



Student Handbook

2021-2022

Jackson County School District 2021-2022 Calendar

August 2, 3, 4, 2021	NO Students	Monday - Wednesday	Teacher Workdays/Professional Development
August 5, 2021		Thursday	Students First Day/Lunchroom Opens
August 6, 9 - 10, 2021		Friday, Monday - Tuesday	Kindergarten Discovery
September 6, 2021	NO SCHOOL	Monday	Labor Day Holiday
September 9, 2021		Thursday	1 st Nine Weeks Progress Reports
October 7, 2021		Thursday	End of 1 st Nine Weeks
October 8, 2021	NO Students	Friday	Teacher Workday/Professional Development
October 14, 2021		Thursday	1 st Nine Weeks Report Cards
November 11, 2021		Thursday	2 nd Nine Weeks Progress Reports
November 22 - 26, 2021	NO SCHOOL	Monday - Friday	Thanksgiving Holidays
December 17, 2021		Friday	End of 2 nd Nine Weeks & End of 1 st Semester – 60% day for Students
December 20 - 21, 2021		Monday, Tuesday	Weather Makeup Day 1 st Semester
December 20 - 31, 2021	NO SCHOOL	Monday - Friday	Christmas Holidays
January 3, 2022	NO Students	Monday	Teacher Workday/Professional Development
January 4, 2022		Tuesday	School Resumes – 2 nd Semester Begins
January 6, 2022		Thursday	2 nd Nine Weeks Report Cards
January 17, 2022	NO SCHOOL	Monday	Martin Luther King Holiday
February 10, 2022		Thursday	3 rd Nine Weeks Progress Reports
February 28, March 1-2, 2022	NO SCHOOL	Monday - Wednesday	Mardi Gras Holidays
March 11, 2022		Friday	End of 3 rd Nine Weeks
March 14, 2022	NO Students	Monday	Teacher Workday/Professional Development
March 17, 2022		Thursday	3 rd Nine Weeks Report Cards
April 11 - 18, 2022	NO SCHOOL	Monday - Monday	Spring Break
April 21, 2022		Thursday	4 th Nine Weeks Progress Reports
May 16, 2022		Monday	ST. MARTIN HIGH SCHOOL GRADUATION
May 19, 2022		Thursday	EAST CENTRAL HIGH SCHOOL GRADUATION
May 23, 2022		Monday	VANCLEAVE HIGH SCHOOL GRADUATION
May 24, 2022		Tuesday	End of 4 th Nine Weeks & End of 2 nd Semester – 60% day for Students Last Day of School
May 25, 2022	NO Students	Wednesday	Teacher Workday/Professional Development
May 30, 2022	NO SCHOOL	Monday	Memorial Day Holiday
May 26 - 27, 2022		Thursday, Friday	Weather Makeup Days 2nd Semester
June 2, 2022		Thursday	4 th Nine Weeks Report Cards

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Foreword

This student handbook has been prepared by the faculty, staff, and administration, along with input from students, parents/guardians, community, and constituents of the Jackson County School District as a guideline to procedures, policies, and practices governing the operation of our schools and the behaviors of our students. The administration and instructional staff of the Jackson County School District believe that it will help both parents/guardians and students to be properly informed about matters which concern all of us. The School Board and the administration of the Jackson County School District work closely together with a student community advisory committee (MS code 37-7-301), to establish sound and reasonable goals for our schools, to anticipate district needs, and to provide an environment conducive to learning. The primary purpose of providing this handbook is to help make students' school experiences in this environment more satisfying because it will tell them what they need to know and what they need to do to make their school experience both pleasant and successful.

It is the responsibility of parents/guardians and students to familiarize themselves with this Student Handbook. Parents/guardians are encouraged to read and discuss the handbook content with their children.

The policies described in this handbook shall pertain to any student who is on school property, on the school bus, on the way to and from school, or who is in attendance at school or at a school- sponsored activity or event. These policies may also pertain to conduct occurring on property other than school property or other than at a school related event when such conduct by a pupil, in the determination of the school superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupil and teacher of such class as a whole (MS Code 37-11-55).

School-sponsored activities include, but shall not be limited to, practices, rehearsal, participation or spectator, on or off school property, within and outside the school district.

District Mission Statement

The mission of the Jackson County School District is to provide a safe, nurturing environment conducive to quality education wherein all students have the opportunity to obtain the essential skills necessary to achieve the goals of their choice and to become responsible, productive citizens. See JCSD School Board Policy GBRHA.

Message from Superintendent

Thank you for taking your valuable time to review our student handbook. We know that parents/guardians and school family members have many tasks on their plate yet understand the importance of this communication. Our student handbook is an essential part of the education we provide our students.

Jackson County School District's Student Handbook provides guidance and information to all students and parents/guardians regarding the policies and procedures for the schools. We believe by providing this information in the following format, an informative overview of both individual school and school district procedures is available for students and parents.

Our school district culture encourages and welcomes questions from students and parents regarding policies and/or procedures. The teachers, counselors, and principals are available and willing to answer any questions or address any concerns about our policies. By encouraging open communication among parents, students, and staff, and cooperating to provide what is best for our students, we will have an excellent school year.

I encourage our parents/guardians to talk to the person closest to any policy or procedure impacting your child that you have a question regarding. However, if you would like to talk with me personally, please call my office anytime. 228-283-3000.

Thank you,
John

Mississippi Department of Education Reading Initiative

The Jackson County School Board endorses the goals established by the Mississippi Board of Education to improve the reading skills of all students in the state.

- **Goal One:** All children will exit kindergarten with the appropriate readiness skills.
- **Goal Two:** All first through third grade students will demonstrate a growing proficiency in reading so that they will exit third grade as readers.
- **Goal Three:** All fourth through ninth grade reading scores will increase.
- **Goal Four:** Mississippi students will demonstrate a growing proficiency in reading and reach or exceed the national average in reading within the next decade.

Anti-Discrimination Policy

The Jackson County School District advocates and adheres to a policy of equal educational and employment opportunity without regard to race, sex, color, creed, religion, disability, or national origin. This policy, which extends to all programs and activities of the school district, arises out of the following statutes: See JCSD School Board Policy JAA and IDDHB.

Title VI of the Civil Rights Act of 1964, 42 U. S. C. 2000 et seq. and its implementing regulation, 43 C. F. R., Part 100

Individuals with Disabilities Education Act (IDEA), 20 U.S.C., 400 et seq.

Section 504 of the Rehabilitation Act of 1973, 20 U.S.C. 794 and its implementing regulation, 34 C. F. R., Part 104

Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., and its implementing regulation, 34 C. F. R. Part 106

The Age Discrimination Act of 1975, 42 U.S.C. 6601 et seq. and its implementing regulation, 45 C. F. R. Part 90 The Americans with Disabilities Act of 1990. Inquiries regarding compliance may be directed to:

Jackson County School District
Stewart Hurley, Director of Special Education
Laura McCool, Director of Human Resources
4700 Colonel Vickrey Road
P.O. Box 5069
Vance, Mississippi 39565

Title IX and Title VI

The Jackson County School System does not discriminate in the basis of sex, race, color, religion, national origin, or disability, and is in compliance with Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. See JCSD School Board Policy JAA, IDDH, IDDDHA, and IDDDHB. (PL 92-318)

Jackson County School District
Director of Human Resources
Laura McCool
P.O. Box 5069
Vancleave, Mississippi 39565-5069
phone: 228-283-3000

Title I

Title I is a remedial/compensatory education program designed and operated by the Jackson County School District within the guidelines of the State Department of Education and Federal regulations which apply to such programs. The program is funded entirely by federal funds and utilizes local teachers, assistants, and staff to accomplish its goals. A school's poverty level percentage (based on the free and reduced lunch count) determines the school's eligibility for providing Title I services.

Currently the district's Lower and Upper elementary (K-5) schools are school wide Title I schools. Each Title I school has a school wide plan on file at the local building. All students at these schools are eligible for Title I services.

The goal of Title I is to provide intensive, individualized instruction in an encouraging, supportive, environment. Participation by parents of Title I students in the program is encouraged through workshops, meetings, and program improvement activities. See JCSD School Board Policy LAA and DFC. (federal law ESSA) (PL 94-142, PL 99-457, and PL 89-313)

Parents Right to Know

Each of our elementary (K-5) schools receives Title I funds which provide valuable programs and services in our district. Many of the technology, reading and mathematics programs that offer learning opportunities for our students are a result of Title I funding. One of the requirements of the law is that parents have the right to request the qualifications of the teachers and teacher assistants at their child's school. Each school has a list of all staff and their qualifications available in the school office. If you wish to review this information, please contact the office of your child's school and a copy of this list will be provided. See JCSD School Board Policy LAA, DFC, and KBA.

Parent/Guardian Involvement Policy

Activities and procedures by the schools of the Jackson County School District to increase parental/guardian involvement are a vital, integral part of the Title I program. See JCSD School Board Policy BBFA. To accomplish this goal, the district shall:

- Convene a district wide or building level annual meeting of the parents of participating children to:
 - Discuss with the parents/guardians the activities and programs available through Title I funding
 - Inform parents/guardians of their right to consult in the design and implementation of the Title I program

- Solicit parent/guardian input
- Provide parents/guardians an opportunity to establish mechanisms for maintaining a continuous communication among parents, teachers, administrators, and Title I personnel
- Make copies of this policy available to parents/guardians of participating children
- Make Title I LEA education personnel available to parents/guardians
- Provide opportunities for regular meeting of parents/guardians of participating children
- Provide timely information about the program and its requirements to parents/guardians
- Provide parents/guardians of participating children with reports on the children's progress
- Actively solicit parental/guardian input in the planning, design, and implementation of the Title I program
- Support the training of parents/guardians to work with their children in the home and to participate in activities, which build good home and school partnerships
- Assess annually the effectiveness of the parental/guardian involvement policy in improving academic quality of the schools served and to determine if modifications are needed to increase parental/guardian participation
- Coordinate, to the extent possible, Title I parental/guardian involvement with programs such as Head Start, state-run preschool programs and other programs for early intervention
- Adopt parental/guardian compacts. See JCSD School Board Policy BBFA and DFC.

Section 504 Nondiscrimination on the Basis of Disability Policy

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

The person holding the position of Director of Student Services has been designated as the Section 504/Americans with Disabilities Act Coordinator and will handle inquiries regarding the Jackson County School District's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability:

Section 504/ADA Coordinator
 Director of Student Services
 Kimberly Williams
 4700 Colonel Vickrey Road
 P.O. Box 5069
 Vancleave, MS 39565-5069
 Phone: 228-283-3000

Each School has a Multidisciplinary 504 Team in place to review all 504 requests. Parents should contact the principal of their respective schools if their child has a disability, which substantially limits one or more major life activities.

Initial Review of 504 to Determine Eligibility:

- A parent/guardian, teacher, or other educational professional will contact the school principal about a child's known or suspected disability and complete the 504-referral form.
- The principal will convene his or her school's Multidisciplinary 504 Team and review the referral to determine if further evaluation is needed. The principal will notify the student's parent/guardian of the decision.
- If an evaluation is needed, the Multidisciplinary 504 team will obtain

parent/guardian consent to conduct a child's initial evaluation. A 504 evaluation may use aptitude and achievement data, medical data, psychological data, social and cultural data and/or more data if needed to determine 504 eligibility.

Special Education for Children with Disabilities

A variety of programs in special education may be offered based on identified and approved student needs. Services are provided for children with disabilities who have been evaluated and determined eligible. Services are provided in the Jackson County School District under the direction of trained and certified staff. For further information regarding Special Education for Children with Disabilities, please contact Stewart Hurley, Director of Special Education. See JCSD School Board Policy GFABP, DFC, and IDDFAA.

Service Dogs

In providing accommodations for students, the parent/guardian of a child with such illness or disability, the teacher(s) of the student and the appropriate school administrator shall meet and develop a written 504 Plan consistent with the provisions of Chapter 23, Title 37, MS Code of 1972, that would permit the use of service dogs in the school facility. Parents/guardians must contact their student's school principal prior to the implementation of a service dog to obtain the district's service dog protocol. See JCSD School Board Policy ICC.

Intervention Process (Multi-Tiered System of Support or MTSS)

An instructional model designed to meet the needs of every student is in place at all Jackson County schools. The model consists of three tiers of instruction: Tier I: quality classroom instruction based on College and Career Readiness Standards, Tier II: focused supplemental instruction, and Tier III: intensive interventions specifically designed to meet the individual needs of students.

Teachers will use progress monitoring information to a) determine if each student is making adequate progress; b) identify any student as soon as he/she is falling behind; and c) modify instruction early enough to ensure that every student gains essential skills.

Monitoring of student progress is an on-going task that may be measured through informal classroom assessment, benchmark assessment instruments, and large-scale assessments.

If strategies in Tier I and Tier II are unsuccessful, students must be referred to the school's Teacher Support Team (TST). The TST is the problem-solving unit responsible for interventions developed at Tier III. Interventions that are research-based will be designed and implemented to address the deficit areas, as designated by the TST, and be supported by data regarding the effectiveness of the interventions. Parents/guardians will be contacted and invited to participate in the process when a student is referred to the Teacher Support Team. See JCSD School Board Policy GFABP, GFBCJ, IDADA, and IDDFAA.

Notifications of Rights under the Family Educational Rights and Privacy Act (FERPA) for Elementary (K-5) and Secondary (6-12) Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights regarding the student's educational records. Parents/guardians and students have the right to inspect and review the student's educational records within 45 days of the day the district receives a request for access. Parents/guardians or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place for record inspection.

- The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate or misleading. Parents/guardians or eligible students may ask the Jackson County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

- Upon request to officials of another school district in which a student seeks or intends to enroll, the district discloses educational records without consent.
- The district discloses directory information regarding its students. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It may include the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.
- The parent/guardian or eligible student has the right to refuse to let the district designate any or all types of information about the student as directory information. The parent/guardian or eligible student must notify the principal (or designee) in writing within five (5) days of receipt of the Handbook and Code of Conduct for Students and Parents that he or she does not want any or all of those types of information about the student designated as directory information. Otherwise, consent is implied for the Jackson County School District to release directory information to others including military recruiters as outlined below.
- In the event that the school district provides either post-secondary (6-12) educational institutions or perspective employers of secondary (6-12) student's access to its school campuses, it must also provide military recruiters the same type of access. The school district must also provide, upon request of military recruiters, the names of students, their addresses, and telephone numbers unless the secondary (6-12) school student or the parent has requested that the school not release this information without prior written parental consent.
- The district may disclose directory information about former students without meeting these conditions.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 600 Independence Avenue,
 Washington, D.C. 20202-4605

Legal Reference: Section 438 of the General Education Provisions Act (PL. 93-380) November 17, 1974, Section 37-15-1, 37-15-3; Mississippi Code of 1972, 45, C.F.R. Part 99, 45 CFR Part 121A. See JCSD School Board Policy JRB and JR.

Enrollment Procedures

Admission Policy

Any student enrolled in the Jackson County School District will follow the district's Admissions Policy JBC.

Compulsory School Age Attendance:

If a compulsory-school-aged child has not been enrolled in the school which the child is eligible to attend within fifteen (15) calendar days after the first day of the school year, the school district shall report within two (2) school days or within five (5) calendar days, whichever is less, such absences to the school attendance officer.

Compulsory School Age Child:

A child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before the September 1 calendar year.

Age of Entrance:

To enter kindergarten, the student must be five (5) on or before September 1st.

To enter first grade, the student must be six (6) on or before September 1st.

See JCSD School Board Policy JBC.

Transfer from Private or Public Non-Accredited Schools and Home Study Programs

Students transferring into the Jackson County School District from a private or public non-accredited school or home study must meet the following criteria:

- Students in grades 1-8 will be administered a standardized test in reading and math. In addition, the student will be administered an evaluation to determine proper placement in the district's reading program.
- Students in grades 9-12 will be required to take a test consisting of items from the District's Instructional Management Plan before credit can be given for any course taken in a private/public non-accredited school or home study program. Reference: MS Commission on School Accreditation.

Students will not be enrolled until the following requirements have been met:

- Students will be enrolled in the Jackson County School District only if they are residing with their legal guardian and said guardian resides within the Jackson County School District. "The district will not recognize or accept guardianship papers for health and school purposes only. Partial guardianship of a student by a resident within the district will not be recognized as meeting full legal guardianship." See JCSD School Board Policy JBC.
- Birth Certificate: According to State Law, an original or certified copy of a birth certificate is required upon registration. This certificate must be examined and recorded on school records before any student may be officially enrolled in school. Each student must have this information on file prior to the first day of school.
- A student shall present a withdrawal form from the school from which he/she is transferring (to include discipline record, grades, and attendance).
- Proof of Immunization: A certificate of compliance shall be presented to the school when a child initially enters the school upon registration. This certificate shall be issued by the local health officer or physician on forms specified by the Mississippi State Board of Health. Effective August 1, 2007, children entering school for the first time will be required to have two doses of the Varicella Vaccine (chicken pox) or a history of chicken pox. All students entering, advancing, or transferring into

7th grade will need proof of an adolescent whooping cough (pertussis) booster, aka Tdap vaccine, before entry into school in the fall. Tdap vaccine given on or after the 7th birthday meets the new school requirement.

If a child offers to enroll at a school without having completed the required vaccinations:

- The local health officer (not school official) may grant a period of time up to 90 days for such completion. No child shall be enrolled without having at least one dose of each specified vaccine.
- Any child not in compliance at the end of 90 days from the opening of school must be suspended until he/she is in compliance unless the health officer attributes the delay to the lack of supply of the vaccine.

Exception: Reason must be verified by a duly-licensed physician to the local health officer. The Mississippi Supreme Court has ruled that religious exemptions are not acceptable.

- A student's records from his/her school of last attendance must be received within a reasonable period of time. If the records are not received within a reasonable time, the student will be asked to withdraw until the records are received.
- A student who has been suspended or expelled from another school district may not be allowed to enroll.
- Students not meeting the residency requirements will be withdrawn from school immediately.
- Parents/guardians shall inform the school immediately of any change of address/telephone number of persons authorized to sign-out students that is different from that listed during registration.
- At the beginning of school each parent/guardian will fill out and sign the student emergency documents.

Required Registration Documents:

- Two (2) Proofs of Residency: Items must reflect a street address or designated road address. All documents must be for present-day residence only.
 - Filed Homestead Exemption Application Form
 - Mortgage documents or property deed; No property tax documents
 - Apartment or home lease
 - Current utility bills (within 30 days of the date of registration)
 - Driver's license or Mississippi State-Issued Identification Card (must show present address)
 - Automobile registration (must be current year's registration, not expired)
 - The following are not accepted: Utility disconnection/cut-off notices, car/home insurance statements; cell phone bills; hunting licenses

Court Documents:

- If one is the legal guardian of the student, he/she must also provide a copy of the court order signed by a judge appointing him/her as guardian. Any changes in custody must be given to the school in the form of a legal document signed by a judge.
- If a parent/guardian fails to provide the necessary documentation, his/her children will not be allowed to attend schools in the Jackson County School District. No temporary enrollment will be processed.
- NOTE: Any legal guardianship formed for the purpose of establishing residency for school district purposes shall not be recognized by the Board.
- If the Jackson County School District receives a complaint regarding the residence of a student, the district is required to take action to further verify residence, including but not limited to follow-up visits to the resident's address by school officials.

Transfer Students for Elementary (K-5) and Secondary (6-12)

Any child transferring to any school in the Jackson County School District must have a valid immunization certificate, birth certificate, report card, and name and address of the former school attended.

- No student is to be enrolled in this school district until any questions regarding residence or immunizations have been resolved.
- Students suspended or expelled from another school or school district may not be allowed to enroll. See JCSD School Board Policy JR and JDDA.
- In the event that number grades are not sent from a prior school and verification is present that efforts have been made to secure the number grades and these efforts have been unsuccessful, then the following number grades will be given for the following letter grades for transfer students:

A	95
B	85
C	75
D	67
F	60

Withdrawal Procedure

Students withdrawing from school are to follow the procedure below:

- Parent/guardian must notify principal or counselor giving permission for the student to withdraw. If possible, please notify the school one day in advance for the necessary paperwork to be completed.
- Parent/guardian must pay any student fines (if applicable) and return all student-issued JCSD technology devices and textbooks.
- Permanent records will be forwarded to the new school upon request.
- Students who withdraw to be home schooled must register with the attendance officer prior to withdrawing from school.
See JCSD School Board Policy JR and JBCD.

Homeschooled Children

The School Board encourages the admission of all eligible students to the Jackson County School District. All students seeking to enter the Jackson County School District from a homeschool environment shall be placed in grades and classes in accordance with the following criteria:

Grades K-12

- The student shall not be placed more than three (3) grades below the grade or class that the pupil would have been assigned had the pupil enrolled during the year the child reached his sixth birthday on or before September 1.
- The student shall be required to take a test deemed appropriate by the Jackson County School District. This test will be a primary determining factor in the student's grade/class placement. No enrollment of the home school student shall be considered official until the test has been given.
- The pupil will be assigned to the grade or class for which the test shows the student is best suited in accordance with the age limitation as set forth above. Students enrolling from homeschool will only receive Carnegie Units from Mississippi Department of Education accredited programs. See JCSD School Board Policy JBAB. (MS Codes 37-13-91 and 37-15-33)

Homeless Children

When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431(l), 11432(e)(4) 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 II 432(e)(3).

- The requirements of Section 11 are minimum requirements, and this 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.

See JCSD School Board Policy JQN.

District Attendance Policies

Attendance

The Jackson County School District stresses the importance of regular student attendance in school. The majority of funding for the operation of our schools is based on the attendance of our students, and the district loses thousands of dollars due to absences. Consequently, parents are encouraged to keep student absenteeism to an absolute minimum.

School attendance is ultimately the responsibility of the students and families.

Students should remain out of school ONLY WHEN ABSOLUTELY NECESSARY. Mississippi's Compulsory attendance law provides legal penalties for parents/guardians who neglect their child's attendance. When the child has five (5) unexcused absences, the law provides that charges of "Education Child Negligence" may be brought against the parent/guardian.

Students missing 5, 10, and 12 unexcused days will be referred to the Attendance Officer. Upon the 10th consecutive unexcused absence, the student will be withdrawn and referred to the truancy officer for attendance intervention.

A student who is absent more than 37% of his/her instructional day must be considered absent the entire day. See JCSD School Board Policy JBA. (MS Code 37-13-91)

Perfect attendance is defined as being present all day every day.

Excused Absence(s)

Definition:

Absences will only be excused according to the MS Compulsory Attendance Law for the following reasons:

- Child's attendance at an authorized activity with the prior approval of the Superintendent of the school district or his/her designee. These activities may include field trips, athletic contest, student conventions, musical festivals and any similar activities.
- Illness or injury, which prevents the compulsory-school-age child from being physically able to attend school.
- When isolation of a compulsory-school-age child is ordered by the county health officer, by the State Board of Health or appropriate school official.
- The death or serious illness of a member of the family of a compulsory-school-age child shall include children, spouse, grandparents, parents/guardians, brothers, and sister, including stepbrother and stepsisters or as approved by the principal.
- When it results from a medical or dental appointment of the compulsory-school-age-child where an approval of the superintendent of the school district or his/her designee is gained before the absence, except in the case of emergency.
- When it results from the attendance of compulsory-school-age child at the proceedings of a court or an administrative tribunal if the child is a party to the action under subpoena as a witness.

The above reasons shall be treated the same as doctor excused absences.

*Students who miss school due to a school activity are responsible to make up their work in (2) two days. These absences do not count as an absence toward exemptions.

Unexcused Absence(s)

- All absences other than for the reasons listed above will be unexcused.
- Vacations are unexcused absences.
See JCSD School Board Policy JBA. (MS Code 37-13-91)

Preapproved Extended Absences/Religious Observances

If a student is going to be absent for an extended period (5 or more days) or is going to be absent due to religious observances, they must follow these guidelines for the absences to be excused:

- Prior to the absence the student shall contact his/her teachers to find out assignments for the day(s) of absence.
- Make-up work guidelines are the same as previously stated.
- The day(s) allowed for a religious observances or extended absences will count as part of the total number of absences allowed for the student.
- See JCSD School Board Policy JBA.

Returning to School

When the student returns to school, the student must bring a note from his/her parent/guardian to verify the parent's knowledge of the absence. The specific reason for the absence must be stated. Excuses will be accepted up to two (2) days after a student's return to school. If an excuse is provided by a doctor's office, it may be faxed/emailed; however, it is the parent's/guardian's responsibility to ensure the excuse was received within two (2) days after the student returns to school.

Make-up Work

Excused Absence(s)

- The work missed by the student may be made up. It is the parent's responsibility to ensure the excuse was received within two (2) days after the student returns to school.

Unexcused Absence(s)

- The student may not make up the work missed.
- The student will receive a zero (0) for any work missed.
- For extenuating circumstances, exceptions may be made by the principal. See JCSD School Board Policy JBA.

Elementary School (K-5) Attendance Policies:

- To be counted present, a student must be present for sixty-three percent (63%) of instructional class time each day.
- Students may have up to two (2) days per nine (9) weeks of excused absences per school year via parent/guardian notes. These excuses are to be turned in to the teacher. Excuses will only be accepted up to 2 days after the student returns to school. (Refer to General Attendance Section.)
- Students missing 5, 10, and 12 unexcused days will be referred to the Attendance Officer. Upon the 10th consecutive unexcused absence, the student will be withdrawn from school and referred to the truancy officer for attendance intervention.

Absences totaling more than 20 days may result in the student being retained in the current grade for the following school year. See JCSD School Board Policy JBA.

Middle School (6-8) Attendance Policies:

- A student shall be present for forty (40) minutes of class time to be counted present.
- Students may have up to two (2) days per nine (9) weeks of excused absences per school year via parent/guardian notes. These excuses are to be turned in to the teacher. Excuses will only be accepted up to 2 days after the student returns to school. (Refer to General Attendance Section.)
- Students missing 5, 10, and 12 unexcused days will be referred to the Attendance Officer. Upon the 10th consecutive unexcused absence, the student will be withdrawn from school and referred to the truancy officer for attendance intervention. See JCSD School Board Policy JBA.

High School (9-12) Attendance Policies:

- A student shall be present for sixty (60) minutes of class time to be counted present. Students attending classes at the Technology Center must be present for five minutes more than half the class period to be counted present.
- Students may have up to two (2) days per nine (9) weeks of excused absences per school year via parent/guardian notes. These excuses are to be turned in to the office before the first bell rings to start the school day. Excuses will only be accepted up to 2 days after the student returns to school. (Refer to General Attendance Section)
- Students missing 5, 10, and 12 unexcused days will be referred to the Attendance Officer. Upon the 10th consecutive unexcused absence, the student may be withdrawn from school and referred to the truancy officer for attendance intervention. Upon the 10th unexcused absence throughout the school year, the student will be referred to TST.
- The Jackson County School District does not recognize or sanction senior skip day or skip day for any other grade. See JCSD School Board Policy JBA.

Check In/Check Out and Late to School Procedure

Late to school is defined as arriving to school after the beginning of the school day.

Elementary (K-5):

- It is recognized that an elementary (K-5) school child may occasionally be late or may be checked out of school due to an unforeseen emergency. Parents/guardians who bring their child to school late must bring the child in to the office to check him/her in.
- Late arrivals due to a medical appointment will be excused (and work can be made up) if a doctor's excuse is presented the day of the late arrival.
- Students will not be subject to consequences if they arrive late on a district school bus.
- Students are allowed up to five (5) unexcused late arrivals per semester (with work allowed to be made up).
- After 5 and 10 unexcused late arrivals and/or check-outs to school in one semester a letter may be sent home from the school informing the parents of possible referral to the Child Protective Services and the local School Attendance Officer. In addition, students will not be allowed to make up missed work. For extenuating circumstances, exceptions may be made by the principal.

Secondary (6-12):

- Students can only be signed out of school by the parent/guardian or other adult(s) as specified by the parent/guardian on the student's registration form. The parent/guardian or designated adult must come to the office and present photo identification to sign the student out of school.
- Students will not be charged with a late to school when their bus is late. However, when a bus is late, students must check in at the office for a pass to their 1st block class. Late students who do not ride a bus will report to the office for an admission slip to class.
- Students are allowed three (3) parent/guardian excuses for being late to school per semester. Any late arrivals beyond these three, other than doctor, are subject to disciplinary action. Students late to school or checking out early while assigned to ISI will be given an additional day of ISI.

Checkout:

- To provide for the best welfare of each student and the school, the following checkout policy has been adopted:
 - Before the student may be released from school, a parent, legal guardian, or person authorized by a parent/guardian must come to the school office and sign the student out. Students will only be released to authorized persons listed on the checkout list/contact sheet. Appropriate photo identification may be required to check out a student. For safety of students, checkouts must be made 30 minutes prior to dismissal time.
 - In the event the child's parents/guardians are divorced and the parent with custody does not want the other parent to pick up the child, the school will attempt to notify said parent. The school cannot deny a parent/guardian access to his/her child unless there is a court order prohibiting one parent access to the child. If such a court order exists, it should be brought to the principal/guidance office in order that a copy can be made and inserted in the child's cumulative folder.
 - When a student becomes ill or an emergency arises during the regular school day which may warrant early dismissal, the student must report to the attendance office. Before the student will be allowed to leave school, the student's parent or legal guardian must be contacted by telephone or the parent, legal guardian, or person authorized by the

parent must come to the school to sign the student out. The school administration will reserve the option to release a student from school at the discretion of the principal if the student's parents cannot be contacted.

- A student may be released for a physician's appointment, dental appointment, or other just reason when the parent, legal guardian, or person authorized by the parent comes to the school and signs the student out or sends a note to the office stating the reason for check-out. This note must include the check-out time and a telephone number where the parent can be contacted. If the note cannot be verified, the school reserves the right to refuse release of the student.
- Classes missed due to check-outs count as absences and will be treated as excused or unexcused according to the guidelines established earlier in this handbook. If a checkout is excused, the student is responsible for making up class work that is missed during the time that he/she is signed out of school. See JCSD School Board Policy JBA.
- Students who are checked out during the school day will not be allowed to check back in without a medical excuse or approval from the school administrator.

Student Arrival and Departure Times

- The school will not assume responsibility for any students arriving on school grounds prior to stated time unless they are transported by school bus.
- Students are to leave school at end of the school day unless they are participating in a supervised school activity and are under the direct supervision of a teacher.
- Students are not to be on the playground/school grounds before/after school hours.
- The school will not assume responsibility for any child on campus before or after the school day. It is the responsibility of the parent to provide supervision before and after school.
- Students are encouraged to ride buses.
- Parents/guardians who bring their children to school must adhere to school procedures for dropping off and/or picking up students. See JCSD School Board Policy JBA.

Leaving Class

- Students are not permitted to leave class except in the case of an emergency. Students will not be called from a class to the phone unless there is an emergency. Any student out of class without a pass will receive appropriate disciplinary action.

Leaving School Grounds

- When the student leaves home, the parent/guardian assume the student is in school. For the teachers and administration to locate the student in the event of an emergency, it is very important that all students follow their schedule closely.
- A student is not allowed to leave the grounds without his/her parents/guardians making prearrangements with the school as specified by the principal. Verification with the parent must occur before checkout is granted. This note must be presented and verified in the office on the day of the checkout. See JCSD School Board Policy JD, JD-1, and JGFD.
- A student should never leave school for any reason without permission from the principal. Once a student boards a bus or arrives on the campus by other means, the student must check out through the office before leaving school for any reason. Failure to do so will result in the time missed being unexcused and will

- result in disciplinary action.
- Any student who has permission to leave campus early and takes another student with him/her, who has not properly checked out through the office, will receive the same punishment as the student leaving without permission. See JCSD School Board Policy JD, JD-1, and JGFD.

Health and Medical Procedures

A student whose health record has not been brought up to date and is not in the process of being brought up to date by the end of the first month will not be permitted to stay in school. No student who has any contagious disease will be allowed to attend school. Any questionable cases will be referred to a medical professional.

According to Mississippi State Law, any child who plans to attend any public or private school, including Kindergarten, shall first have been vaccinated against those diseases specified by the state health officials. See JCSD School Board Policy JGCC and JGCB. (MS Code 37-7- 301 and 41-23-37)

Illnesses/Communicable Diseases

The Board of Education of the Jackson County School System has the power, authority, and duty to exclude from the schools students with what appears to be infectious or contagious diseases; provided, however, such student may be allowed to return to school upon presenting a certificate from a public health officer, duly licensed physician or nurse practitioner that the student is free from such disease. (MS Code Section 37-7-301[h]) Proof of physician diagnosis with release to return to school may be requested per school nurse and/or administration for any illness. See JCSD School Board Policy JGCC.

If a parent or emergency contact cannot be reached or is unresponsive, the Department of Human Services may be contacted.

Signs and symptoms of an illness may vary a great deal from person to person (e.g., sore throat with fever; rash over a large area of the body). Only physicians or nurse practitioners can diagnose---not nurses. This information is not intended to be used to diagnose an illness or infection. It should not replace a diagnosis by physicians or a nurse practitioner.

Any student having evidence of communicable diseases will have a physician diagnose the disease and prescribe suitable treatment. Common communicable diseases as listed will automatically result in exclusion from school and school-related activities for the designated period of time:

Condition	Exclusion from School
Chicken Pox	6 days after eruption appears
Conjunctivitis (Pink Eye)	Children may return to school after a physician has been seen, or when redness/discharge is improving and after 24 hours after prescription medication begins
COVID - 19	10-day isolation from symptom onset; must be without symptoms and fever (under 100.4) for 24 hours before returning.
Fifth Disease	Children with fifth disease may attend school, since by time the rash begins, they are no longer contagious.
Flu	The student may return to school when free of fever and feeling well and after 24 hours of fever free conditions.
German Measles or Red Measles	Free of fever and the rash is fading.
Hepatitis A or C	May return to school one (1) week after the onset of jaundice and/or proof of treatment has been provided to nurse.
Impetigo	The child may return to class 24 hours after treatment has started. Proof of treatment is required.
Mononucleosis	The child need not be excluded from class, unless requested for medical reasons, but may return when feeling well enough. Children should not share food or utensils.
Mumps	Nine (9) days after glands swell
Ringworm	The child may return to class when the treatment is started. Proof of treatment is required.
Scabies	The child may return to school as soon as treatment has been administered. Proof of treatment is required.
Staph	Student will return to school after being treated by a doctor and wound must be covered. Must have a medical release from physician before returning to PE or sports.
Strep Throat	The child may return to class 24 hours after treatment has been started and be free of fever for 24 hours without the use of medication.
Tuberculosis (TB)	Those who have a positive TB skin test only may attend school Since they have no disease process that is contagious. Persons diagnosed with active TB disease will need written permission from the MS State Dept. of Health Tuberculosis Control Program to return to school.
Whooping Cough	The student may return to school 5 days after treatment has begun.
Bed Bugs	Student may not attend schools if active bugs are present.
Lice	Refer to page 21 of the student handbook concerning lice.

For these or other communicable diseases, the principal may require a written note containing proof of treatment from the student's family doctor or public health department for a student to return to school after having a communicable or infectious disease. See JCSD School Board Policy JGCB. (MS Code 37-7-301 and 41-23-37)
This information is not intended to be used to diagnose an illness or infection. It should not replace a diagnosis by trained medical personnel. See JCSD School Board Policy JGCDA, JGCC, and JGCB.

Immunizations and Vaccinations

It is unlawful for any child to attend school without first being vaccinated with at least one dose of diphtheria, whooping cough, tetanus, red measles, rubella, and polio vaccine and completing the entire series within ninety (90) calendar days.

Every student in Kindergarten through Grade 12 must present a certificate of immunization compliance from his/her doctor or from the health department. This certificate of compliance (Form 121) must be presented in order to attend school, even though all shot records are now up-to-date on school records. Other valid certificates include Form 121-A, Medical Exemption Certificate, or Form 121-T, Temporary Compliance Certificate.

All students entering, advancing, or transferring into 7th grade will need proof of an adolescent whooping cough (pertussis) booster, aka Tdap vaccine, before entry into school in the fall. Tdap vaccine given on or after the 10th birthday meets the new school requirement.

To secure this certificate of compliance, it will be necessary for the student to go to the local county Health Department, the office of his/her family physician, taking with him/her all official shot records. Before a child can register, the certificate of compliance must be presented. The validation of this certificate will become a permanent part of the student's records and will be valid through grade twelve.

If the doctor signs the certificate indicating that other doses are necessary, the student will be given ninety (90) calendar days to complete the required immunizations; if they are not completed at the end of ninety (90) calendar days, the child by law must be suspended until compliance is achieved. See JCSD School Board Policy JGCB, JGCC, and JGCDA. (MS Code 37-7-301 and 41-23-37)

Health Policies Regarding Immunizations

A Certificate of Compliance shall be presented to the school when a child initially enters school upon registration. This certificate shall be issued by the local health office or physician on forms specified by the Mississippi State Board of Health.

- The local health office (not a school official) may grant a period of time up to 90 calendar days for such completion. No child can be enrolled without having at least one dose of each specified vaccine.
- Any child not in compliance at the end of ninety (90) calendar days from the opening of school must be suspended until he/she is in compliance unless the health officer attributes the delay to the lack of supply of the vaccine.
- Medical exemptions – Must be verified by a duly- licensed physician to the local health officer.
- The Mississippi Supreme Court has ruled that religious exemptions are not acceptable. See JCSD School Board Policy JGCB, JGCDA, and JGCC. (MS Code 37-7-301 and 41-23-37)

Head Lice

Students identified with nits and/or lice will be sent home immediately with a letter and information sheet.

Returning to School: The student may be readmitted after treatment providing there are no visible lice or nits. Upon returning to school the child will be checked by a school official.

Proof of treatment is also required upon the child returning to school. Proof of treatment includes the box and the store receipt.

Any student who has had lice or nits on four occasions will be required to be free of all nits before being readmitted to school

- If a student in any public elementary (K-5) or secondary (6-12) school has had head lice or nits on three (3) occasions during one (1) year while attending school, or if the parent of the student has been notified by school officials that the student has had head lice or nits on three (3) occasions in one (1) school year, as determined by the school nurse, public health nurse or a physician, the principal or administrator shall notify the county health department of the recurring problem of head lice with that student. The county health department then may instruct the child's parents or guardians on how to treat head lice or nits, eliminate head lice or nits from household items, and prevent recurrence of head lice or nits. (MS Code 41-79-21)
- The school principal or administrator shall not allow the child to attend until proof of treatment is obtained and the child is clear of lice or nits.

Treatment of Head Lice: Prescribed or over-the-counter anti-lice treatments are considered appropriate. Comb hair with a fine-tooth comb to remove all the nits. See JCSD School Board Policy JGCC.

Fever

When school officials are aware that a child's temperature is 100.4 degrees, an attempt will be made to contact the parent/guardian. If the temperature reaches 100.4 degrees, a school official will request that the parent/guardian pick up the child. This procedure is followed to ensure the safety of the child and the well-being of the other students. Students may return to school when they have been free from fever for a period of at least 24 hours without medication.

Diabetic Condition Plan

Parents/guardians must take the responsibility to pick up the student if the sugar level is 450 or greater. All students who are diabetic must have a plan in place, doctor orders, and supplies needed to ensure safe-care / management while at school.

Diseases

Decisions regarding a person infected with HIV, hepatitis B, or other blood-borne diseases shall be made on an individual basis with regard to the behavior, physical condition of the employee or student and the expected interactions with others in that setting. These decisions shall be made using the team approach, including the employee or student's physician, public health personnel, and personnel associated with the educational setting and/or workplace. In each case, risks and benefits to all affected shall be weighed. As conditions change, cases may be reevaluated.

See JCSD School Board Policy JGCB and JGCC. (MS Code 37-7-301 and 41-23-37)

Medications

Students are not allowed to bring medicine to school. In the event a medication is brought to the school by a student, the medicine will be immediately confiscated, and the student may be referred to the building administrator for disciplinary action.

To properly dispense prescribed medication, the parent/guardian shall:

- Provide the school with a health plan for their child who has a special medical problem (i.e., allergic reactions, asthma, etc.).
- Present a medical consent form signed by the parent to the principal or his/her designee.
- Allow the school administration to determine by local school or school district policy the role of teachers and other school personnel in administering medications. If there is no nurse available, principals/administrators may designate personnel to administer medications. These designated personnel will be required to document each time a medication is given. All medications should be recorded on the student's record, noting the time and initials of the person administering the medication. The back of the record should show the full name of the person administering the medication, followed by initials in specified section. (Example- Jane Doe, RN (LC) 12:10 P.M.)

- **Elementary Schools (K-5)**

School officials will not administer any nonprescription medications on behalf of the students. Parents will be required to physically administer medications.

- **Secondary Schools (6-12)**

The school official will allow parents/guardians to personally deliver nonprescription medications in the original container placed in a clear baggie to be stored in the school administration office for the student to self-administer.

The parent shall provide permission for any medication (including Tylenol, Benadryl, etc.) which authorizes designated personnel to administer the medicine and which includes specific instructions for use. (Example: If Tylenol is to be given, the parent should write specific orders of instruction as to circumstance to be given and dosage).

All medications should be brought to school by the parent/guardian or designated adult/parent and/or guardian or designee of a child. The medication shall be given to the school official responsible for administering the medication to the child. Any prescribed medication brought into the facility by the parent, legal guardian, or designee of a child shall be dated and kept in the original container labeled by a pharmacist with the child's first and last names; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date and specific legible instructions for administration, storage and any side effects that should be reported to the prescribing physician. The number of pills received should be counted and from whom they are received shall be documented. Prescription liquids should be documented as to amount of cc's and ml's.

If a physician orders a dosage other than indicated on the label, an updated prescription bottle is needed to reflect the change in dose. (Until refilled, the physician's orders will be sufficient.) The amount of medication and the person who receives it should be documented on the medication records. Any change on dosage time of medication should be by a physician's order. (Example: If a medication is to be discontinued or if the dose is to be increased or decreased.)

Medications should not be given subsequent to the expiration date. It is the parents' responsibility to contact the physician to update medication. [Example 1: Prescription medicine ordered 2009-2010 should not be given in 2011. Example 2: Cough medicine ordered 12/11/2010, should not be given after two weeks (10 working days) without recent updated doctor's orders. Medication (antibiotic, etc.) should not be given past 10 days of original date of order, unless specified in writing by the physician.]

A locked cabinet or drawer is to be provided for the storage of medications other than those to be refrigerated.

A "Release of Information Form" should be signed to allow communication between the medical provider and the school nurse or designee.

In an effort to provide safe healthcare for children, forgotten doses of medication which were to be given at home may not be administered at school. Medication should be administered no earlier than 30 minutes prior to physician's order and no later than 30 minutes after. In the event that a child did not receive medication to be given at home, the child's doctor may contact the school and request that another dose is to be given. If the doctor contacts the school, the nurse/designee will be allowed to give the medication that was forgotten at home.

The Jackson County School District reserves the right to refuse to administer any medication to students when circumstances warrant this action. Such circumstances might include reaction, response, incomplete instructions for the administration of the medication, non-compliance by parents/guardian with the school system policy for the administering of medications or other extenuating circumstances. See JCSD School Board Policy JGCB and JGCB.

Medical Emergencies

In the event of an emergency during which a child may need to be transported to the hospital, the school will attempt to contact the parent/guardian. If the parent/guardian cannot be contacted, the school will have the child transported to the hospital and will continue to try and contact the parent/guardian. Any expense incurred will be the responsibility of the parent/guardian.

General Academic Information

Permanent Record

A permanent record is set up for each student in the school system. This record begins when an individual starts school and is kept current on the student until he/she graduates.

Educational records may be forwarded upon request of another school with the written consent of parent or guardian. See JCSD School Board Policy IHE.

Progress Reports and Report Cards

At the 4 ½ week mark of each nine-week grading period, a progress report will be sent home indicating each child's academic status. This report will indicate the progress he or she is making in the different subject areas. This may not indicate that the student is failing.

Conferences may be set up at this time if needed. A formal report is sent at the end of each nine weeks. Dates for progress reports are listed in the front of the handbook on the school calendar. See JCSD School Board Policy IHE.

Report of Grades

Each student will receive a report from his/her homeroom teacher showing his/her grades for that term and for the year when the school session ends. Report cards will be given at the end of each nine-week period. The report card should be signed and returned to school on the following day. Dates for reports are listed in the front of the handbook on the school calendar. See JCSD School Board Policy IHE.

An explanation of the grading system is as follows:

A	90 – 100	Excellent
B	80 – 89	Above Average
C	70 – 79	Average
D	60 – 69	Below Average
F	59 – below	
I		Incomplete
S		Satisfactory
N		Needs Improvement
U		Unsatisfactory

Honor Roll:

Superintendent's Honor Roll – All A's

Principal's Honor Roll – All A's and/or B's

Grading

All grades awarded to students in grades 1-12 shall be awarded in compliance with the district's promotion/retention policy.

Recording of Grades

If a student does not receive credit for a subject because of excessive absences, expulsion or drop out of school, NC (no credit) may be recorded in the applicable place in the student's cumulative folder and on the permanent record. See JCSD School Board Policy IHE.

State Testing Requirements

The Jackson County School District participates in the Mississippi Curriculum Content Assessment System that includes assessments given at each level of schooling. Students in grades K-12 are required to take the Mississippi assessments given according to the testing calendar provided by the MS Department of Education Office of Student Assessment. See JCSD School Board Policy IHE.

Student Notification of Prohibition of Electronic Communication Devices during Statewide Tests

The Mississippi Public Schools Accountability Standards, Current Edition, Prohibits the Possession and/or Use of any Electronic Communication Device, including but not limited to iPods, MP3 Players, Bluetooth devices, Smart Watches, Cell Phones, and/or other personal digital assistance devices, by students during the administration of scheduled Statewide Tests.

Possession of any such device, even if is not being used, is a violation of State Policy. Example: A student having a cell phone in his/her possession anywhere on his/her person during the Test Administration is a Testing Violation. If an electronic device is in possession during a test, the test will be invalidated as mandated by the Mississippi Department of Education.

The consequence of this testing violation is that the test results for the student will be invalid; therefore, the score of any student in possession of these prohibited devices during the test administration will be invalid. No score is reported for an invalid test, resulting in a non-passing score for Subject Area Test.

Parents will be given a copy of this policy and asked to sign a form of acknowledgement.

Elementary (K-5) Academic Guidelines:

Promotion and Retention

- Students scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.
- To be promoted from one grade level to the next in grades 1 - 3, a student must maintain a passing grade in ELA and math.
- The yearly average shall be determined by averaging the two semester numerical grades.
- To be promoted from grade 4 to 5, students must maintain a passing grade in ELA and math, in addition to either science or social studies.
- To be promoted from one grade level to the next in grades 5 to 6, students must maintain a passing grade in math, ELA, science, and social studies.

Grades

- Tests count 40% and daily work counts for 60%. The course average will consist of the average of the two terms. See JCSD School Board Policy IHE.

Homework

The Jackson County School Board recognizes the value of purposeful, well-planned, and properly motivated home assignments that are (1) appropriate to the grade level, age, and abilities of the student; (2) designed to stimulate initiative and independence or to reinforce and enrich classroom instruction; (3) in complete accord with the goals established for the development of the school curriculum; (4) carefully planned so that home assignments are not so lengthy as to be self-defeating nor so complicated as to require assistance or resource materials not available to the student; and (5) an extension of class work that has already been introduced. As in the assignment of in-school work, homework assignments must be left to the sound professional judgment of the teacher, who will be expected to interpret the needs and assess the abilities and interests of each student. See JCSD School Board Policy IHA.

- Homework is a very important phase of the educational program for the child. It serves as a connection between home and school. It is used to supplement the class work and strengthen the student's understanding of what he/she is studying. Parents/guardians are encouraged to cooperate with the school in seeing that assignments are completed on time.
- Students are expected to exhibit virtuous behaviors such as, but not limited to honesty, integrity, and trustworthiness. Therefore, any student caught cheating or plagiarizing on a test or other school assignment may receive a grade of 0 (zero), and the parent will be notified by the teacher. See JCSD School Board Policy IHE.

Conferences

- At various times during the school year and for many reasons, teachers and parents should confer concerning students. These conferences should be prearranged during school hours. To prearrange a conference, parents may write the teacher requesting a conference, or it may be arranged through the school office. The school office personnel do not give out teacher's home telephone numbers.
- Teachers are not available by phone or in person for parent/guardian-teacher conferences during instructional time. Parents/guardians are not to go to the teacher's room during school hours to schedule a conference. Trying to meet with teachers at unscheduled times is disruptive and unfair to the teacher and the students.
- For all students to receive maximum instruction during the school day, all parents/guardians are required to wait in the office when waiting for a conference or when picking up their children or their children's work. See JCSD School Board Policy IHE.

Middle School (6-8) Academic Guidelines

Grade Level Classification

The student's classification will be determined by successful completion of the following courses:

- 6th grade - 5th grade courses: ELA, math, science, and social studies
- 7th grade - 6th grade courses: ELA, math, science, and social studies
- 8th grade - 7th grade courses: ELA, math, science, and social studies
- 9th grade - 8th grade courses: ELA, math, science, and social studies

Students may be promoted to grade 9 who participate in school remediation and/or credit recovery programs. Participation in these programs must have parent/guardian and principal approval. Please note: the student cannot fail more than two required courses for promotion. See JCSD School Board Policy IHE.

Examinations and Exemptions Tests

- Tests in all subjects are given at the end of each nine weeks. These tests will be given on the date assigned and count 20% of the nine (9) weeks grade. Tests that are pre-assigned prior to a student's absence will be taken on the day the student returns to class.
- Any student caught plagiarizing or cheating on a test, homework, or other school assignment may receive a grade of zero (0), and the parent will be notified by the teacher.

Exemption Policy

Criteria for semester exam exemptions are:

- A student is eligible for exemption if he or she has a 90-100 semester average with no more than four (4) absences per semester in a course or the student has maintained an 80-89 semester average with no more than two (2) absences per

semester.

- The student can have no more than one (1) ISI discipline incident and no OSS per semester.
- All absences are counted toward exemption except for hospitalization and outpatient procedures. Emergency room visits does not qualify. This includes parent notes, doctor excuses and unexcused absences. Principal has discretion to allow exemptions under extenuating circumstances.
- Schools will give out letters notifying students of meeting exemption qualifications the school day immediately prior to exams each semester. Each student must attend the entire day in order to maintain exemption status. No early checkouts will be allowed unless authorized by school administration.
- See JCSD School Board Policy IHE and IHAEA.

Grades

Tests count 40%, exams count 20%, daily work counts for 30%, and homework counts for 10%. The course average will consist of the average of the two terms. See JCSD School Board Policy IHE and IHAEA.

Summer School Guidelines

- Summer school programs provide the means by which students (grade 6-8) may be taught content and objectives not mastered during the regular school session. The summer school year program shall depend on the availability of qualified teachers.
- To be eligible to attend summer school, a student must meet all of the following criteria:
 - Have a yearly average of not less than 55.
 - Be no more than one reading level below the level required for promotion in Policy IHE in grades where a required level is specified.
 - Grades 6-8 has not failed more than two (2) subjects.
- In a summer school session, the number of courses in which a student may enroll is determined by his/her grade classification:
 - Grade 8: has not failed more than 2 subjects.
- Tuition may be required. The number of students registering for specific courses will be determining factors as to which courses will be offered in the extended school session.
- The summer school session may end on the last working day in June.
- For each student enrolled in summer school, there will be a copy of prescribed objectives/content to be mastered by that student. Core skills are not the only skills the student will be required to master. The prescribed objectives/content will be provided by the classroom teacher(s) for whom the student did not master the objectives- content as part of the teacher end-of-year checkout process.
- Students who have not completed mastery of required skills/content by the end of the summer school term will be retained in the grade in which they were enrolled at the end of the school year.
- Out-of-district students are not allowed to attend summer school. Before transfer students from within the district are officially enrolled in summer school, parents/guardians of the transfer students must bring to the receiving school documentation that reflects approval of the principal of the home school and a copy of the prescribed objectives/content to be mastered by the students.
- The summer school program will comply with the guidelines established by the State Department of Education and contained in Accountability.
- All Jackson County School Board policies apply to summer school where applicable.
- The Assertive Discipline Plan followed by the Jackson County School District during the regular school year will be the one used during the summer school session.

Each student will receive a copy of the teacher's classroom rules and the consequences for not following them.

- If a student is sent to the office, the following actions will be taken:
 - The first time: Parents/guardians will be notified of the misbehavior and the fact that if the student is referred to the office a second time, he/she will be dismissed from summer school and will forfeit any fees paid.
 - The second time: Student will be dismissed from summer school and will forfeit any fees paid.
- See JCSD School Board Policy AEBA.

High School (9-12) Academic Guidelines

Policies Regarding Selection of Subjects

- Students are allowed to select on-line and correspondence courses for graduation credits provided the following guidelines are followed:
 - Enrollment in on-line and correspondence courses must have prior approval granted by the principal.
 - The courses must meet all requirements cited in the Mississippi Curriculum Frameworks and the Approved Courses for Secondary Schools in Mississippi.
- Students who transfer from another state's accredited school shall be permitted to apply those credits the district's requirements. See JCSD School Board Policy IHE.

Dual Credit (DC)

- Students must have a B (3.0 on a 4.0 scale) grade point average to take dual credit (DC) courses.
- Dual credit courses which are taken through local colleges must be pre-approved by a college or university, the Mississippi Department of Education, and the school principal.
- In establishing students class rank as determined by quality point average (QPA), students will only be allowed to count eight (8) dual credit courses. Students may take dual credit courses from a state-accredited institution for QPA purposes. If a student has taken more than eight (8) dual credit courses, regardless of where taken, the courses calculated into Quality Point Average (QPA) will be the eight (8) dual credit courses with the highest averages. All dual credit courses will count in the grade point average (GPA) calculation.
- Only dual credit courses included on the Mississippi Department of Education (MDE) approved course list will count in determining class rank.
- Weight of dual credit (DC) courses will be the same weight as Advanced Placement (AP) classes.
- Dual credit (DC) courses will award credit based on one (1) high school credit per three (3) credit hour college course successfully completed.
- Please see your school counselor regarding classes available for dual credit (DC).

Grades

Tests count 50%, exams count 20%, and daily work counts for 30%. The course average will consist of the average of the two terms. See JCSD School Board Policy IHE.

Grade Level Classification

A student's classification will be determined by the number of units of credit completed prior to the first day of the new school year.

- To be 10th grade - 8 credits
- To be 11th grade - 14 credits
- To be 12th grade - 20 credits

See JCSD School Board Policy IHE.

Exemption Policy

Schools will administer a comprehensive examination that includes all work completed during a particular Course. This exam will account for 20% of the Term grade.

No exemptions for 1st or 3rd term courses. Out-of-School Suspension (at any time during the length of the course) automatically disqualifies a student from exemption in that course.

For a student to be qualified for an exemption in a particular course, he/she must meet one of the criteria listed below:

- Have an average of 90-100 for the course and no more than four (4) absences per semester course or no more than two (2) absences per nine (9) week course.
- Have an average of 80-89 for the course and no more than two (2) absences per semester course or no more than 1 absence per nine-week course.
- Seniors Only: Have a passing average for the course, plus at least a passing average for the last Term of that course and no absences during the last Term of that course.
- Students in grades 9-11 with perfect attendance for the year (Terms 1-4); who have a passing average can be exempt from the Term 4 exam in May.
- Perfect attendance is defined as being present all day every day.
- Those students taking year-long courses may be exempt at each semester using the same criteria as #1 and #2 above.
- The student can have no more than one (1) ISI discipline incident and no OSS per semester.
- Any student who qualifies to be exempt in a particular course has the option of taking the examination for that course.
- Schools will give out letters notifying students of meeting exemption qualifications the school day immediately prior to exams each semester. Each student must attend the entire day in order to maintain exemption status. No early checkouts will be allowed unless authorized by school administration.
- All absences are counted toward exemption except for hospitalization and outpatient procedures. Emergency room visits may not qualify. This includes parent/guardian notes, doctor excuses, and unexcused absences.
- Some classes will be completed in one Term, and others will be completed in two Terms.
- Participation in the following activities is not considered an unexcused absence and does not count toward an absence for exemption:
 - School related activities
 - Two senior college days per year, approved by the guidance counselor
 - University honors placement exams approved by the guidance counselor
- See JCSD School Board Policy IHAEA.

Awarding and Recording of Grades

In the event a student does not receive credit for a subject because of excessive absences, expulsion, or drops out of school, no credit (NC) will be recorded in the applicable place in the student's cumulative folder and on the permanent record.

When a student completes a subject, the actual grade the student earned will be recorded in the appropriate place in the student's cumulative folder and on the permanent record. See JCSD School Board Policy IHE and JRA.

Reports of Student Progress

Progress Reports of students' accomplishments will be sent home four times during the year. Dates for progress reports are listed on the school calendar located in the handbook.

If the parents desire a conference with the teacher, it may be arranged by making an appointment through the principal's office. See JCSD School Board Policy IHE.

Honor Roll

There will be a Superintendent's Honor Roll for students making a quality point average (QPA) of 4.5 or above. There will be a Principal's Honor Roll for students making a quality point average (QPA) of 4.00-4.499. See JCSD School Board Policy IHE.

Awards Day Program

Each year awards will be given to the outstanding student in each department. All awards will be given at an Awards Day Program near the end of the school year. Perfect attendance is defined as attending school all day every day.

See JCSD School Board Policy IHE.

Standards for Participation in Extra-Curricular Activities for Schools on the Block (4 x 4) Schedule

It is a privilege, not a right, for a student to participate in extra-curricular activities. To be eligible for participation, a student must meet the following minimum scholastic requirements at the end of the school year to be eligible for the beginning of the next school year or at the end of the first semester to be eligible for the second semester. Students must follow all requirements by the Handbook of the Mississippi High School Activities Association, Inc. (www.misshsaa.com). In addition to the Handbook of the Mississippi High School Activities Association, cheerleading information can be located in the Criteria for Cheerleading Selection JCSD School Board Policy IDFB. See also JCSD School Board Policy JT.

Student Drug Testing

Statement of Purpose and Intent

The Jackson County School District (JCSD) recognizes that drug use by students participating in athletics, cheer, dance, band, and/or choir, a drivers' education course, and those who drive and park on campus (hereinafter "participating students") present special concerns about the dangerous combination of drugs and participation in these activities. While the misuse or abuse of illegal drugs, prescription and even non-prescription drugs is unsafe for any student, the additional demands placed upon participating students make such misuse or abuse dangerous.

In response to the serious health risks and other risks posed by participating students' use, JCSD has implemented a drug testing policy which is designed to provide early detection of drug use and to eradicate or reduce significantly use and influence of prohibited drugs and other chemicals by participating students.

In pursuit of these purposes, JCSD declares that the use of prohibited drugs, or intoxication and physical influence thereof, by participating students is inherently unsafe. Such use, intoxication or influence should be detected and prevented and such participating students should be counseled, educated and monitored. This policy is adopted to promote the safety, health and well-being of participating students and is not intended to be disciplinary or punitive in nature. The sanctions provided for herein relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in the covered activity. There will be no academic sanction for violation of the policy and the policy is intended to complement all other policies of the JCSD regarding the possession or use of illegal drugs.

All students enrolled in JCSD who are in 7th grade or higher and who (1) participate in any JCSD High School or Middle School athletic program, cheer, dance, choir, and/or band or (2) obtain a parking permit to allow them to drive and park on a JCSD campus or (3) enroll in a drivers' education course shall be subject to drug testing to the extent and manner provided for in this policy.

The Board authorizes the superintendent to implement procedures in furtherance of the goals of this JCSD School Board Policy JCDAB.

Definitions:

- "Athletic Department" shall mean the Athletic Departments for each of the attendance centers within the JCSD.
- "Confirmation test" means a drug test on a specimen to substantiate the results of a prior drug test on the specimen. The confirmation test may use an alternate method of equal or greater sensitivity than that used in the previous drug test.
- "Drug test" means a chemical test administered for the purpose of determining the presence or absence of a drug in a person's bodily fluids.
- "Illegal drug" means (a) a prohibited drug as set forth below, (b) a drug listed as illegal under Mississippi law, (c) a drug which is illegal to use under Mississippi law without a prescription, or which is controlled by the Food and Drug Administration.
- "Initial test" means an initial drug test to determine the presence or absence of drugs or related metabolites in specimens.
- "Medical Review Officer" or "MRO" means a licensed physician, either a Doctor of Medicine or Doctor of Osteopathy, or other medical or scientific expert knowledgeable in drug abuse disorders, employed to help the JCSD interpret, evaluate and monitor its drug testing program.
- "Negative drug test" means a drug test that does not show evidence of a prohibited drug in a person's system.
- "Participating Students" are students participating in athletics, cheer, dance, choir, and/or band and/or those who obtain a parking permit to allow them to drive and park on campus, and/or enroll in a drivers' education course.
- "Positive drug test" means a drug test that indicates the presence of a prohibited drug in a person's system.
- "Prescription medication" means a drug prescribed for use by a duly licensed physician, dentist or other medical practitioner licensed to issue prescriptions.
- "Prohibited drug" means any drug which is considered a part of the group of drugs listed in Section IV. PROHIBITED DRUGS/ALCOHOL below.
- "Random testing" means a neutral selection basis of testing for drugs which provides a mechanism for selecting participating students for testing that: (i) results in an equal probability that any student from a pool of students subject to the selection mechanism will be selected, and (ii) does not give JCSD and school personnel the discretion to waive the selection of any student selected under the mechanism, unless a student has a significant cognitive disability documented in their Individualized Education Plan.
- "Specimen" means a tissue or product of the human body chemically capable of revealing the presence of drugs in the human body.
- "Calendar Year" means 365 days from the date a violation is declared. "JCSD" means Jackson County School District.
See JCSD School Board Policy JCDAB.

ADMINISTRATIVE PROCEDURE

Concurrent Drug Testing Policies

This policy and the JCSJ policy on drugs as listed JCSJ Student Handbook shall be administered separately and concurrently. Tests occurring under this policy shall not be used for or considered for the purposes of the JCSJ Assertive Discipline Program; however, test results under the Assertive Discipline Program may be considered for the purposes of eligibility to participate in athletics, cheer, dance, choir, and/or band or to drive to and park on the JCSJ campus or to enroll in drivers' education course and for testing or monitoring under this policy. Participating students are subject to all related policies concerning this subject area.

Implementation

All participating students and their parents/guardians will be notified of this policy upon (1) entering an athletic program, cheer, dance, choir, and/or band, or (2) seeking a JCSJ parking permit, or (3) enrolling in drivers' education course. The JCSJ Superintendent and/or his or her designees shall be responsible for the fair, impartial and complete implementation of this policy and for ensuring the no-notice, surprise nature of all testing. The JCSJ Administration shall be responsible for the coordination and execution of all testing through a third-party vendor, which is the MRO. The initial method of collection will be done by urinalysis.

Consent/Refusal to Consent

The parents/guardians of participating students will be asked to sign a consent form acknowledging this policy, authorizing the test for prohibited drugs as provided for in this policy and consenting to the release of the tests results to the MRO, Superintendent and/or his/her designees on a need to know and confidential basis. The test results will also be provided to the parents/guardians of the participating student. If a participating student and/or his or her parent/guardian declines or fails to sign the consent form, the student will be ineligible to participate in any JCSJ athletic program, cheer, dance, choir, and/or band or to drive and park on the JCSJ campus or to enroll in drivers' education course. The consent form to be used for purposes of this policy shall be formulated by the MRO and Superintendent.

Annual Testing

As an annual prerequisite for participation in a JCSJ athletic program, cheer, dance, choir, and/or band, or for permission to drive and park on the JCSJ campus, or enrolling in drivers' education course, parents/guardians of participating students must sign a consent form acknowledging this policy, authorizing the test for prohibited drugs as provided for in this policy. Any student who tests positive for drugs may be ineligible to participate in JCSJ athletics, cheer, dance, choir, and/or band or to drive and park on the JCSJ campus or enroll in drivers' education course as provided in this policy, or, in the discretion of the Principal or Athletic Director, and approved by the Superintendent, may participate subject to the provisions of Section III. 9. of this policy.

Random Testing

Participating students will be tested on a random basis for use of prohibited drugs. Random testing shall be conducted no less than two (2) times during a school year and may be conducted during the school year at any other time during the school year as determined by the Superintendent. The random testing shall not be announced or revealed prior to the time of commencement and shall be conducted on a no-notice, surprise basis. The JCSD Superintendent and his designees shall determine the percentage of participating students tested in any one (1) random test not to exceed ten percent (10%) of eligible students on a specific campus or the designated amount budgeted by the school board for the cost of the MRO contract for drug analysis tests. Once the percent is established for the year it will be applied consistently in each attendance center. The Superintendent and his designees shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the MRO selection process. This would include, but not necessarily be limited to the MRO:

- Assuring that the names of all participating students are in the pool.
- Assuring that the person drawing the names has no way of knowingly choosing or failing to choose particular students for the testing.
- Assuring that the identity of students for testing is not known to those involved in the selection process.
- Assuring the direct observation of the selection process by at least two certified employees of the District as determined by the Superintendent.

Specimen Collection

All specimens will be collected under reasonable and sanitary conditions. Individual dignity and privacy will be preserved to the extent practicable. Universally accepted standards for testing, labeling, storage and transportation of specimens will be strictly followed by the testing facilities. The MRO will request information before each confirmation test regarding prescription and non-prescription drugs and any other information which could lead to a false positive test. JCSD staff shall be present only for supervising of students during random testing. No JCSD staff shall be involved in the collection, storage, labeling, or handling of specimens from random testing unless necessary because of the student's handicapping condition that has been previously documented.

Testing Procedures

A laboratory certified by the National Institute of Drug Abuse will be designated by JCSD to perform all initial drug tests and selection of students. The laboratory and the MRO will be responsible for the handling and safe delivery of all positive specimens to the confirmation laboratory and such delivery will be accomplished through proper chain of custody procedures.

Finding of Drug Use Consequences

If a student violates this policy, the consequences described below will apply only to the component of the activity impacted by the violation (i.e., athletics, dance, cheer, band, choir, driving on campus, and/or driving during drivers' education class). The student's grade will not be lowered because of the student's suspension from participation in these activities; however, a student will not be allowed to drive until a negative test result occurs, which could negatively impact a grade in a drivers' education class. The student may be expected to complete alternative assignments during the suspension in order to maintain his or her grade.

First Violation

If the initial test for drugs indicates a negative result, no further test will occur unless there is good reason to suspect the quality of the specimen sample. If the initial test indicates a positive result, a confirmation test will be conducted immediately. Should the confirmation test also indicate a positive result for a participating student, the following consequences shall be imposed:

- The district will notify the student and his or her parent/guardian via a phone call and in writing of such positive test results.
- The student shall be suspended from participation in all athletics, cheer, dance, choir, and/or band activities (which encompasses, for purposes of this policy, all participation including: tryouts, practices and competitions) and from driving to and parking on a JCSD campus or being enrolled in a drivers' education course for a minimum of thirty (30) days, which can be reduced by half upon the successful completion in a drug counseling and/or drug education program and passing a second drug test.
- The student shall submit to a mandatory drug test at a laboratory certified by the National Institute of Drug Abuse that will be designated by JCSD, on or about thirty days after the date on which JCSD received notification of the confirmation tests positive result. Parent/Guardian will be responsible for the cost of the test and JCSD will determine time frame it will be administered. A positive test result shall constitute a separate violation of this policy and shall be treated as a second violation.
- The student shall be required to participate in and complete a drug counseling or education program developed by and provided by JCSD. Refusal to participate in the counseling and/or education program, as set forth in this paragraph, will be treated and handled as a second positive test result.
- The student will not be allowed to resume participation until he/she has had a negative drug test at the expense of the parent/guardian.
- After successfully returning from a first violation, the student may be required to submit to additional unannounced retests within the calendar year of the violation at the discretion of the district. If the student receives a positive result at this point, a second violation is declared.

Second Violation

Should a participating student test positive for a second time in any two calendar years, the following consequences shall be imposed:

- The MRO or district will notify the student and his or her parent/guardian in writing and/or via phone call of such positive test results.
- The student shall be suspended from participation in all athletics, dance, and cheer, choir, and/or band activities (which encompasses, for purposes of this policy, all participation including tryouts, practices and competitions) and from driving to and parking on a JCSD campus or being enrolled in a drivers' education course for a minimum of sixty (60) days.

- The student shall submit to a mandatory drug test at a laboratory certified by the National Institute of Drug Abuse that will be designated by JCSD, on or about sixty (60) days after the date on which JCSD received notification of the confirmation tests' positive result. Parent/Guardian will be responsible for the cost of the test and JCSD will determine time frame it will be administered. A positive test result shall constitute a separate violation of this policy and shall be treated as a third violation.
- The student shall be required to attend a drug counseling or rehabilitation program at the expense of the parent/guardian. A drug counselor shall refer the student to a JCSD approved outside drug counseling agency. Documentation of attendance and completion of counseling must be submitted to the principal before participation/eligibility is reinstated.

After successfully returning from a second violation, the student may be required to submit to additional unannounced retests within the calendar year of the violation at the discretion of the district. If the student receives a positive result at this point, a third violation is declared.

Third Violation

Should a participating student test positive for a third time in any two calendar years, the following consequences shall be imposed:

- The MRO or district will notify the student and his or her parent/guardian in writing and/or via telephone of such positive test results.
- The student shall be suspended from participation in all athletic, dance cheer, choir, and/or band activities and from driving to and parking on the JCSD campus and from drivers' education course for a minimum of one (1) calendar year.
- The student shall be required to attend a drug counseling or rehabilitation program at the expense of the parent/ guardian. A drug counselor shall refer the student to a JCSD approved outside drug counseling agency. Documentation of attendance and completion of counseling must be submitted to the principal before participation/eligibility is reinstated.
- The JCSD reserves the right to require the student to submit to mandatory drug testing during the calendar year of the violation as often as deemed appropriate by the administration. The student will not be allowed to resume participation until he or she presents a negative result on retest. No positive test results as described in this policy will be used as grounds to discipline, suspend or expel a participating student, except for the guidelines provided in this policy.

Appeal

A participating student has the right to appeal a decision under this policy by following the grievance procedure as outlined in JCSD Student Handbook and shall be afforded all student due process rights as provided by law. Participation in athletics, dance, cheer, choir, and/or band and parking at JCSD or enrolling in drivers' education course is a privilege only and a student has no property right or interests in such participation.

Medical Review Officer

As part of this policy, JCSD will utilize the services of a medical review officer (MRO) as designated by JCSD. The MRO will interpret, monitor, and evaluate all positive test results so as to determine whether any alternative medical explanation could account for the positive results. The MRO must be a licensed physician, or group of licensed physicians, knowledgeable in drug abuse disorders.

Confidentiality

The results of a student's drug test shall not be released to anyone other than the Medical Review Officer (MRO), the Superintendent or his/her designees and the student's parents/guardians.

Results may also be released to the Board of Trustees, the school attorney, athletic department personnel, and/or school advisor on a need-to-know and confidential basis. No other person may receive the test results without the express authorization and consent of the participating student's parent/guardian.

Cost

JCSD will bear the cost of the initial drug and confirmation test required by JCSD under this policy. The participating student or his or her parent/guardian will pay the costs of any retest requested by the student and of all tests required after a violation of this policy, as outlined in Section III.9. above. If a parent requests that blood testing or any other alternate method of equal or greater sensitivity be utilized then the parent will be responsible for the additional costs associated with the testing method.

Use of Prescription or Legal Non-prescription Drugs

Prior to an initial drug test, a participating student may voluntarily disclose the use of any prescription or non-prescription drugs but will not be required to do so. If the initial test results are positive, the MRO shall request from the student and/or the parent/guardian information regarding what, if any, prescription and non-prescription drugs, the student was using at the time of the test.

Information regarding a student's need for and use of prescription and non-prescription drugs is considered confidential, sensitive, and private. The information is necessary and will only be used for the assistance and safety of the student needing the medications, the safety of other students, and, in the event of a positive initial test result, to assist the MRO in determining possible causes of a false-positive test. The information should only be available to affected JCSD personnel to the extent practicable.

Refusal to Submit to Test

Refusal of any student to submit to testing conducted for any group of students during the school year or upon being selected for random or designated testing will constitute a "violation".

Self-Referral (Not Allowed After Selection for a Random Test)

In the event a student wishes to self-refer himself/herself for drug/alcohol usage, it will NOT initially constitute a "violation". A student may self-refer only one (1) time during his/her school career. When a student submits a self-referral, the following shall occur:

- An administrator/parent conference will be scheduled by the student's Principal.
- The student will be ineligible to participate in his/her sport, cheer, dance, choir, and/or band and from driving to and parking on a JCSD campus or driving when enrolled in a drivers' education course, until he/she has enrolled in a recognized Drug Assistance/Education program.
- The student must also then be declared physically safe to participate by a licensed medical physician before being allowed to return to participation.
- Failure of the student to successfully complete the Drug Assistance/Education program will constitute a violation and the student will not be allowed to participate in any school sponsored athletic, dance, cheer, choir, and/or band activities and from driving to and parking on a JCSD campus or being enrolled in a drivers' education course.

Prohibited Drugs/Alcohol

JCSD will test for the use of prohibited drugs in the following groups:

- Marijuana
- Cocaine
- Opiates
- Amphetamines
- Phencyclidine (PCP)
- Spice (synthetic marijuana)

Drug Assistance Program Procedures for Intervention Program

In the event that a student chooses to enroll in a designated Drug Counseling or Rehabilitation program the following steps may be considered:

- The student and his/her parent(s) or legal guardian(s) will be provided with information regarding those designated drug/alcohol intervention programs that are available in our vicinity.
- The student and his/her parent(s) or legal guardian(s) will be responsible for providing for the cost of the program.
- The student and his/her parent(s) or legal guardian(s) will be responsible for transportation to and from the program.
- To ensure that the student successfully completes the program, the parent/guardian will sign a release of information form with the treatment center giving the center the right to share information with the school system's designee. The school will receive a report from the treatment center advising the District of the student's attendance and degree of success. See JCSD School Board Policy JCDAB.

Graduation Information

Graduates 2019-2021

All students are encouraged to graduate with a Standard or higher JCSD Diploma. Students must earn a minimum of 28 credits for graduation with a Standard Diploma, 21 credits for a Career Diploma, and 21 credits for a Basic Diploma. Students earning 32 credits will graduate with an Advanced Diploma. The Career Diploma meets all requirements set forth in MS Code 37-16-17. The Basic Diploma track requires a recommendation from teacher, counselor, principal or other appropriate individual; completed application form; approval by a committee comprised of the school principal (or designee), counselor, TST Interventionist, teacher, and special education representative (if applicable); and the parent must provide written consent. Students must meet college and career qualification scores in all core content areas on a series of end-of-course exams and/or the required benchmarks for college readiness on the ACT (19 in English Composition; 22 in mathematics; 22 in reading; 23 in science) or IHL approved college entrance exam with the approval of the Superintendent.

Graduates 2022 and Later

The District follows all state mandated requirements for graduation. Specific graduation course requirements are posted in the MS Public School Accountability Standards each year and will change as changes are required by the MS Department of Education or based on school leaders requesting improvements to the current district requirements.

All requirements as indicated by the Mississippi State Department of Education and the Commission on School Accreditation in Mississippi Public School Accountability Standards must be met by the graduate. These requirements include satisfactorily passing state end-of-course assessments at the level established by the state (MS Code 37-16-7).

Special Education students' diploma and graduation requirements will be based on the criteria established by the Individual Education Plan (IEP)/Vocational transition plan reviewed on an annual basis.

- Special Education Students receiving a diploma must participate in the Subject area Testing Program and pass at the level required by the state (MS Code 37-16-11).
- Special Education students receiving a Certificate of Completion must participate in a course of study outlined in the IEP transition plan for gained employment. Courses allowed for graduation credit must be subjects listed in the Approved Courses for the Secondary Schools of Mississippi. Courses that are not listed in the Approved Courses for the Secondary Schools of Mississippi require approval from the Commission on School Accreditation before being offered.

Courses are not designated as academic/non-academic. The student may complete his/her schedule to include those courses of interest as long as the above requirements are met.

It will be the responsibility of the student to decide if he/she plans to enter college or go into the workforce upon graduation from high school. Once the student makes this decision, he/she should enroll in the courses, while in high school, to prepare for the career of his/her choice.

Valedictorian, Salutatorian, Historian Recognition for Academic Achievement

The Jackson County School District will compute all courses excluding grades acquired in Physical Education, Driver's Education, Band, and Chorus for senior class ranking.

The student(s) having attained the highest, second highest, and third highest quality point average (QPA) during his/her high school period shall be recognized as Valedictorian, Salutatorian, and Historian, respectively. Only students earning a diploma with 28 required credits or more are eligible to serve as Valedictorian, Salutatorian, or Historian until 2022, when it will change to 26 required. See JCSD School Board Policy IHCA.

- A Student may serve as Valedictorian, Salutatorian, or Historian if he/she has attended the respective high school for his/her entire senior year. Grades attained from any school during the high school period will be entered into the aggregate compilation of the Valedictorian, Salutatorian, and Historian recognition: however, in the event that number grades are not sent from a prior school and verification is present that efforts have been made to secure the number grades and these efforts have been unsuccessful, then the following number grades will be given for the following letter grades:

E-3 – (AP) Advance Placement and Dual Credit (DC)

E-2 – Accelerated

E-1 – Honors

A	95
B	85
C	75
D	67
F	59

- The Valedictorian, Salutatorian, and Historian will be chosen based on the highest Quality Point Average through the third (3rd) nine weeks of the senior year.
- The Quality Point System will be utilized to compute and determine the rank-in-class of graduating seniors. Rank-in-class is defined as the comparison of a student's academic performance with those of the members of his graduating class. Class rank computed on the basis of quality points, rather than on grade- point average, projects a more accurate profile of academic performance. It is also designed to encourage many good students to enroll in more challenging courses. Students in advanced courses earn additional quality points directly proportionate to regular courses. In this way those students in courses of average academic difficulty set the 4.0 norm. Additional quality points assigned to advanced academic courses merely serve to achieve a more accurate class ranking. Grade- point averages are unaffected by quality points and will continue to be the report of academic achievement on the high school transcript.
- Students with a quality point average of 4.0 to 4.49 will graduate with honors. Students with a quality point average of 4.5 and above will graduate with special honors.
- Quality Point Equivalency Scale for E-3 – (AP) Advance Placement and Dual Credit (DC), E-2 Accelerated, and E-1 Honors courses and the number of quality points a student will receive for the grade he/she makes in each course is listed in the student handbook.

- In establishing students class rank as determined by quality point average (QPA), students will only be allowed to count 8 dual credit courses. Students may take dual credit courses from a state-accredited institution for QPA purposes. If a student has taken more than 8 dual credit courses, regardless of where taken, the courses calculated into Quality Point Average (QPA) will be the 8 dual credit courses with the highest averages. All dual credit courses will count in the grade point average (GPA) calculation.
- Only dual credit courses included on the Mississippi Department of Education (MDE) approved course list will count in determining class rank.

Collegiate Academy or Similar Programs

Students enrolled in the Collegiate Academy or similar programs will be ranked separately and will not follow the traditional class ranking. Students enrolled in the Collegiate Academy will not be considered for the Valedictorian, Salutatorian, or Historian. Prior approval must be obtained from a guidance counselor and the school principal to participate in Collegiate Academy or similar programs.

Early Graduation

Students who fulfill all requirements for graduation may opt to complete their high school career early. Students will be allowed to participate in the commencement exercises with their class and will receive their diploma at that time. Students will not be allowed to participate in any extra-curricular activities sponsored by the school for the remainder of the school year and will no longer be considered enrolled in the Jackson County School District. Students will be considered as a visitor when present on the high school campus. To qualify for early graduation, a student must complete the following:

- Schedule a meeting with the counselor and present a post-secondary plan (i.e., college, work, vocational training, and military) as a rationale for early graduation.
- The student's parents must attend this meeting.
- A tentative schedule will be created provided the courses are available.
- The tentative schedule must be approved by the Principal.
- The school is not obligated to provide two (2) core courses (per subject) within a school year. (Fall- Spring).
- An exit conference will be scheduled prior to early release. In addition, the principal and parent must approve all early graduations.

Correspondence Courses:

The Jackson County School District will follow the Mississippi Public School Accountability Standard for Correspondence courses.

Procedure for Correspondence Courses:

- The correspondence course must have been approved by the principal and administered through an approved program.
- The evaluation criteria will have been administered by a certified member of the school district.
- The correspondence course must be one which is contained in the curriculum of the school in which the student is enrolled.
- The building principal will supervise and administer the tests to the student taking the correspondence course or will assign a counselor within the building to supervise and administer the tests.

Graduation for Students with Disabilities

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

- By age fourteen (14) or prior to a student entering the ninth grade, an Individualized Education Program (IEP) Committee will consider the exiting options from high school. The parents/guardians and, if appropriate, the student will be informed of the requirements for each option and the various alternatives in post-school activities based on each exiting option. An IEP Committee will determine and document the option appropriate for each student.
- Students pursuing a regular education high school diploma must meet the requirements set forth by the State Board of Education and the Jackson County School District. Special education and related services will be provided to assist a student to reach this goal based on the student's IEP.
- For students who are significantly cognitively disabled pursuing alternate diploma completion, a comprehensive curriculum of basic life skills will be utilized for instructional purposes. Transition services, including a functional vocational evaluation (if appropriate), will be provided based on each student's preferences and interests, his or her IEP and the planned outcomes for post-secondary activities specific to the student. As determined appropriate by the IEP Committee, transition services may include:
 - Instruction in functional academics
 - Community experiences
 - Adult living
 - Employment skills
 - Related services
 - Daily living skills
- An IEP Committee will review the previous exiting option decision for each student at least annually. The committee, along with the parents/guardians and, if appropriate, the student, may change the original or previous decision regarding the student's exiting option.
- Students pursuing the alternate diploma option, which is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma. All students are required to participate in the Mississippi Assessment Program Alternate Assessment (MAAP-A) with a score TBD. Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma.
- Every student who completes an approved course of study by or before age 21 will receive an alternate option diploma and will be permitted to participate in graduation activities.

Grading for Student with Disabilities

- All grades awarded to students in grades 1-12 shall be awarded in compliance with the district's promotion/retention policy.
- Grades awarded to students who have been ruled eligible for special education services and who are also actively participating in the District's special education program(s) shall be based on the following:
- Inclusion and resource students receiving a traditional diploma is based on the same guidelines as the district's promotion/retention policy. Accommodations/modifications provided in coordination of both special classroom teachers and general classroom teachers to obtain final grades will be provided.

Graduation Ceremonies

The following requirements concerning graduation ceremonies shall be met:

- The scheduling of formal graduation ceremonies shall be limited to those honoring senior students who have successfully completed prescribed secondary school graduation requirements.
- Preparation for graduation ceremonies shall be scheduled in such manner that complies with all MS Department of Education requirements.
- The secondary schools shall not deliver a diploma, signed or unsigned, to a student who fails to meet the requirements for graduation. A student who fails to meet the graduation requirements is not permitted to participate in graduation exercises. Students who have completed satisfactorily the local district's secondary curriculum for special education may be awarded a high school certificate or diploma which states, "This student has successfully completed an Individualized Educational Program." This student may be permitted to participate in graduation exercises.
- All State and District requirements must be met in order for a student to participate in graduation or receive a diploma. This includes foreign exchange students. (Decision of Mississippi Commission on School Accreditation, Summer 1988)

Student Message at Graduation Ceremonies

It is the intent of the Jackson County School District to allow the graduating senior class the discretion to use a brief opening and/or closing message, not to exceed two (2) minutes at their respective school graduation exercises. If the graduating class chooses to use an opening and/or closing statement, the message shall be given by a student in the graduating senior class chosen by the senior class as a whole and the message shall be wholly prepared by the student selected. The content of the message delivered shall not be monitored or otherwise reviewed by the school administration, the board of education or any school district employee, but the content shall not be libelous, slanderous or obscene. The printed event program at all graduation ceremonies shall include the following disclaimer: "The opinions, remarks and viewpoints expressed by any student speaker at this ceremony do not reflect the endorsement, sponsorship, position, opinion, expression or viewpoint of the Jackson County School District."

Participation in Graduation Ceremonies/Discipline Violations

- The Jackson County Board of Education recognizes that participation in graduation ceremonies is a significant milestone in the education of our students and believes that said participation should be protected whenever possible. However, schools must have the ability to discipline students who are near the end of their academic career in the high schools in the Jackson County School District in meaningful ways in order to sustain the type of safe, secure, disciplined environment that is necessary.
- In accordance with this philosophy, it shall be the policy of the Jackson County Board of Education that high school seniors will be held to high standards of discipline until the conclusion of the academic year. Since some of the typical discipline measures that are approved for other students are not applicable for seniors who are near the end of the school year, additional measures need to be available to administrators in the high schools.
- Any senior who commits a Level 5 infraction (as defined by the discipline code of the district) during the last 9 weeks of the school year may have his/her right to participate in the graduation exercises for his/her school revoked.
- This policy does not restrict the ability of the administration to address severe discipline issues that may occur during an earlier term of the school year in any way.

Reference: Accreditation Requirements of the State Board of Education

Legal References: (MS Code 37-16-7) Graduation standards established by district school boards; standard diploma (MS Code 37-16-11) Special diploma or certificate of completion for handicapped students. See JCSD School Board Policy IHF. (MS Code 37-16-17)

MS Scholars Initiative/Tech Masters Core Curriculum

Please refer to the Mississippi Scholars/Tech Masters guidelines available from the Guidance Counselors for current requirements. See JCSD School Board Policy IHF.

Computation of Grade Point Average for Seniors

All courses for which students are given credit will be used in computation of Grade Point Average (GPA).

In computing the GPA, if a subject is failed and not repeated, the grades recorded will be used in computing the GPA. If a subject is failed and repeated, the highest semester grade will be used in computing the GPA. See JCSD School Board Policy IHF.

For information regarding class weights, please refer to the Course Description Guide. The Course Description Guide is available online and from the school counselor's office.

E2 Accelerated Courses	E1 Honors Courses
Calculus	Zoology
Physics I	Foreign Language I
Anatomy/Physiology	Chemistry I
Advanced BASIC Programming	Computer Science
Foreign Lang. II, III & IV	Honors U.S. History
Microbiology	Teacher Academy I
Medical Program II	Honors Biology
Genetics	Accounting II
Organic Chemistry w/Field Experience	Honors Algebra II
Honors Chemistry	Honors English I - III
Information Technology Associate II & III	Spanish I
Advanced Math Plus	Information Technology Associate I
Algebra III	Principals of Engineering
Teacher Academy III	Human Body Systems
	Honors Geometry
	Botany
	Marine and Aquatic Science
	World History, Honors
	U.S. History, Honors
	Medical Program I
	Civil Engineering and Architecture

All Advanced Placement (AP) and dual credit (DC) courses for more than 1 college credit with the exception of laboratory classes are Advanced Placement courses and will receive 1.5 additional quality points.

Diplomas	Traditional	Traditional with Career/Tech	Traditional with Academic	Traditional with Distinguished Academic
Credits	24	26	26	30
English	4 (Eng I and II)	4 (Eng I and II)	4 (English I, II, III, IV) AP/DC accepted	4 (English I, II, III, IV) AP/DC accepted
Math	4 (Alg I)	4 (Alg I)	4 (Alg I and II above Alg I)	4 (Alg I and II above Alg I)
Science	3 (Bio I)	3 (Bio I)	4 (Biology I and II above Bio I)	4 (Biology I and II above Bio I)
History	4 (WG/MS/WH/US/Gov't/Econ)	4 (WG/MS/WH/US/Gov't/Econ)	4 (WG/MS/WH/US/Gov't/Econ)	4 (WG/MS/WH/US/Go v't/Econ)
Additional	PE/Health/Art/Tech/CCR	PE/Health/Art/Tech/CCR	PE/Health/Art/Tech/CCR	PE/Health/Art/Tech/CCR
CTE Electives	None required	4 (Must complete a 2-year sequential program)	None required	None required
Electives	5	3	6 (Must meet CPC requirements)	8 (Must meet CPC requirements)
ACT	Eng – 17: Math -19 (Early Release)	No requirement	Eng – 17: Math-19 (Graduation Requirement)	Eng – 18: Math - 22 (Graduation Requirement)
WorkKeys	Silver Level (Early Release)	Silver Level (Graduation Requirement)	No requirement	No requirement
GPA	2.5 (Early Release without ACT)	2.5	2.5	3.0
Additional	If ACT requirement is not met for early release (not diploma): 2.5 GPA Passed all 4 state tests On track to meet graduation requirements Enrolled in Essentials for Math or Essentials for College Literacy	Requirements for graduation: Work-based learning or Career Pathway Exp. OR Earn a State Board of Education approved National Credential	Requirements for graduation: One AP course with at least a "C" & take the AP test OR One dual credit course with at least a "C"	Requirements for graduation: One AP course with at least a "B" & take the AP test OR One dual credit course with at least a "B"
NOTE: Students can have more than one endorsement. They can be Distinguished Academic and Career/Tech				

Number Grade	E-3 (AP) Advanced Placement and Dual Credit (DC) QP	E-2 Accelerated QP	E-1 Honors QP	Regular QP
100	6.5	6.0	5.5	5.0
99	6.4	5.9	5.4	4.9
98	6.3	5.8	5.3	4.8
97	6.2	5.7	5.2	4.7
96	6.1	5.6	5.1	4.6
95	6.0	5.5	5.0	4.5
94	5.9	5.4	4.9	4.4
93	5.8	5.3	4.8	4.3
92	5.7	5.2	4.7	4.2
91	5.6	5.1	4.6	4.1
90	5.5	5.0	4.5	4.0
89	5.4	4.9	4.4	3.9
88	5.3	4.8	4.3	3.8
87	5.2	4.7	4.2	3.7
86	5.1	4.6	4.1	3.6
85	5.0	4.5	4.0	3.5
84	4.9	4.4	3.9	3.4
83	4.8	4.3	3.8	3.3
82	4.7	4.2	3.7	3.2
81	4.6	4.1	3.6	3.1
80	4.5	4.0	3.5	3.0
79	4.4	3.9	3.4	2.9
78	4.3	3.8	3.3	2.8
77	4.2	3.7	3.2	2.7
76	4.1	3.6	3.1	2.6
75	4.0	3.5	3.0	2.5
74	3.9	3.4	2.9	2.4
73	3.8	3.3	2.8	2.3
72	3.7	3.2	2.7	2.2
71	3.6	3.1	2.6	2.1
70	3.5	3.0	2.5	2.0
69	3.4	2.9	2.4	1.9
68	3.3	2.8	2.3	1.8
67	3.2	2.7	2.2	1.7
66	3.1	2.6	2.1	1.6
65	3.0	2.5	2.0	1.5

Unweighted 4.0 GPA Scale

Numeric Grade	Letter Grade	GPA
90 - 100	A	4.0
80 - 89	B	3.0
70 - 79	C	2.0
60 - 69	D	1.0

For information regarding class weights, please refer to the Course Description Guide. The Course Description Guide is available online and from the school counselor's office. See JCSD School Board Policy IHF.

Student Conduct Procedures

Mississippi School Safety Act Of 2019

The Mississippi School Safety Act of 2019, provides additional disciplinary procedures to the school district's existing authority regarding the discipline of students. In conformity with the Act, the school district has adopted policies that recognize the teacher as the authority in classroom matters regarding the school district's written discipline code of conduct, and the right of the teacher to remove from the classroom any student who in the professional judgment of the teacher is disrupting the learning environment, subject to the immediate review of the principal or assistant principal.

In the event the removal is approved by the principal or assistant principal, the student may not be returned to the classroom until a conference has been held with the student's parent, guardian or custodian during which the disrupting behavior is discussed and agreements are reached that no further disruption will be tolerated. The conference may be in person, by telephone, by e-mail or by other written communication.

The term "disruptive behavior" means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or a school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or a school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or to other school employees; defiance, ridicule or verbal attack of a teacher; willful, deliberate and overt acts of disobedience of the directions of a teacher.

If a student commits "disruptive behavior" as determined by the principal or assistant principal for a second time during the school year, the principal, reporting teacher and the student's parents will develop a behavior modification plan for the student.

A student, thirteen years or older, who does not comply with the behavior modification plan may be deemed to be "habitually disruptive" and subject to expulsion if the student commits a third act of "disruptive behavior" during the school year. Students under age thirteen may be subject to expulsion for such conduct pursuant to other school policies and procedures.

The term "habitually disruptive" refers to such actions of a student which causes disruption in a classroom, on school property or vehicles or at a school-related activity on more than two (2) occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption.

Students with disabilities are responsible for adhering to the same rules of conduct as non-disabled students. State and federal regulations relating to students with disabilities will be followed when implementing discipline procedures. See JCSD School Board Policy JD, JDH-1, and JDAA.

Code of Conduct

In implementing conduct and personal appearance regulations, it should be stated that the primary responsibility for the conduct and personal appearance of a student rests with the student and the parents. Every effort should be made to impress upon the students and the parents that discipline and order can only be maintained in the school when the school is not used as a vehicle for disruptive influences. In carrying out school regulations, students, parents, teachers, and the administrative staff should observe the following:

- Administrators and teachers shall hold students to strict account for disorderly conduct or misconduct at any school, on the way to school meetings, programs, functions and activities, and upon school buses. The superintendent or principal/school administrator of any school may suspend any student from school for good cause.
- The superintendent or the principal/school administrator of a school may have the power to suspend a student for any reason. The following steps should be followed by the parents should they wish to appeal a decision made by the principal:
 - Appeal to the Assistant Superintendent of the Attendance Center
 - Appeal to the Superintendent
 - Appeal to the School Board
- Courts have ruled that teachers must maintain their effectiveness and respect in order to perform their duties as a teacher. The effectiveness and respect must be maintained on or off the school premises and during or after school hours.
- The Board of Education of the Jackson County School District is dedicated to maintaining a secure and educationally sound environment for its students and staff. Therefore, to ensure safety, security and an atmosphere conducive to teaching and learning on all campuses, it shall be the policy of this board that upon entering the campus of any school within this district, all visitors must report immediately to the office of the school principal and obtain his/her permission before visiting any part of the campus. Each visitor must sign a visitor list in the principal's office. A visitor's badge will be issued and must be worn at all times while on the school campus. The badge will be returned to the principal's office when the visitor departs the campus.
- A teaching situation, which is conducive to learning, must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be sent to the principal's office. The administrator will review the case and try to resolve the problem. The Board of Education will support and protect its teachers and administrators when they are making a conscientious professional effort. The code of conduct shall take effect and be in force from and after its adoption and does not change any previous codes.
- Student Search and Seizure Courts have ruled that teachers and school administrators are "in loco parentis" of students. This means that teachers and administrators are acting in place of parents during the school day and may do anything a parent would do to maintain discipline. In addition, school officials must protect all students from possible harm. Therefore, courts have ruled that school officials may conduct searches of students when there is a reasonable suspicion that the student might possess items that might harm themselves or other students (drugs, paraphernalia, alcohol, weapons, stolen items, tobacco, electronic cigarettes, any smoking devices, or any other items that might cause harm to that student or other students). These court rulings were made in order to protect all students of possible harm. "Emerging First and Fourth Amendment Rights of the Student." 1 J. Law and Education 449, 451 (1972) "In re Donaldson", 269 Cal. App. 2nd 509, 75 Cal. Rptr. (1969) "Mercer v. State" .450 S.W.2d 715 (1970)

The Board of Education is mindful of public concern about student discipline and protection in the school. It is the responsibility of the Board to provide a situation in the schools where learning can take place. This responsibility has been upheld in the past and will continue to be with the continued positive, wholesome attitude toward learning on the part of the students and their parents or guardians. Students who come to the schools to learn will cause no trouble nor get in trouble. When pupils come from homes where parents have a positive attitude toward learning and have the ability to adjust to change, discipline and conduct problems are minimized.

The principals, counselors, and all classroom teachers continue to have responsibility to teach by precept and example good conduct and positive attitude toward learning. They and parents/guardians, also, have a responsibility to help students develop wholesome attitudes toward themselves, other students and teachers.

- Upon arrival, all persons, other than school employees and pupils enrolled at that specific school, must first go to the principal's office to secure admission to the campus. Otherwise, they will be considered to be trespassers and, as such, subject to arrest and prosecution. Therefore, to ensure safety, security, and an atmosphere conducive to teaching and learning on all campuses, it shall be the policy of this board that upon entering the campus of any school within this district, all visitors must report immediately to the office of the school principal and obtain his/her permission before visiting any part of the campus. Each visitor must sign a visitor's list in the principal's office. A visitor's badge will be issued and must be worn at all times while on the school campus. The badge will be returned to the principal's office when the visitor departs the campus.
- Students are not to bring brothers, sisters, or friends to school for any reason. The Board of Education of the Jackson County School District is dedicated to maintaining a secure and educationally sound environment for its students and staff.
- A teaching situation, which is conducive to learning, must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be sent to the principal's office. The administrator will review the case and try to resolve the problem. The Board of Education will support and protect its teachers and administrators when they are making a conscientious professional effort.

This code of conduct shall take effect and be in force from and after its adoption and does not change any previous codes. See JCSD School Board Policy JCA, JD, JDH-1, JDAA, AND JCD. (MS Code 37-11-55)

Addendum to the Code of Conduct

- A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his or her minor child's destructive acts against school property or persons.
- A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph 1 of this subsection, or for any other discipline conference regarding the acts of the child.
- Any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district that refuses or willfully fails to attend such discipline conference specified in paragraph 2 of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference.
- A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

The Jackson County School Board has adopted the "Assertive Discipline Model" plan developed by Lee Canter as the format for maintaining an atmosphere conducive for learning in the classroom. Each child will receive his/her classroom rules and take them home for parents to sign and return to his/her teacher. Each child will also be instructed about other behaviors which are not acceptable and the consequences that accompany the behaviors.

As a component of the "Assertive Discipline Model, the following is a list of some of the more serious behaviors that students shall not display while being supervised by school personnel at school, at school sponsored activities and while being transported on a school bus. Disciplinary action is not limited only to the behaviors listed below. The actions listed on the following Disciplinary Ladder will be taken by the principal when students are referred to the office for reaching Step 5 on a teacher's classroom discipline plan, or sent to the principal's office for misbehavior outside the classroom.

The escalation through the steps of the "Assertive Discipline Model" may vary depending upon a student's age, grade, and discipline history; therefore, Jackson County School District will institute a separate step ladder for Elementary (K – 5) and Secondary (6 – 12) schools. See JCSD School Board Policy JD and JDAA.

Elementary (K-5) Campus Discipline Ladder and Consequences

Step 1

- Reprimand, written or work assignment, one day of ISI, or recess detention to be signed by the parent/guardian and returned to school.
- Remove from ladder if not referred to the office for ten school days. If the student is referred to the office during the probationary period, he/she will move to the next step on the discipline ladder.

Step 2

- Additional written work assignments, detention or 1 - 2 day(s) ISI. Signed by a parent/guardian and returned to school.
- Remove from ladder if not referred to the office for ten school days. If the student is referred to the office during the probationary period, he/she will move to the next step on the discipline ladder.

Step 3

- 2-3 days ISI. Contact parent or legal guardian. (In writing or by phone)
- Intervention referral/possible behavior improvement plan. (MS School Safety Code 37-3-83, 37-11-53, 37-11-54, and 37-11-55)
- Remove from ladder if not referred to the office for 15 school days. If the student is referred to the office during the probationary period, he/she will move to the next step on the discipline ladder on the discipline ladder.

Step 4

- 1–2-day(s) OSS.
- Parent/guardian conference will be held before student returns to school so that interventions and behavioral suggestions can be put in place.
- Remove from ladder if not referred to the office for 15 school days. If the student is referred to the office during the probationary period, he/she will move to the next step on the discipline ladder.

Step 5

- 1-5 days OSS
- Parent/guardian conference will be held before student returns to school so that interventions and behavioral suggestions can be put in place.
- Remove from ladder if not referred to the office for 15 school days. If the student is referred to the office during the probationary period, he/she will move to the next step on the discipline ladder.

Step 6

- Referral to school board or Superintendent for further action.

ELEMENTARY (K-5) ASSERTIVE DISCIPLINE PROGRAM

Discipline Ladder	Consequences
1. Use, sale, possession, or under the influence of drugs or alcohol on school grounds or while under the supervision of school personnel. (This includes the sale of "fake" drugs, depressants, stimulants, unauthorized inhalants, and any other unauthorized substance.)	Step 6
2. Use or possession of firearms (Student will be arrested)	Step 6
3. Use or possession of fireworks	Step 2-5
4. Use or possession of dangerous objects	Step 2-6
5. Indecent exposure	Step 2-5
6. Fighting at school, on the way to or from school (May result in student being arrested for disturbing the peace.)	Step 2-6
7. Possession or use of tobacco, tobacco-related products, any smoking devices or electronic cigarettes at school or while under the supervision of school personnel, to include transportation. See page 85	Step 2-5
8. Cutting or leaving class without authorization (remain on campus)	Step 2-5
9. Public display of affection or inappropriate actions	Step 2-5
10. Pornographic materials	Step 2-5
11. Open defiance of a teacher/school personnel	Step 2-5
12. Profanity or vulgarity (to include acts, gestures, or symbols directed to another person)	Step 2-5
13. Defacing or otherwise damaging property located on school district campuses	Step 1-5 (to include restitution)
14. Stealing	Step 2-5(to include restitution)
15. Lying/Forgery	Step 1-5
16. Leaving campus without authorization	Step 2-5
17. Harassment, intimidation, threatening, (verbal assault) or bullying of other students or school personnel	Step 3-6
18. Refusal to identify oneself properly when requested to do so by a faculty, or staff member	Step 1-5
19. Continuous disobedience	Step 2-5
20. Improper behavior in the cafeteria or on the campus	Step 2-5
21. Improper behavior at assemblies or other school activities	Step 2-5
22. Improper use of computer/internet	Step 1-5
23. Referral to the office for reaching level 5 of a classroom discipline plan	Step 1-3
24. Use of electronic devices or noise making devices (this includes video and audio recorders, radios, CD/DVD players, televisions, beepers, pagers, cellular phones, iPads, iPods, computers, MP3 Players, electronic cigarettes, any smoking devices, air horns, duck calls & any other electronic or noise making devices which disrupt the educational process)	Taken up and returned to parent by the principal
25. Other disruptive materials/contraceptive devices (to include gang paraphernalia)	Step 1-6 (to be taken up by principal)
26. Late to class	Step 1-2
27. Gambling or possession of gambling devices	Step 1-3
28. Chewing gum	Step 1-2
29. Misuse/Abuse of lunch number, passwords, identification	Step 1-5 (to include restitution)
30. Any suspension offense after having been suspended on three prior occasions	Step 6
31. Refusal to follow the instructions of a teacher/school personnel and or/principal may result in the student being removed from campus by law enforcement officials.	Step 2-6
32. Provoking or instigating a fight or disturbance	Step 1-3
33. Other misbehavior determined by the administration consequences determined by administration on security of behavior.	Step 2-5

All school rules apply to school bus conduct (pages 69-72) and follow the Elementary (K-5) Assertive Discipline Program.

The principal may suspend students out of school for a period not to exceed five (5) school days. The principal, with the approval of the superintendent, may suspend students out of school for a period not to exceed ten (10) school days. Long-term suspension, or that in excess of ten (10) school days, or expulsion may be given only by action of the Board of Education, and then only after such student has been afforded notice, opportunity of a hearing, and other procedural rights consistent with state and federal due process requirements. See JCSD School Board Policy JCDAD, JD, and JDAA.

The student may be represented at such hearing by counsel of his/her choice. The hearing will be closed to the public to protect the student from adverse effects of any disclosure made at such a hearing. See JCSD School Board Policy JDAA.

Secondary (6-12) Campus Discipline Ladder and Consequences

Absences due to suspension will be treated as excused in relation to make-up work and tests.

Step 1

- Break detention, work, written assignment, or 1 day ISI
- Remove from ladder. If the student is referred to the office during the 10-day probationary period, he/she will move to the next step on the discipline ladder.
- Contact the parent (phone/letter to be returned signed by the parent)

Step 2

- Contact parent/guardian (by phone or by letter)
- 1 - 2 day(s) of In School Isolation (ISI)
- Removal from ladder if not referred to the office for ten school days from date of return to regular class. If the student is referred to the office during the probationary period, he/she will move to the next step on the discipline ladder.

Step 3

- Contact parent/guardian (by phone or by letter)
- ISI 2-3 days
- Removal from ladder if not referred to the office for fifteen school days from date of return to school after suspension. If the student is referred to the office during the probationary period, he/she will move to the next step on the discipline ladder.

Step 4

- Contact parent/guardian (by phone or by letter)
- Out of school suspension (OSS), 1-5 day(s)
- Loss of all privileges during the time of suspension
- Students in OSS are not allowed to participate in school activities or be allowed on campus.
- Absences due to suspension will be treated as excused in relation to make- up work and tests.
- Removal from ladder if not referred to the office for twenty school days from date of return to school after suspension. If the student is referred to the office during the probationary period, he/she will move to the next step on the discipline ladder.

Step 5

- The school administrator can recommend Direct Placement to the Alternative School with verified parent contact and completion of Discipline Form A of the appropriate forms. This recommendation will be placed on the next agenda of the Jackson County School Board for final approval. In the event the parent disagrees with the direct placement, they can appeal to the Jackson County Board of Education. The Jackson County Board of Education may at that time, concur with this decision, overturn the decision, and modify, without limits, the decision which is presented, not excluding expulsion. All decisions by the Board shall be final.
- In the event that a student is recommended for expulsion because an offense represents a danger to students, staff or the school, the student will be given the opportunity for due process by appearing before the Jackson County Board of Education. The following procedures will be followed:
 - The parents/guardians will receive a Notice of Suspension/Expulsion. This notice will be verified by the school administration.
 - The parents/guardians of the student has five (5) school days to request a hearing before the Jackson County School Board. The request for the hearing is made by calling the Superintendent's secretary at the Jackson County Administrative Office. The hearing will be scheduled as soon as possible after the request. All consideration of the student's disciplinary actions shall be conducted in accordance with standard board procedure.

- If the School Board does not meet within ten (10) days after the recommendation for expulsion, the student will be placed in the Jackson County Alternative School or receive other Alternative Education Services as deemed appropriate by the school administration.
- Failure of the parent/guardian to request a hearing or appear at the appointed time and place for the hearing shall waive the student's right to a hearing.
- In the event the hearing is waived, the principal and superintendent shall consider all the facts, take appropriate action, and recommend appropriate action to the board along with a summary of the case. The Jackson County Board of Education may at that time, concur with this decision, overturn the decision, modify, without limits, the decision which is presented, not excluding expulsion. All decisions by the Board shall be final.

Note: Students who consistently abuse the first steps in the discipline ladder may have a discipline ladder developed to best meet the needs of the individual student. This new ladder will be in effect for the student when the parent has been contacted and informed of the new discipline ladder. See JCSD School Board Policy JCA, JD, JDAA, JD-1, and JCDAE (2).

SECONDARY (6-12) ASSERTIVE DISCIPLINE PROGRAM

Law enforcement may be notified in any of the below offenses at the discretion of the school administration and according to applicable laws.

Discipline Ladder Severe Disruptions

Consequences

1. Using, selling, possessing, distributing, furnishing, giving away, transferring, obtaining, admitting or being under the influence of illegal drugs, fake drugs, unauthorized prescription medications, other unauthorized substances or alcohol, including possession of drug paraphernalia on school grounds, or while under the supervision of school personnel.	Step 5
2. Possession of weapons on campus - including in vehicle. This also refers to Items that are intended to resemble weapons. I.E., realistic toy knives, guns, etc. This may result in being arrested.	Step 5
3. Indecent exposure. Law enforcement will be notified and student may be subject to arrest.	Step 5
4. Any suspension offense after having been suspended on three prior occasions	Step 4-5
5. Fighting at school, on the way to or from school. Law enforcement will be notified and student may be subject to arrest.	Step 4-5
6. Provoking or instigating a fight or disturbance	Step 3-5
7. Possession or use of tobacco, tobacco-related products, any smoking devices or electronic cigarettes at school or while under the supervision of school personnel, to include transportation. See page 85	Step 3-5
8. Cutting, leaving class, or out of area without authorization (remains on campus)	Step 3-5
9. Refusal to identify one's self properly when requested to do so by any faculty or staff member.	Step 3-5
10. Public displays of affection or inappropriate action (including in cars in the vicinity or any school building or activity).	Step 1-5
11. Pornographic materials, possession of (to include internet)	Step 2-5
12. Open defiance to a teacher	Step 2-5
13. Profanity or vulgarity (to include acts, gestures, or symbols directed to another person)	Step 2-5
14. Defacing or otherwise damaging property that belongs to the school district, (to include teachers, or other students restitution for damages) Law enforcement will be notified and student may be subject to arrest.	Step 1-5
15. Use or possession of (dangerous) objects/wallet chains. (May result in student being arrested)	Step 4-5
16. Possessing, using, selling, furnishing, giving away, transferring, distributing, obtaining, or admitting to the same of fireworks or other explosive devices. Law enforcement will be notified and student will be subject to arrest.	Step 5
17. Stealing or forgery of documents	Step 2-5
18. Leaving campus without authorization	Step 3-5
19. Sexual harassment, harassment or intimidation (including phone, internet, etc.)	Step 3-5
20. Bullying, threatening students or teachers, or continuous disobedience	Step 2-5
21. Improper behavior in the cafeteria or on the campus	Step 2-5
22. Improper behavior at assemblies or other school activities	Step 2-5
23. Unexcused tardy to class	Step 1-3
24. Late to school in excess of three (3) times per semester	Step 1-3
25. Misbehavior on the school bus	Step 1-5

26. Referral to the office for reaching level 5 of a classroom discipline plan	Step 2-5
27. Noise making and/or electronic devices (this includes radios, cellular phones, iPods, iPads, MP3 players, DS, Game Boy, air horns, duck calls, and any other electronic and/or noise making devices which disrupt the educational process)	Taken up and returned at the end of the semester See page 86
28. Other disruptive materials (to include gang related paraphernalia).	Taken up and returned at the end of the school year
29. Gambling or possession of gambling device	Step 1-3
30. Chewing gum	Step 2
31. Misuse/abuse of free/reduced lunch number (to include restitution)	Step 1-5
32. Refusal to follow the instructions of a teacher and/or principal may result in the student being removed from campus by law enforcement officials. May result in recommendation for expulsion.	Step 2-5
33. Other misbehavior as determined by the administration	Step 1-5
34. Bomb Threats	Step 5
35. Using, selling, possessing, furnishing, transferring or obtaining over the counter drugs without proper authorization.	Step 3-5

All school rules apply to school bus conduct (pages 69-72) and follow the Secondary (6-12) Assertive Discipline Program.

Consequences for the above disruptions apply to students under the supervision of school personnel during school hours, at school sponsored functions and while being transported on school buses.

Students assigned ISI will attend school but will spend school hours completely isolated from the remainder of the student body. Students late to school or checking out while assigned to ISI will be given an additional day of ISI. Teachers of a student assigned to ISI will prepare daily assignments which include the work the student is missing during his/her absence from class, and these assignments will be completed in ISI and then returned to the classroom teachers. Students assigned to ISI will not be allowed to participate in any school activities, such as pep rallies, assemblies, etc., that take place during normal school hours.

Should a student who is recommended for expulsion be placed on probation by the school board, probationary period will be determined by the school board. The student may be represented at such hearing by counsel of his/her choice. The hearing will be closed to the public to protect the student from adverse effects of any disclosure made at such a hearing. See JCSD School Board Policy JCA and JDAA.

Violence Policy or "Threat Protocol"

As a result of the violence and numerous shootings that have taken place nationally on school campuses, the Jackson County School District feels that it must take action to prevent an incident of this nature from occurring in our school district. The following actions will be taken with students making threats to do bodily harm on a school campus or at a school function:

- Students making threats to other students, teachers, administrators, and other school personnel or in the community that they would like to do bodily harm to someone else or themselves on the school campus or at a school function may be reported to the sheriff's department. Students making these threats may be recommended to the school board for expulsion. Before the students return to school, they will need to provide school officials with documentation that they have undergone counseling and/or psychological evaluation and that they pose no threat to students or school personnel.
- Students who hear other students making threats to other students, teachers, administrators, or other school personnel are encouraged to report this action to a teacher or an administrator. The names of students making such reports will be kept in confidence. In addition, a toll-free number is available to report any situation that could put your school's safety at risk. This number, 1-866-960-6472, is provided by the State of Mississippi, Department of Safe and Orderly Schools. All calls are confidential, and no one will ask for your name.
- School personnel are aware of the unwritten code that you do not "tattle" on a fellow student, but feel that when the lives of one or more students, teachers, administrators, or other school personnel are threatened, this code does not apply. Students who withhold such information could face disciplinary action. See JCSD School Board Policy EBBB, JCDAE(2), JCA, JDAA, and JD.

Prevention of School Violence

The Jackson County School District shall be in compliance with the following Mississippi Code: Section 1. Section 97-37-17, Mississippi Code of 1972, is amended as follows:

- The following definitions apply to this section:
 - "Educational property" shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any school board, school, college or university board of trustees, or directors for the administration of any public or private educational institution or during a school related activity; provided however, that the term "educational property" shall not include any sixteenth section land or lieu land on which is not located a school building, school campus, recreational area or athletic field.
 - "Student" shall mean a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five years from a public or private school, college or university, whether the person is an adult or a minor.
 - "Switchblade knife" shall mean a knife containing a blade or blades which open automatically by the release of a spring or a similar contrivance.
 - "Weapon" shall mean any device enumerated in subsection (2) or (4) of this section.

- It shall be a felony for any person to possess or carry, whether openly or concealed any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than five thousand dollars, or committed to the custody of the State Department of Corrections for not more than three years, or both.
- It shall be a felony for any person to cause, encourage or aid a minor who is less than eighteen years old to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than five thousand dollars, or committed to the custody of the State Department of Corrections for not more than three years, or both.
- It is prohibited for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic metal knuckles, razor and razor blades metal nail files, and any sharp pointed or edged instrument except instructional supplies and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection of the law and found guilty will be required to pay a fine and may be imprisoned.
- It prohibited for any person to cause, encourage, or aid a minor who is less than eighteen years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razor and razor blades, metal nail files, and any sharp pointed or edged instrument except instructional supplies, and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be reported to the proper law enforcement and upon conviction will be required to pay a fine and possibly be imprisoned. It shall not be a violation of this section for any person to possess or carry, whether openly or concealed any gun, rifle, pistol, or other fire arm of any kind on educational property if:
 - The person is not a student attending school on the educational property and had a proper license/permit to carry a weapon;
 - The firearm is within a motor vehicle; and
 - The person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.
- This section shall not apply to:
 - A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted over the supervision of an adult whose supervision has been approved by the school authority (i.e., archery, ROTC). Armed forces personnel of the United States, officers and soldiers of the Militia and National Guard, law enforcement personnel, School Resource Officers or any private police employed by the District 5, State Militia or Emergency Management Corps, and any guard or patrolman of a state or municipal institution, when acting in the discharge of their official duties.
 - Armed forces personnel of the United States, officers and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by an educational institution, State Militia or Emergency Management Corps and any guard or patrolman in a state or municipal institution, when acting in the discharge of their official duties.

- Home schools as defined in the compulsory school attendance law, Section 37-13-91, Mississippi Code of 1972 Competitors while participating in organized shooting events
- Any person as authorized in Section 97-37-7 while in the performance of his official duties
- Any mail carrier while in the performance of his official duties; or any weapon not described by Section 97-37-1 which is in a motor vehicle under the control of a parent, guardian, or custodian, as defined in Section 43-21-105 which is used to bring or pick up a student at a school building, school property or school function

All schools shall post in public view a copy of the provisions of this section. See JCSD School Board Policy JDDDB, JCDAE(2), and JCA. (MS Code 97-37-17)

Sexual Harassment: Employees and Students

Part 1

In accordance with Title VII of the 1964 Civil Rights Act, as amended in 1972, Section 703, no employee in the Jackson County School District shall be subject to sexual harassment. Furthermore, students in academic institutions are protected from sexual harassment by the Title IX of the Education Amendment of 1972, and shall not be subjected to sexual harassment by their peers or employees.

It is the intent of the school board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, requests for sexual favors, retaliation against persons involved in sexual harassment complaints and investigations, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

Part 2

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when certain criteria are met.

Criteria I:

Submission to such conduct is made either implicitly or explicitly, a term or condition of employment, the assignment of grades, or promotion, or used to deprive the student of access to the educational opportunities and benefits provided by the school district.

Criteria II:

Submission to or rejection of such conduct by an individual is used as the basis for employment or academic and other educational decisions affecting such individual.

Criteria III:

Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment. With regards to students, the criteria are when such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or creating an intimidating, hostile, or offensive learning/teaching environment.

Criteria I and II are examples of quid pro quo or conditional sexual harassment. Criteria III is an example of hostile work or learning/teaching environment.

Part 3

Complaints of violation of this policy should be immediately reported to an administrator, teacher, counselor, or the Title IX coordinator/district counsel without fear of reprisal. If your supervisor or administrator is the person you believe has engaged in sexual harassment, report it to the Assistant Superintendent resources or the Title IX coordinator/district counsel. No administrator, manager, or supervisor has the authority to condition the terms and conditions of employment, such as raises, assignments, or promotion, on the receipt or denial of sexual favors. Likewise, no administrator, teacher, or other school official has the authority to condition grades or promotions, or other academic decision on the receipt or denial of sexual favors.

Therefore, should violation prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination of employment. Students who engage in sexual harassment of other students shall be subject to disciplinary action, including suspension and expulsion.

Part 4

The school district will not in any way retaliate against an individual who makes a complaint of sexual harassment or against any participant in the investigation nor will it permit an supervisor, administrator, principal, or employee to do so. Retaliation is a serious violation of the sexual harassment policy and should be reported immediately. A person who engages in retaliatory conduct against another individual for reporting sexual harassment will be subject disciplinary action up to and including termination.

Part 5

Relationships between individuals who occupy different levels of authority are banned. If there are relationships between individuals who occupy equal levels of authority then those individuals will exhibit professional conduct in the workplace.

Legal Reference: Title VII Civil Rights Act 1964, as amended in 1972, Section 703.2000
See JCSD School Board Policy GBR.

Definitions of 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 alleged 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. See JCSD School Board Policy JDDA.

Student Bullying Policy

The Jackson County School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristics that (a) places a student or school employee in actual or 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 alleged 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 Jackson County School District makes every reasonable effort to ensure that no student or school employee is subjected to bullying and harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against an alleged victim, witness, or a person with reliable information about an act of bullying or harassing behavior. The District requires anyone who has witnessed or has 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 Jackson County School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures are appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions".

Furthermore, the Jackson County School District defines one "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior. The policies and procedures must recognize the fundamental right of every student to take reasonable actions as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. See JCSD School Board Policy JBA and JDDA.

Procedures for Bullying or Harassing Behavior

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

Procedures for Processing a Complaint

- Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee, or volunteer has been subjected to bullying or harassing behavior shall immediately report such conduct to a teacher, principal, counselor, or other school or district official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. All witnesses and alleged victims shall complete a "Bullying/Harassing Report Form" (available in this handbook under the section Bullying/Harassing Report Form, from any school or district office, and on the district website), which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the alleged 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, assistant superintendent, or superintendent who shall institute an immediate investigation. Complaints against a principal or director shall be made to the proper assistant superintendent for each attendance center or central office.
- Complaints against an assistant superintendent shall be made to the superintendent. 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 if 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 alleged victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.
- If the alleged victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the appropriate assistant superintendent. Such appeal shall be filed within ten working days after receipt of the results of the initial decision. The appropriate assistant superintendent will arrange such meetings with the alleged victim and other affected parties as deemed necessary to discuss the appeal. The appropriate assistant superintendent shall provide a written decision to the alleged victim's appeal within ten (10) working days.
- If the alleged victim is not satisfied with the decision of the assistant superintendent, a written appeal may be filed with the superintendent. Such appeal shall be filed within ten working days after receipt of the decision of the assistant superintendent. The Superintendent shall, within twenty (20) working days, review all documentation and decisions of other actions and render a decision in writing to the alleged victim regarding the appeal.
- If the alleged victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the alleged 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 alleged victim's appearance before the Board. See JCS School Board Policy JDDA and JBA.

Resolving Complaints

If the investigating administrator determines that bullying has occurred and it is the first offense of bullying for the aggressor, the aggressor will be punished according to the handbook steps 2-5. If a student has a second offense for bullying, the student may be sent to the alternative school for up to 45 days. If the student has a third offense for bullying the student may be recommended to the school board for expulsion.

See JCSD School Board Policy JD, JDDA, and JDAA.

Bullying/Harassing Report Form

Directions:

Harassment or bullying are serious and will not be tolerated in the Jackson County School District. This is a form to report alleged harassment or bullying behaviors that occurred on school property, at a school-sponsored activity, an event off school property, on a school bus, or on the way to and/or from school. If you are a victim who is getting harassed or bullied or a witness to someone being harassed or bullied, you must report it immediately by completing this form and returning it to any school or district office. See JCSD School Board Policy JDDA and JBC.

Name of the person reporting the incident:	Today's Date:	Was an adult near at the time? If so, who?
Names of all who witnessed the incident:		
Name of the alleged victim:	Name(s) of the person(s) allegedly causing the problem:	
Date when the incident happened:	Time the incident happened:	Where the incident happened: (Please be specific, i.e., 8 th grade hallway, outside the cafeteria, in the gym locker room, etc.)
Describe in detail what happened: (Please write on the back, if more space is needed.)		
School Official:		Date Received:

Transportation Services

Transportation Services for Elementary (K-5) and Secondary (6-12)

The Jackson County School District operates transportation services required by state law, which directs that all school districts furnish transportation to pupils living one or more miles from their attendance center.

The district regards transportation as a vital service for students and maintains annual equipment maintenance and driving programs as to assure an efficient, safe operation. Drivers receive special certification and participate in safety and energy conservation programs.

Any questions regarding the overall operation of the particular attendance center's transportation program may be directed to the local transportation supervisor:

East Central Attendance Center	228-283-3115
St. Martin Attendance Center	228-875-2434
Vancleave Attendance Center	228-283-3830

See JCSD School Board Policy EDD, EDC, and EDDAC.

School Bus/All District Vehicle Services for Elementary (K-5) and Secondary (6-12)

The district provides transportation for all students. In addition to riding the school bus students may walk, ride bicycles, drive other motor vehicles, or their parents may provide transportation to school. Students who drive motor vehicles to school are required to have a valid Mississippi driver's license and to abide by all regulations regarding driving, parking, and conduct in parking lots. School buses are school property.

School Bus Discipline for Elementary (K-5) and Secondary (6-12)

- Student discipline is the shared responsibility of parents, students, and school personnel. Drivers are expected to keep order and discipline on the bus, but their major responsibility must be driving the bus.
 - Riding the school bus is a privilege. This privilege carries with it some responsibilities on the part of the student. Behavior which prevents the driver and the student from having a safe trip to and from school will not be tolerated.
- Any violation of conduct by students, performed while on the school bus, waiting to board the school bus, or departing from the school bus, shall be addressed by utilizing the assertive discipline steps prescribed for elementary (K-5) or secondary (6-12) levels in the respective handbooks.
- Students may be denied the privilege of riding the school bus because of improper behavior, including the suspension of the privilege of riding the bus for the remainder of the school year, if the principal determines the action is necessary for the safety of the other students on the bus. (MS, State Code 37-7-301, [e]) Consequences for misconduct on the bus will be consistently applied. The transportation director, school administration, or other designee may handle minor offenses. Questions involving disciplinary actions should be directed to the school administration. Action requiring suspension shall be the responsibility of the school administration. The administration shall notify transportation director and the student's parents when a student's bus riding privileges are suspended. The transportation director will notify the appropriate bus driver. In addition to unacceptable behaviors listed in the assertive discipline section for elementary (K-5) and secondary (6-12) of this handbook, the following behaviors on the bus are unacceptable and will result in disciplinary action being taken against the student.

Established Rules of Behavior for Elementary (K-5) and Secondary (6-12)

- At no time are students to put heads, arms, legs, bodies, or hands out of the windows of the bus.
- Immediately upon entering the bus, students are to be seated and are to remain seated until they arrive at their destination. The guidelines apply at any time a student is transported on a school bus.
- Students will board the bus and leave the bus according to instructions of the bus driver. Students are to obey all directions of the bus driver at all times.
- Students may not leave the bus on its way to or from the school except at their designated stop.
- Students are not to throw any objects on the bus or from the bus.
- Students must sit in the seat assigned by the driver. Drivers have the option of reassigning students to a different seat when necessary.
- The bus must come to a complete stop before students enter or exit the bus.
- Loud talking and other loud noises are not permitted on the bus.
- No beverages or food may be consumed on the bus.
- Intentional littering of the bus is prohibited.
- Vulgar language is prohibited on the school bus.
- Balloons, vases of flower arrangements, or other objects, which hinder the view of a bus and/or create a dangerous situation are prohibited.
- Students will not be allowed to spray any perfume or other type of spray on the bus.
- Parents/guardians may not view bus video.
- All school rules, as approved through the Assertive Discipline Plan for elementary (K-5) and secondary (6-12), also apply to school bus conduct.

A student's failure to follow established rules of behavior will result in the following disciplinary action. (The severity of the student's misbehavior will determine the step on which the student is placed.)

- **Step 1**
Written Warning: Shall be signed and returned by parent/guardian.
- **Step 2**
One (1) to three (3) days off the bus, and parent conference or contact before riding privileges are reinstated.
- **Step 3**
Three (3) to five (5) days off the bus, and parent conference or contact before riding privileges are reinstated.
- **Step 4**
Five (5) to ten days off the bus, and parent conference or contact before riding privileges are reinstated.
- **Step 5**
Shall result in loss of bus privileges for the remainder of the school term/year. If the student is removed from the school bus, a conference with the school administration must be held prior to the student being permitted to ride the bus. Continued or severe misbehavior may result in the student's removal from the bus for the remainder of the school year. If a student misbehaves during the final days of school, the punishment may continue into the next school year.
- **Step 6**
Referral to the school board or superintendent for further action.
See JCSD School Board Policy JD, EDC, and JCDAD.

Interference with School Buses for Elementary (K-5) and Secondary (6-12)

It is unlawful for any individual to board a school bus, other than a student scheduled to, a member of the public-school administration or faculty, or a law enforcement official. State law prohibits unauthorized boarding of school buses or interference with passenger boarding or leaving, under penalties of fines and/or imprisonment.

Parents/Guardians Picking Up Students or Student Riding a Different Bus for Elementary (K-5) and Secondary (6-12)

If it becomes necessary for a student not to ride his/her regular bus home, the parent/guardian should send a note to the school with the student that day. If an emergency arises during the school day, parents/guardians should notify the school before 1:30 p.m. to request a change in how the student will go home. Likewise, there may be a need for a parent/guardian to check out a student at the point of boarding a school bus. This will be permitted only with the clearance of an administrator or transportation director.

Changing Afternoon Transportation for Elementary (K-5) and Secondary (6-12)

To ensure the safety of all students, changes to daily transportation should be minimal.

- The parent/guardian must send a note to the school if the student is going to ride a different bus or will be picked up instead of riding the bus.
- If a student misses the bus in the afternoon, he/she has to be signed out in the office by the individual picking up the student.
- Students will not be allowed to ride a bus, other than their own bus, without a note signed by a parent/guardian and/or principal/transportation supervisor.

For the safety of your child, phone calls are not accepted to change afternoon transportation arrangements.

Buses for Elementary (K-5) and Secondary (6-12)

The Board of Education recognizes the district's continuing responsibility to maintain and improve discipline and to insure the health, welfare, and safety of its staff and students on school transportation vehicles.

Students found to be in violation of the district's bus conduct rules shall be subject to disciplinary action in accordance with district policy and regulations.

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding, or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. (MS Code 37-37-301 [e])

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take appropriate action as described in the student handbook. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year, and parents will be notified. See JCSD School Board Policy EDC and JCDAD.

Safety Regulations for Elementary (K-5) and Secondary (6-12)

Parents/guardians play a vital role in assuring the safety of students served by the school transportation program. Parents/guardians may help by instructing their children in the following procedures for boarding, riding, and departing the bus.

Loading the Bus for Elementary (K-5) and Secondary (6-12):

- Students should arrive at the designated bus stop on time. The bus cannot wait for late arrivals.
- Students should always stand away from the street or roadway (a minimum of 15') and avoid pushing and playing while waiting for the bus to arrive home.
- Students should wait until the bus comes to a complete stop before approaching and attempting to enter the bus.
- Students should board the bus quickly and quietly, as directed by the bus driver.

Riding the Bus for Elementary (K-5) and Secondary (6-12):

- Students will be held to the same rules and regulations listed on the district discipline ladder.
- Student will follow the instruction of the bus driver at all times.
- Students will not be allowed to spray any perfume or other type of spray on the bus.

Departing the Bus for Elementary (K-5) and Secondary (6-12):

- Drivers will not discharge riders at places other than regular bus stops unless proper authorization from school officials has been given.
- When necessary to cross a street or roadway after getting off the bus, students should cross only in front of the bus. Students should carefully look both ways to make certain that no traffic is approaching from either direction. Students should carefully look both ways to make certain that no traffic is approaching from either direction.
- Students should cross a minimum of 10' in front of the school bus. This will enable the bus driver to see the student until he/she is safely to the other side of the road.
- Students should not stop to pick up any items dropped in front of the school bus.

Extracurricular Trips for Elementary (K-5) and Secondary (6-12):

- All transportation rules and regulations apply to any trip under school sponsorship.
- Teachers and/or chaperons appointed by the school will enforce all school and transportation regulations.

See JCSD School Board Policy EDC and JCDAD.

School Dress Code

Dress/Grooming Policies

Dress and grooming codes are based upon certain sound foundations; they are not just arbitrarily selected and dictatorially enforced for no cause. Laws surrounding indecent exposure, conditions necessitating safety and personal well-being, health and sanitation are some of the basic fundamentals. Conditions conducive to learning must not be impaired because of temporary and individualized fads. In order for students to be able to cope with even larger restrictions and responsibilities, they must learn while still in school to observe regulations set forth for the group as a whole. Keeping this total concept in mind and realizing a need to satisfy peer group desires for current fashions, the Board will make an effort periodically to restructure the dress and grooming code according to current conditions.

It shall be the responsibility of district and school support staff to communicate information to parents/guardians regarding the requirement of the mandatory school uniform dress code, including, but not necessarily limited to: a. types and colors of uniforms, b. optional articles of attire, and c. compliance measures to be employed.

All due process procedures provided in MS Code 37-7-335, will be followed in the administration of this policy.

The Jackson County School Board has defined the minimum standards of dress and grooming which will be acceptable for participants in the school system. The following is a description of the clothing that students shall wear while attending school in the Jackson County School District. An effort had been made to be as specific as possible about acceptable styles and colors. When purchasing your child's clothing for school, you are encouraged to purchase within the guidelines listed below. Because a certain style, etc. is not listed does not mean that it is acceptable attire that can be worn to school. If you have questions about a certain style of clothing, you are encouraged to contact the administrator of your child's school for clarification prior to the purchase of the clothing.

Shirts	Allowed	Not Allowed	Comments
Styles	Oxford Knit Polo Button-Up Shirt Peter Pan collar Long or Short Sleeve Very Small Trademark Allowed School Approved T-Shirts Allowed Per Campus Guidelines	Crop Tops Fitted Lace/Sequins Midriff Shirts Pleats Ruffles Trim T- Shirts Zip Closures	Solid Colors All shirts must have a collar and should remained tucked in at all times. Visible Undershirts – Solid School Colors No more than two buttons can be undone. Team and club shirts must meet uniform guidelines.
Colors	Blue (All Schools) White (All Schools) Gray (All Schools) Yellow/Gold (SM only) Maroon (EC only) Khaki/Tan (EC only)		
Logos	School, Mascot, or School Club Logo Allowed		Logo is limited to shirt pocket, collar, or sleeve. Size is not to exceed the normal pocket size.
Turtlenecks	Allowed	Not Allowed	Comments
Colors	Blue (All Schools) White (All Schools) Gray (All Schools) Maroon/Khaki/Tan (EC only)	Trim Lace Pleats Ruffles Sequins	May be worn only underneath a uniform shirt, jumper or sweater.
Styles	Long or Short Sleeve Plain Front Pockets School Mascot or School Logo Allowed		

Jumpers Dresses	Allowed	Not Allowed	Comments
Styles	Round Neck V-Neck Box Pleat Knife Pleat Kilt Style Flared Style Straight	Denim Stretch Fabric Tight Fitting No Lace or Other Embellishments	Jumpers, skirts, and dresses are not to be shorter than 3" above the knee in the front and back. Dresses should be uniform style and quality. Very small trademarks are allowed.
Colors	Blue Khaki (Tan) Plaid (Royal Park) Plaid (Maroon: EC Only)		
Belts	Allowed	Not Allowed	Comments
Colors	Black Blue Brown Khaki (tan)	Heavy Chains	Not required for elementary K – 5 grades
Styles	Cloth/Leather		
Jackets Coats	Allowed	Not Allowed	Comments
Styles	Pullover Zipper Button-Up Hoods	Trench Coats	Jackets/coats are NOT to be worn tied around the waist, shoulders, or any other part of the body. Coat length is approximately mid-thigh.
Logos	Approved Logos Allowed School Spirit Jackets Allowed.		
Pants Shorts Skirts Skorts	Allowed	Not Allowed	Comments
Colors	Navy Blue Khaki (tan) Solid Colors Only	Bell Bottoms Denim Lace Pants of Spandex Tight Fitting Fabric Athletic Shorts Form Fitting Clothing (i.e., Jeggings)	All pants, skorts, and shorts must be hemmed. A belt must be worn if the article of clothing has belt loops.
Styles	Cuffed Elastic Waist Flat Front Pleated Uncuffed Capri Cargo No Excessive-Sized Pockets	Pedal Pushers Trim Low Riding Sagging Flare Bottoms Carpenter Pants Wind Pants Zip-Off Pants Parachute Pants Sweat Pants	Shorts and skorts are not to be shorter than 3" above the knee in the front and back.

Shoes	Allowed	Not Allowed	Comments
Styles	Athletic/Tennis Shoes Boots Dress Shoes Lace-Up Shoes Loafers Closed Toe "Crocs" with Strap on Back	Cleats Flip-Flops Shoe Skates Open Toe Sandals Lighted Shoes Stiletto Heels Over-the-Knee Boots	Elementary (K-5) students can wear shoes with cartoon characters, racecars, etc.
Socks Tights Leggings Hose	Allowed	Not Allowed	Comments
Styles		Mismatched Socks Leggings Worn as Pants	Socks must be worn.

Due to playground activity and PE Classes, we strongly encourage students to wear athletic/tennis shoes for their safety.

Sweaters Vests	Allowed	Not Allowed	Comments
Styles	Cardigan (Button-Up) Pullover (Scoop) Pullover (V-Neck)	Not to be worn tied around the waist, shoulders, or any other parts of the body.	Uniform shirt must be worn underneath the sweater and the collar must be visible.
Colors	Blue (All schools) White (All schools) Gray (All schools) Maroon/Khaki/Tan (EC Only)		
Logos	Very Small Trademarks Allowed School, Mascot, or School Logo Allowed		
Sweat Shirts	Allowed	Not Allowed	Comments
Colors	Solid Colors Only Blue - All schools White - All schools Gray – All schools Maroon/Khaki/Tan (EC only)	Trim Not to be worn tied around the waist, shoulders, or any other parts of the body.	Uniform shirt must be worn underneath the sweater and the collar must be visible.
Logos	School, Mascot, or School Logo Allowed	Offensive Logos	
Rain Gear	No limitations, but may NOT be worn in the building.		

In addition to the above clothing requirements there are certain minimum standards of hygiene, sanitation, and personal appearance which students are expected to follow. Any student violating any of such regulations may be subject to appropriate disciplinary action.

All Students

- Visible body piercing (other than ears) must be limited to small stud-style with no attachments. This includes tongue piercing.
- Footwear shall be worn, including socks, stockings, or hose. Midribs shall not be exposed.
- Cleanliness of dress, body and hair is mandatory.
- Headwear, including hoods, shall not be worn at school during school hours.
- Sunglasses shall not be worn in the building.
- Any style of clothing tending toward immodesty, poor taste, or offensive because of reference to race, sex, ethnic group, etc. shall be prohibited.
- Oversized clothing, "sagging" and/or "low-riding" clothing are not acceptable. No tight-fitting clothes are permitted.
- Any clothing or appearance styles that are deemed as a distraction by the administration will not be permitted.

Boys

- No undershirts without an outside shirt shall be worn.
- Shirts shall be buttoned.
- Underclothing shall be worn.

Girls

- Underclothing, including panties and bras, shall be worn.
- No see-through clothing may be worn unless worn with proper underclothing.
- No clothing top shall be cut so low in front as to expose any part of the breast or be excessively low in the back.

The Jackson County School Board has adopted these standards expecting the support by parents and students in the spirit for which the standards are intended. Students are expected to dress and groom within the limits set by the standards. Students are expected to obey the rules and directions of their teachers and principals in charge of their educational programs.

Parents/guardians are requested to encourage their students in participating in the spirit intended by the standards for personal appearance and the discipline program.

The personal appearance code will be positively enforced by teachers, principals, and administrators.

The standards for dress, grooming and discipline with appropriate methods of enforcement and appeal have been established to provide an environment and conditions whereby the school district's educational program can be so planned, adapted, and conducted as to provide each child the training and opportunity to take his place in a democratic society. The personal appearance code has been developed to establish a standard of decency for covering the body, improving the educational environment of the school and enhancing school safety and should be interpreted in the spirit for which it is intended.

Non-Compliance of Dress Code

Students new to the district and enrolling on or after the first day of school will have five (5) school days to comply with the dress code.

- The administration at the school shall confer with the parent/guardian of each student who fails to comply with the dress code in an effort to ascertain the reason(s) for non-compliance.
- Steps for non-compliance are as follows:
 - First Offense-Student will be placed in In-School Isolation (ISI) until the parent/guardian can bring the required clothing for the student or checks the student out of school for the day.
 - Second Offense-Student will be placed in In-School Isolation until the parent/guardian picks up the student, and the student will receive One (1) day. Out-of-School Suspension to be served on the next school day.
 - Third Offense-Student will be placed in In-School Isolation until the parent/guardian picks up the student, and the student will receive a Three (3) days In-School Isolation to begin on the next school day.
 - Fourth Offense-Student will be placed in In-School Isolation until the parent/guardian picks up the student, and the student shall be suspended from school until a disciplinary review hearing is held before the Jackson County School Board at its next regularly scheduled meeting.
- If a suspension is issued for non-compliance, the remainder of the suspension will be revoked upon compliance (for the 1st and 2nd offenses only, during the suspension period).
- The offenses are cumulative for the entire school year, with no probationary period. See JCSD School Board Policy JCA.

Financial Hardship

Parents/guardians who find it difficult to comply with the requirements of the Jackson County School District's Dress Code Policy due to financial hardship may request assistance from the principal at their child's school. The principal may be able to offer suggestions to the parent regarding assistance from various community and civic groups or agencies.

Parent/Guardian Information

Students' and Parents'/Guardians' Rights and Responsibilities

Both parents/guardians and students have certain rights and responsibilities regarding schools. Parents/Guardians have expectations for the following rights:

- Safety of their child
- Fair evaluations and treatment of their child
- A conducive learning atmosphere for their child
- Their child to be taught and treated in a competent and professional manner.

Parents/Guardians have the following responsibilities:

- Realize the extent of their responsibility for the behavior of their child. (Parents are responsible for the behavior of their children while at school, and to and from school.)
- Prepare their children to assume the responsibility for their own behavior.
- Foster positive attitudes toward themselves, others, school, and community.
- Communicate with school personnel about their child.
- Comply with state law on compulsory attendance, property damage, suspension and expulsion procedures.
- Know and see that their child follows school rules.
- Attend individual or group training sessions and conferences when requested.
- Recognize that the teacher acts as parent while the child is at school.
- Safeguard the physical and mental health of their child and be responsible for necessary health examinations and immunizations.
- Work with and support school personnel who are trying to help their child.

Parents - Defined as the biological parent, step-parent, court appointed (legal) guardian or foster parent, and any individual who is acting in loco parentis on behalf of a court of jurisdiction.

Students have the following rights within the provisions of constitutional, federal, state, and common laws:

- An atmosphere conducive to learning
- To participate in school-sanctioned, organized, approved, scheduled assemblies;
- To refrain from any activity which violates precepts of their or others religious beliefs
- To form and express their own opinion without jeopardizing their relationship with their teachers, school administration, or their peers
- Through their student council representative to discuss issues related to school environment
- Participation in school program and activities
- Freedom from discrimination
- Due process
- Participation in decision-making.

Students have the following responsibilities:

- Attend school and be on time.
- Take seriously their responsibility to learn.
- Assume responsibility for their personal growth and self-discipline.
- Take care of their personal property. Respect the rights and privacy of others.
- Work cooperatively with school personnel and other students.

- Study the school's handbook.
 - Know and follow school rules.
 - Accept responsibility for their actions.
 - Must not disrupt educational process.
- See JCSD School Board Policy LAA, JRAD, and JRAB.

Grievance Procedure

- Any student/parent who may have a problem during the course of the school year should go first to the person with whom he/she disagrees. If the problem cannot be resolved at this level, he/she should go next to the building principal. If he/she is still not satisfied, he/she should continue to the Assistant Superintendent for the Attendance Center, Superintendent, and finally the School Board. To appear before the School Board, the grievant must submit the request to the Superintendent.
- This procedure should be followed if there is a problem with transportation, child nutrition, or any other division of the school system. For example, if there is a problem with transportation, the person would go first to the bus driver, transportation supervisor, principal, and then continue through the chain of command as listed above.
- Students/parents/guardians are encouraged to follow the chain of command in an effort to resolve any problems at the lowest possible level in the chain of command. See JCSD School Board Policy GAEP, GAE, and IDDHA.

Modifications for Exceptional Students Special Education Placement

Educational programming and placement will be in accordance with the student's individualized education plan. Questions or concerns should be directed to the Director of Special Education. The address and phone number are listed in the front of this handbook. See JCSD School Board Policy IDDFAA and IHAA.

Parent/Guardian Involvement in Conferences

Parent/guardian-teacher conferences should be arranged by appointment for the time set aside each day following the close of school or during the teacher's consultation period. Parents/guardians may contact the office or teacher at the school that their child attends to arrange a conference.

Parent/Guardian-Teacher Organization

The education of each child is a cooperative enterprise. Close cooperation and understanding between the home and school is most important. To help achieve this, there is an organization of parents/guardians and teachers on each of the school's campuses. All parents are encouraged to participate in the school's PTO.

General Information

Emergency Operations

- School staff members faced with an emergency affecting the health and welfare of a student will exercise their discretion and judgment as to procedures for handling the emergency, following established policy and procedural guidelines as far as possible. In the event that a student's parent/guardian cannot be reached, the school officials will act to safeguard the student in a reasonable way.
- Schools are sometimes faced with emergencies that require the total cooperation of staff members and students. The Jackson County schools have detailed plans for operating under such emergency conditions as fire, tornado, flood, severe weather, explosions, and other emergencies.
- Fire drills and other emergency preparedness measures are a regular part of each school's program. Detailed instructions for emergency operations will be outlined to all students at their respective schools. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully with the supervising teacher, staff, and/or administrator during drills and/or the actual event of such an emergency. The teacher will instruct all classes as to the procedure and exit to follow. Each room will use a certain exit, and it is necessary that each student follow the directions of the teacher in order that the building may be vacated in the shortest time possible. All students will leave the building as quickly as possible. See JCSD School Board Policy EBBC and EBBC-R.
- When a decision must be made to close or dismiss any school(s) within the Jackson County School District, the superintendent or his/her designee will notify local radio and television stations. Parents/Guardians and students should listen for announcements from these media outlets and/or contact the school district's homepage on the Internet. Callouts via telephone or other appropriate technology will be attempted as necessary.

Textbooks and Technology

- Textbooks and technology may be issued by the teacher for each subject. The state- owned textbooks are estimated to last five years. The condition of the book or technology issued to a student is checked at the beginning of the school year and again at the close of the session.
- Parents/guardians will be required to sign a statement assuming full responsibility for the books and technology and their proper care until all items have been returned to the school.
- Textbook and technology checks may be made at different times during the school year by a school official.
- In accordance with House Bill 1063, if a textbook or technology device is lost, damaged beyond use, or not returned by a student who drops out of the district, the parent or legal guardian will be required to compensate the district for the list value of the book(s) and device(s). Lost textbook(s) and device(s) must be paid for before another one is issued. Students who do not pay fines will not be issued books or devices for the following school year.
- The Jackson County District will not require fees for curriculum materials and other supplemental instructional materials and supplies. Students will be required to have paper, pencils, erasers, etc.
- Good care of books and equipment is an indication of good citizenship.

Library Books

Visiting the library is a privilege to all students. Students are expected to maintain proper care of the books and equipment. Students with overdue books may not be permitted to check out additional library books. Students who lose or damage library books beyond use will pay the current price of the books.

Video Policy

In compliance with the Family Education Rights and Privacy, there will be no videos, cameras, or any other recording devices without a proper written release form from the administration on school property or school related activities.

Student Insurance

Student insurance enrollment and claim forms are available on the district website. Telephone numbers are available for additional information concerning benefits or enrollment procedures. Parents/guardians are encouraged to enroll their children in this policy.

School Insurance

Student insurance enrollment forms are available in the office at each school. Telephone numbers are available for additional information concerning benefits or enrollment procedures. Parents/guardians are encouraged to enroll their children in this policy. Students involved in any extra-curricular activity are required to have insurance coverage. A policy is offered through the school or parents may sign a waiver if coverage is provided by private insurance. The policy offered through the school is an additional policy and all students are encouraged to enroll.

Blood Drives

Jackson County Schools may sponsor blood drives on secondary (6-12) campuses several times during the school year. Students who are seventeen years of age or older are eligible to be a blood donor. The standards of eligibility are established nationally and approved by the FDA. A notice will be sent home with each student on any secondary (6-12) campus prior to any scheduled blood drive.

Students and the News Media

The school district will publish the name and/or picture of a student in school publications or school-related articles or include students in other school-related news media programs unless prior requests have been made by a student's parent/guardian for exclusion of his/her child's name or picture from such publications or news media programs.

Attendance at Prom (High School Only)

Only those students who are classified as juniors or seniors at the beginning of the school year and are in good standing with their respective classes and school are eligible to receive an invitation to attend the prom.

All juniors will be required to contribute a minimum amount of money in order for the prom to be held. Juniors not meeting these requirements will not be given an invitation to prom, nor will they be allowed to attend prom with someone else who has received an invitation. In addition, any junior not paying dues as a junior must pay the dues as a senior before receiving an invitation to attend the prom. See JCSD School Board Policy JT.

Deliveries to Students during the School Day

To protect the instructional time of our classes, parents/guardians may not take deliveries to classrooms at any time. The delivery must be dropped off to the school office only.

Drink and Snack Machines

The drink and snack machines in the teacher's lounge are for office personnel and teachers only. Students are not to enter the lounge and get drink or snacks from these machines. See JCSD School Board Policy JG.

Science/Technology Laboratories

Good behavior in the laboratory is most important because of the use of acids, burners, and electrical equipment which could cause serious accidents if improperly handled. Any student damaging or breaking any laboratory equipment intentionally or through neglect on his/her part will be required to pay for the damage.

Student Parking Lot (High School Only)

The Jackson County School District is not responsible for damages to or property stolen from a student's vehicle while parked on the school campus. In order to purchase a parking pass, students must show a valid Mississippi Driver's License and proof of current insurance.

- Students who drive on campus are subject to random drug testing. See JCSD School Board Policy GBRM-2.
- Students driving recklessly or speeding shall lose their privilege of parking on campus for a period of time, as determined by the administration.
- After students arrive on campus, they are prohibited from remaining in cars in the parking lot or returning to their cars during the school day without administrative approval.

- Bringing a personal vehicle on campus is a privilege and may be restricted by the administration of the school. The school district provides free transportation to and from school and may require that a student not bring a personal vehicle on school property if said student violates rules governing personal vehicle use and parking lot decorum.
- Schools may assess a fee for a parking decal and require a student to place this decal in a particular area on each car he/she drives to school. This decal is for identification purposes only and does not represent any responsibility on the part of the school for any damages or loss to vehicle.
- School administrators have the right to insure a safe and orderly school environment. Mississippi Code 97-37-17 specifies that it is unlawful to be in possession of guns, knives, or other items that may be used as weapons on school grounds. If the administration determines that probable cause exists that any gun, other weapon, alcohol, illegal drugs, or other controlled substances or items are contained in a private vehicle on campus, they are authorized, under law and by the provisions of this policy, to provide for search of such private vehicles. See JCSD School Board Policy JCDAB.

In addition, if a student demonstrates that they are unwilling to comply with school rules pertaining to student's bringing private vehicles on school campuses, the administration may, at their discretion, restrict such access and require that said student utilize the free transportation system provided by the school district for all students.

Extra-Curricular Activities

Middle (6-8) and High School (9-12) Only

Seventh, Eighth, and Ninth grade Participation: Students in the seventh grade, eighth grade, and ninth grade, participating in school extra-curricular activities, must meet eligibility requirements established by the Mississippi High School Activity Association. See JCSD School Board Policy JH.

Fundraising

An organization must receive prior approval from the principal and the superintendent before beginning any fundraising project. No student representing groups outside school will be permitted to conduct fund raising activities in the school. Students possessing candy or other items at school for sale to other students, other than for school-sponsored and approved activities, may be subject to placement on the discipline ladder. Refer to School Board Policy. See JCSD School Board Policy JKAA.

Activity Fund

School clubs and organizations will deposit all money and make requests for withdrawals through the office of the Principal and the Director of Organizational Sponsor. See JCSD School Board Policy DK.

School/Community Relations and Liaisons

The specialists in this area serve the educational process by assisting in maintaining and enhancing lines of communication with parents, community members, law enforcement, and other public and private organizations and agencies. They are also available to disseminate information and to assist school administrators in developing and maintaining effective relationships with parents and community agencies.

Use of Telephone

- School telephones are for school business only, and students will not be permitted to use them. In case of emergency or illness, calls for students are made through the office.
- Students are not permitted to use personal cell phones or other electronic devices during school hours on any school campus without permission from a teacher or administrator.

Cellular Phones and Electronic Devices

To avoid interruptions to the instructional program, the Jackson County School District prohibits the use, display, or activation of cellular phones and possession of electronic devices by students during the instructional day on any school campus. Under this policy, the instructional day also includes, but is not limited to lunch breaks, class changes and any other structured or non-structured activity that occurs during the normal school day. The district also prohibits the activation or use of cellular or electronic devices on the school buses.

Nothing in this handbook shall preclude the campus administrator from establishing appropriate use policies regarding electronic devices at their school or on the school bus within the District's Appropriate Use Policy.

Cellular Phone and Electronic Device Usage Consequences:

First Offense:

- If a student has a cell phone or electronic device and it is taken up during the instructional day as cited above it will be secured by the administration until released to the student's parent/guardian. Parents will be given a copy of this policy and asked to sign a form of acknowledgement.

Additional offenses:

- Further offenses will result in the student being disciplined according to the assertive discipline policy (beginning with one day of ISI). The cell phone or electronic devices will be returned after school on the last school day of the given semester.
- If a cell phone or electronic devices is taken up in ISI, the student will be given additional days of ISI and the phone will be returned after school on the last school day of the given school year.
- Note: If it is determined that a cell phone was used in a drug transaction, promoting a disturbance, texting answers, or any illegal or immoral activity, the student will be suspended and the phone will be returned on the last school day of the given school year.
- There is no probationary period for cell phone or electronic devices.

Electronic Cigarettes and/or any Smoking Devices such as vapes

All use of electronic cigarettes and/or any smoking devices is prohibited on any school campus and at any school function or activity. Under this policy, the instructional day also includes, but is not limited to lunch breaks, class changes and any other structured or non-structured activity that occurs during the normal school day or at a school related event. If a student has an electronic cigarette and/or smoking device and it is taken up during the instructional day as cited above, it will be secured by the administration until released to the student's parent/guardian at the end of the school year. There is no probationary period for electronic cigarettes and/or smoking devices. See discipline ladder (elementary page 55) (secondary page 59) item number 7 for additional consequences.

***The Jackson County School District will assume no responsibility of student loss, damage, or theft of the cell phones, electronic devices, any smoking devices or electronic cigarettes.**

Guidance and Support Services

Guidance Services

The goals of the Jackson County School District Guidance Department are:

- To provide individual inventories in the form of cumulative records for staff use in undertaking students.
- To make counseling services available to all students.
- To assist the student in choosing a course of study best fitted for his needs, abilities, and goals.
- To collect, organize, and present educational and occupational information to students.
- To assist new students in orientation to the school.
- To provide information on available financial assistance for the student wishing to further his education.
- To assist students in job placement after graduation. See JCSD School Board Policy IFB.
- To work closely with parents/guardians, employers, and community agencies in furthering the welfare of the students.

Parent/guardian-teacher conferences will be scheduled when deemed necessary and when requested by either party. This will be done through the principal or counselors.

Guidance Program

- Guidance services shall be available for every student in the district. These shall be supervised at all grade levels by a staff member designated by the superintendent and shall include school psychological services, guidance services, testing services and in- service programs in guidance and psychological areas.
- Guidance shall include aiding the student in discovering and measuring his/her capabilities, abilities, and real interest; in helping him/her obtain adequate and accurate information about schools, courses, occupations, and careers, and in helping him/her solve personal and academic problems.
- Students and parents/guardians will be encouraged to avail themselves of the help of guidance personnel. See JCSD School Board Policy IFB.

Child Nutrition

Child Nutrition Programs are federally funded and administered by the Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA) and implemented by the State Department of Education which operates through agreements with school food authorities. The objective of the program is to enhance the health and academic achievement of students by providing affordable, nutritionally balanced meals and nutrition education in the cafeteria. Staff members are trained to serve quality meals so that the student enjoys cafeteria meals and the dining room experience.

Free and Reduced (www.myschoolapps.com)

- Child Nutrition Programs provide children in low-income households the opportunity to qualify for meals at a free or reduced rate. Households apply for free/reduced meals annually and their eligibility is based on their household size and income.
- Income guidelines are set annually nationwide. A students' Free/Reduced eligibility lasts for the entire school year. Households may re-apply for benefits if their financial circumstances change within the school year.
- Students who qualify for free/reduced meals are eligible for other assistance programs. Schools use the free/reduced data for benefits as well. Therefore, it's important for all households who think they may qualify to apply even if they do not eat meals at school.

Program Accountability

- Child Nutrition Program revenues and expenditures are separate from the school district budget. All food, supplies, salaries with benefits, equipment, etc. related to the food service program are purchased within the program. Federal and state revenue is generated through claim reimbursement and it's based on the total meals served within that time period. Local revenue is generated by extra food sales, paid student and adult meals.
- Student lunches are sold at a price lower than actual cost because federal reimbursement makes up the difference between what the meal costs to produce and what the student pays.
- An additional goal of the Jackson County School District is to keep the meal prices low for paying students and adults, within federal parameters. USDA FNS Instruction 782-5 sets forth the policy on pricing of meals served to paid students and adults in the National School Lunch, Commodity and Breakfast Programs. No reimbursement or commodities are received for adult meals and the program is not allowed to absorb this difference in cost. The difference in cost must be covered by a higher price to the adult. A child purchasing a second meal would be charged the price of an adult meal due to the fact that only one meal per child can be claimed for reimbursement.

Charge Policy

- All charges not paid before the end of the school year are carried forward into the next school year.
- Withdrawing students will be required to pay their debt during the withdrawal process. Seniors must pay all charges before graduation.
- All returned checks are handled by a collection agency. See JCSD School Board Policy EEDA.

Meal Prices

2021-2022 Meal Prices https://www.jcsd.ms/domain/18		
Breakfast	Students (Free, Reduced, Paid)	\$0.00*
	Adults	\$2.00
Lunch	Students (Free, Reduced, Paid)	\$0.00*
	Adults	\$3.25
*COVID-19 USDA program waiver extensions allow for all student meals to be free despite free/reduced eligibility through June 2022.		

Meal Accounts

- The point of service software system provides each student and adult with a meal account to be used to pay for meals and to not overtly identify those students who receive free or reduced priced meals. Advance prepayments are encouraged in efforts to decrease wait time in line, but cash is also accepted from students at the time of purchase. The system provides each student with an account number to be used each year they are enrolled in the school district, regardless of the school they attend.
- An on-line service (www.myschoolbucks.com) is available to view meal balances, track purchases and/or to prepay for students' meals with a credit or debit card. Funds are immediately available for use.
- Parents/Guardians are able to complete a requisition for account transfers or refunds.

Meals in Jackson County School District (<https://www.jcsd.ms/Page/8799>)

- Jackson County School District offers breakfast and lunch to all students daily.
- School breakfast and lunch provide the fuel for students to concentrate, learn, and succeed in the classroom.
- Meals are designed to help children maintain healthy weights and enjoy good health today and in the future. New foods are introduced to stimulate their taste buds and interest in school lunch while providing nutritious meals for academic achievement.
- Menus for Jackson County Schools are designed to give Mississippi students appealing choices and a variety of food selections that meet the National School Lunch and Breakfast meal patterns.

Federal Meal Requirements and Food Sales Policy

- The National School Lunch pattern contains a minimum of the following five meal components: (1) meat/meat alternative, (2) vegetable, (3) fruit, (4) grain, and (5) milk.
- The National School Breakfast pattern contains a minimum of the following meal components, (1) fruit/vegetable, (2) milk, (3) grain and (4) optional meat/meat alternative.
- The *Offer Versus Serve* provision is offered in all grades. This allows for students to decline meal components if they wish.
- Federal policy *Smart Snacks in Schools* sets parameters on the nutrient content of the foods and beverages sold to students during school hours.
 - Foods sold on campus during school hours must be whole grain-rich products or must have a fruit, vegetable, dairy or protein food as the first ingredient. The food must contain 10% of the daily value of calcium, potassium, vitamin D, or fiber. The sale of candy is prohibited.

Smart Snacks in Schools	
Calories	≤ 200 calories per serving
Total Fat	≤ 35% per serving (excludes nuts, seeds, & reduced fat cheese)
-Saturated Fat	≤ 10% per serving (excludes reduced fat cheese)
-Trans Fat	≤ 0.5 grams/serving
Sugar	≤ 35% sugar by weight (excludes fruits, vegetables and milk)
Sodium	<u>Snack</u> : ≤ 230 mg/serving <u>Entrée</u> : ≤ 480 mg/serving

- Beverages sold on campus during school hours must be plain water, unflavored low-fat milk, flavored fat free milk and milk alternatives, or 100% fruit and vegetable juice. High schools may sale low and no calorie beverages, but must not contain more than 40 calories per 8 fl ounces, or 60 calories per 12 fl ounces.
- Beverages must be within the proper portion limits:
 - K-6 grades may sell up to 8 oz portions of milk and juice
 - 7-12 grades may sell up to 12 oz portions of milk and juice
 - There are no portion limits on plain water.

State Competitive Food Law

- State law restricts the sales of all food sold on campus beginning one hour before school lunch is served. All food sales (school stores, PTO sales, fundraisers during school hours, and/or vending machines) that students have access to must be turned off one hour before your first lunch period and cannot be turned back on until after the last lunch period.
- Foods of minimal nutritional value are not allowed in the cafeteria during meal periods. These foods include, but are not inclusive of, candy, carbonated beverages, fast food, and frozen desserts that contain less than 100% fruit juice. Food deliveries from commercial establishments are prohibited during serving periods.
- Student *A la Carte sales* of single meal components of the school meal program is prohibited in the state of Mississippi, unless the full meal unit is being purchased. Water and milk products are an exception to the state law, so students who bring a lunch from home may purchase water, milk or ice cream from their lunch account or with cash at the time of purchase.

Local School Wellness

- Wellness is a part of Mississippi Public Schools Accountability Standards, and the policy is enforced by school administrators and school health council coordinators.
- The use of foods as rewards for student accomplishment are prohibited.
- The wellness policy eliminates the withholding of food or physical activity as punishments.
See JCSD School Board Policy EECB.

USDA Non-Discrimination Statement – Civil Rights Policy and Complaint Procedure

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all

programs.) Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, and American Sign Language) should contact the responsible State or Local Agency that administers the program or USDA's TARGET Center at **(202) 720-2600** (voice and TTY) or contact USDA through the Federal Relay Service at **(800) 877-8339**.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling **(866) 632-9992**, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary of Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; email: program.intake@usda.gov. This institution is an equal opportunity provider.

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