forth the following provisions:

1. Married students are asked to report their marriage to their guidance counselor so that the school records can be kept up-to-date.
2. Pregnant students are asked to notify their guidance counselor as soon as the condition has been determined.
3. A student's marital status will not affect eligibility for participation in educational or extracurricular programs, including athletics.
4. Pregnancy, as well as any other temporary physical impairment, may affect participation in activities as dictated by the completed form by the physician.

## **CODE OF CONDUCT**

### **Student Conduct (JCA)**

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

All employees will be provided with an explanation of both their responsibilities and their rights under law in terms of actions they may take to maintain order, discipline, and an appropriate educational environment. Training will be provided that defines approved actions, and informs employees that they may be liable for harm when they engage in criminal, grossly negligent or reckless conduct, or act with flagrant indifference to the rights and safety of another person who suffers harm as a result. The superintendent will develop rules that prescribe the circumstances under which the district administration and/or parents/guardians are to be notified of actions taken, any written documentation of actions taken that is necessary, and other appropriate procedures including staff training.

A student code of conduct, developed under the leadership of the district administration, and in cooperation with staff, will be made available and distributed to parents and students outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct. In addition, each school may publish a student/parent handbook detailing additional rules specific to that school. *[All rules applying to student conduct shall be posted in a prominent place in each school building.]*

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

### **SECONDARY SCHOOLS**

The administration of North Bolivar Consolidated School District is based on the theory that junior and senior high students are young ladies and young gentlemen and, as such, should be capable of



conducting themselves in accordance with accepted standards of conduct. Every student is expected at all times to keep in mind that his conduct should not interfere with others, rather that it should be an example to others.

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

### ***ELEMENTARY SCHOOLS***

Helping children to develop self-discipline and to conduct themselves in an acceptable manner is a major behavioral objective of the school as well as of the home. Parents may assume that a student's behavior is satisfactory or better unless they are notified by telephone or by letter. In most cases it is believed that the call or letter will suffice -- if not, the parents may be asked to come to the school for a conference in order to affect an acceptable solution to the problem.

The school will expect and demand nothing less than good conduct on the part of students. It is believed that the above described procedure will be effective in achieving a desirable learning atmosphere and in guiding students toward assuming a greater degree of responsibility for their behavior. It should be fully understood that any student whose conduct interferes with the learning process of others will be removed from the classroom and dealt with accordingly.

### ***GENERAL RULES OF STUDENT CONDUCT***

1. Students are expected to conduct themselves in all school activities in such a manner that will promote development rather than inhibit it.
2. A teaching situation which is conducive to learning must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be disciplined, including but not limited to being sent to the principal's office. The counselor and principal will review the case and try to resolve the problem. A student who has been sent from class repeatedly will be suspended from school.
3. Any student who starts a disturbance or who participates in one will be suspended from school immediately and will be able to re-enter only after satisfactory assurance has been given in writing to the principal by the student and by his parents or guardians that there will not be a recurrence of this sort of behavior.
4. Corridor courtesy requires that students walk in an orderly manner on the right side of the corridor.
5. Profanity, cheating, stealing, and gambling can never be accepted by the schools of this system. Such offenses can result in suspension or expulsion.
6. Radios and/or other sound reproducers shall be forbidden on campus unless specifically requested by the teacher in charge.
7. All schools in the District are smoke-free zones. Smoking is prohibited on property owned or used by the school, whether during school, after school or at school-related events. Students caught smoking in unauthorized areas will be suspended.
8. A student is strictly prohibited by law from possessing a weapon, as identified in Policy JCDAE, while on school property, going to school, going from school or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion by the principal, his designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.
9. A student is strictly prohibited by law from possessing, using or selling any controlled substance, including drugs and alcohol as identified in Policy JCDAE, while on school property, going to school, going from school or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion by the principal, his

designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.

10. A student who uses or is under the influence of any alcohol or drugs shall be subject to an immediate suspension for a minimum of five days or expulsion and subject to all other penalties and requirements provided by law and District policies.
11. A student who commits an unlawful or violent act, as defined by Policy JCBE, shall be subject to immediate suspension and recommendation of expulsion by the principal, his designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.
12. A student who carries or otherwise has in his possession a firearm on campus, in violation of Policy JCBH, shall be subject to immediate suspension and recommendation of expulsion for a minimum of one calendar year by the principal, his designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.
13. A student, upon his second suspension for a disciplinary reason, will be informed that his third such suspension may result in expulsion.
14. Student behavior that harasses or threatens other students or school personnel will not be tolerated. This district shall treat hazing, as defined in MS Code 97-3-105 and stalking, as defined in MS Code 97-3-107, as serious offenses subject to criminal prosecution.
15. Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Students Complaints of Sexual Discrimination/Harassment C Title IX Procedures.
16. Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substance Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent is authorized to modify the period of time for such expulsion on a case by case basis. 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. ' 37-11-18
17. Any student who looks through a window, hole or opening, or otherwise views by means of any instrumentality, including, but not limited to, a periscope, telescope, binoculars, drones, camera, motion-picture camera, camcorder or mobile phone, into the interior of a bathroom, changing room, fitting room, locker room, dressing room, spa, massage room or therapy room or the interior of any other area in which the occupant has a reasonable expectation of privacy, with the intent to invade the privacy of a person or persons inside and without the consent or knowledge of every person present, for the lewd, licentious and indecent purpose of spying upon the occupant or occupants thereof, shall be Subject to immediate suspension and recommendation of expulsion by the principal, his designee or the superintendent subject to all other penalties provided by law and District policies.

### **ARTIFICIAL INTELLIGENCE**

Students are expected to use all technology responsibly and ethically. Any misuse of technology for academic purposes will be considered a violation of school board policy. Obtaining improper assistance from artificial intelligence tools including, but not limited to, Chat GPT is strictly prohibited. Any attempt to obtain improper assistance from AI tools will be considered a violation of school board policy. Students in violation of this policy will be subject to discipline up to and including suspension or expulsion.

### **SEXUAL MISCONDUCT PROHIBITED**

If any person eighteen (18) years or older who is employed by any public school district or private school in this state is accused of fondling or having any type of sexual involvement with any child under the age of eighteen (18) years who is enrolled in such school, the principal of such school and the superintendent of such school district shall timely notify the district attorney with jurisdiction where the school is located of such accusation, the Mississippi Department of Education and the Department of Human Services, provided that such accusation is reported to the principal and to the school

superintendent and that there is a reasonable basis to believe that such accusation is true.

Any superintendent, or his designee, who fails to make a report required by this section shall be subject to the penalties provided in Section 37-11-35. Any superintendent, principal, teacher or other school personnel participating in the making of a required report pursuant to this section or participating in any judicial proceeding resulting therefrom shall be presumed to be acting in good faith. Any person reporting in good faith shall be immune from any civil liability that might otherwise be incurred or imposed. ' 97-5-24.

If any teacher and any pupil under eighteen (18) years of age of such teacher, not being married to each other, shall have sexual intercourse, each with the other, they shall, for every such offense, be fined in any sum, not more than five hundred dollars (\$500.00) each, and the teacher may be imprisoned not less than three (3) months nor more than six (6) months. ' 97-29-3

### ***HARASSMENT PROHIBITED***

This school district affirms employee protection provided under Title VII, and therefore shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.

Further, this school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

### ***SPECIAL EDUCATION STUDENTS***

Special education students are responsible for adhering to the same rules of conduct as nondisabled students. All special education students are entitled to a free appropriate public education, even those who have been suspended or expelled. Whenever a special education student is removed for disciplinary reasons from his/her current education setting and placed in an interim alternative setting, the setting must be one which enables the student to continue to participate in the general curriculum, to continue to receive those services and modifications described in the student's current IEP, and to receive services and modifications designed to address the student's behavior. The special education director/coordinator or designee should be contacted immediately when a special education student commits a violation of the rules of conduct which may result in the removal from the classroom by suspension or expulsion. All procedural safeguards described in the IDEA shall be followed whenever a special education student is disciplined.

As provided under '37-23-135, Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations.

### ***STUDENT CONDUCT AND GRADES***

Criteria used in the evaluation process to determine a student's grade must be supported by rationale.

The criteria must be in writing and must include the following:

1. Course content (goals, objectives, materials, etc.) as outlined in the curriculum guides
2. Methods of evaluation grades will reflect some combination of the areas listed below:
  - a. Class work
  - b. Homework
  - c. Test scores
  - d. Participation
  - e. Skill application
  - f. Preparation for class
3. The effect of absence on grades
4. Procedures for making up assigned work and tests
5. Other criteria as may be approved by the superintendent and school board

DISCIPLINARY ACTION / THE SCHOOL SAFETY ACT OF 2001

## **BULLYING (JDDA)**

### **I. Bullying Generally**

The North Bolivar Consolidated 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 North Bolivar Consolidated 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 with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of

bullying or harassing behavior to report the incident to the appropriate school official.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedure should be appropriately placed in District personnel policy handbooks, school handbook that include discipline policies and procedures, and any other policy or procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the North Bolivar Consolidated 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.

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 name of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the 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 five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

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

## **II. Cyberbullying**

The North Bolivar Consolidated School District has a zero tolerance for Cyberbullying. As such Cyberbullying will be considered a Class V Offense in accordance with rules and regulations set forth by the NBSCD.

As per the State Attorney General's Office Cyberbullying is defined as follows:

Cyberbullying occurs when one child or teen uses the internet, cell phone or other type of social media to harass, embarrass or taunt another child or teen. Often, children use Cyberbullying to get revenge on someone, or boost their self-esteem by putting others down. Others do it because they think it's funny or because they are bored. Some examples of Cyberbullying include:

- Setting up a profile pretending to be someone else or hacking into someone's social networking profile
- Posting photos of someone online without his or her permission.
- Harassing someone through text messages, instant messages, or in a chat room.
- Sending embarrassing photos or messages by email or on a cell phone, or sharing messages with people other than the intended recipient.
- Writing harmful information or lies on a personal blog or website.
- Sending a virus to someone's computer

### **Understanding Cyberbullying Law**

Mississippi's Cyberbullying laws make it a felony to use electronic mail or electronic communication to:

- Threaten bodily harm to a person, or harm to his or her family or property
- Communicate repeatedly in order to threaten, terrify, or harass a person
- Make false statements concerning death, injury, illness, criminal conduct, or indecent conduct.

The laws also prohibit knowingly allowing anyone else to use your computer or other device to threaten, harass, or make false statements. A conviction can lead to a maximum fine of \$5,000.00 and up to two years in prison (MS Code Ann 97-45-15). Mississippi recently passed a statute which includes cyberbullying. The definition of "bullying" now includes events involving electronic communication, such as harassing emails or threatening messages online S B. No. 2015 (2010). Under this new law, bullying occurs when a victim reasonably perceives that he or she has been threatened or harassed. It does not matter whether the bully intended to threaten or harass the victim. Although cyberbullying usually occurs while students are surfing the net at home, it often translates into problems at school, creating an uncomfortable learning environment. The new law allows schools to discipline cyberbullying that occurs at school or at a school sponsored function and requires students and teachers with knowledge of bullying to report it to a school official. However, it is ultimately a parent's responsibility to detect cyberbullying at home.

### **What parents should tell their children:**

- Not to encourage or participate in cyberbullying
- To report any cyberbullying or other bullying they witness.
- Not to just remain silent, but to speak up when a peer is being bullied. Most of the time, when peers speak out for a bullying victim, the bully fears social repercussions and stops.

### ***SEXUAL HARASSMENT (JBCBA)***

Sexual harassment is a persistence of sexual remarks or unwelcome advancements by any member of the sexual population. Reporting of sexual harassment in the school environment is encouraged. Offenders will be dealt with according to school policy.

As provided under Title IX of the Education Amendments of 1972, no person in the U.S. will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Students in the North Bolivar Consolidated School District are protected from sexual discrimination, including sexual harassment, by Title IX of the Education Amendments of 1972 to the Civil Rights Act. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

This school district affirms employee protection provided under Title VII, and therefore will not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment. Further, this school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

### **Title IX Grievance Procedure**

#### **Party/Parties Involved-Action Required**

- |    |  |   |
|----|--|---|
| A. | Complaint within 5 days from the time a complaint becomes known, the complainant must complete and submit to the Title IX Coordinator a written "Title IX Report" form. The report must state the respondent's name, the nature and date of the alleged violation, the names of any witnesses to such alleged violation and requested action. Forms shall be available from all principals' offices and from the Title IX Coordinator. |   |
| B. | Title IX Coordinator   | <p>Within 2 days from receipt of the complaint, the Title IX Coordinator shall notify the Respondent. Within 5 days, the Respondent shall be required to respond in writing to the Title IX Coordinator as follows:</p> <ol style="list-style-type: none"> <li>1. Confirm or deny the facts alleged;</li> <li>2. Indicate acceptance or rejection of the complainant's requested action; or</li> <li>3. Outline alternative actions.</li> </ol> |
| C. | Title IX Coordinator   | <p>Within 5 days from the receipt of the respondent's response, the Title IX Coordinator shall provide an initial response to the complainant and respondent, stating initial conclusions of fact and proposed action, if any.</p>  |
| D. | Complainant or Respondent  | <p>Within five (5) days of receiving the initial response, the complainant or respondent may request, in writing a hearing on the matter.</p>   |
| E. | Title IX Coordinator   | <p>Upon receipt of a written request for hearing, the Title IX Coordinator shall schedule a hearing to be held within 5-10 days before an unbiased panel of 3-5 District employees. The Title IX Coordinator shall give written notice of such hearing to the complainant, respondent, student's principal or employee's supervisor, and other appropriate witnesses if applicable.</p>   |

- F. Title IX Coordinator, Grievant, Title IX Hearing Panel
- Within 5-10 days of the receipt of the written request for a hearing by the Title IX Coordinator, a hearing shall be before an unbiased panel of 3-5 District employees. The Title IX Coordinator shall facilitate the hearing, at which the following rules shall apply:
1. The hearing shall be informal and the legal rules of evidence and procedures shall not apply.
  2. The complainant and respondent shall be permitted to submit written evidence and to bring witnesses before the panel.
  3. The Title IX Hearing Panel members may question any witnesses brought before them.
  4. The complainant and respondent shall be permitted to make a statement before the panel and may be permitted to examine their witnesses and to cross-examine witnesses actually presented by the other parties.
  5. Representation of the complainant or respondent by other individuals shall not be permitted.
  6. The Title IX Coordinator shall create and maintain a record of the hearing which shall include the names of all witnesses, all investigation reports. A summary of all witness testimony and all documentary evidence.
- G. Title IX Hearing Panel
- Within five (5) days after the hearing, the Title IX Hearing Panel shall issue a written decision which shall include findings of fact and recommended action.
- H. Title IX Coordinator
- Upon receipt of the decision of the Title IX Hearing Panel, the Title IX Coordinator shall provide a copy of such decision to the complainant, respondent, the employees' supervisors and superintendent.
- I. Complainant or Respondent
- If the complainant or respondent is not satisfied with the decision, he/she may request a review by the superintendent. The request for such review must be made in writing to the Title IX Coordinator within five (5) days of receipt of the panel's decision.
- J. Title IX Coordinator
- Upon receipt of a request for a review by the superintendent, the Title IX Coordinator shall notify the superintendent of such request and submit to the superintendent the record of the hearing, the panel decision and all related documents.



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|--|--|
| K. Superintendent  | Within ten (10) days of notice of request for review, the superintendent shall review the record panel decision and shall issue a decision. The superintendent shall have his/her decision provided to the Title IX Coordinator, complainant, respondent and the employee's supervisors within the ten (10) day period.  |
| L. Complainant or Respondent                                       | Within five (5) days of the receipt of the superintendent's decision, if dissatisfied with the decision, the complainant or respondent must submit a written request for review by the School Board to the Title IX Coordinator.   |
| M. Title IX Coordinator  | Upon receipt of the request for review, the Title IX Coordinator must schedule a review before the governing School Board to be held at the Board's next regular or special meeting, but in no event more than thirty (30) days from such request. The Title IX Coordinator shall provide the Board members with copies of the hearing record, all investigation reports, the panel decision, the superintendent's decision and all related documents.   |
| N. School Board, Title IX Coordinator, Complainant, and Respondent | Within thirty (30) days of the request for review, the Board shall review the hearing record, all investigation, all reports, the panel decision, the superintendent's decision and all related records. The review is not a hearing and no party has the right to present further witnesses or other evidence or to examine any witness or party. However, the Board may, in its discretion, permit statements of limited duration from the respondent or his/her representative. All usual rules of Board procedure shall apply. Furthermore, the Board may, in its discretion, require that review be conducted in closed or executive session. |
| O. School Board  | Within ten (10_ days of the review, the Board shall issue a final written decision. The Board may concur in the findings of the superintendent and direct that the recommended actions be taken or may make alternative findings and direct appropriate actions be taken by the superintendent or other appropriate administrator. The decision of the Board is final!   |

#### **DUE PROCESS (JCDAC)**

The superintendent, assistant superintendents, principals, and assistant principals will have sole jurisdiction to hear and

decide matters of student discipline outside of minor infractions dealt with by the classroom teacher. The administrators will impose necessary sanctions if guilt for the incident is determined. The categories of punishment shall be those set forth under the “Discipline Policy.” In the event the recommendation for punishment is suspension of three days or less, the principal or assistant principal of the school in question will have the authority to act as the hearing officer at the parents’ request. When the offense warrants suspension from school for more than three days, but less than eleven days, the superintendent, or his or her designee, may serve as the hearing officer at the parent’s request.

## **DISCIPLINE POLICY (JD)**

### **I. Discipline Generally**

One of the characteristics of an effective school district is a safe, orderly climate conducive to teaching and learning. Students, as well as all staff members, share the responsibility for creating and supporting a positive school climate. The degree to which students accept their responsibility to demonstrate the type of behavior that promotes a learning limit also has a definite effect on their academic achievement. Good discipline is basic to the ability of the school to offer a productive learning environment and to create conditions favorable to efficient learning.

Any student within the North Bolivar Consolidated district must have a hearing and a developed Individual Instructional Plan (**IIP**) by a committee of teachers, counselors, administrators or other professional personnel prior to placement of a student into the alternative learning program. In addition, students in grades 8<sup>th</sup> — 12<sup>th</sup> must have a completed ICAP. According to state law, the school administrator shall have the same rights as a parent to control the discipline of a student during the course of the school day, in transit or from school, and/or while attending any school sponsored function.

Each school in the district has developed specific procedures to implement these general rules of conduct. In addition, each teacher develops procedures to implement these rules in his/her classroom. Consequences for positive and negative behavior are also a part of the district-wide discipline plan.

During the first two days of school the Handbook will be reviewed by the teachers to teach the rules, procedures, and consequences to all students.

Every student receives a copy of the school discipline plan to share with his/her parents. Parents are asked to sign a form stating that they have received/reviewed the plan.

### **II. Assertive Discipline**

The North Bolivar Consolidated School District has adopted an Assertive Discipline Plan as the everyday approach to the management of student behavior. In order to grow educationally, socially, and emotionally, students must be in an environment in which there are concerned teachers. Teachers will set firm, consistent, positive limits which provide warmth and support for appropriate student behavior.

#### **The premise of Assertive Discipline is as follows:**

Teachers have a right to teach. Students have the right to learn. In the classroom, no student will stop the teacher from teaching or stop another student from learning.

In keeping with this premise, classroom and school rules have been adopted and are posted in each classroom. Parents will receive these rules. Consequences, as well as positive reinforcements, are outlined and consistently applied. All classroom disciplinary methods are clearly stated. The only disciplinary methods permitted in the classroom should be those adopted at each school. The Assertive Discipline Plan serves as the foundation of all our discipline efforts.

## **Definitions of Formal Disciplinary Actions**

### ***After School Detention Hall:***

At the end of the regular school day the student reports to an assigned room for a specified period of time. Each individual school, elementary and secondary, will advise parents as to the type and rules of after school detention where applicable. Parents are responsible for picking up students. Students assigned to detention and failing to report will either have the days assigned doubled.

### ***In-School Suspension:***

In schools having in-school suspension, the student spends the school day (normally from one to five days) under the supervision of the principal or his/her designee. All daily assignments are given in advance to the supervisor/teacher so that the students will not lose educational opportunities.

### ***Disciplinary Probation:***

For a specified period of time, the student is required to report to a staff member who will assist in monitoring the student's adjustment to the school situation. While on probation, the student may not participate in any extracurricular activities.

### ***Work Assignments/Saturday Detention:***

In schools having work assignments/Saturday detention, the student will work in supervised activities related to the maintenance of school facilities. Work assignment will not be assigned during an academic class period.

### ***School Bus Suspension:***

Any type of student misconduct on a school bus may result in suspension from the school bus. By definition, school bus suspension means that the student is denied the privilege of riding a school bus. This particular disciplinary action is enforced only for misconduct on a school bus. In such cases, transportation shall be provided by a parent or guardian, but not the North Bolivar Consolidated School District.

### ***Corporal Punishment: (JDB)***

The striking of a student on the buttocks with a paddle or strap by a principal or designee is used as necessary to maintain discipline and/or enforce school rules. Corporal punishment can be administered in a reasonable manner as a last resort to a student whose behavior is disruptive to the normal operation of the classroom or school. All corporal punishment is administered in the presence of an adult witness.

### ***Out - of – School Suspension:***

Suspension is the temporary dismissal of a student from his/her regular school program for a period not to exceed ten (10) days. Since it is the goal of the school to have every student in school as much as possible, suspension will be imposed only after assertive discipline, counseling and detention are shown to be ineffective, except in instances of serious disciplinary infraction. While on suspension, student will not be allowed to participate in or attend any school functions.

### ***Alternative School Program:***

The Alternative School Program was established to serve those students who were not functioning well in the regular setting. Assignment to the alternative school program will result in suspension of student involvement and attendance of all extracurricular activities. The student is also prohibited from entering the school and, or property, or attending any day or night school functions. If a student becomes a behavior problem in the alternative setting then he/she will receive out of school suspension, and possible recommendation for expulsion.

When a student is released from the alternative setting, he/she will not be allowed to participate in extracurricular activities or hold a title for the remainder of the school year nor the subsequent semester.

When a student returns from the alternative school setting to the base school, he/she will be placed on one (1) semester probation. Three or more Class I- Class III behaviors or one Class W- V behaviors will initiate removal from the base school back to the alternative setting for the remainder of the school term.

***Expulsion:***

The student loses the right and obligation to attend a school in the North Bolivar Consolidated School District for the remainder of that school year, or for any period deemed necessary by the **North Bolivar School Consolidated School District Board of Trustees, or its designee. (Student may not return to campus for any school related activity).**

**III. Procedures for Administering Corporal Punishment and Suspension**

When disciplinary action reaches the level of corporal punishment or denial of educational participation, specific procedural steps shall be exercised for the protection of the rights of the student.

- a. The student will be advised why he/she is being punished in this manner.
- b. Corporal punishment will be administered under conditions not calculated to hold him/her up to ridicule, shame, or intimidation by his/her peers.
- c. All corporal punishment will be administered by the principal or his/her designee. There will be a minimum of two adults present for the administering of all corporal punishment.
- d. All corporal punishment will be administered in the designated area under the specified conditions.

Upon written request, the school will provide the pupil's parents or guardian with a written explanation of the reason for the punishment and the name of the adult witness.

**Prior to suspension from school:**

- a. The student shall be given oral notice of the charges against him/her
- b. The student shall have an opportunity to write his/her version of the incident.
- c. If the charge of an offense leads to suspension, the parents will be advised of the reason. Also, if possible, a conference or written notification should precede the student's suspension from school. However, if the immediate suspension of the student appears justified because the student's presence endangers the student, other students, or endangers school property, or would seriously disrupt the orderly academic process, the necessary notice and conference will follow as soon as practicable.

**IN NO SITUATION WILL A STUDENT BE SENT FROM SCHOOL WITHOUT PARENT/GUARDIAN NOTICE AND PROPER CHECKOUT.** The local Police Department may be called if the situation warrants.

**IV. Procedures for Expulsion**

- a. The principal is initially responsible for determining if an offense for which suspension for greater

than 10 days or expulsion may be warranted has been committed.

- b. Once a decision is made that the offense is one which could result in expulsion, a district hearing is mandatory.
- c. After advising the student in writing of the pending charges and providing the student with an opportunity to refute said charges, and if the principal finds reasonable grounds to believe a student in his/her school has committed such an offense, the principal is authorized to suspend the student one (1) to ten (10) days under the guidelines set forth for student suspension.
- d. Parental contact should be made at the earliest reasonable time following the official allegation by the school.

The principal's conclusions should be based on the facts pertaining to the documentation of the incident. Said documentation shall include all information available, including but not limited to, the following categories:

- An operational definition of the offense(s)
- Persons involved and events reported
- Witnesses
- When and where the offense(s) occurred

The preceding documentation shall be forwarded to the Hearing Officer from the school making the recommendation for dismissal, along with a request for a hearing. A hearing will be held in the central office of the North Bolivar Consolidated School District.

The School Board of Trustees has authorized the Hearing Committee to make a recommendation relative to expulsion. The Hearing Officer, acting as the Superintendent's designee and a hearing committee of two administrators, the safety officer, and one other teacher shall review the recommendation and will

hold a conference with the parent/guardian of the suspended student within ten (10) days of the offense(s) which shall be maintained by a designated recorder.

The recommendation for dismissal or resolution of the matter shall be forwarded to the Superintendent within the ten (10) day period imposed by the principal. Parents will be notified in writing of the decision of the Hearing Committee by the Hearing Officer. Parents have the right to appeal the decision of the Hearing Committee. Requests to appear before the School Board should be made to the Superintendent no later than five (5) days after the Hearing Committee renders its decision.

Recommendations of expulsion shall be presented at the next regular meeting of the School Board of Trustees. It is important to note that the hearings concerning student's dismissal(s) are administrative in nature and will not excuse the student from civil and/or criminal procedures and/or remedies which may be appropriate in light of the specific circumstances of each incident.

#### **Student's Rights When Facing Suspension of More than Ten Days or Expulsion**

For any suspension of more than ten (10) days or expulsions, a student shall have the right to a due process hearing. The student also has the right to be represented by legal counsel, to present evidence, and cross-examine witnesses presented by the district.

The standard of proof in such a proceeding shall be substantial evidence.

The parent or guardian of the child shall be advised of this right to a hearing by the appropriate

superintendent or principal and proper form shall be provided for requesting such a hearing.

## **V. Student Discipline Plan**

Violations of the code have been grouped into three categories: MINOR, INTERMEDIATE, and MAJOR.

Each classification is followed with a disciplinary procedure which is to be implemented by principals and designees.

In the following classes of violations and disciplinary procedures, it is understood that the principal and/or his/her designee shall review the student's explanation and consult further with the teacher, if necessary, before determining the classification of the violation.

### **CLASS I: MINOR BEHAVIORS**

#### **Each teacher will deal with these behaviors:**

1. Abusive language (Ex. Related to another student that is verbal, written, or gestured).
2. Tardiness to class
3. Distractions of other students
4. Violating student dress code
5. Inappropriate public display of affection
6. Personal contact such as pushing and shoving
7. Failure to bring classroom materials, homework or the required items

#### **Recommended Disciplinary Action Options for Class I Behaviors**

1. Warning/ contact parent
2. Teacher-student conference
3. Isolation with adult supervision
4. teacher-parent conference and/or 30-minute detention (at least one day's notice must be given)
5. Individual and/or group counseling from school counselor
6. Administrative, student, parent, and teacher conference
7. Saturday detention for four (4) hours (Saturday detention is designed to avoid out-of-school suspension. Failure to report will result in a three-day suspension from school.
8. In-school suspension, out-of-school suspension
9. Clean campus after school
10. Other appropriate actions deemed necessary by the principal

### **CLASS II: MINOR BEHAVIORS**

1. Habitual violations of class I behaviors (three or more violations)
2. Harassing/threatening other students
3. Possessing and/or using tobacco and tobacco related products (matches or lighters)
4. Defacing school property (writing on desk, walls, etc.
5. Stealing-under \$10.00 in value
6. Using vulgar or profane language, (acts and gestures)
7. Cutting class

#### **Recommended Disciplinary Action options for Class II Behaviors**

1. Contact parents, parents are financially liable for a child's destructive acts toward school property or person, and if the school request, the parent will be required to attend a disciplinary conference. Parents who willfully fail to attend a property notified conference may be guilty of a misdemeanor, Miss. Code Ann.-37-11-53.
2. After-school detention and/or Saturday detention - Failure to report for Saturday detention will result in a three-day suspension from school
3. Loss of the privilege to attend all school activities (sports activities, dances, assemblies, field trips)

4. A twenty (20) day probationary period will result in upward progression to class III,
5. Total restitution for any injury to others requires medical attention, items stolen or damaged.
6. In-school suspension, suspension and/or other appropriate action deemed necessary by the principal.

### **Class III: MINOR BEHAVIORS**

1. Habitual violations of Class II Behaviors (three or more violations are considered habitual)
2. Vandalizing school property (non-gang related)
3. Fighting (minor with little or no injury)
4. Visiting **any school** without permission (trespassing)
5. Stealing - valued over \$10.00
6. Intentionally providing false information to any school employee or member of the school board
7. Conspiring to or creating a disturbance in the classroom, on the bus, or on school property, or at a school function.
8. Written or verbal proposition to engage in a sexual act
9. Habitually leaving campus without permission, cutting class, or not following proper procedure in leaving campus.
10. Refusing to give up any item not allowed at school upon request
11. Insubordination, disrespect for authority, willful disobedience.
12. Creating or participating in a food fight in the cafeteria.

### **Recommended Disciplinary Action Options for Class III Behaviors**

1. Saturday detention: Failure to report for detention will result in a three-day suspension from school
2. Three (3) to five (5) day suspension
3. Contact parent - recommend professional counseling - when counseling is proposed, proof of receiving services may be requested before student returns to school
4. Loss of privileges to attend school activities
5. Total restitution for an injury to others requires medical attention, items stolen or damaged.
6. Placement in in-school suspension
7. Habitual violations of Class III Behaviors may receive up to 10 days suspension (three or more violations)
8. Suspension and/or other appropriate action deemed necessary by the principal.

### **Class IV: INTERMEDIATE BEHAVIORS**

1. Habitual violation of Class III Behaviors (three or more violations)
2. Burglarizing or unlawful possession of school property
3. Possession of or use of fireworks at school
4. Extortion
5. Gambling
6. Fighting (three or more students involved)
7. Physical assault (kicking, slapping, hitting, etc.)
8. Using abusive language or abusive behavior to district personnel.
9. Intimidation by placing someone in fear of their safety.
10. Vandalizing school property (gang related)
11. Burglary of a vehicle or unauthorized use of a vehicle parked on or near school with the intent to commit theft.
12. Bomb threats/setting off fire alarm or fire extinguishers/vocalizing a false fire alarm
13. Sexual harassment of another student
14. Any other offense which the principal may reasonably judge to fall within this category  
(Ex. Any act committed in the community that adversely affects the school climate and habitual violations of Class I, II, III behaviors.)

### **Recommended Disciplinary Actions for Class IV Behaviors**

1. Parent contact
2. Three (3) to five (5) days suspension
3. Loss of privileges to attend or participate in/with school activities
4. Contact parents recommend professional counseling - when counseling is proposed, proof of receiving services may be requested before the student returns to school.
5. Total restitution for any injury to others requiring medical attention and items stolen or damaged.
6. Habitual violations of Class IV Behaviors may receive up to 10 days suspension (three or more violations) **and** Alternative School

#### **Class V: MAJOR BEHAVIORS**

1. Habitual violations of Class IV Behaviors (three or more violations)
2. Burglarizing or unlawful possession of school property
3. Possession, sale, or distribution of alcohol
4. Use of alcohol
  - A. First offense will be for a minimum of five (5) days
  - B. Second offense will result in a recommendation for expulsion
5. Possession of any item that has the shape, form or appearance of or intended use as a weapon.
6. Physical and/or verbal assault of teacher, administrator or other staff member
7. Participating in or causing a disturbance at school or school-related activities as riots, group/gang fights, fights or similar disturbances.
8. Engaging in a sexual act
9. Robbery
10. Mace Possession or use
11. Possession of bullets or use
12. Arson
13. Cyberbullying/Bullying
14. Possession or use of tobacco or any other controlled substance including but not limited to marijuana, hallucinogen, and stimulants or depressant.

#### **Recommended Disciplinary Actions for Class V Behaviors**

1. Expulsion - For Class V behaviors, repeated violations of the Code of Conduct when corrective measures have failed to improve highly disruptive attitudes and actions, expulsion from North Bolivar Consolidated School District will be recommended. **Expulsion is defined as the complete loss of all privileges in the K-12 program.**
2. While on expelled or suspended status, a student will not be allowed to enter the campus or buildings or outside regular school hours, nor may the student attend any school related activities on or off school
3. property. To do so may make the student liable for arrest on grounds of trespassing as well as jeopardize future chances of readmission to the school district.
4. Students who meet the entrance requirement for the alternative program may be assigned to alternative school.
5. Any compulsory school-age child who becomes involved in any criminal or violent behavior shall be removed from school property by police if the situation requires.  
Other appropriate action deemed necessary by the principal.

#### **DRUGS AND ALCOHOL (JCDAC)**

It is the position of the Board of Trustees of the North Bolivar Consolidated School District that student use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful. Accordingly, the Board is opposed to the illegal use of drugs, narcotics, anabolic steroids, or alcohol beverages by students on or off campus. A student shall not possess, use, transmit, or be under the influence of any illegal drug or alcoholic beverage of any kind.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a



violation of this rule; however, it shall be a violation if any student has a pill, drug or medicine in any container that does not have the prescription label thereon. Such medication shall be kept in the nurse's office and taken under the direct supervision of the nurse or office personnel. Also prohibited is the sale or attempted sale of drugs or alcoholic beverages by seller and/or any substance thought to be drugs by the buyer on school property or at a school function or on property used by the school with permission of the owner.

Teachers should follow the guidelines below when class atmosphere is altered because of suspected drug influence:

1. A student that cannot function productively should be identified to the principal.
2. The teacher, using reasonable suspicion standards, shall identify the inappropriate behavior. (Ex.: falling asleep, cannot comprehend normal conversation, is unable to move correctly, etc.)

Principals should follow the appropriate procedures below when student behavior is altered because of suspected drug influence:

1. Parents should be contacted and informed that their "child is unable to function in class." Principals should be cautious about making specific accusations.
2. Principals will ask parents to pick their child up at school and when they arrive will provide them with a statement of counseling procedures. (Counseling, to include the student and the parents, will occur within seven to ten days.)
3. When justified by behavior or material evidence, the appropriate police authorities must be called, parents contacted, and evidence retained for police inspection.
4. If there is a question about the student's physical/medical well-being, the appropriate rescue agency should be contacted immediately.

A student who uses, possesses, sells, transmits, or is under the influence of a controlled substance (as defined by the Mississippi Code of 1972), other than those prescribed by a physician, while on campus or in the buildings of the North Bolivar Consolidated School District, at any school-sponsored activity or function, or on a school bus or in a school-sponsored vehicle will be suspended until due process hearing and Board action. Law enforcement officials will also be notified. Compliance with the above drug and alcohol policies is mandatory. Students who violate any of these rules may be suspended or expelled from school in accordance with School Board Policy JD.

#### **CONFLICT RESOLUTION (ICL)**

The North Bolivar Consolidated School District may require that a student or students participate in a peer mediation/conflict management program in addition to and as part of disciplinary action. The Board shall adopt an official conflict resolution policy in compliance with state regulations.

#### **SEARCH AND SEIZURE (JCDA)**

When there is probable cause or reasonable suspicion that a violation of district policy has occurred, school officials have a legal right and responsibility to search lockers, desks, persons, and/or vehicles for any item specifically prohibited by Board Policy. A witness should be present during any search, if practical. It is not necessary to give prior warning of a locker search.

In an emergency, school officials/law officers may conduct a general search.

School officials will seek cooperation from the student if a search is to be made of his person

requesting, for example, that the contents of a purse, pocket, or bag be placed on a table for inspection.

Students are permitted to park on school premises as a matter of privilege, not of right. The interior of a vehicle driven by a student on the school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside. **The discovery of any items which indicates that a violation of state law may have occurred will result in notification of the proper law enforcement authorities.**

## **STUDENT DRESS CODE (JCDB)**

The personal appearance of the student represents that individual to his fellow students. The personal appearance of the entire student body represents the school to others.

Cleanliness, neatness, and appropriateness are the standards, which should be observed by all students in their personal dress and grooming.

1. Students are expected to wear appropriate dress including shoes. Shoes that convert into roller skates will not be worn to school.
2. Students may wear shorts, which come within 4" of the top of the knee when standing. All other clothing must be within 3" of the top of the knee when standing. (Exception: in grades K-2, students are permitted to wear shorts above the knee.) Those persons wearing questionable clothing will be subject to appear before an advisor or the Principal for discipline.
3. No biker shorts, leggings, off-the shoulder garments, tight stirrup pants, midriffs, cutoffs, halters, tank tops - any type garment which does not cover from neck to edge of shoulder, low-necked, see through, or mesh-type clothing will be allowed nor holes in clothing above the knee. No "sag" clothing (clothing worn low on hips or below hips in which student's undergarments show) will be allowed. No uniforms are to be worn at school. (Exception: Boy and Girl Scouts; and in grades 3-5: cheerleader uniforms that meet the dress code.) Those persons wearing questionable clothing will be subject to appear before an advisor or the Principal for discipline.

In grades PreK-12, No Umbra – type shorts or pajama type pants will not be worn to school. Shirts will not be worn to school that expose bare skin when seated or bent over or when the student's hand is raised. Those persons wearing questionable clothing will be subject to appear before an adult advisor or the Principal for discipline.

4. Clothing with suggestive or obscene wording will be considered inappropriate for school (Ex. Beer and liquor ads and obscene logos).
5. Hats, caps, bandannas, or any other head coverings are banned from school grounds and will not be worn to school. Sweatbands are banned from school grounds. In grades PreK-12, appropriate winter headgear may be worn to school, (i.e. earmuffs, toboggan). Toboggans may not be worn inside the school building.
6. Any caps, hats bandannas or other head coverings or any items used to display gang colors or show gang signs are banned from school grounds.
7. Clothing and/or appearance which disrupts the educational process or causes concern about the safety and welfare of the school community is prohibited.
8. Students shall not wear jewelry, including earrings, which pose a threat to safety. No one shall wear earrings in parts of the body other than the ear.
9. Book bags, backpacks, etc. shall not have any markings on them except the brand name applied by the manufacturer. In grades K-5, there will be no rolling backpacks allowed.

### **I. School Uniform Policy**

The North Bolivar Consolidated School District will implement the following school uniform policy for all

students in grades K-12. Uniforms should be worn each day including field trip and other school related events. Exceptions will be granted for special occasions and events.

### **Description of Uniforms**

#### ***I.T. Montgomery Elementary School:***

White, Orange, or Navy blue polo style (collar/buttons), shirt, Khaki (not off white or beige) pants/shorts with belt, and closed shoes. **Any t-shirt/undershirt worn must be solid white.**

#### ***Brooks Elementary School and Northside High School***

Khaki or navy casual pants or shorts and the appropriate colored district shirt (orange, white, or royal blue polo style collared shirt). **Any t-shirt/undershirt worn must be solid white.**

The principal shall have the final decision about the appropriateness of the clothing for school.

**\*\*All teachers** should check the appropriateness or inappropriateness of dress as students arrive at school and immediately refer students, who are in violation, to the principal.

## **II. Dress Code Enforcement Policy**

**All students who violate the North Bolivar Consolidated School District Uniform Policy will be subject to the following disciplinary actions:**

**First Offense:** Students will be warned and parents will be contacted to make necessary changes. Students will be assigned to a designated detention site until parent(s) arrives or until the end of the school day.

**Second Offense:** Students will be warned and parents will be contacted to make necessary changes. Students will be assigned to a designated detention site until parent(s) arrives or until the end of the school day. Students will be required to attend a parent/principal conference before returning to class the following day (Parent Monitoring).

**Third Offense:** Students will be suspended for one day. Students will be required to attend a parent/principal conference before returning to class following the suspension.

**Fourth Offense:** Student will be suspended for three days. Students will be required to attend a parent/principal conference before returning to class following the suspension.

## **CELLULAR DEVICE POLICY**

The possession by students of cellular telephones and 2-way radio wireless devices shall be prohibited on school grounds and on buses or other vehicles provided by the school district at all times.

The possession by students of telephone paging devices, commonly known as beepers, or any device that is capable of operating as a telephone paging device, shall be prohibited on school grounds and on buses or other vehicles provided by the school district at all times.

When a student is suspected to be in possession of the above-described devices, any or all of the following consequences may be used:

1. Confiscation of the device.
2. Notification of parent/guardian.
3. Conference with parent/guardian.
4. Charge fee of \$25.00 to retrieve any described herein for each occurrence of a violation.
5. Confiscating the device between 5 school days and/ or permanently
6. Additional options as determined appropriate by an administrator

## **WEAPONS POLICY (JCDAE)**

### **I. Guns and Firearms (JCBH)**

Any student who has in his/her possession any type of firearm or air/gas powered gun (pellet, BB, etc.),

operable or inoperable, while he/she is in school, on school property, on the school bus, on the way to and from school, or at any school function or activity, will be immediately suspended and remanded to the Superintendent for consideration for expulsion.

Students who possess other types of "guns" (stopper guns, cap guns, water guns, etc.) may be suspended from school for 10 (10) days. A second offense of such possession shall constitute a ten-day suspension with a recommendation for expulsion. Students who possess and use such "guns" to threaten, intimidate, and/or otherwise disrupt the school environment shall immediately be suspended and recommended for expulsion. Such recommendation will be initiated by the principal of the school where the violation occurred and/or the principal of the school to which the offending students is assigned.

Guns in student possession shall be seized and turned over to an administrator of the school district. Appropriate law enforcement authorities and the Superintendent shall be notified of each violation of this policy.

## **II. Other Weapons**

Any student who uses, or threatens to use, any hard or sharp objects, regardless of its original purpose, for a weapon while he/she is in school, on school property, the school bus, on the way to and from school functions or activity will immediately be suspended and recommended for expulsion. Examples of such weapons include, but are not limited to knives, billy clubs, brass knuckles, ammunition, throwing stars, pipe clubs, bats, chains, razors, box cutters, mace, etc.

Weapons used by students shall be seized and turned over to a school administrator. Principals shall exercise their own discretion in each instance concerning the necessity of the notification of the appropriate law enforcement authorities.

## **III. Readmission Post Expulsion for Weapon Policy Violation**

Any student who is expelled for bringing a firearm on school property must apply to the Board for readmission to the regular school program. Readmission may be granted by the Board upon a document showing that the student has participated in successful rehabilitative efforts, including, but not limited to, progress in an alternative school or similar program.

### **GANG ACTIVITIES (JCBB)**

Students shall refrain from participating in any gangs that initiate, advocate, or promote activities, which threaten the safety, or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the education process. The use of hand signals, graffiti, or the presence of

any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, present a clear and present danger. Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which intimidate or affect the attendance of another student shall be subject to appropriate disciplinary action, in accordance with the disciplinary plan.

### **OTHER CRIMES**

#### **I. Vandalism (JCBD)**

Students shall not write on or otherwise deface school buildings, school property, or property that does

not belong to the student. Students guilty of this offense will be placed on the disciplinary ladder according to district policy. The student and parent will be responsible for all expenses that arise from acts of vandalism.

## **II. Trespassing**

The administration and the School Board recognize that a problem exists with students who are on the campus at night or on the weekends for purposes of vandalism or other misbehavior. Students who are found on the grounds at unauthorized times will be placed on the district's discipline ladder under district policy and will be subject to arrest.

### **REPORTING OF UNLAWFUL OR VIOLENT ACTS**

Teachers or other school employees who have knowledge of any unlawful activity or violent acts which occurred on educational property or during a school related activity or which may have occurred are required to report such activity or acts to the principal of the school who shall notify the appropriate law enforcement officials as required by law.

Any school employee shall notify his/her principal immediately upon obtaining knowledge of one of the following unlawful activities or violent acts that have or may have occurred on school property or during a school-related activity:

1. Aggravated assault, including but not limited to:
  - a. Assault resulting in serious physical injury or
  - b. Assault involving use of a weapon;
2. Assault on a school employee, simple or aggravated;
3. Indecent liberties with a minor;
4. Possession of a firearm or other weapon;
5. Possession, use of, or sale of, any controlled substance;
6. Rape
7. Sexual battery;
8. Other sexual offense
9. Murder or other homicide
10. Kidnapping
11. Other violent acts

When an emergency situation exists and the principal is not available for immediate notification, the employee shall immediately notify the principal's designee or other district administrators and, as soon as possible thereafter, shall notify the principal or other school administrator. **(Refer to policy JCBF)**

### **OTHER PROHIBITED ITEMS FROM SCHOOL PROPERTY**

1. Candy and other food items that are not a part of an approved school sponsored fundraising project should not be brought to school
2. Laser lights - Students who bring these lights and are instrumental in causing injury to others **will be subject to disciplinary actions, including expulsion.**
3. Any other items that will disrupt the learning environment. These items include, but are not limited to, trading and playing cards, dice and other gambling paraphernalia, cigarettes, matches, and lighters, and large sums of money not designated for school activities and any illegal drugs and drug paraphernalia.

### **CHEATING**

If a student is found guilty of cheating the teacher will collect the student's paper, mark a zero for the work and notify the parent and office. Parent (s) will be notified that a second offense will result in disciplinary action.

### **PUBLIC CONDUCT POLICY**

Parents, guardians, custodians and other individuals while attending any school-sponsored activity or

while visiting any school or school grounds or school vehicle shall conform to the rules and regulations of the school district or be removed from the premises. School district officials are hereby authorized to bring any and all charges deemed appropriate against such individuals for the following misconduct.

1. Willful disobedience and /or disrespect to a teacher, principal, superintendent, member or employee of the local school board
2. Using unchaste or profane language
3. Immoral or vicious practices
4. Conduct or habits injurious to his/her associates
5. Possessing, using, transmitting, or being under the influence of any narcotic drugs, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind.
6. Disturbing the school and habitually violating the rules.
7. Cutting, defacing, or injuring any part of the public school buildings or public school buildings
8. Writing profane or obscene language or drawing obscene pictures in or on any school material or on any public school premises, or any fence, pole, sidewalk, or building
9. Carrying firearms, knives, or other implements which can be used as weapons except by duly authorized law enforcement officials
10. Throwing missiles on the school grounds.
11. Instigating or participating in fights
12. Committing any other offense which tends to interfere with the educational process.

#### **STUDENT ACTIVITY CONDUCT POLICY**

Students are reminded that they are under the jurisdiction of the school when attending ball games or any other school activity, even though the activity or game is conducted after school hours or off campus.

1. Students are to sit in the home stands on the "Home" side of the stadium/gym.
2. Students may be instructed to leave the stadium/gym for the following reasons:
  - (a) Running in or on the stadium/gym premises
  - (b) Throwing paper, ice, cups, liquids, popcorn, boxes, confetti, streamers, or any other product or object
  - (c) Pushing or shoving
  - (d) Standing in the portals or doorways
3. Students should sit in the stands or bleachers and watch the game rather than stand along the fence or sidelines.
4. Students leaving the stadium/gym may not return except by purchasing a ticket. No passes to leave the stadium/gym will be issued.

5. Students are not to visit the opposite stands of the visiting team or the areas where the visiting spectators are gathered. Students not observing these rules, as well as accepted rules of good conduct will be asked to leave the stadium/gum and may be subject to disciplinary action or police custody. **Loud, abusive, criticism of referees, coaches or players will not be tolerated. Persistent violations will result in exclusion from district sports events.**

#### **ASSEMBLY CONDUCT**

1. Enter the auditorium or meeting area in an orderly fashion
2. Be seated as quickly as possible. Refrain from disruptive actions such as loud and unnecessary talking, whistling, clapping, or yelling.

### ***COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) Policy: JRAB***

In accordance with the policy of the North Bolivar Consolidated School District Board of Education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

#### **DEFINITIONS**

For the purpose of this regulation, the school district has used the following definitions of terms:

Student: Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student: A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent: Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records: Any item of information or record (in handwriting, print, computer media, video or audio tapes, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
  - A. It was made as a personal memory aid;
  - B. It is in the sole possession of the individual who made it; or
  - C. Information contained in it has never been revealed or made available to

any other person except the maker's temporary substitute;

2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

Personal Identifier: Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

## ANNUAL NOTIFICATION

Within the first month of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided by parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

## STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and



Privacy Act and this policy:

1. The right to inspect and review the student's education record;
2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

#### LOCATIONS OF EDUCATION RECORDS

<i>TYPES</i>	<i>LOCATION</i>	<i>CUSTODIAN</i>
Cumulative School Records	Principal's Office	Counselor
Cumulative School Records	Principal's Office	Counselor (Former Students)
Health Records	Principal's Office	Counselor
School Transportation Records	Principal's Office	Counselor
School Therapy Records	Principal's Office	Counselor
Psychological Records	Principal's Office	Counselor

#### PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

#### FEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records (except for those required by the FERPA) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

## DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information." (*NOTE: A district may designate all, some, or none of this information as directory information.*)

1. The student's name, address, and telephone number;
2. The names of the student's parents;
3. The student's date and place of birth;
4. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team;
8. The student's photograph;
9. The student's electronic mail address;
10. The student's dates of attendance; and
11. The most recent educational institution the student attended prior to the student enrolling in this school district.

Within the first month of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

## USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who school officials are. An official is:

1. A person duly elected to the school board;

2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible students prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to;
  - A. Establish the student's eligibility for the aid,
  - B. Determine the amount of financial aid,
  - C. Establish the conditions for the receipt of the financial aid, or
  - D. Enforce the agreement between the provider and the receiver of financial aid;

4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
5. To accrediting organizations to carry out their accrediting functions;
6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision); or
7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or
8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. The information is necessary and needed to meet the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or
4. Time is an important and limiting factor in dealing with the emergency.

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be re-disclosed without the parent's or eligible student's prior written consent.

## RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

## PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (*NOTE: under FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.*)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of

student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

### First Level Decision

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

### Second Level Decision

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

### Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

### Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the



hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include
  - A. The school district's decision that the record is correct and will not be changed;
  - B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and
  - C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

## **DISTANCE LEARNING**

Online Educational Services are services involving computer software, mobile applications (apps), and web-based tools provided by a third-party to a school district that students and/or parent's access via the internet and use as part of a school activity. All methods of distance learning involving online educational services shall be evaluated and approved by the Superintendent or his/her designee prior to use to ensure the platform's security and to ensure that there is no risk of disclosure of student protected personally identifiable information. When using an online educational service, the district shall have a written contract in place prior to use which dictates the necessity of security and data protection. If a contract with a provider is not possible, such as with free-to-use applications, the district must use the utmost caution and validate the security of the application before use. The Superintendent shall consult legal and information technology staff during this process.

Personally identifiable information must be protected at all times in accordance with FERPA. The district shall inform parents of any third-party provider used during distance learning. Non-students shall be discouraged from participating in any district sponsored distance learning.

The Mississippi Public School Accountability Standard for this policy is standard 8.

