

# *NOXUBEE COUNTY SCHOOLS*



## *DISTRICT HANDBOOK 2023-2024 School Year*

[www.ourncsd.org](http://www.ourncsd.org)

**DISTRICT BOARD APPROVED POLICIES WILL TAKE PRIORITY  
OVER GENERAL HANDBOOK POLICIES**

***ABOUT THIS HANDBOOK***  
**NCSD School Board Policy JCB**

Faculty and staff members and administrators, with input from students, parents/guardians, members of the community and constituents of the Noxubee County School District have prepared this Student-Parent Handbook 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 members of the Noxubee County School District believe that both parents/guardians and students are better served when properly informed about matters that concern all of us. The School Board and the administrators collaborate closely with the student community advisory committee (MS Code 37-11-55) 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 experiences pleasant and successful.

***Students and parents/guardians are responsible for familiarizing themselves with this student-parent handbook. We strongly encourage parents/guardians to read and discuss the contents of this handbook 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 attends school or at a school-sponsored activity or event **on school property or off school property**. For 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 pupils and teacher of such class as a whole, the pupil may be removed through suspension or expulsion (MS Code §37-7-301). School-sponsored activities include, but shall not be limited to, practices, rehearsals, participant, or spectator, on or off school property, within and outside the school district.

## Message from the Superintendent

Greetings Tiger Nation,

Welcome to the 2023-2024 school year! We are excited to welcome our students back and we hope they are well rested and ready to learn. We look forward to a productive year of high student achievement on our continuous journey to become an A rated school district. We will also continue to engage in improvements and renovations to all school buildings.

Our goals will be to continue to provide the best education possible to our students and to create a culture of excellence for all. Through the implementation of the district's core values of Accountability, Service, Integrity, Commitment, Relationships, the Noxubee County School District is committed to going above and beyond to provide excellent customer service to both you and your children.

Our building level administrators and I will be more than happy to assist you and your children if there are any questions or concerns. We kindly ask that you collaborate with us in partnership with all other stakeholders as a unified team to help provide a nurturing and caring environment for our students as One Team, One Goal.

Yours in Education,

A handwritten signature in blue ink that reads "Washington Cole". The signature is fluid and cursive, with the first name "Washington" written in a larger, more prominent script than the last name "Cole".

Washington Cole IV, Ed.D.

**Superintendent**

**Noxubee County School District**

***"ONE TEAM ONE GOAL"***

# **NOXUBEE COUNTY SCHOOL DISTRICT**

Washington Cole IV, Ed.D., Superintendent

Phone 662-726-4527 or 726-4583

Fax 662-726-2809

<http://www.ourncsd.org>

**Mailing:** PO Box 540, Macon, MS 39341

**Located:** 37 Gandy-Tindal Road, Macon, MS 39341

## **NCSD Central Office Staff**

Richard Baliko, Chief Administrative Officer

Pam Norris, Chief Financial Officer

Wendi Clark, Federal Programs Director

Reberta Duck, Director of Operations

Sarah Bankhead, Special Programs Director

Vandora Johnson, Technology Coordinator

Carolyn Jenkins, Food & Nutrition Director

Helen Gilkey, Coordinator of Literacy and Teacher Effectiveness

Arrica Smith, Director of Curriculum & Instruction

Khristy Franklin, English Language Learner Coordinator

Jackie Hill, School Improvement Coordinator

## **NCSD School Administrative & Office Staff**

**NOXUBEE COUNTY HIGH SCHOOL (9-12)** ..... Aiesha Brooks, Principal  
 Karen Dixon, Assistant Principal  
 Angelia Joiner, School Counselor  
 Danielle Brandon, Administrative Assistant  
 16640 Hwy 45, Macon, MS 39341 .....Phone 726-4428 - Fax 726-5048

**NOXUBEE COUNTY CAREER & TECHNICAL CENTER (9-12)** .. Johnnie Wells, Director  
 Tammy Adams, Administrative Assistant  
 13002 Hwy 45 Bypass, Macon, MS 39341 .....Phone 726-4225 - Fax 726-2804

**B. F. LIDDELL MIDDLE SCHOOL (6-8)**.....Holli Jenkins, Principal  
 Kizzie Moore, School Counselor  
 Ladaisa Buchanan, Administrative Assistant  
 594 North Wayne Street, Macon, MS 39341 .....Phone 726-4880 - Fax 726-5044

**EARL NASH ELEMENTARY SCHOOL (Pre-K-5)** ..... Lashanda Mickens, Principal  
 Jennie Mason-Harmon, Assistant Principal  
 Audrey Ivy, Academic School Officer  
 Charita Hibbler, School Counselor  
 Katrina Walker-Shanklin, Administrative Assistant  
 41 Gandy-Tindal Road, Macon, MS 39341 .....Phone 726-5203 - Fax 726-3431

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## **NCSD MISSION STATEMENT**

In collaboration with all stakeholders, the NCSD is committed to excellence by empowering and challenging all students to be innovative and proactive while striving to achieve college-and-career readiness for the 21<sup>st</sup> century.

## **NCSD VISION STATEMENT**

The vision of the NCSD is to empower all students to become productive citizens.

## **NCSD MOTTO**

ONE TEAM ONE GOAL

## **NCSD THEME**

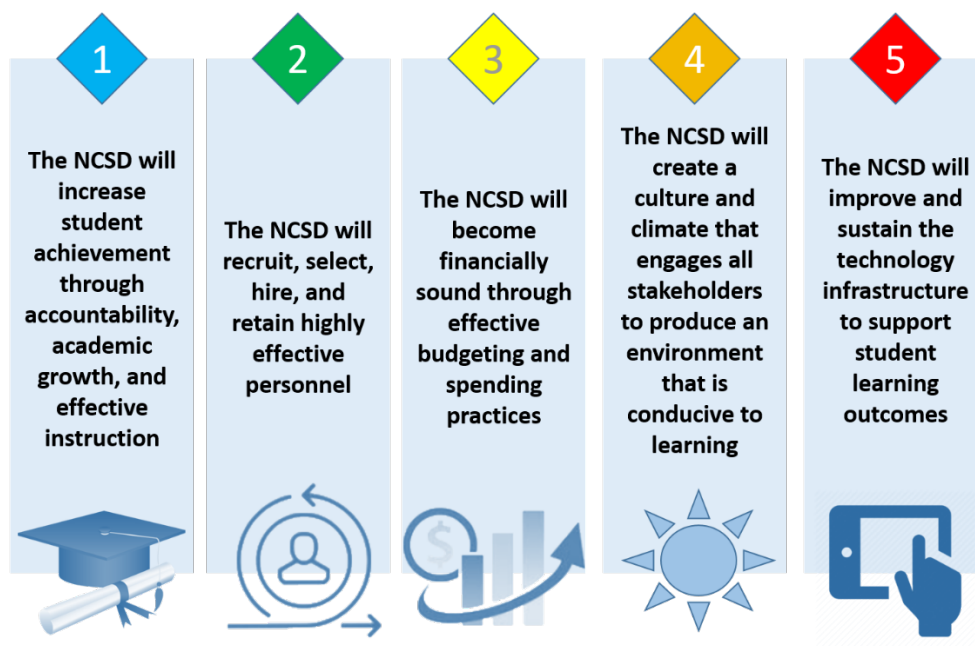
ROARING TO SUCCESS

## **NOXUBEE COUNTY SCHOOL DISTRICT CORE VALUES**





## NCSD STRATEGIC PLAN GOALS



## ACCREDITATION

All schools of the Noxubee County School District are accredited by the Mississippi Department of Education.

## ENROLLMENT/ADMISSION IN NOXUBEE COUNTY SCHOOLS

### NCSD School Board Policy JBC, JBCAA

An adult parent or guardian must accompany students seeking to enroll in one of the schools operated by the Noxubee County School District. Students not accompanied by a parent or guardian may be refused admission until such time as a parent or guardian accompanies the student. As it relates to the Mississippi Compulsory School Attendance Law, Section 37-13-91 of the Mississippi Code 1972 Annotated, it requires a parent, legal guardian, or custodian who has legal control or charge of a child aged 6 to 17, to enroll him/her in an education program (i.e., public, private, or home). Before the beginning of each school year, summer registration will be held on designated days. Parents of K-12 children must bring documents to the designated personnel of each school. If a child enrolls after the designated registration period, they must go to the school's office to register. Parents seeking to enroll their child in one of the Noxubee County School District schools must have all the following documents:

1. **Birth Certificates:** To be eligible for the kindergarten program, a student must be five years old on or before September 1st of the current year. To be eligible for the first grade, a student must be six years old on or before September 1st of the current school year. A certified copy of the birth certificate is required for permanent enrollment of all students. Applications for Mississippi certified birth certificates are available in the school office or at the local health department. New students in other grades may be asked to provide a birth certificate if their records are incomplete. The full legal name must be used to enroll students. At the judgment of the principal a student temporarily enrolled for a period of 30 days for the family to secure a certified copy of a birth certificate.
2. **Certificates of Immunization:** All students, regardless of grade level, must present a Mississippi Certificate of Compliance concerning immunizations. Immunization certificates may be obtained from the Noxubee County Health Department or a doctor.
3. **Social Security Numbers:** Parents must furnish each student's Social Security number, which may be used as a computer identification number throughout the child's school career. A space for the Social Security number is provided on the student information sheet. Although we still request Social Security Numbers, parents are **no longer required** to provide them.
4. **Verification of Residence:** In the Noxubee County School District, parents, legal guardians, or other adults seeking to enroll students must provide documentation, which will verify that each student resides with the parent or legal guardian in the Noxubee County School District boundaries at the beginning of the current school year. **All RETURNING AND NEW students** will be required to provide the required documentation to verify residence each year. A minimum of two documents with the exact same address within the Noxubee County School District will be required for documentation of residency.

**NOXUBEE COUNTY SCHOOL DISTRICT  
STANDARD STUDENT RESIDENCY QUESTIONNAIRE**

**This Form is sent out During Pre-K Registration/Transitioning and/or General Registration  
for the District**

This questionnaire follows the McKinney-Vento Act, U.S.C. 42 & 11431 et seq. Your answers will help determine if the student meets eligibility requirements for services under the McKinney-Vento Act.

Student \_\_\_\_\_ Parent/Guardian \_\_\_\_\_  
 School \_\_\_\_\_ Phone/Cell \_\_\_\_\_  
 Age \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 Address \_\_\_\_\_  
 Zip Code \_\_\_\_\_ Is this address Temporary or Permanent? (Circle one) Yes or No

Please choose which of the following situations the student currently resides in (you can choose more than one):

- \_\_\_\_\_ House or apartment with parent or guardian  
 \_\_\_\_\_ Motel, car, or campsite  
 \_\_\_\_\_ Shelter or other temporary housing  
 \_\_\_\_\_ With friends or family members (other than or in addition to parent/guardian)

If you are living in shared housing, please check all the following reasons that apply:

- \_\_\_\_\_ Loss of housing  
 \_\_\_\_\_ Economic situation  
 \_\_\_\_\_ Temporarily waiting for house or apartment.  
 \_\_\_\_\_ Provide care for a family member.  
 \_\_\_\_\_ Living with boyfriend/girlfriend.  
 \_\_\_\_\_ Loss of employment

Are you a student under the age of 18 and living apart from your parents or guardians? Yes or No?

**Residency and Educational Rights**

- 1) Immediate enrollment in the school they last attended or the local school where they are currently staying even if they do not have all the documents normally required at the time of enrollment without fear of being separated or treated differently due to their housing situations.
- 2) Transportation to the school of origin for the regular school day.
- 3) Access to free meals, Title I and other educational programs, and transportation to extra-curricular activities to the same extent that it is offered to other students.

Any questions about these rights can be directed to the local McKinney-Vento Liaison at [662-726-5411] Cynthia Pulliam.

By signing below, I acknowledge that I have received and understand the above rights.

\_\_\_\_\_  
 Parent/Guardian

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Cynthia Pulliam, Noxubee County Schools Homeless Liaison

\_\_\_\_\_  
 Date

### **Registration Process for PreK Students Classified as McKinney Vento Homeless Students**

PreK Students are identified and/or classified as homeless students through the McKinney Vento Homeless Standard Student Residency Questionnaire Form. The form should be a part of the PreK Registration Package for enrollment. The packages are usually distributed during transitioning visitation week/Day for The Noxubee County Head Start Program and Local Day Care Centers. Once the Standard Student Residency Questionnaire is completed and returned to the school to the Homeless Liaisons, it is then determined if the student will be identified as Homeless or not.

### **IMMUNIZATION GUIDANCE**

1. All students in the NCSD must be vaccinated against those diseases specified by the state health officer.
2. A certificate of exemption from vaccination for medical reasons may be offered on behalf of a child by a duly licensed physician and may be accepted by the local health officer when such exemption will not cause undue risk to the community.
3. Certificates of vaccination shall be issued by local health officers or physicians on forms specified by the Mississippi State Board of Health. These forms shall be the only acceptable means for showing compliance with these immunization requirements, and the responsible school officials shall file the form with the child's record.
4. If a child shall offer to enroll at a school without having completed the required vaccinations, the local health officer may grant a period of time up to ninety (90) days for such completion when, in the opinion of the health officer, such delay will not cause undue risk to the child, the school or the community. No child shall be enrolled without having had at least one (1) dose of each specified vaccine.
5. Within thirty (30) days after the opening of the fall term of school (on or before October 1 of each year) the person in charge of each school shall report to the county or local health officer, on forms provided by the Mississippi State Board of Health, the number of children enrolled by age or grade or both, the number fully vaccinated, the number in process of completing vaccination requirements, and the number exempt from vaccination by reason for such exemption.
6. Within one hundred twenty (120) days after the opening of the fall term (on or before December 31), the person in charge of each school shall certify to the local or county health officer that all children enrolled follow immunization requirements.
7. To assist in supervising the immunization status of the children the local health officer, or his designee, may inspect the children's records or be furnished certificates of immunization compliance by the school.
8. It shall be the responsibility of the person in charge of each school to enforce the requirements for immunization. Any child not in compliance at the end of ninety (90) days from the opening of the fall term must be suspended until in compliance unless the health officer shall attribute the delay to lack of supply of vaccine or some other such factor clearly making compliance impossible.

### Tdap Vaccination

Mississippi is requiring a current Tdap vaccination for all students entering the 7<sup>th</sup> grade. This includes new students, current students, and transfer students.

Tdap (tetanus, diphtheria, and pertussis) vaccination provides protection against whooping cough (pertussis), a highly contagious disease that can be severe or fatal, especially in young children. Infants who are too young to be vaccinated against pertussis must be protected by ensuring that adolescents and adults around them cannot carry the disease. Mississippi has joined 41 other states in mandating this requirement. The reason for this additional vaccine is because the immunity received from early childhood vaccinations against pertussis weakens over time, and pertussis is now an increasing problem in Mississippi and the United States as a whole.

Beginning in the Fall 2015 school semester, **ALL SEVENTH GRADE STUDENTS** must show proof of having received one dose of Tdap (tetanus, diphtheria, and pertussis) vaccine **before attendance is allowed**. If your 6<sup>th</sup> grader has a current Tdap, please provide the school with an updated Certificate of Immunization Compliance (form 121-shot record). To meet this requirement, **YOU MUST PRESENT AN UPDATED COPY OF THE CERTIFICATE OF IMMUNIZATION (FORM 121- SHOT RECORD) THE FIRST DAY OF EACH SCHOOL YEAR OR YOUR CHILD WILL NOT BE ELIGIBLE FOR ENROLLMENT IN THE NOXUBEE COUNTY SCHOOL DISTRICT.**

The State of Mississippi has not provided a grace period or a deadline other than the 1<sup>st</sup> day of school. The Tdap vaccine is available from your doctor, clinic or healthcare provider and is covered by most health insurance plans. All county health departments also provide Tdap vaccine, especially for children who do not have health insurance. If you do not have health insurance or have private health insurance that does not pay for immunizations, you may get the vaccine at the Noxubee County Health Department or any health department for \$10.00. For more information about Tdap vaccine, contact your health care provider, local health department or call the school.

### POLICY CONCERNING THE RELEASE OF STUDENT INFORMATION

**Statute 20 U.S.C. § 1232g. Regulations: 34 CFR Part 99.**

**Noxubee County School Board Policies JR, JRA**

Schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.

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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

**Should a student or guardian have objections to the release of *directory information* being included in press releases, military recruiter lists, directories, web pages, official school rosters, honor roll lists, awards day programs, school publications, and the like, please contact the principal the first week of school or the first week after enrollment.**

**POLICY FOR COMPLIANCE WITH SECTION 504,  
AMERICAN DISABILITIES ACT (ADA)  
AND INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)  
Noxubee County School Board Policies IDDF, IDHBB**

The policy of the Noxubee County School District is to provide a free, appropriate public education to students with disabilities as defined in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Individuals with Disabilities Education Act. The intent of the district is to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. Due process rights of the students with disabilities and their parents, as set forth under Section 504, The American Disabilities Act, and Individuals with Disabilities Education Act, will be enforced. Inquiries regarding compliance with Section 504 may be directed to the Special Education Director at 662-726-5049.

In the Noxubee County School District, a student has a substantial limitation of learning if he/she is characterized by at least four (4) of the following statements:

- ◆ Documented behavior problem(s)
- ◆ Documented learning problem(s)
- ◆ Excessive absences
- ◆ Retained in grade one or more years.
- ◆ Majority of grades below average
- ◆ Is two or more years older than students in the same grade.

**POLICY FOR COMPLIANCE WITH TITLE IX  
OF THE EDUCATION AMENDMENTS OF 1972  
NCSD School Board Policy JAA**

The intent of the Noxubee County School District is to ensure that students will not be excluded from participation in, or denied the benefits of, or be subject to discrimination, based on sex, in any course or school activity, as put forth under Title IX of the Education Amendments of 1972. Due process rights of students and their parents will be enforced as set forth in Title IX. Inquiries regarding compliance with Title IX may be directed to the Human Resources Director at 662-726-4527, and the Title I Coordinator at 662-726-4288.

**POLICY CONCERNING THE PROTECTION OF PUPIL RIGHTS  
Statute 20 U.S.C. § 1232h. Regulations: 34 CFR Part 98.**

The No Child Left Behind Act of 2001 (NCLB) amended the Protection of Pupil Rights Amendment (PPRA) to require local education agencies to have their obligations under PPRA and under the Family Education Rights and Privacy Act (FERPA). PPRA affords parents and students who are 18 years of age or emancipated minors certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent** before students is required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (USDE) –
  1. Political affiliations or beliefs of the student or student’s parent.
  2. Mental or psychological problems of the student or student’s family.
  3. Sex behavior or attitude.
  4. Illegal, anti-social, self-incriminating, or demeaning behavior.
  5. Critical appraisals of others with whom respondents have close family relationships.
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- **Receive notice and an opportunity to opt a student out of** –
  1. Any other protected information survey, regardless of funding.
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- **Inspect**, upon request and before administration or use –
  1. Protected information surveys of students.
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional materials used as part of the educational curriculum.

Noxubee County School District has developed policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. This announcement serves as our annual notice to students and parents.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Officer  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

### **EFFECTIVE TEACHERS-EVERY STUDENT SUCCEEDS ACT (ESSA)**

The *Every Student Succeeds Act* (ESSA), was signed into law by President Barack Obama on December 10, 2015, and is the successor to the No Child Left Behind Act. ESSA removed the requirements of Highly Qualified teachers and has placed the responsibility for each state to develop their definition of an effective teacher.

On March 26, 2018, the Mississippi Department of Education submitted the Mississippi Succeeds Consolidated State Plan. Goal 4 of the MBE 5-Year Strategic Plan 2016-2020 states that “every school has effective teachers and leaders.” Page 61 of the [Consolidated State Plan](#) states this goal involves ensuring that teachers and leaders are provided with opportunities for continuous professional growth at every stage of their career continuum. This continuum includes the attraction and recruitment of teachers/leaders, the strengthening of teacher and leader preparation programs, improving the state’s licensure/certification process, ensuring that all districts provide an evidenced-based induction and mentoring program for novice teachers and leaders, and refining the continuous cycle of professional growth.

### **SUICIDE PREVENTION POLICY**

Protecting the health and well-being of all students is of utmost importance to Noxubee County School District. The Noxubee County School District board has adopted a suicide prevention policy which will help protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes.
2. Noxubee County School District will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate resources.
4. Students will have access to national resources which they can contact for additional support such as:

The National Suicide Prevention Lifeline—1-800-273-8255 (TALK),  
[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are



encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.

6. Students should also know that because of the life-or-death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For a more detailed review of policy changes, please see the district's full suicide prevention policy at [www.ourncsd.org](http://www.ourncsd.org).

## **REPORTING UNLAWFUL OR VIOLENT ACTS**

### **NCSD School Board Policy JCBF**

Immediately upon obtaining knowledge that one of the following unlawful activities or a violent act has or may have occurred on school property or during a school-related activity, the principal and/or superintendent shall notify the appropriate law enforcement agencies:

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

**ACCEPTABLE USE POLICY FOR USERS OF  
NOXUBEE COUNTY SCHOOL DISTRICT COMPUTER NETWORK**  
**NCSD School Board Policies IFD-A, JT**

Access to the Internet is provided for educational purposes and research consistent with the Noxubee County School District's educational mission and goals.

The Internet is a fluid, global environment in which information is constantly changing, thereby making it impossible to predict, with certainty, what information students might locate. Availability of information to students on the Internet does not imply endorsement by this school district. This board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. Neither the individual school nor school district is responsible for any damage the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. This board and school district specifically denies any responsibility for the accuracy or quality of information or software obtained through its services. The NCSD Internet is a filtered network that seeks to limit the access of users to inappropriate content.

Use of the Internet is a privilege, not a right. Inappropriate use may result in cancellation of that privilege, payment for damages, detention, suspension, expulsion, or other remedies applicable under the school disciplinary policy, and state or federal laws. At the discretion of the district, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution. The Superintendent, or designee(s), shall make all decisions regarding whether a student has violated these procedures and may deny, revoke, or suspend access at any time.

***INTERNET APPROPRIATE USE POLICY***  
**Noxubee County School District**  
***37 Gandy-Tindal Road***  
***Macon, MS 39341***

Noxubee County School District (NCSD) is pleased to offer to its students, faculty, and staff access to the Internet in accordance with the terms and conditions of this policy. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users globally. This computer technology will help propel our schools through the communication age by allowing students and staff to access and to use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

**Overview**

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed, and President signed into law, the Children's Internet Protection Act (CIPA). CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet Safety policies. These Internet safety policies must include a technology protection measure for blocking access to "visual depictions" of obscene material, child pornography, and material that is "harmful to minors"

when minors are accessing the computer. CIPA also requires that the Internet safety policy include monitoring of all online activities of minors. Additionally, the policy must address all of the following: (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called “hacking”, and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures designed to restrict minors’ access to materials harmful to minors.

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a “good faith effort” to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

The Noxubee County School District will educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms as well as cyberbullying awareness and response.

These guidelines are provided so that you, the user and/or parent of the user are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If an NCSD user violates any of these provisions, his or her account will be terminated, and future access could be denied.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### **NCSD Internet Terms and Conditions of Use**

#### **Personal Safety**

1. User will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any others including personal identification such as, but not limited to, credit card information, social security numbers, telephone numbers, addresses, etc.
2. User will immediately report to NCSD authorities any attempt by other Internet users to engage in inappropriate conversations or personal conduct.

#### **Illegal Activity**

1. User agrees not to access, transmit or retransmit any materials(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or NCSD laws, policies, or regulations.
2. User shall not access, transmit, or retransmit copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.
3. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.

4. Users shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
5. Users shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
6. Users shall not access, transmit or retransmit information that could cause danger, disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
7. User shall not access, transmit or retransmit information that harasses another person, or causes distress to another person.

#### System Resource Limits

1. Users shall only use the NCSD system for educational and career development activities and limited, high quality self-discovery activities as approved by NCSD faculty for a limited amount of time per week.
2. Users agree not to download large files unless it is necessary. If necessary to download large files, the user agrees to download the file at the time when the system is not being heavily used.
3. User agrees not to post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to large number of people).
4. User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist in protecting the user against a claim of intentional violation of this policy.

#### User Rights

1. The Internet is considered a limited forum, like a school newspaper, and therefore NCSD may restrict user’s right to free speech for valid educational reasons. NCSD will not restrict user’s right to free speech based on disagreement with the opinions expressed by user.
2. Users shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be academic research by a staff member with the approval of the school administration.
3. Users should not expect files stored on school-based computers to remain private. Authorized staff will periodically inspect folders and logs of network usage and will always be kept. Routine review and maintenance of the system may indicate that the user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of user’s files.
4. NCSD will fully cooperate with local, state, or federal officials in any investigation related to illegal activities conducted through the user’s Internet account.

Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.

**Consequences for Failure to Follow Terms and Conditions of Internet Use Policy**

There will be consequences for any user who fails to follow NCSD and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion, or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of NCSD, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

When a user is using the NCSD system, it may seem as though these policies could be easily broken, and that the user would not get caught. This is not true. Electronic footprints are left behind on a machine each time it is used, and the potential for apprehension always exists.

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Student Signature

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Date

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Parent Signature

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Date

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Faculty/Staff Signature

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Date

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Guest Signature

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Date

## INTERNET SAFETY POLICY

### Introduction

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

### Definitions

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

### Access to Inappropriate Material

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

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

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

### Inappropriate Network Usage

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

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

### Education, Supervision and Monitoring

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

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives.

The **Noxubee County School District** or designated representatives will provide age-appropriate training for students who use the **Noxubee County School District** Internet facilities. The training provided will be designed to promote the **Noxubee County School District's** commitment to:

- I. The standards and acceptable use of Internet services as set forth in the **Noxubee County School District's** Internet Safety Policy.
- II. Student safety regarding:
  - a. safety on the Internet.
  - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - c. cyberbullying awareness and response.
- III. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

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

### **Adoption**

This Internet Safety Policy was adopted by the Board of the **Noxubee County School District** at a public meeting, following normal public notice, on June 11, 2012.

## **ASSESSMENTS – STATEWIDE TESTING**

### **NCSD School Board Policy JFA**

All students in Pre-Kindergarten, Kindergarten, and 3<sup>rd</sup> Grade through High School will be required to participate in the Mississippi Statewide Assessment System, as required by state and federal law. Pre-Kindergarten and Kindergarten students will be required to participate in the Kindergarten Readiness Assessment Pre and Post Tests. Grades 3 through High School will be required to participate in the Mississippi Academic Assessment Program (MAAP) for Reading, Language, and Science (Grade 5 & 8 only). 3<sup>rd</sup> Grade Students must achieve a Level 3 or higher on Session 1 of the MAAP ELA assessment to meet the requirements of the Literacy Based Promotion Act. High School Students will be required to participate and achieve a Performance Level 3 or higher in Algebra I, Biology I, English II, and U.S. History to meet graduation requirements. Students will also be required to participate in MAAP-A (SCD students), CPAS2 (when applicable), and ACT (Grade 11 students only). Students enrolled in School 500 in the districts are required to participate in the MKAS<sup>2</sup> suite of assessments.

### **Mississippi Career Planning and Assessment System (MS-CPAS)**

The Mississippi Career Planning and Assessment System (MS-CPAS) is a state vocational testing program. The MS-CPAS is the test given to secondary and post-secondary CTE students, and the results are used to measure technical-skill attainment, which is one of the core indicators of performance required for Perkins IV reporting. The MS-CPAS is a criterion-referenced assessment aligned to the Mississippi Career and Technical Education Curriculum Framework. The MS-CPAS assesses concept and skill comprehension and application based on program competencies and national industry standards.

**MISSISSIPPI COMPULSORY SCHOOL ATTENDANCE LAW****Mississippi Code § 37-13-91****NCSD School Board Policies JBA, JBAC, JBD**

1. A parent, guardian, or custodian of a compulsory-school-age child in the NCSD shall cause the child to enroll in and attend a public school or legitimate nonpublic school for the period that the child is of compulsory school age, except under the following circumstances:
  - a. When a compulsory-school-age child is physically, mentally, or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation.
  - b. When a compulsory-school-age child is enrolled in and pursuing a course of special education, remedial education, or education for handicapped or physically or mentally disadvantaged children.
  - c. When a compulsory-school-age child is being educated in a legitimate home instruction program.
2. The parent, guardian or custodian of a compulsory-school-age child described in this subsection, or the parent, shall complete a "certificate of enrollment" to facilitate the administration of this section.
3. An "unlawful absence" is an absence during a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension shall not be considered an "excused" absence under this section. This subsection shall not apply to children enrolled in a nonpublic school. Each of the following shall constitute a valid excuse for temporary nonattendance of a compulsory-school-age child enrolled in a public school, provided satisfactory evidence of the excuse is provided to the superintendent of the school district, or his designee:
  - a. An absence is excused when the absence results from the compulsory-school-age child's attendance at an authorized school activity with the prior approval of the superintendent of the school district, or his designee. These activities may include field trips, athletic contests, student conventions, musical festivals, and any similar activity.
  - b. An absence is excused when the absence results from illness or injury which prevents the compulsory-school-age child from being physically able to attend school.
  - c. An absence is excused when isolation of a compulsory-school-age child is ordered by the county health officer, by the State Board of Health or appropriate school official.
  - d. An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory-school-age child. The immediate family members of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers, and sisters, including stepbrothers and stepsisters.
  - e. An absence is excused when it results from a medical or dental appointment of a compulsory-school-age child.



- f. An absence is excused when it results from the attendance of a compulsory-school-age child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.
  - g. An absence may be excused if the religion to which the compulsory-school-age child or the child's parents adheres, requires, or suggests the observance of a religious event. The approval of the absence is within the discretion of the superintendent of the school district, or his designee, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.
  - h. An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district, or his designee, that the purpose of the absence is to take advantage of a valid educational opportunity such as travel, including vacations or other family travel. Approval of the absence must be gained from the superintendent of the school district, or his designee, before the absence, but the approval shall not be unreasonably withheld.
  - i. An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district, or his designee, that conditions are sufficient to warrant the compulsory-school-age child's nonattendance. However, no absences shall be excused by the school district superintendent, or his designee, when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law. For an absence to be excused, sufficient documentation must be provided to the office secretary of the school. The office secretary will use the documentation to code the absences as "excused" in the local information package. The physical documentation will be organized and stored until the end of the school year. Acceptable documentation includes but not limited to:
    - i. Official medical excuses
    - ii. Funeral programs
    - iii. Notes from parents for certain situations such as religious observances. A written note from a parent for other reasons will be accepted three (3) times per semester.
4. If a compulsory-school-age child has not been enrolled in the NCSD within fifteen (15) calendar days after the first day of the school year of the school which the child is eligible to attend or the child has accumulated five (5) unlawful absences during the school year, the school district superintendent or his designee shall report, within two (2) school days or within five (5) calendar days, whichever is less, the absences to the school attendance officer.

### **Student Check-Out**

If a student is checked out before 12:30 p.m., or is not present 63% of the school day, will be absent for the entire day.

### **Attendance/Excused/Unexcused Absences**

Students who have 5 unexcused absences will be turned in to the attendance officer and parent coordinator so that a parent conference can be scheduled. District attendance policy will be enforced.

### **Tardy Policies and Procedures**

Parents are strongly urged to be sure that their children arrive at school to be in class at the announced time for beginning school. In most cases at the elementary level, parents determine when a child gets to school (7:45 a.m.). Late students should stop by the office accompanied by a parent for a tardy pass before going to class.

1. Students are expected to be in class at the announced times for school to begin.
2. Parents must make every effort to help their children arrive at school on time.
3. After the fourth tardy, disciplinary action may be taken and a special parent-administrator conference will be held. The student will not be eligible for a perfect attendance award for the year.

### **Transferring From a Non-Accredited or Homeschool to NCSD** **NCSD School Board Policy JBAB**

Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited by a regional or state agency is given either a standardized achievement test(s) or teacher-made special subject test(s) to determine the appropriate classification of the student. The administrative head of each public school shall ensure that each pupil applying for transfer shall be assessed within thirty days after the filing of such application for transfer. Notice of the administering of such test(s) shall be given to the applicant not less than five days prior to the date of the administration of such test.

All students seeking to transfer from any school, public or private, within or outside of the boundaries of the State of Mississippi, to a public school within the state may be required to take a test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.

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

## Withdrawal Procedures

Parents who withdraw their children from the NCSD must do the following:

1. Once withdrawal confirmation and approval are obtained, the student will be given the appropriate withdrawal form, which must be signed by all the student's teachers, thus verifying that the teachers have been notified.
2. Secure the signature of the principal and the counselor on the withdrawal form.
3. If all school property has not been returned, appropriate fees must be paid before any student records are released.

## BOARD OF EDUCATION – REGULAR MEETINGS

The Board of Education for the Noxubee County School District meets every 2<sup>nd</sup> Tuesday of each month to discuss the business of the district. Unless otherwise noted, all regular meetings will be held at 10:00, at the Central Office, 37 Gandy-Tindal Road, Macon, MS 39341. Please note, the Board of Education may call special meetings to consider matters that may come before the board. It is the intent that most board meetings will be live streamed.

## BUS TRANSPORTATION

### NCSD School Board Policy JGFFB



Bus transportation is available to all students. Bus routes and stops are determined by the transportation director for School Services and will not be altered by the bus driver. Students are assigned to the buses by the school and cannot change buses without permission. Questions concerning bus routes/problems can usually be answered in the school office.

Students will be allowed to change buses by providing a written statement from the PARENT which includes destination and reason for bus change. The statement must include the bus number of the regular assignment and the bus number for the requested change. The school must provide a written bus change notice to be given to the bus driver by the student.

## CALENDARS AND SCHOOL SCHEDULES

The Board of Education for the Noxubee County School District has approved the academic calendar and school schedules included in this handbook as guidelines for educators and families to plan the academic year. The accreditation standards in Mississippi require school districts in our state to offer students 180 days of instruction.

## 2023-2024 Academic Calendar

JULY '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Independence Day  
31 New Teacher Orientation  
31 Substitute Training

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5 Christmas Break Ends  
8 Teachers Return  
9 Students Return  
9 Third 9-Weeks Begin  
10 Report Cards Issued  
15 Martin Luther King, Jr. Day

Students – 16  
Teachers – 17

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 Opening Convocation  
2 Professional Development  
3 Professional Development  
Open House  
4 First Day Students

Students – 20  
Teachers – 23

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

14 Progress Reports Issued  
19 Presidents' Day/Inclement Weather Day  
26 Third 9-Weeks Exams Begin

Students – 20  
Teachers – 20

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day  
13 Parent/Teacher Conference  
2:00 PM - 5:30 PM  
25 First 9-Weeks Exams Begin

Students – 20  
Teachers – 20

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8 Third 9-Weeks Exams End  
11-15 Spring Break  
18 Fourth 9-Weeks Begin  
28 Report Card Pick Up  
29 Good Friday

Students – 15  
Teachers – 15

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 First 9-Weeks Exams End  
9 Fall Break  
10 Fall Break  
11 Second 9-Weeks Begin  
18 District-Wide Report Cards Pickup  
27 Homecoming

Students – 20  
Teachers – 20

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Easter Monday  
17 Progress Reports

Students – 21  
Teachers – 21

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

15 Progress Reports Issued  
20-24 Thanksgiving Break

Students – 17  
Teachers – 17

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13-21 Fourth 9-Weeks Exam  
16 Class Night  
17 Graduation  
21 Last Day Students/60% Day  
22-23 Professional Development  
24 Last Day Teachers  
27 Memorial Day

Students – 15  
Teachers – 18

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 Second 9-Weeks Exams Begin  
22 Second 9-Weeks Exams End  
22 60% Day  
25 Christmas Break Begins

Students – 16  
Teachers – 16

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

19 Juneteenth

<b>Grading Periods</b>	<b>Number of Days</b>
August 4, 2023 – October 6, 2023	45
October 11, 2023 – December 22, 2023	48
January 9, 2024 – March 8, 2024	42
March 18, 2024 – May 21, 2024	45
<b>TOTAL DAYS</b>	<b>180</b>

<b>MSIS Reporting Months</b>			
<b>Month</b>	<b>Beginning</b>	<b>Ending</b>	<b>Number of Days</b>
1	August 4, 2023	September 29, 2023	40
2	October 2, 2023	October 31, 2023	20
3	November 1, 2023	November 30, 2023	17
4	December 1, 2023	December 22, 2023	16
5	January 9, 2024	January 31, 2024	16
6	February 1, 2024	February 29, 2024	20
7	March 1, 2024	March 28, 2024	15
8	April 2, 2024	April 30, 2024	21
9	May 1, 2024	May 21, 2024	15
<b>TOTAL DAYS</b>			<b>180</b>

<b>Employment Days 2023-2024 Workdays</b>			
<b>Personnel</b>	<b>No. Workd ays</b>	<b>Begins</b>	<b>Ends</b>
9 Months	187	08/01/2023	05/24/2024
10 Months (Counselors)	190	08/01/2023	05/30/2024
10 Months (Vocational)	190	07/27/2023	05/24/2024
10 Months	200	08/01/2023	06/13/2024
10 ½ Months	210	07/11/2023	05/24/2024
11 Months	220	07/11/2023	06/07/2024
11 ½ Months	230	07/11/2023	06/21/2024
12 Months	240	07/01/2023	06/30/2024

## DAILY SCHOOL SCHEDULES

<b>Earl Nash Elementary</b>	<b>Grades PreK-5 Schedule</b>
Teachers Report	7:00 a.m.
Breakfast Begins	7:00 a.m.
Student Day Begins	8:00 a.m.
Student Day Ends	3:00 p.m.
Teacher Day Ends	3:15 p.m.

<b>B.F. Liddell Middle</b>	<b>Grades 6-8 Schedule</b>
Teachers Report	7:15 a.m.
Breakfast Begins	7:10 a.m.
Student Day Begins	7:45 a.m.
Student Day Ends	2:55 p.m.
Teacher Day Ends	3:30 p.m.

<b>Noxubee County High School</b>	<b>Grades 9-12 Schedule</b>
Teachers Report	7:15 a.m.
Breakfast Begins	7:00 a.m.
Student Day Begins	7:45 a.m.
Student Day Ends	2:33 p.m.
Teacher Day Ends	3:15 p.m.

## STUDENT RIGHTS AND RESPONSIBILITIES

### NCSD School Board Policies JCA, JCDA, JBD

These statements of rights and responsibilities of students are summaries of broad principles. More specific details of the application of these principles in the practices and procedures of Noxubee County School District can be found in the remainder of this handbook. These principles are meant to guide students toward finding more and greater opportunities to serve themselves and society. Notice that for every right that is listed, a corresponding responsibility is also listed. Rights cannot exist for all without responsible behavior by every student.

**Attendance** - Each student has the right to information on School Board policies and individual school policies that define excused, approved, or unexcused absences, and tardiness. *Each student has the responsibility to attend all scheduled classes and to report to class on time.*

Regular and punctual attendance of all students is encouraged throughout the school year. For secondary students, absence from a year-long course may not exceed eighteen (18) days and for a semester course may not exceed nine (9) days or the student will not receive credit for the course. Parents should have their student in school every day and should take him/her out only in unavoidable cases. Parents may keep their student out of school for whatever cause, but the

school administration will determine whether the absence is excused or unexcused.

Each student has the right to make-up class work in any excused or approved absence. Each student has the responsibility to request the make-up assignment from her/his teachers in advance or upon their return to school. It is the responsibility of students who serve out of school suspension to request make-up work no later than three (3) school days upon returning to school.

**Respect for Persons & Property** – Each student has the right to be respected by his/her peers and school personnel. *Each student has the responsibility to show respect to his/her peers and school personnel.*

Each student has the right to personal property within school rules that do not interfere with the educational process. *Each student has the responsibility of knowing school rules and of gaining school approval for possession of other properties.*

Each student has the right to the protection of property, as set forth in the laws of the State of Mississippi. *Each student has the responsibility to notify the parent or proper authority of the damage.*

Each student has the right of access to appropriate use of public-school properties to develop educational skills and knowledge. *Each student has an obligation to respect and protect public property and individual property.*

**Knowledge & Observation of Rules & Conduct** - Each student has the right to be made aware of rules of conduct relating to school and school activities. *Each student has the responsibility to abide by rules of conduct as prescribed by school board policy and school policies.*

Each student has the right to know that corrective disciplinary action will be administered when rules are broken. *Each student has the responsibility to accept corrective disciplinary action as a means of helping him/her improve behavioral patterns.*

**The Right to Learn** - Each student has the right to a school atmosphere conducive to learning. *Each student has the responsibility to help maintain an atmosphere conducive to learning.* Each student has the right to equivalent educational opportunities regardless of race, color, creed, gender, handicap, religion, or marital status. School officials are required by law to maintain a suitable environment for learning. *Each student has a responsibility to make satisfactory progress in school. "Satisfactory" progress is progress consistent with reasonable expectations for each student in relation to his/her ability and aptitude.*

**Free Speech & Student Publications** – Each student has the right to refrain from any activity that violates the precepts of her/his religion. *Each student has the responsibility to respect the rights of the religious beliefs of others.*

Each student has the right through his/her student government representatives to discuss issues

related to the school environment. *Each student has the responsibility to respect the decision rendered after discussion.*

Each student has the right to express him/herself using school publications. *Each student has the responsibility to respect the rights of others. Also, a student may seek consent and approval of teachers, advisors, and school administration, and must observe the normal rules of responsible journalism.*

Each student has the right to conference with teachers, counselors and administrative staff concerning personal or school-related problems. *Each student has the responsibility to arrange each personal conference.*

Each student has the right to form and express her/his own opinion on issues without jeopardizing his/her relationship with his/her teacher or school officials. Each student has the right to express an opinion on issues in the classroom, cafeteria, playing field, or any other place, if the exercise of such rights does not interfere with the existing Code of Conduct/disciplinary guidelines within the school. Each student will be informed as to when and where he/she can express ideas and distribute materials. *Each student has the responsibility to make efforts to become informed and knowledgeable about issues and express his/her opinion in a manner that is suitable for the forum in which the discussion is taking place.* Orderly procedures for student expression include the following:

1. Students are entitled to express their personal opinions if these expressions do not disrupt the educational process. That is, a student may express himself/herself without materially or substantially interfering with the requirement of the appropriate discipline in the operation of the school and without colliding with the rights of others.
2. Students who publish and/or distribute written or duplicated material on the school premises are responsible for its content.
3. The distribution of such material must take place at a reasonable time and location approved by the principal or his/her designee and must not interfere with the orderly school process.
4. Such material must be free of libel, obscenity, and defamatory statements against persons.
5. A student in his/her written or oral expressions shall not advocate or encourage the commission of crime.

**The Right to a Scheduled Assembly** – Each student involved in school-sanctioned organizations has the right to a scheduled assembly. *Each student has the responsibility of following club and organization schedules as established by school policy.*

**The Right to Privacy** – Each student has the right to private consultation with teachers, counselors, and school administrators concerning matters of a personal nature. *Each student has the responsibility to respect the discretion and judgment of the teacher, counselor or administrators in a situation that may involve a violation of a federal, state, or local law. If a situation should occur regarding a violation of the law on school property, then the principal should be notified, and parent involvement should be accomplished as soon as possible.*



The School Board recognizes that all students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. The Board seeks to ensure a climate in the schools which is appropriate for schools, and which assures the safety and welfare of personnel and students. To assist the Board in achieving and maintaining these goals, students, parents, and school officials are advised of the following.

1. **Search and Seizure: (NCSD School Board Policy JCDA)** Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is reasonable cause to believe that the student may be in possession of drugs, weapons, alcohol, or other materials in violation of school policy or state law. School property, such as lockers and desks, shall remain under the control of school officials and shall be subject to search.
2. **School Property:** The school district owns student lockers, desks, and other such property. The school exercises exclusive control over the school property, and a student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.
3. **The Person:** According to the decision of the Supreme Court of The United States, "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school." A particular student's effects also are subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school property.

The scope of the search must be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction." If school officials conclude that a more intrusive search (e.g., a strip search) is needed, they shall call the parents of the students involved and report their suspicions to the police. Searches of students and their effects must be particularized. Group searches lacking particularized suspicion will not be permitted.

**The Right to Participate in School Programs & Activities** - Students have the right to participate in activities as spectators. The responsibility of the student is to participate in school activities, not only in attendance, but to show good sportsmanship along with good behavior and respect the rights of others as well as for personal and public property.

Students have the right to participate in school programs and activities. Students have the responsibility to develop to their fullest potential and to promote the activities of the school by participating in school activities at the students' maximum performance levels and to abide by sponsor, school and district regulations while participating in in-district or out-of-district activities.

## **PERSONAL APPEARANCE POLICIES AND GUIDELINES**

### **NCSD SCHOOL BOARD POLICY JCBI**



The Noxubee County Board of Education has adopted these standards expecting the support of 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 the teachers and principals in charge of their educational program. Parents are requested to encourage their students in participating in the spirit intended by the standards for personal appearance and the discipline program.

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, adopted, and conducted as to provide each child the training and opportunity to take his/her place in a democratic society. On rare occasions principals may make exceptions to these guidelines for special events, e.g., for school spirit events, as part of a reward system, for more formal events, or the like.

#### **General Guidelines**

No student's appearance should cause a distraction to such an extent that it would violate another student's right to an educational environment. All students are expected to observe minimum standards of hygiene, sanitation, and personal appearance. Parents are requested to see to it that their children conform within the limits set by the personal appearance standards.

The personal appearance code has been developed to establish a standard of decency for covering the body and should be interpreted in the spirit for which it is intended. Teachers, principals, and administrators will positively enforce the personal appearance code. The following regulations are to be observed by all students. Any student violating any of such regulations will be subject to appropriate disciplinary action.

#### **Student Use of Building – After Hours**

Students may not use school buildings and other similar school facilities unless permission has been given by the school principal. Any pupil's use of facilities must be under the supervision of a responsible adult.

#### **Student Grooming**

So as not to interfere with the learning process and to promote consistency, teachers should notify their school administrator of any attire or general grooming which they feel to be detrimental to the learning process and not in keeping with school policy on grooming and attire. Such action should fulfill the teacher's obligation to the enforcement of such policy.

## UNIFORM POLICY FOR ALL STUDENTS

A student's appearance should not cause a distraction to such an extent that it violates another student's right to an effective educational environment. All students are expected to observe minimum standards of hygiene, sanitation, and personal appearance. All students are expected to be in uniform each day unless specifically instructed differently by the building principal. The principal will have discretion to determine if a student is out of dress code. The Noxubee County School Board approved the following recommendations for clothing to be worn:

1. Uniforms as defined are meant to be color-coordinated clothing.
2. The following regulations will be followed for shirts/tops:
  - A. Shirts/tops must be RED, WHITE, OR ROYAL/NAVY BLUE (\*No Logos, Stripes, Emblems)
  - B. Shirts/tops must have a collar.
  - C. Shirts/tops may have long or short sleeves.
  - D. Shirts/tops must always be tucked in.
3. The following regulations will be followed for pants/skirts/shorts/skorts/jumpers:
  - A. Pants/skirts/shorts/skorts/jumpers may be khaki or navy blue. If leggings are worn, they must be the colors of school uniforms: navy, khaki, or white.
  - B. No logos/emblems shall be on the clothing.
  - C. Pants must be worn at the waist – School officials may use fasteners to assist students keeping pants at the waistline.
  - D. A belt must be worn if there are belt loops. The belt must be navy, khaki, or black in color.
4. No warmup pants, sweatpants, or wind pants. Bodycon skirts or similar materials are not permitted.
5. **No DENIM of any color** is permitted.
6. Jackets, sweaters, or coats that are to be worn all day must be blue and should be free of logos and emblems unless allowed by the principal.
7. Headwear shall be as follows:
  - a. Students in Pre-K through sixth grade are permitted to wear hats during inclement weather provided these hats are removed upon entering the building. No caps, hats or headwear shall be worn inside the school building. Hoodies must be removed from the school buildings. (Penalty: Confiscation)
  - b. Middle school students shall not wear hats, caps, or any headwear on campus during the school day.
  - c. All school students will wear only plain white T-shirts or undershirts beneath their school uniform shirt.

## LIBRARY/MEDIA CENTER POLICY

The school library/media center is open for student use. Students who wish to use the library during class time must obtain permission from the teacher. Students must pay for damages to lost books. If the book is found, replacement fees will be returned. Suggestions for books to add to the library are always welcome. Students are encouraged to use the library daily.

All students must abide by the policies and decisions set forth by the library staff and the

administration. Unacceptable behavior will not be tolerated, and violators will be subject to the consequences listed in the Student Conduct Code and/or suspension of library privileges. Loud and/or excessive talking and laughter, unacceptable use of cellular phone, rudeness, and destruction of school property are unacceptable behavior.

- Students are required to have official teacher passes to enter. The pass must be filled out by the teacher.
- Students are allowed to check out a maximum of 3 books. Books may be checked out for two weeks and re-checked as many times as needed. Some encyclopedias may be checked out overnight. Otherwise, no reference books may be checked out. The Media Center hours are from 7:30 AM until 2:45 PM. Students may use the library during breaks.
- All materials not returned by the end of the school year must be paid for before the student can receive their final report card. All seniors **must** turn in any outstanding items checked out from the media center and/or pay for any associated fees before they can be cleared for graduation.

### **INSURANCE FOR STUDENTS**

#### **NCSD School Board Policy JGA**

The Noxubee County School District shall not carry accident and illness insurance on students. Parents/Guardians are highly encouraged to have their children covered by insurance programs outside of the school district.

### **MEDICATIONS FOR STUDENTS**

#### **NCSD School Board Policy JGCD-R**

District officials understand the roles medications play in our day-to-day lives. At the same time, we have a responsibility to protect our children and err on the side of caution. Therefore, the following guidelines are provided for students and parents and must be followed precisely.

- Before any student can take a medication (including over-the-counter medications, such as Tylenol) at school, the parent/guardian and a licensed physician must complete a Medication Authorization Form. This form is available in the school office or at the district's central office.
- Parents must provide all medication. The school does not provide any medication.
- Prescription medication must be brought to school by a parent in a pharmacy-labeled bottle that includes instruction on how and when the medication is to be given. Over-the-counter medications must be received in the original container. Medications will be stored in a secure area of the school.
- Medication classified as controlled substances (Ritalin, Pain Medication, Etc.) must be brought to the school by a parent.
- Except for asthma medication, parents should not give medications to students to bring to school.
- Medications must be taken in the presence of the school nurse or designated staff members at each school.

## **LAW CONCERNING ASTHMA MEDICATION**

### **NCSD School Board Policy JGCDA**

The safety and well-being of students is of utmost importance to the Noxubee County School District school board members, administration, personnel, and staff. The school board shall permit the self-administration of medications by a student if the student's parent or guardian:

- A. Provides written authorization for self-administration to the school; and
- B. Provides a written statement from the student's health care practitioner that the student has asthma and has been instructed in self-administration of asthma medications. The statement shall also contain the following information:
  - 1) The name and purpose of the medications.
  - 2) The prescribed dosage.
  - 3) The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered; and
  - 4) The length of time for which the medications are prescribed.

The statements required above, are available on forms in each school office or in the district's central office, shall be kept on file in the office of the school nurse or school administrator. The parent/guardian of the student shall sign a statement acknowledging that the school shall incur no liability and the parent or guardian shall indemnify and hold harmless the school and its employees against any claims relating to the self-administration of asthma medications.

The permission for self-administration of medications for asthma shall be effective for the school year in which it is granted and shall be renewed each following school year upon fulfilling the requirements as stated, above. Upon fulfilling the requirements as stated in this policy, a student with asthma may possess and use asthma medications when at school, at a school-sponsored activity, under the supervision of school personnel or before and after normal school activities while on school properties including school-sponsored childcare or after-school programs.

## **CAFETERIA PROCEDURES**

1. Students are to respect all school personnel: teachers, assistant teachers, custodians, and food service staff.
2. Talk to your neighbor in a low voice. Do not call out to students at other tables.
3. Clean up your eating area after yourself.
4. Keep food on your tray.
5. Students will receive guidance from their teacher to dispose of the lunch every day.
6. Students who are receiving virtual instruction will also receive meals. Meals will be picked up by their parents on a regular basis.

## **ASSEMBLIES AND PROGRAMS**

Students' behavior in assemblies should always be courteous. An indication of the maturity of students and the cultural level of the school is the conduct of its students in an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school. Unacceptable conduct includes whistling, uncalled-for clapping, laughing, talking, shouting, stomping, or making fun of program participants.

Students should move quickly and quietly assemblies/programs. **Students with behavioral problems during assembly will be disciplined according to handbook policy.**

### COUNSELING/GUIDANCE SERVICES

The school counselors of the Noxubee County School District are vital members of the education team. They help all students in the areas of academic achievement, career, and social/emotional development, ensuring our students become college and career ready for the 21<sup>st</sup> century.

Students and parents are welcome to make an appointment with the counselor to discuss academic, career, and social/emotional problems. Students must have a hall pass from a teacher to see the counselor during regular class periods. Appointments may be made before and after school or between classes by signing up in the counselor's office.

#### Marion Counseling Services

The Noxubee County School District is partnering with Marion Counseling Services to provide social & emotional guidance for students at no cost. Parent permission will be required for students to receive services. Students with chronic behavior issues will be required to receive services with the permission of parents. At the principal's discretion and depending on the severity of discipline issues that require students to be suspended, suspension can be reduced if the parent agrees to receive services with their child(ren).

### STUDENT RESPONSIBILITIES

**Absences:** A student returning to school must bring a written parental explanation to be given to the homeroom teacher as soon as the student enters class.

**Tardies:** If you arrive at school after 7:50 A.M. your parent/guardian must sign you in at the office and you must get a pass to class from the secretary.

**Missing the Bus:** If you miss the bus in the morning, your parents are responsible for taking you to school. If you miss your bus after school, you may use the phone to call your parents.

**Bus Change Notices:** If, for any reason, you need to ride a bus other than your assigned one or need to get off your bus at a stop other than your usual one, you must bring a note from your parents. Bring this note to the main office and you will be issued a ticket enabling you to make the necessary change.

**Leaving Class:** Never leave an assigned class or area without a hall pass.

**After School:** Students may remain at school after the end of the regular pupil school day for various reasons. It is expected that such occasions merit professional supervision. The planning and scheduling of students to be kept after school should reflect the system's philosophy of pupil-centered instruction and its individual worth. Parents should be informed when a child is to remain after school.

## **PARENTAL RIGHTS CONCERNING THE INSPECTION OF SCHOOL RECORDS**

### **Noxubee County School Board Policy JR**

Pursuant to the Family Educational Rights & Privacy Act of 1975, 34CFR§99, and other federal and state laws, parents and eligible students have certain rights concerning information and records. Our district policy concerning the disclosure of information concerning students and the inspection of records is on file at the central office.

In summary, parents/legal guardians have the following rights:

1. to inspect and review a student's education records,
2. to request the amendment of a student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or others' rights,
3. to consent to the disclosure of personally identifiable information contained in the student's education records, except to the extent that the law authorized disclosure without consent,
4. to obtain a copy of the district policy adapted in accordance with the above-cited laws,
5. to file with the U. S. Department of Education a complaint concerning alleged failures to comply with the requirements of the above-cited laws. The name and address of the office that administers FERPA are:

Family Policy Compliance Officer  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

These rights are provided in accordance with law; however, parents/guardians are advised that the entire policy should be reviewed if they have any questions.

## **PARENTAL INVOLVEMENT POLICIES AND GUIDELINES**

The policy of the (NCSD) is to develop jointly with parents a policy that outlines the minimum requirements for parental involvement to be used at sites across the district. This policy shall be distributed to parents via the student/parent handbook that is distributed to all students at the beginning of each year. This policy will be distributed to and discussed with staff at the beginning of each school year. Further, this policy will be amended as needed according to the requirements of current federal law.

### **1. Written Contracts**

- A. Each school participating in Title I will provide a written parent contract outlining the parents' and school's roles in the successful operation of the program. The site's School Planning Team will have approved the type of contract used at each site.
- B. At the beginning of each school year, a letter will be sent to the parent(s) of each Title I eligible child. This letter will describe the program offered at the site, provide details about the curriculum in use at the school, provide information regarding the types of assessment used to measure student progress, and levels of proficiency students are expected to meet.

- C. Each school site will make additional written contacts with parents at least once each semester. These contacts may be made through the distribution of a school newsletter, pamphlets, fliers, personal letters, postcards, etc.
- 2. **District Responsibilities**
  - A. The coordination and integration of funds and programs, the provision of technical assistance and other support, the identification of barriers to greater parental participation, and the annual evaluation of program content and effectiveness will be the responsibility of the district. This coordination will extend to agencies and organizations such as Head Start, Even Start, and the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool programs.
  - B. School sites will convene regular meetings at times convenient to parents throughout the school year to discuss the program's operation and site needs.
  - C. The School Planning Team of each site will determine the frequency of the meetings.
  - D. Each school site will convene an annual meeting at a time convenient to parents of participating children to inform them of their school's participation and their right to be involved in program development.
  - E. The district will convene an annual meeting at a time convenient to parents of participating children, to inform them of the district's participation and their right to be involved in program development.
- 3. **Use of Funds**
  - A. Each school site will reserve, and utilize yearly, at least one percent (1%) of its total allocation for parental involvement activities. These funds may be used for, but not limited to, family literacy development, transportation, childcare, parenting skills, development, etc.
  - B. Funds will be used to meet, in order of priority, the identified needs of the sites.
- 4. **Parental Comments**
  - A. Non-satisfactory written parental comments from parents of participating children shall be submitted to the LEAs district level office from each site to be forwarded to the state educational agency (SEA).
  - B. Responses to written unsatisfactory parental comments will occur within one week of the written comment's receipt. These responses will originate from the site administrator (with a copy to the LEA office) or from the LEA office, if appropriate.
- 5. **Accessibility**

Noxubee County School District, to the extent possible, will provide full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form such parents understand.

## PARENTAL COMMUNICATIONS TO SCHOOL OFFICIALS

Your communications with NCSD are important and will never be considered unimportant. In the list at the beginning of each school's section of this handbook and on the district's web site you will find central office administrators and school building administrators who should be considered your primary contacts. We hope that, if you have concerns or suggestions about our schools, that you will contact us. We solicit your comments by mail, by phone, or by email. All email addresses for all administrators and teachers may be found on our district web site at



[www.ourncsd.org](http://www.ourncsd.org). Communication of school officials must happen during school hours and cannot happen on any social media platforms.

### Parent Conferences

Conferences with teachers should be arranged by calling the parent coordinator's office or contacting the secretary of the school. Parents and guardians are an important link in a student's success. Conferences between teachers and parents are encouraged and may be arranged with teachers any day except on staff meeting days. Parents requesting conferences should call the Parent Coordinator at the respective schools to make an appointment. Conferences should be scheduled during a time that does not interfere with a teacher's supervision or instruction of students.

### COOPERATION BETWEEN THE HOME AND SCHOOL REPORTING STUDENT PROGRESS

The educators in the Noxubee County School District believe that it is in the best interest of the students that the home and schoolwork together as partners in education. This communication time is so important to us that we establish Parent-Teacher Conference Days in our academic calendars. These days will be student holidays with dedicated times established for communication between parents and their child's teacher(s). Parents are encouraged to be active participants in the parent-teacher organization and other school activities.

The principal or teacher can offer specific suggestions that parents can follow to help their children learn as much as possible. Parents are encouraged to take an active role in seeing that their child completes homework assignments since homework is given as a means of reinforcing skills.

Conferences between parents and teachers are encouraged and can be initiated by either. Parents' interest in their child and his/her schoolwork is one of the major factors ensuring a child's school success and healthy development. Parents should call the school office to arrange a conference. The school secretary will be glad to help arrange a convenient conference time.

### CHILD CUSTODY

In child custody cases, the school must have a copy of the court order to prevent a child from being released to a parent. Unless prohibited by court order, all biological parents have the right to examine school records of their children, including the attendance record. Parents should notify the school in writing if they will be leaving their child with friends or relatives for a period of more than two days.

### CHECKOUT

Students must remain at school the entire day unless an authorized person properly checks them out. Authorized person must be listed on student **notarized checkout form** filed in the office. Only authorized persons listed on a student's checkout form will be allowed to check students out of school. No student is allowed to check out based on telephone calls. No student will be able to sign-out another student even if they are on the sign-out sheet. There will be **a limit of six names** on the authorized form. If there is not an authorized form on the student, no one will be permitted to sign out the student. **There will be no exceptions.**

## **WITHDRAWAL**

Students withdrawing or transferring to another school must proceed as follows:

- A. The student's parent/legal guardian must be present at the school to withdraw a student.
- B. The parent/legal guardian should take the student to the Guidance Counselor's office as soon as the school day begins. The counselor will issue a withdrawal form.
- C. The parent/legal guardian should be prepared to give the name and location of the school to which the student will be transferring.
- D. Each subject area teacher, bookkeeper, and the media specialist (Librarian) must sign the withdrawal form and indicate current grade and/or condition of books returned. Lost and damaged textbooks or library books must be paid for according to the price list furnished to each teacher.

## **DELIVERY OF GIFTS TO STUDENTS**

Due to bus and school safety concerns, most NCSD schools will not accept delivery nor be responsible for students receiving flowers, balloons, or other favors. Such deliveries should be made to the student at his/her home. Balloons or gifts cannot impede the safety of others, specifically on the school bus.

## **BIRTHDAYS**

Birthday party requests are usually granted at the elementary level. Any requested birthday parties will be at the end of the day and parents must notify their child's teacher of the party at least one (1) day in advance and cannot exceed more than 30 minutes. Parents must obtain written permission from the principal in advance and there must not be any hindrance to instructional time.

## **COMPLAINTS OR CONCERNS**

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed to resolve the problem as quickly as possible:

1. Contact the person who you have a complaint about to discuss both sides of the story.
2. If the problem still exists, contact the principal.
3. If it is still unresolved, contact the superintendent.
4. Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

## **TEACHER SUPPORT TEAMS**

The Noxubee County School District has established and implemented Teacher Support Teams at every school in the district, excluding the Vocational Center and Alternative School. These teams are established to provide additional academic or behavioral support for students who need it to be successful in school.

Each team will operate in accordance with State Board Policy 41.1, adopted on January 1, 2005, and revised on August 18, 2016. The goal of the Noxubee County School District is to be

compliant with all aspects of the policy, including Three Tier Intervention and Response to Intervention (RTI).

Therefore, students who are having academic or behavioral problems that cannot be intervened successfully in the classroom at either the Tier I or Tier II level will be referred to the school's Teacher Support Team for interventions at the Tier 3 level.

If you have any concerns about your child's academic or behavioral progress, please contact the principal of your child's school for additional information about the school's teacher support team and its function. If a parent is not present after being notified to attend the Tier III meeting, the committee will decide.

**\*All students who are at risk of failing must be referred to their school's Teacher Support Team.**

### **PROMOTION/RETENTION POLICY** **NCSD School Board Policies IHE and JFE**

#### **Minimum Requirements:**

Students are expected to be in attendance at least 90% of instructional time at all grade levels. Elementary School Requirements: Elementary school students are not allowed to miss no more than 18 days for promotion. On the 19th day of absence, students may be retained if one of the procedures below exists.

Parents are allowed to submit 3 written notes for excused absences. Middle and High School students may only miss a total of 9 school days per semester for full credit. On the 10<sup>th</sup> absence, students will not receive credit and would need to retake the class, which could result in retention. Parents are allowed to submit three written excuses for absences. The attendance department will continue to send out letters to students who have 5, 10 & 12 absences. The district will enforce truancy in each school.

**Multi-Tier System of Support (MTSS) Documentation:** Beginning the 2019-2020 school year, for a student to be retained, the teacher must present sufficient MTSS documentation. The following documents must be available for a student to be retained:

1. Documentation of Teacher Support Team (TST) minutes to document progress of Tier II and Tier III interventions.
2. Documentation of Tier II and/or Tier III interventions conducted with integrity for the duration determined by the TST.
3. Progress monitoring checks from Tier II and/or Tier III interventions showing that the interventions have not been successful. If the Tier II interventions are not documented to be successful, then documentation must be produced to prove that Tier III interventions were not successful.
4. Parent contact must be initiated throughout the entire process.

**Kindergarten:**

Because reading readiness skills, language arts skills, and mathematics skills are essential for a student's educational success, a student's promotion to the first grade will be based on his/her mastery of a minimum of 70% of kindergarten skills in language arts and 70% of kindergarten skills in mathematics shown on the Noxubee County School District grade report form, as well as 70% of kindergarten skills in reading readiness as measured on the district's reading readiness assessment. However, if a student does not successfully master reading, language, and math skills, the student will be recommended for retention, but cannot be retained without written permission from the parent.

**Grades 1, 2, 4, 5:**

A student who fails ELA will be retained if MTSS documentation is provided. Also, if a student also fails two (2) major subjects, then the student will be retained. 65% or above is considered passing.

**Grade 3:**

A student who fails either Reading or 2 major subjects during a school year will be retained (reading, language, mathematics, science, and social studies.). 65% or above is considered passing. Also, Grade 3 students must meet the promotion requirements of the Literacy Based Promotion Act (LBPA), by passing the state assessment reading test at a Level 3 or higher. Students will be provided with two (2) retest opportunities provided by the Mississippi Department of Education. In summary, the student must meet the LBPA requirements and district promotion requirements (achieve a passing score in Reading and can only fail one (1) major subject) to be promoted to the 4<sup>th</sup> Grade.

Grade 3 students may also be promoted to the 4<sup>th</sup> Grade if the district requirements are met, and if the student qualifies for a Good Cause Exemption in lieu of meeting the LBPA requirements. Good Cause Exemptions will be examined on a case-by-case basis and will be granted by the Superintendent within the bounds of state law. Below are the Good Cause Exemptions from Mississippi Code § 37-177-11:

- (a) Limited English proficient students who have had less than two (2) years of instruction in an English Learner program.
- (b) Students with disabilities whose Individualized Education Program (IEP) indicates that participation in the statewide accountability assessment program is not appropriate, as authorized under state law.
- (c) Students with a disability who participate in the state annual accountability assessment and who have an IEP or a Section 504 Plan that reflects that the individual student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading or previously was retained in Kindergarten or First, Second or Third Grade.
- (d) Students who demonstrate an acceptable level of reading proficiency on an alternative standardized assessment approved by the State Board of Education; and

(e) Students who have received intensive intervention in reading for two (2) or more years but still demonstrate a deficiency in reading and who previously were retained in Kindergarten or First, Second or Third Grade for a total of two (2) years and have not met exceptional education criteria.

### **Grades 6, 7, 8**

A student who fails 2 or more major subjects during a school year will be retained. The major subjects are ELA, Mathematics, Science, and Social Studies. A grade of 65% or above is considered passing. Also, in **Grade 8**, Cyber Foundations, World Geography, and Mississippi Studies are major subjects.

The following courses are high school credits and will impact a student's GPA.

World Geography

Mississippi Studies

Cyber Foundations

Compacted Math 7<sup>th</sup> and 8<sup>th</sup> Grade.

Grade 8 Mathematics

### **Grades 9-12:**

Promotion in grades 9-12 is based on:

1. The accumulation of Carnegie units in accordance with the Mississippi Public School Standards and the Mississippi Department of Education Diploma Options.
2. Mastery of minimum academic skills as measured by assessments developed and administered by the State Board of Education.
3. Completion of a minimum number of academic credits, and all other applicable requirement prescribed by the Noxubee County School District.

**Freshman:** (9th grade) –A student must **EARN** 6 Carnegie units and pass English I for promotion to 10<sup>th</sup> grade. Earning fewer than 6 Carnegie units (0-6) will result in being classified as a freshman (9th grade).

**Sophomore:** (10th grade) - A student having earned 12 Carnegie units and passing English II will be promoted to the 11th grade.

**Junior:** (11th grade) - A student having earned 17 Carnegie units and passing English III will be promoted to the 12th grade.

**Senior:** (12th grade) -A student having earned 17 or more Carnegie units and is on track to graduate. \*\*\*\*\*To graduate, students must pass all 4 tests of the Mississippi Academic Assessment Program (MAAP). These tests include US History, English II, Biology I, and Algebra I. Students must pass all four assessments or meet optional requirements in lieu of passing the assessments-- even if they take the course(s) prior to their 9th Grade year.

The State Board of Education may establish student proficiency standards for promotion to grade levels leading to graduation. MS Code 37-16-7.

**Students with Disabilities**

Students who participated in on-level testing shall have promotion decisions determined by the IEP committee and the principal.

Students who participated in alternate assessment shall have promotion decisions determined by the IEP committee and the principal.

Mastery of the core skills at the minimum level is defined as a demonstrated competence at the 70% level of unit work.

**GRADING SYSTEM****Terminologies:**

Daily Grade (40% of the 9 Weeks Average): Student work that is done throughout the day, aligned to specific standards in the *Mississippi College and Career Standards (MCCRS) Frameworks*. The daily grade material should be meaningful, and not busy work. Grades can come in the form of short quizzes, exit tickets, daily projects, fluency checks, or other meaningful work done throughout the classroom time. Participation in daily instructional activities is also expected. Daily grade work should be complimentary to the homework, tests and 9 weeks tests that are administered to students.

Tests (25% of the 9 Weeks Average): Tests are administered to students at the end of each unit, but teachers have discretion to administer more tests if needed. No less than four (4) tests should be administered to students per 9 weeks. Test items should align with the standards from the MCCRS, and mirror items that will appear on the statewide assessments if applicable.

9 Weeks Test (25% of the 9 Weeks Average): 9 Weeks tests are administered at the end of each quarter of the school year. The 9 weeks test items are to align with the standards taught throughout the 9-week grading period, and equal in rigor to items on the state test. The English Language Arts (ELA) 9 Weeks Tests should have a writing component that is graded on a 12-point scale, mirroring the writing prompts that are administered in the Mississippi Academic Assessment Program (MAAP) ELA assessments. 9 Weeks Test items should be well written to achieve maximum reliability and validity.

Homework (10% of the 9 Weeks Average): Homework that is provided to students should be aligned to the daily work that was provided during classroom instruction. The intent of homework assignments is to reinforce skills taught during the school day. The amount of homework given should be manageable for students to complete at their homes.

The school year is divided into two (2) semesters. Each semester is further divided into two (9) nine-week periods. Semester grades are determined by totaling both nine-week grades, dividing them by two, multiplying the results by three and adding the semester exam and dividing by four, which will give the student his/her semester grade. The final grade for the year is obtained by averaging the two (2) semester grades. **An incomplete is given only in those cases of illness, emergency, or if by pre-arrangement if; the student has not been able to complete his/her**

**assignments.** An incomplete on the report card becomes an "F" five (5) weeks from the date it is issued. An incomplete becomes "F" when it is recorded on the student's permanent record. All teachers are required to follow this grading procedure.

A....90-100.....Superior Achievement

B....80-89.....Above Average Achievement

C....70-79.....Average Achievement

D....65-69.....Below Average Achievement (but passing)

F...64-Below.....Failing (no credit)

### **HOMEWORK GUIDELINES:**

#### **On the part of the student:**

1. Maintain a homework assignment notebook listing subject assignments, assignment dates, due dates, and other pertinent information.
2. Take books home every night.
3. Complete all assignments carefully and accurately and turn them in by the due date.
4. Make necessary corrections on returned homework assignments; seek help, if necessary. Use the corrections as the basis for improvement of other homework assignments.
5. Review and share with parents the teacher's evaluation of homework assignments.

#### **On the part of the parents:**

1. Be familiar with the school homework policy and individual classroom plans and expectations that apply to your child.
2. Make certain your child brings home schoolbooks daily.
3. Review your child's homework assignment notebook, and review completed assignments regularly to provide support and interest.
4. Review grades and returned assignments from teachers and discuss the errors and areas of improvement with your child.
5. Ensure the provision of quiet study time for your child.
6. Communicate with the teachers if homework is not being done at home or if there are other problems.
7. Be aware of city and local resources including the libraries that can be helpful to your child.

#### **On the part of the teacher:**

Develop a classroom plan to implement the school homework policy, including:

1. Identification of appropriate types of homework activities, such as reinforcement, practice, application, enrichment, preparation, creativity.
2. Estimation of amount and frequency of assignments to meet minimum standards, including a plan for coordination and scheduling with other teachers.
3. Creation of a record-keeping/monitoring system for completion of assignments.
4. Share the plan with students and parents.
5. Discuss with the student appropriate study habits and helpful strategies.
6. Explain homework assignments to students (if special materials are necessary, make sure that students can obtain them.)

7. Review all homework, grades, noting areas for correction; and return all collected assignments promptly.
8. Provide individual and whole-class constructive feedback.
9. Review student homework assignment notebooks on a regular basis.

### **Make Up Work**

In the best interest of the students' academic success, make-up work is to be provided to all students regardless of the reason that a student is absent from school, except for expulsion.

1. Students should be provided with make-up work for both excused and unexcused absences. Students with excessive unexcused absences will be in violation of compulsory attendance laws but should not be disciplined academically.
2. Students who are serving at In School Suspension should be working on classroom work throughout the days served.
3. Students who are serving Out of School Suspension will be provided make-up work, but the highest grade that can be obtained for each assignment will be 70, except for tests in which the student can earn up to 100 points.
4. Students who are expelled will not receive make-up work.

## **SUPERINTENDENT'S LIST, PRINCIPAL'S LIST, HONOR ROLL** **NCSD School Board Policy JFD**

### **Earl Nash Elementary**

Students enrolled at Earl Nash Elementary School who earn all As in every subject during a grading period will be listed on the Superintendent's List of high achieving students. Students who earn As and Bs in every subject during a grading period will be listed on the Principal's List of high achieving students. Students who earn As and/or Bs and one C will be listed on the Honor Roll list. If a student earns two or more Cs during a grading period, the student will not be eligible for the Principal's List or Honor Roll.

### **B.F. Liddell Middle School**

Students at B.F. Liddell Middle School who earn a GPA of 4.0 or all As in every subject during a grading period will be listed on the Superintendent's List of high achieving students. Students who earn a GPA between 3.5 and 3.99 or an A average in every subject during a grading period will be listed on the Principal's List of high achieving students. Students who earn a GPA between 3.0 and 3.49 or a B average will be listed in the Honor Roll. If a student earns a grade of C in any subject, the student will not be eligible for the Principal's List or Honor Roll.

### **Noxubee County High School**

Students in Noxubee County High School who earn all As in every subject during a grading period will be listed on the Superintendent's List of high achieving students. Students who earn a GPA between 3.5 to 3.99 or an A average in every subject during a grading period will be listed on the Principal's List of high achieving students. Students who earn a GPA between 3.0 to 3.49 or a B average will be listed in the Honor Roll. If a student earns a grade of C in any subject, the student will not be eligible for the Principal's List or Honor Roll.



### Honor Society (Noxubee County High School)

Noxubee High School's Chapter of the National Honor Society will elect new members in the spring semester. To be eligible for membership consideration, students must have a cumulative grade average of 3.75. Additionally, potential members must meet high standards of leadership, service, and character. Members of the sophomore through senior class will be evaluated by the faculty council for membership.

### Grade Point Average & Class Rank

The grade point average (GPA) for class ranking is computed for each senior by using the final grades for each class earned in grades 9-12, ending with the first semester of the senior year (7<sup>th</sup> semester). Each final letter grade receives a numerical value as shown on the Quality Points Scale. These values are then added together and divided by the total number of grades used.

*\*Half credit (.5) classes will receive half the numerical value of the assigned quality points.*

<u>Quality Points Scale</u>					
<u>Level</u>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>F</i>
Standard	4	3	2	1	0
Honors	5	4	3	1	0
Advanced Placement/ Dual Enrollment	6	5	4	1	0

The procedure utilized in calculating a student's grade point average and resulting class rank is as follows:

1. Seventeen (17) units at the beginning of the senior year are required for calculating grade point average and determining class rank for honors. Only students who have completed all graduation requirements at the time of graduation can be recognized as valedictorian or salutatorian.
2. The grade point average is determined at the end of the first semester of the senior year for class ranking. Each final grade for grades 9-11 and the first semester grades for grade 12 will be counted for all subjects.
3. Grades for all subjects attempted for which credit is given, whether passed or failed, are recorded, and used in computing grade point average. Summer school credits, Mississippi Virtual Public-School credits (online), Independent Study, and Dual Enrollment credits are also included in computing grade point average. Online Courses for credit, Independent Study, and Dual Enrollment credits are also included in computing grade point average.
4. The student with the highest-grade point average is ranked first in the class; the student with the next highest grade point average is second, etc. If two or more students have the same grade point average, those students will be given the same rank, one position below

the next highest student. The student next below those ties will be given one position below the tied students.

5. For students to receive class rank of numbers 1-5, the student must have attended Noxubee County High School for their entire Junior (11<sup>th</sup> grade) and Senior (12<sup>th</sup> grade) years.

#### **Valedictorian/Salutatorian Selection Criteria (Noxubee County High School)**

1. Weighted grades will be used to determine GPA.
2. Grades will be based on a seven semester GPA.
3. Students must have attended Noxubee County High School for their **entire** Junior and Senior year.
4. The highest weighted GPA will be valedictorian.
5. In the case of a single valedictorian, the student(s) with the next highest 7<sup>th</sup> Semester GPA will be salutatorian(s).
6. In case of a tie for Valedictorian or Salutatorian, numeric grade average for 7 semesters will be used. The student with the highest numeric grade average will be Valedictorian; the next highest numeric grade will be Salutatorian.

#### **Dual Enrollment/Dual Credit (Noxubee County High School)**

Students who meet criteria are eligible to participate in the dual enrollment program. Noxubee County High School has an articulation agreement with and utilizes East Mississippi Community College for dual enrollment/dual credit.

For a student to be enrolled into dual credit courses Noxubee County High School, the student must meet the following criteria:

- Must be classified as a junior or senior OR score a minimum composite ACT score of 30 or above or the equivalent SAT score.
- Have a 3.0 or better grade point average on a 4.0 scale.
- Have a recommendation letter from your principal/counselor to participate. (This is a standard form provided by EMCC to the principal/counselor). For homeschool students, parent/guardian must request the form on an individual basis.

If a student takes English Composition I and passes the course with at least a final grade of 75, the student can be exempt from taking English IV. English Composition I will stand as the fourth year English required for graduation.

If a student earns a final grade of below 65(F) for dual enrollment/dual credit course, the student is ineligible to participate in dual enrollment/dual credit for one full fall or spring semester—whichever comes first.

### **Honors Course Placement (Noxubee County High School)**

To be placed into Honors English classes from regular English, a student must have a final grade of 90 or higher and must be recommended by their current English teacher. To remain in Honors English, a student must have a final grade of at least 85 or higher. If there are less than 10 students who meet these criteria, students with a final grade of 80 and higher will be considered.

For students coming from 8<sup>th</sup> to 9<sup>th</sup> grade, the student must have a final grade of 90 or above and a score of Level 4 or Level 5 on the 7<sup>th</sup> & 8<sup>th</sup> grade MAAP ELA test and the final TE21 Benchmark assessment. If there are less than 10 students who meet these criteria, students with a final grade of 85 and higher will be considered.

### **ATHLETICS ELIGIBILITY (B.F. Liddell Middle School & Noxubee County High School)**

A summary of some of the Mississippi High School Activities Association, Inc. regulations that must be met at the end of a semester and at the end of the year for participation in activities the next school year follows:

1. The student must enroll no later than the 15th day of any semester of participation, carry four major subjects in junior high and five subjects in high school that count toward graduation, and deport himself/herself satisfactorily.
2. Any pupil who becomes 19 years of age prior to September 1 shall be ineligible for interschool competition.
3. Age: 7th graders must have not reached 13 years of age prior to September 1.  
8th graders must not have reached 14 years of age prior to September 1.  
9th graders must not have reached 15 years of age prior to September 1.
4. To be eligible for participation as a seventh grader or eighth grader, a student must be promoted from sixth grade; and for participation as an eighth grader a student must be promoted from seventh grade. A pupil must have a cumulative grade point average below 2.0 on a 4.0 scale in accordance with the Mississippi High School Activities Association (MHSAA).
5. A pupil who is not eligible at the beginning of the school year may become eligible the second semester only once during the student's junior high school career by passing four **basic courses** with a 75 in each course.
6. If a pupil who is eligible for a given semester drops out for one or more semesters, he/she is then ineligible until he/she passes five subjects during a semester. A pupil who is eligible for a given semester cannot drop out of school during the semester or remain out of school one or more semesters and be eligible for the next semester he attends.
7. Students must be examined by a physician and be declared physically fit prior to

participation.

8. Students placed in special education programs with an IEP are exempt from academic guidelines as stated and may participate in activities if they make satisfactory progress in course work, maintain attendance as per district policy, and be assigned a date of entering the ninth grade corresponding to the other students of that age.

### **TEXTBOOKS**

#### **NCSD School Board Policy IFAC**

Textbooks are issued to each student after the parent has signed a book card. Students who misuse or lose books will have to replace them or pay fines. The transfer of school records may be delayed if a student owes money for textbooks. Textbooks are expensive and are expected to last six years. Parents are urged to encourage their children to take care of all books properly. Lost, stolen, or damaged textbooks are the financial obligation of the student and his/her parent(s).

### **ISSUANCE OF TEXTBOOKS**

In compliance with Section 37-7-301 (ff) of the Mississippi Code, the Noxubee County School District provides textbooks free of charge to students. It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student had damaged or defaced the book.

According to Section 37-43-1 of the Mississippi Code of 1972, "Textbook shall be defined as any medium or manual of instruction, which contains a systematic presentation of the principles of a subject, and which constitutes a major instructional vehicle for that subject."

The Noxubee County School District shall issue textbooks to students in the following manner. The label on the inside cover of each textbook shall be completed before the textbook is issued to the pupil. The school district shall have in place a plan for maintaining adequate records regarding the issuance of textbooks to students. The method of issuing textbooks to students shall reflect the condition of the book. The parent or guardian shall sign that the child has received books. A statement like the following shall be a part of the signature process: "I hereby accept the responsibility of the books listed and for any other books issued to my child during the current school year. If any book is lost, damaged, or destroyed, I agree to pay such loss before my child will be entitled to any further books."

In some instances, the courses will have a classroom set of textbooks, with extra textbooks available for check-out on an as-needed basis. In some classes the Noxubee County School District has purchased the online textbook, (also known as e-book) whereas the teacher will make copies of the textbook and furnish a binder for the students to carry home. The Noxubee County School District shall make available necessary textbooks to ensure success for every student.

### **Clubs (Noxubee County High School)**

**NCHS Book Club:** The purpose is to provide a structured atmosphere where students can discuss literary topics and engage in real life reading experiences related to books that are selected. The goal is to develop life-long readers.

**Family Career and Community Leaders of America (FCCLA):** This student organization focuses on expanding and developing service to the community and to promote personal growth through leadership development.

**National Honor Society (NHS):** Members are selected by a faculty council based on certain specific qualifications, which are listed under Honor Society in this booklet.

**NCHS Advisory Board:** This student organization focuses on the wellbeing of the “whole” student: healthy and drug free lifestyle and academics.

**Future Farmers of America (FFA):** The FFA Club is organized to prepare students who are interested in a future in agricultural studies by combining classroom and direct experiences to achieve real world success.

**Jobs for Mississippi Graduates:** This organization successfully prepares Juniors and Seniors for job and career opportunities in the state of Mississippi.

**ACT 21+ Club:** This academic achievement club highlights the success of students who scored a 21 or above on the ACT assessment while encouraging other students to have ACT success.

**Drama Club:** This club focuses on developing the theatrical talents of students interested in the performing arts.

**eSports Club:** This club gives students the opportunity to gain experience gaming strategies while analyzing gaming methods to successfully complete challenges against opponents.

**Technology Student Association (TSA):** This organization provides student members the opportunity to explore a wide variety of STEM (science, technology, engineering, and math) education and career interest areas.

**Future Business Leaders of America (FBLA):** Inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

**Technology Student Association (TSA):** This organization provides student members the opportunity to explore a wide variety of STEM (science, technology, engineering, and math) education and career interest areas.

**Health Occupations Students of America (HOSA):** Develops leadership and technical HOSA skill competencies through a program of motivation, awareness, and recognition, which is an integral part of the Health Science Education instructional program.

**Skills USA:** Skills USA activities develop positive attitudes, build self-esteem, and empower students to excel. They give students a head start in developing valuable professional skills such as communications, interpersonal abilities, time management, teamwork and more. Because Skills USA works together with business and industry, students get the skills necessary for potential employers.

There are always opportunities for new clubs to be formed. To start a new club, a Noxubee staff member must be willing to sponsor the club. Then, a “New Club Request” form must be filled out by the staff member and returned to the Principal’s office. The Principal will review and contact the interested staff members with the necessary information if the club is approved. A minimum of ten students must participate in the club and the club must meet a minimum of 24 hours during the school year.

### **Driver’s License Application (Noxubee County High School)**

Noxubee County High School Students can attain the Certification of Attendance form in the main office. Attendance is verified by the NCHS administration.

### **Parking Regulations (Noxubee County High School)**

After arriving at school, students shall park their car or motorcycle in the designated area for student parking and leave their keys at the security office. The following parking regulations also apply:

1. All private vehicles parked on school grounds must be registered with the Library Media Specialist and the School Resource Officer.
2. All students must be licensed and covered by insurance. Proof of insurance must be provided. The school is not responsible for the vehicle or its contents.
3. All student vehicles must have an NCHS parking decal, visible, always.
4. There shall be no speeding or any form of reckless driving on school grounds.
5. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in the vehicle.
6. Parking regulations will be strictly enforced. It is a privilege to park on school grounds. Suspension of driving privileges, towing vehicles, and/or other suspension from school may result from repeated violations.
7. All student vehicles are subject to search at the discretion of the principals and security.
8. All cars must be parked no later than 7:45 AM. Students who drive will be dismissed at 2:45 PM unless there is an early dismissal.
9. Each student applying for a parking decal is required to complete a parking permit application. The permit is available from the Library Media Specialist or Security Resource Officer. The price for parking decals is \$8.00 per school year, per vehicle.

10. **ONLY** high school students are allowed to drive to school with a valid license, registration, and up to date insurance.
11. Students placed in alternative school are not allowed to drive.

### **Student Drivers Tardy to School (Noxubee County High School)**

A student who arrives to school after the first tardy bell will receive a tardy admittance slip prior to reporting to first period. If the student arrives after 7:30 a.m., he or she shall report to the office for admittance. The parent/guardian must sign the student(s) in.

Car trouble, personal and/or family errands, failure to awaken, failure to be awakened by a family member, or a family member assuming responsibility for a late arrival to school or to the first scheduled class are not examples of an excused tardy.

1 <sup>st</sup> offense . . . . .	Warning/Parent contact
2 <sup>nd</sup> offense . . . . .	1 day ISS
3 <sup>rd</sup> offense . . . . .	3-day ISS

A student will lose driving privileges for (5) days upon receiving the (4<sup>th</sup> excessive tardy) to school. Administrative discretion will prevail in suspending driving privileges for the remainder of the school year and/or assigning additional discipline for excessive tardies above the 5<sup>th</sup> excessive tardy.

### **Vehicles/Bicycles (B.F. Liddell Middle School)**

Middle school students shall not drive vehicles or ride bicycles on campus.

### **Prom Guidelines (Noxubee County High School)**

Prom policies and procedures will be provided pending Noxubee County School Board Approval. Each year's events must be submitted to the School Board for approval. These guidelines will be provided prior to students' payment of prom fees. Notification will be made to students and parents in a timely manner.

### **Release Time for Seniors (Noxubee County High School)**

Twelfth grade students who are on track for graduation (obtained all necessary credits and passed all statewide assessments) may be dismissed at the beginning of 4<sup>th</sup> block. To have early leave, Seniors must provide proof of employment and a signed form from a parent granting the student permission to leave school for work.

### **Special Events (Dances, Programs, ...)**

The following procedures must be followed to put on any school-wide event. All the forms below are available in the Principal's office. They must be filled out and returned to the Principal's office at least two weeks prior to an event.

1. The staff member responsible for the event must discuss the event with the Principal 3 weeks prior to the event.
2. If security will be needed, a “Request for Security” form must be filled out by a Noxubee staff member.
3. A “Building Usage” form must be filled out by a Noxubee staff member.
4. After all the forms have been filled out and submitted to the Principal’s office, the Principal will advise the sponsor of approval or disapproval of the event.

### **Telephone Use**

**Use of the school telephone by persons other than office personnel is prohibited.** If an **emergency call** needs to be made, office personnel will make the required phone call for the student. Students will not be allowed to use the telephone; office personnel will make calls only.

We understand that parents may want to contact students during the school day, but we will not interrupt the instruction of other students for any reason other than an emergency.

The nature of emergencies must be specified to a school official before classroom instruction is interrupted. Under normal conditions, emergencies are those situations in which it is impossible or impractical to delay the message. Arrangements for routine matters such as rides to and from school, car and house key delivery and pick-up, job times, meeting places, etc. should be made before students arrive at school or the student may check in at the office for messages after school.

### **Transcripts (Noxubee County High School)**

Currently enrolled students will pay \$1.00 for transcripts/school records. All students not enrolled will pay \$3.00. Transcript requests are processed on Wednesdays and should be made to the guidance department in writing.

### **Lab Fees and Club Fees**

The principal will approve the amount of the fees. A detailed list of what the fees will be used for will be provided to the student. The list will be provided to the student before any fees are collected by the teacher.

The Noxubee County School District put in policy where a student can be exempt from paying lab fees by applying for hardship.

### **EARLY ARRIVALS**

Students should not be accepted into the school buildings until after 7:00 a.m. This will provide time for staff to be in place to accept students. Students that arrive early on the bus must wait on the bus until after 7:00 a.m. Car riders must also stay in their cars until after 7:00 a.m. for the safety of the students.



## EMERGENCY DRILLS

Fire and tornado drills will be held periodically throughout the school year. Students will be informed of drill procedures and assigned areas to report to in emergency situations. Verbal instructions will be used to indicate tornado and other disaster drills.

1. **Fire Drills** will be announced via our fire warning system. Teachers will escort their students outside the building and verify that everyone is safe. Teachers are to carry a list of their students to make sure all students are accounted for.
2. **Tornado Drills** will be announced over the intercom system. All students will assume a position sitting against a wall with their heads covered.
3. **Bomb Threats** will be announced over the intercom. Teachers will escort their students outside and away from the building and verify that all are safe. Teachers are to carry grade books and monthly attendance books outside with them. Teachers are not to get in their vehicles to move them. Students are to leave all belongings behind including books, purses, and book bags.
4. **Intruder Drills** will be announced over the intercom. Teachers will lock their doors and secure the students away from the doors and windows. The lights will be turned off. A doorstop will be placed at the bottom of the door.

## FIELD TRIPS

The students outside of the school building may experience academic and social enrichment activities. Whenever these field trips are taken, parent permission slips must be signed. Students will be assigned to another class for the duration of the trip if proper permission has not been obtained. Also, students can be omitted from field trips because of inappropriate behavior in school. Students who are participating in field trips should not be marked absent, and need to be marked appropriately as present in SAM.

## FIRST AID AND ILLNESS

If a student becomes ill, the office will contact the parent or guardian. The student will also visit the district nurse if available. For injuries that require first aid students will be provided with basic first aid such as band-aids, warm water to wipe off dirt and/or blood, etc. If a student is seriously injured the parent will immediately be contacted as well as an ambulance. The recommended and most current CDC and MDHS guidelines will be followed regarding reducing the spread of COVID-19, as well as quarantine protocols.

## FOOD AND BEVERAGES AT SCHOOL

**Gum, food, and drink** are not allowed in classrooms unless authorized by the teacher. If the teacher authorizes them, due to COVID-19 food and beverages should not be shared with other students.

## **GANGS AND UNAUTHORIZED ORGANIZATIONS**

It is unlawful in the state of Mississippi to organize fraternities, sororities, or secret societies in the public high school; for a public-school student to become a member of such organizations; or for students or employees to solicit student membership in such organizations. Gang activity, which initiates, promotes, or advocates activities that threaten the safety or well-being of persons or property on school grounds, or which disrupts the school environment will not be tolerated on school campus or at school sponsored activities. The use of hand signals, graffiti, or the presence of apparel, jewelry, accessory, or manner of grooming which by virtue of color, arrangement, trademark symbol, or any other attribute, which implies membership or affiliation with such a group, presents a clear and present danger and will not be tolerated. Students displaying interest, involvement, or affiliation with a gang shall be subject to expulsion.

## **HALLWAY EXPECTATIONS**

1. Walk to the right side of the hallway.
2. Keep your hands to yourself.
3. No THREATS or BULLYING is allowed in the hallways.
4. No INAPPROPRIATE language in hallways or while walking to class.
5. Keep hands, feet, and objects to yourself.

## **CLASSROOM EXPECTATIONS**

1. Be in your assigned seat and ready to work when the tardy bell rings.
2. Come prepared and bring all the supplies needed for each class every day. (pens, pencils, papers, books, etc.)
3. Keep hands, feet, books, and objects to yourself.
4. Profanity (cursing), rude gestures, cruel teasing, put-downs, or harassing students or school employees are not allowed.
5. No gum or snacks are allowed in a classroom (unless given by adult in charge)

## **ALL ELECTRONIC DEVICES**

The use of electronic devices will be at the discretion of each building level principal, who will set the parameters. The NCSD recognizes the academic potential electronic devices can offer. For more information, please consult the building level principal(s). The school and/or district will not be responsible for the theft or damage of electronic devices brought to school by students. Possession and use of electronic devices during state testing administrations is forbidden under the Mississippi Department of Education test security policies. Any student who is in possession of an electronic device during the administration of state testing will result in the invalidation of their assessment(s).

## **TELEPHONE MESSAGES TO STUDENTS**

Parents are invited to call the school when there are questions or concerns about their child. Only calls or messages of an emergency nature will be given to students. Complete instructions should

be given in advance to children concerning transportation, lunch, bad weather, etc. The telephone is not available for student use.

### **WEATHER EMERGENCIES**

When inclement weather conditions warrant, the Superintendent of Schools will issue a school closure notice over the telephone using “Alert Now.” Every effort will be made to make the announcement by 6:00 a.m. If the weather becomes bad during the school day, the Superintendent may close the schools and release students.

### **VISITORS ON CAMPUSES**

We welcome parents and community members to visit our campus. However, due to our concerns for the safety of our students, the Noxubee County School District allows no visiting on school property without clearance from the principal or designated official. This includes family members and/or friends of the student. Because of our belief in the integrity of our instructional programs and our concerns for student safety, students are not allowed to bring children, whether they are their own or a sibling to campus without approval from the administration. All visitors must report to the office for permission to be on campus. Parents and/or grandparents who come to schools to eat lunch with their children must check in through the school’s office.

Before parents can visit the Earl Nash Elementary Academic Achievement Center (AAC) (Central Office Campus), parents must check in at the main campus office and obtain a pass. Parents will not be allowed on the AAC without a pass from the main office. Parents must present valid identification and must be on the check-out list.

### **POSTERS IN BUILDING**

All posters must be approved through the Principal’s office prior to posting. These procedures must be followed:

1. Posters must be neat, professional-looking, and have appropriate language.
2. Posters must have proper time, place, location, contact person, and proper spelling.
3. Posters must be removed by the sponsoring group following the event.

### **PROGRESS REPORTS AND ACTIVE PARENT**

Progress reports shall be issued by the middle of the fifth week; parents will pick up report cards every 9 weeks. The grades, attendance, and conduct shall be recorded on the card. The card should be returned the next day after it is issued. Parents who have questions or concerns about grades should contact the school and schedule a conference with the teacher(s).

Before progress reports are issued, parents may view grades via Active Parent. Accounts can be requested through the Parent Coordinator. It will be the responsibility of the building level administrators to ensure that instructional staff are regularly entering grades in their electronic gradebooks.

## **REPORT CARDS**

Report cards are issued after each nine-week quarter. Parents are also encouraged to call teachers or guidance counselors for information on academic progress. If an incomplete grade is given, it is considered an “F” for eligibility of honor roll until the incomplete is changed to a letter grade. The grade must be modified within 9 weeks, or it will change to an “F” permanently. Parents will pick up report cards every nine weeks.

## **SCHOOL PROPERTY DAMAGE**

Any student who damages school property, deliberately or while playing around, will be responsible for paying for the destruction and/or restoring it to the original value. Students can be subject to suspension, depending upon the severity of the situation.

## **SOLICITING**

Soliciting funds, selling of tickets, candy, cosmetic products, etc. by students, visitors, teacher assistant or teachers is prohibited unless approved by the principal in writing.

## **NOTICE OF UNANNOUNCED SEARCH POLICY**

### **NCSD School Board Policy JCDA**

The Noxubee County School District, to ensure that the schools are kept free of illegal drugs and other illegal objects or substances, may conduct an unannounced search at any time during the school year using dogs trained to detect illegal drugs. Such a search will cover buildings and grounds, including automobiles parked in the school parking lots, but will not include the person of an individual. If drugs or any contraband or prohibited substances are found, the person(s) responsible will be dealt with according to school board policy.

## **PROXIMITY TO A CAMPUS POLICY**

### **NCSD School Board Policy JCBE**

The rules set forth in this Code of Conduct shall apply to each and every offense committed by a student off of a campus of the Noxubee County School District to the extent that the offense is committed within such proximity to a campus of the District so as to be determined to adversely affect the educational process within the District; to endanger the health, welfare, safety or morals of the students or employees of the District; or, to interfere or obstruct the operation of the District for the safety and welfare of its students or employees.

## **NON-SCHOOL RELATED CONDUCT POLICY**

### **NCSD School Board Policy JCBE**

A principal or principal’s designee may discipline a student for dangerous or violent acts or the sale of controlled substances if such acts are committed away from the school or school related activities by recommending assignment of said student to the alternative school, if there is a showing that the non-school related conduct of the student has a direct and negative effect upon the learning environment of the school and/or constitutes a threat to the safety of the student or others. Any student, parent, or guardian aggrieved by the decision of the principal or principal’s

designee shall be entitled to due process pursuant to the District's existing policy on short and/or long-term suspension.

After an arrest of a student or expressed permission from a youth court designer, a security officer or the city police may transport a student to the detention center. Every effort will be made to contact the parent/guardian when a student has been arrested.

1. If the student is otherwise legally enrolled in school, the principal or principal's designee may suspend the student for up to ten (10) days and make a recommendation to the Superintendent that the student be expelled, or
2. If the student is not enrolled but subsequently attempts to enroll in the school, the principal or principal's designee may disallow enrollment of the student.

Any student, parent, or guardian aggrieved by the decision of the principal or principal's designee shall be entitled to due process pursuant to the Board's existing policy on long-term suspension.

## **GANG RELATED ACTIVITY OR ASSOCIATION POLICY**

### **NCSD School Board Policy JCBB**

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds, or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or other attribute that indicates or implies membership or affiliation with such a group, presents a clear and present danger and is prohibited. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The School District shall enforce the above rule and attempt to ensure that any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures that symbolize gang membership and/or participating in activities that intimidate or affect the attendance of another student shall be subject to appropriate disciplinary action.

## **GANG INSIGNIA**

Gang insignia, signs, symbolic dress, drawing, pictures, or related activities will not be tolerated. Students who have in their possession such items described above on their person, in their possession, on clothing, in books or notebooks will be suspended accordingly. Please see the NCSD Discipline Matrix for penalties.

## **PHYSICAL RESTRAINT POLICY**

### **NCSD School Board Policy JDBA**

When it becomes necessary, the Board approves the use of physical restraint for students who are out of control when their behavior becomes a danger to him/herself or someone else or involves the destruction of school or personal property. The amount of force used must be in direct proportion to the situation to diffuse the danger. Physical restraint may be used on any school

property or anywhere the District has supervisory responsibility. The district will abide by [MDE State Board Policy 38.13](#).

### **POSSESSION/USE OF TOBACCO AND TOBACCO PARAPHERNALIA POLICY** **NCSD School Board Policy JCBC**

The policy of the Noxubee County School District is that the District shall be tobacco-free. The School Board recognizes the dangers and concurs with the Surgeon General's report on the harmful effects of tobacco on the human body. Therefore, the schools will provide a program presenting the harmful effects of tobacco on the body.

The use of any tobacco products in school buildings, on school grounds, or while operating school owned equipment is prohibited. The total ban on tobacco is the strongest statement Noxubee County School District can make to show students, employees, and visitors its concern for their health and well-being, which also includes E-cigarettes, and vaping products.

Any student who shall possess (either actual or constructive), use, carry, or sell cigars, cigarettes, chewing tobacco, smokeless tobacco, or any other form of tobacco product or tobacco paraphernalia—which shall include rolling papers, lighters, matches, or the like—while in school, on campus, on school grounds, upon school buses, on the road to and from school or during participation in or attendance at or travel to and from school sponsored events, activities, events and ceremonies shall be subject to disciplinary action.

### **§ 97-32-29 – TOBACCO USE PROHIBITED ON ANY SCHOOL PROPERTY**

No person shall use any tobacco product on any school property, which shall include E-cigarettes, Juuls, and vaping products. Violators shall be subject to a warning for the first conviction, \$75 for a second conviction, and a fine not to exceed \$150 shall be imposed for subsequent violations.

For the purposes of this Act, school property means any public-school building or bus, campus, grounds, recreational area, athletic field, or other property owned, used, or operated by a local school board, school, or directors for administration of any public educational institution or during a school related activity. Sixteenth section land or lieu land without school facilities or school-related activities are exempt from this Act.

This Act does not include property owned or operated by the state institutions of higher learning or public community or junior colleges. Anyone convicted under this Act shall be recorded as being fined for a civil violation and not for violating a criminal statute.

### **WEAPONS-FREE SCHOOLS POLICY** **NCSD School Board Policy JCDAE, JCDAE (2), JCBH**

The Noxubee County School District Board of Education recognizes that the possession of firearms or other weapons on school premises or at school functions by persons other than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of injury or death to district employees, students, visitors, and guests and further creates an unreasonable and unwarranted risk of damage to properties of district employees, students, visitors, and guests.

Because of such dangers, the Board hereby prohibits the possession of pistols, firearms, or weapons in any form by any person other than duly authorized law enforcement officials on school premises or at school functions, regardless of whether such person possesses a valid permit to carry such pistols, firearms, or weapons:

1. **Firearms:** The Noxubee County School District operates in compliance with the Gun-Free Schools Act, Title VIII of the Elementary and Secondary Education act of 1965. Therefore, all policies and/or procedures adopted by the Board which affect the conduct and/or discipline of students are supplemented by the requirements of this act, as follows:
  - A. A **"firearm" means** any type of weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device, including any explosive, incendiary, poison gas, bomb, grenade, rocket, missile, mine or other similar device; and any type of weapon, any combination of parts either designed or intended for use in converting any device into any device described herein and from which a destructive device may be readily assembled; or as otherwise defined by federal law.
  - B. **Examples of prohibited weapons** – Prohibited weapons include, but **are not limited to:**
    - 1) Gun, rifle, pistol, another firearm
    - 2) Dynamite cartridge, bomb, grenade, mine, or another explosive
    - 3) BB gun, air rifle, air pistol
    - 4) Bowie knife, dirk, dagger, switchblade, pocketknife, or another knife
    - 5) Slingshot
    - 6) Leaded cane, blackjack, nun chucks
    - 7) Metallic or other artificial knuckles
    - 8) Razors, razor blades
    - 9) Any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files, clips, and tools used only to prepare food or for instruction and maintenance of school property)
    - 10) Any instrument having the effect or appearance of a weapon (including utensils, imitation firearms, or knives, etc.)
  - C. **"School property" includes** any school building, bus, campus, grounds, recreational area, athletic field, or other property owned, used, or operated by the District. Furthermore, no student shall possess or carry any firearm or weapon as herein set forth within a vehicle brought onto school property as herein defined.
2. **The penalty** for bringing or possessing a firearm on school property shall be expulsion from the school program and all its activities for a minimum period of one calendar year (365 days) as calculated from the date of expulsion. Any student who is charged with bringing or possessing a firearm on school property shall be automatically suspended for ten (10) days and recommended for expulsion for a minimum period of one calendar year as stated herein by the principal or his designee. The suspension shall take effect immediately following the provision of initial due process and pending the conclusion of due process on the recommendation of expulsion, all in accordance with the NCSD policies

regarding long term suspension as provided in the NCSD Code of Conduct. The superintendent who receives a recommendation for expulsion may determine, based upon the circumstances of a given case, that other disciplinary action or alternative placement is appropriate and may make such recommendation to the Board.

3. **Imitation firearms** – Any student who has in his/her possession any imitation firearms including but not limited to, a cap, plastic toy, or water gun shall be subject to the penalties listed in the discipline matrix for Grades 6-12 students.
4. **Possession of Other Weapons** – Any student who has “any” weapon (as defined below) in his/her possession while in school, on school property, on a school bus, on the way to and from school, concealed in a vehicle on school property, attending any school or school function, or in any other manner has in his/her possession, shall receive out-of-school suspension as follows:
 

<b>1<sup>st</sup> offense</b>	Ten (10) days Out-of-School Suspension and recommendation for expulsion
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5. **Examples of such other weapons shall include but not be limited to** a bowie knife, pocketknife, dirk, dagger, switchblade or other knife, blade, club, metallic knuckles, throwing stars, pipe, club, bat, chain, razor, box cutter, ice pick, slingshot, leaded cane, blackjack, any instrument having the effect or appearance of a weapon (including utensils or knives, hand held pencil sharpeners, etc.) or any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files and clips and tools used only to prepare food or for instruction and maintenance of school property); sprays that incapacitate such as mace, pepper spray, etc., will also be considered a weapon.
6. **Use of Other Weapons** - Any student who uses or brandishes any object as a weapon, regardless of its original purpose while he/she is on school property as defined in Subparagraph a. (3) herein, may be subject to a ten (10) day out-of-school suspension and recommended for expulsion in accordance with the NCSD policies regarding long-term suspension as contained within the Code of Conduct. See above for examples of other weapons.

The superintendent, who receives a recommendation for expulsion for a violation of Subparagraph d. as herein contained, may determine, based upon the circumstances of a given case, that other disciplinary action or alternative placement is appropriate and may make such recommendation to the Board.

The Superintendent or Principal or their respective designee, as appropriate or in his/her discretion, may give prior approval for weapons to be on or about campus under the following circumstances:

1. With specific permission from the principal, a student may possess weapons on school property only when the weapons are used for valid educational purposes or school-sanctioned ceremonies; and
2. Law enforcement officers and other government officials may carry weapons onto school property as permitted by law.



**ILLEGAL DRUGS POLICY**  
**NCSD School Board Policy JCDAC**

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case-by-case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board ((Mississippi Code § 37-11-18). Possession (actual or constructive) or use/consumption of illegal drugs within the Noxubee County School District shall result in an immediate ten (10) day out-of-school suspension and recommendation for expulsion.

**JS FEE POLICY**  
**FINANCIAL HARDSHIP WAIVER OF FEES CHARGED BY SCHOOL DISTRICTS**

1. Any family who qualifies for the National School Lunch Program, as created by the Richard B. Russell National School Lunch Program Act (42 USCS Section 1751 et seq.), shall receive a financial hardship waiver pursuant to Section 37-7-335 of the Mississippi Code.
2. Within one week of enrollment, each parent or guardian applying for a financial hardship (full or reduced) waiver of fees must provide documentation of proof of income that would qualify the student for a free or reduced lunch pursuant to the United States Department of Agriculture (USDA) annual free and reduced lunch eligibility income guidelines by submitting a copy of the Family Application for Free and Reduced Price Meals (which has the effect of an original) to the school principal that includes the following required information:
  - a) To receive a financial hardship (full or reduced) waiver of fees for households applying for free and reduced lunches on the basis of income and household size, the parent/guardian applying for the waiver of fees must provide names of all household members; income received by each household member, identified by source of the income (such as earning, wages, welfare, pensions, support payments, unemployment compensation and social security and other cash income); the signature of an adult household member; and the social security number of the adult household member who signs the application or an indication that he/she does not possess a social security number; or
  - b) To receive a financial hardship (full or reduced) waiver of fees for a child who is a member of a food stamp or TANF (Temporary Assistance for Needy Families) household, the parent/guardian applying for the waiver of fees must provide the child's name and appropriate food stamp or TANF case number; and the name and signature of an adult household member; and
  - c) To receive a financial hardship (full or reduced) waiver of fees in lieu of completion of the free and reduced price application, information obtained from

the State or Local agency responsible for the Food Stamp Program or TANF program which includes the name of the child; a statement certifying that the child is a member of a currently certified food stamp or TANF household; information in sufficient detail to match the child attending school in the school food authority with the name of the child certified as a member of a food stamp or TANF household; the signature or a copy of the signature of the individual authorized to provide the certification of behalf of the Food Stamp or TANF office, as appropriate; and the date. When the signature is impracticable to obtain, such as in a computer match, other arrangements may be made to ensure that a responsible official can attest to the data.

3. The parent/guardian requesting a financial hardship waiver of fees must sign the certification attached to this policy certifying (promising) that all information furnished to the school district is true and correct and providing a social security number for each adult household member or an indication that such member does not have a social security number. Information provided for a waiver of fees may be verified at any time during the school year to determine if the student qualifies for a waiver of fees. Written evidence/documentation shall be used as the primary source of information for verification. Written evidence/documentation to verify the financial information and written confirmation of a household's circumstances must be provided at the time application is made for a waiver of fees and includes such documentation as the following:
  - a. wage stubs,
  - b. award letters, and
  - c. letters from employers.

A request for a waiver of fees cannot be approved unless it contains the information required by this policy.

4. Whenever written evidence is insufficient to confirm income information or current eligibility, the school may require collateral contacts, verbal confirmation of a household's circumstances by a person outside the household. The collateral contact may be made by person or by phone. The verifying school official may select a collateral contract if the household fails to designate one or designates one that is unacceptable to the verifying school official. If the verifying school official designates a collateral contact, the contact shall not be made without providing written or oral notice to the household. At the time of this notice, the household shall be informed that it may consent to the contract or provide acceptable verification in another form. If the household refuses to choose one of these options, its eligibility for a waiver of fees shall be terminated.
5. Information concerning income, household size or food stamp or TANF eligibility maintained by other governmental agencies to which the school can legally gain access may be used to confirm a household's income, size, or receipt of benefits. If a food stamp or TANF case number is provided for a child, verification for such child shall only

include confirmation that the child is included in a currently certified food stamp or TANF program.

6. Households receiving a waiver of fees must notify school officials during the school year of any decrease in household size and any increases in income of over \$50 per month or \$600 per year, or in the households that provided a food stamp or TANF case number to establish eligibility for free or reduced meals of any termination of benefits for such children under the Food Stamp or TANF programs.
7. Students who qualify for the free lunch program pursuant to the USDA annual lunch income eligibility guidelines shall receive a complete/full waiver of the fees allowed pursuant to Section 37-7-335 of the Mississippi Code.
8. Students who qualify for the reduced lunch program pursuant to the USDA annual reduced lunch income eligibility guidelines shall receive a reduced or adjusted cost waiver of the fees allowed pursuant to Section 37-7-335 of the Mississippi Code. The reduced waiver shall be equal to the percentage of the most current federal reimbursement rate for a reduced-price meal to that of a free meal. The student will only be required to pay a fee amount that has been reduced by the waiver percentage. For example, in the 2006-2007 fiscal year, the federal reimbursement rate for a reduced meal is \$2.02 and for a free meal is \$2.42. The percentage of the reduced lunch rate to the free lunch rate equals  $\$2.02/\$2.42$  or 83.48% and students qualifying for a reduced waiver would be required to pay only 16.52% of the required fee ( $100\% \text{ fee} - 83.48\% \text{ waiver} = 16.5\% \text{ reduced fee amount}$ ).
9. The information provided in compliance with this financial hardship waiver policy shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the public and shall be used solely for the purpose of determining the child's eligibility for the financial hardship waiver of fees charged by the school district.
10. This financial hardship waiver policy will be distributed in writing to pupils at the time of enrollment.

NOTE: Please see JS-E for the FEE WAIVER CERTIFICATION FORM.

**FEE WAIVER CERTIFICATION FORM****The social security number for each household member is as follows:**

Print Name: \_\_\_\_\_ MSIS ID (Provided by the school): \_\_\_\_\_

Print Name: \_\_\_\_\_ MSIS ID (Provided by the school): \_\_\_\_\_

Print Name: \_\_\_\_\_ MSIS ID (Provided by the school): \_\_\_\_\_

I certify (promise) that all information provided to the school district to obtain a financial hardship waiver of fees is true and that all income is reported. I understand that I must provide a social security number for each adult household member or an indication that such member does not have a social security number. I understand that the school district funds will be used to provide fees that are being waived for my child/children. I understand that if I purposely give false information, my child/children may lose the waiver of fees charged by the school district.

Sign here: \_\_\_\_\_ Print name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

## **NOXUBEE COUNTY SCHOOL DISTRICT STUDENT DISCIPLINE POLICIES & CONSEQUENCES**

Each classroom teacher will deal with general classroom disruption(s) by taking in-class disciplinary action, by making a personal call to the parent(s) or guardian when feasible, and/or by scheduling conferences with the parent(s) or guardian and other school staff. When the action taken by the teacher is ineffective, or the disruption is severe, the student should be referred to the principal or his/her designated person(s). Failure to bring notebook, pencil, books or required materials and equipment to class; failure to do homework; or failure to do work in class are not causes for disciplinary referrals; however, defiance to a teacher regarding these areas is cause for disciplinary referral. The teacher of students who consistently exhibit poor work habits should notify parents or guardians, and/or these students should be referred to a guidance counselor.

**PARENTS ARE REQUIRED TO BRING STUDENTS BACK TO SCHOOL AFTER ANY OUT OF SCHOOL SUSPENSION – STUDENTS WILL NOT BE ALLOWED TO RETURN WITHOUT PARENT.**

### **GENERAL EXPECTATIONS FOR BEHAVIOR**

Every prudent adult is aware that it is not possible to list all behaviors that may be displayed inappropriately during the school day by our students or the consequences that are judged appropriate. Consequently, at some point experienced, trained, and fair-minded school administrators must make judgments about the appropriateness or inappropriateness of student behaviors and assign appropriate consequences. We offer the following as a general guide to student behavior, but not as an exhaustive list of behavior expectations.

#### **Throughout the school day, in general**

- Respect constituted authority and abide by school regulations.
- Avoid loud talking, whistling, loitering, running, pushing.
- Always be a lady or gentleman.

#### **In the Cafeteria**

- Enter the cafeteria as you would a restaurant in town. Do not run or push.
- Be as refined in your cafeteria table manners as you are in your home.
- When you have finished, take your tray to the receiving window so the table will be clear for others.

#### **In the Classroom**

- Do not talk while others are talking.
- Cooperate with the teacher and other students in every class activity.
- Be courteous to your teacher and fellow students.
- Avoid laughing at other's mistakes.
- When you need to talk, keep your voice in a conversational tone.
- Do not touch or read anything on the teacher's desk without specific permission.
- Be quiet during morning announcements -- something you need to know will be announced.

#### **Expectations for behavior in the auditorium**

- Enter the auditorium quietly and remain quiet during the entire program.
- Be prompt and take your seat in your assigned section.
- Give your attention to the speaker or entertainer who is on the platform.
- Do not disturb the ones around you.
- Applaud in a refined and courteous manner when you enjoy something.
- Never boo or whistle regardless of your opinion of the program.
- Do not read or do any type of work during the program.
- When you leave the auditorium, do not block the aisles by stopping to talk.
- Do not bring food or drink into the auditorium at any time.
- Stay out of the auditorium during lunch or break unless you have permission from a teacher to be there.

**Expectations for behavior in the Library/Media Center**

- Develop an appreciation and love for books. If this is done, you will naturally manage them with care.
- Be considerate of others by being silent for those who are reading.
- Follow the requests of the librarians and cooperate with them.

**Expectations for behavior in the hallways and walkways**

- Do not carry open soft drink containers. Drinks are to be consumed outside only.
- Do not run through the corridors or in or out of doorways.
- Do not stop traffic by stopping to talk with a group of friends.
- Do not push but move through the corridors in an orderly manner like ladies and gentlemen.
- Have a signed and timed pass from a teacher anytime you must be in the corridors while classes are in progress.

**Expectations for behavior in the Restrooms**

- Do not loiter in the restrooms.
- Take care of the restroom facilities and do not misuse them.

**PHILOSOPHY OF DISCIPLINE**

The chief aim of any program of discipline is the development of intelligent self-control by students. Our program of discipline is also a means of ensuring an environment in the classroom that is conducive to learning. The objective of discipline within our school may be considered as follows:

1. To establish and maintain favorable learning conditions, as well as teaching conditions free from distractions, disruptions, and misbehavior.
2. To establish and maintain respect for authority within the school and community.
3. To develop, on the part of the student, ideals, interests, habits, and skills that make for self-government and good citizens.

We look upon discipline primarily as a means of building enlightened self-control in the pupil, and only secondarily as a force to secure external control of the student. Grievances are managed through normal channels of communication according to the School Board Policy. School

officials believe that parents have the responsibility to present to the school a well-disciplined student.

Finally, the goal of student discipline policies and procedures is to positively deter the student from facing consequences. It is the goal of the NCSD for all students to be present in the classroom as much as possible, and positive measures will be in place and enacted by all schools before disciplinary action is administered.

## **CODE OF STUDENT CONDUCT**

### **NCSD School Board Policy JCB**

In compliance with MS Code §37-11-55, the Noxubee County School District has adopted the following code of student conduct. The code of conduct is made available to all teachers, school personnel, students, and parents/guardians at the beginning of each school year. The code of conduct includes specific grounds for disciplinary action; procedures to be followed for acts requiring discipline; and explanation of the responsibilities and rights of students about attendance, respect for persons and property, knowledge and observation of rules of conduct, the right to learn, free speech and student publications, assembly, privacy and participation in school programs and activities.

Students and parents are encouraged to read and develop a thorough understanding of the details presented in this document. To deter and minimize violations of this code of conduct, a need for cooperative relationships exists between students, parents, and school officials. The responsibilities of each are listed below:

#### **Parents/Guardians**

- Keep in regular communication with the school concerning their child's conduct and progress.
- Make efforts to ensure that their child is in daily attendance; Report and explain any absence to the school.
- Provide their child with the resources needed to complete class work.
- Assist their child in being well groomed and in compliance with personal appearance regulations.
- Bring to the attention of school authorities any problem or condition which affects their child in the school community.
- Discuss report cards and work assignments with their child.
- Care for their child's physical well-being.



#### **Students**

- Attend all classes for which you are scheduled and arrive on time.
- Be prepared for class with proper materials and be responsible for your own work.
- Be respectful to all individuals and property.
- Conduct yourself in a safe and responsible manner.
- Be well groomed and in compliance with personal appearance regulations.
- Abide by the rules and regulations set forth by the school and individual classroom teachers.

#### **Schools**

- Maintain an atmosphere conducive to learning
- Exhibit an attitude of respect for students and parents
- Plan a flexible curriculum to meet the needs of all students.
- Keep an open line of communication between themselves, students, and parents.
- Teachers will update grades by every Wednesday in SAM for parents to view in Active Parent.

## **STUDENT BULLYING**

### **Supplemental Policy 2010-07-07**

Students and employees in the Noxubee County School District are protected from bullying or harassing behaviors 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 filling, processing, and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

#### **I. Definitions**

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by an 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 interfering with or impairing a student's educational performance, opportunities or benefits.

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

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

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

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



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

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

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

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

## FIGHTING

Altercations—whether verbal or physical—are extremely disruptive to the educational processes and will not be tolerated. Fighting is defined as an act of aggression in which a person kicks—or attempts to kick, hits—or attempts to hit, or strikes another to injure or do bodily harm. “Hitting back” is the same as fighting. The minimum penalty is the same whether the student allegedly started the fight or did not start the fight. The severity of the fight may result in additional or increased consequences. Consequences for fighting are in the discipline matrix section of the handbook. Group fights and gang fights are used in the same way; any fight involving two or more students.

**\*If a fight results due to the lack of supervision or teacher neglect, then students will still suffer the consequences and the teacher will be disciplined accordingly.**

### **FIRE ALARM ACTIVATION** **NCSD School Board Policy JCDAF**

Any student who sets off a fire alarm or activates a teacher emergency intercom button is not only interrupting instruction but is creating a false emergency that could endanger everyone in the school. Because these events cause a severe disruption to orderly and safe school operations they will be dealt with by serious consequences. Discipline steps for violators are:

**1st offense** .....Five (5) days out-of-school suspension (OSS)

**2nd offense** .....Ten (10) days OSS and recommendation to alternative school

### **BOMB THREATS** **NCSD School Board Policy JCBE**

It is unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the disruption of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend school classes (Mississippi Code § 37-11-20). The Superintendent or Principal of a school shall have the power to suspend or expel any student who telephones, emails, communicates, or otherwise delivers a threat to students in or around a school or school activity. This provision includes bomb threats.

### **SEXUAL HARASSMENT POLICY** **School Board Policies GACN and JB**

The policy of the School Board of the Noxubee County School District forbids discrimination against any student, employee, or applicant for employment based on sex. The School Board will not tolerate sexual harassment activity by any of its employees or students. Sexual harassment is a form of sex discrimination and violates both federal and state laws, including Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964. Title VII of the Civil Rights Act of 1964 prohibits discrimination in employment based on race, religion, national origin, and sex. Title IX prohibits discrimination based on sex in an educational institution that receives federal funds. In addition to civil law, some forms of sexual harassment may constitute a sexual crime or child abuse under the Mississippi State Criminal code. Individuals who harass may be personally liable under civil suits, particularly Title IX and 1983 actions.

Sexual harassment is unwanted sexual or gender-based behavior of a verbal, visual, or physical nature that occurs when one person has formal or informal power over the other when the behavior interferes with learning opportunities or creates an intimidating, hostile or offensive educational environment.

Examples of behaviors that can be sexual harassment if unwanted:

- Direct or indirect threats or bribes for unwanted sexual activity.
- Sexual innuendoes and comments.
- Asking or commenting about a person's sexual activities.
- Humor or jokes about sex or females/males in general.
- Making sexually suggestive remarks, gestures, or jokes, or remarks of a sexual nature about the student's appearance.

- Pestering a person for dates or sexual behavior.
- Sexual touching, pinching, brushing, or patting.
- Displaying offensive sexual illustrations in the school.
- Graffiti about a person's sexuality.
- Spreading rumors about a person's sexuality.
- Crude name calling
- Insulting and belittling a person -- sexual ridicule.
- Letters, notes, telephone calls or materials of a sexual nature.
- Stalking a person either inside or outside the institution; and
- Attempted or actual sexual assault.

Sexual harassment is demeaning and degrading. It affects an individual's self-esteem and can have a negative impact on performance in class. It can make an individual feel angry, powerless, and fearful. It can also cause dysfunction and pain in those who are the objects of sexual harassment and those who are not directly sexually harassed but are observers.

The fact that someone did not intend to sexually harass an individual is not considered a defense to a complaint of sexual harassment. In most cases it is the effect and characteristics of the behavior, not the intent of the person who is alleged to have harassed that determines whether the behavior constitutes sexual harassment.

Sexual harassment in Noxubee schools will not be tolerated and, when observed, should be reported to the school administration. Refer to the discipline section for penalties.

### **VANDALISM POLICY**

#### **NCSD School Board Policy JCBD**

Any student who willfully destroys, cuts, defaces, damages, or injures any school building, equipment, or other school property, or private property on school grounds, shall be subject to suspension or expulsion and his/her parents, legal guardians or custodians shall be liable for all damages.

#### **Liability for Damages**

The District may institute legal proceedings against and recover damages provided by law from parents of minor students who maliciously and willfully damage or destroy school property.

#### **Reporting Vandalism**

Citizens, students, and law enforcement are urged by the board to cooperate in reporting any incidents of vandalism in District property and the name(s) of the person(s) believed to be responsible. All District employees shall notify the principal of the school when they have knowledge that an act of vandalism has or may have occurred. The principal shall notify the superintendent or his/her designee of all reports of vandalism.

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property. He/she is further authorized to delegate authority to perform these functions.

## **BUS DISCIPLINE POLICY & PROCEDURES**

### **NCSD School Board Policy JCDAD**

The school bus and bus stops are extensions of the school, therefore the superintendent or principals are authorized to institute appropriate disciplinary action including immediate suspension, if warranted, of any student for disorderly conduct or misconduct. Please see the NCSD Discipline Matrix for consequences for violating bus rules/policies.

***ALL DISTRICT RULES APPLY TO STUDENTS EN ROUTE TO AND FROM HOME AND SCHOOL; THIS INCLUDES ON THE BUS. Therefore, if a student engages in a fight on the bus, they will be suspended from school.***

***Severe Clause*** – Any student reported for fighting and/or possessing, using or under the influence of alcohol, tobacco, or drugs will receive the corresponding punishment listed elsewhere in this handbook.

**1. To the student:**

Your bus driver has the responsibility for your safety and the safety of all students assigned to his or her bus. The driver can only perform this responsibility with your cooperation and assistance.

**2. To the parent:**

The personnel employed each school year to operate our fleet of school buses are carefully selected and trained. Each must show a desire to serve our school system in a safe, dependable, and efficient manner. Many of our drivers have served our system for many years. Safety is our priority. With the following information, we are attempting to inform our students and parents of a few basic rules for proper bus conduct and safe practices. Encourage your children to always observe these rules. We feel that the cooperation of students, parents, and drivers is of utmost importance to enable us to continue our safe system of student transportation.

All district-owned regular route buses are equipped with a video/audio monitor surveillance system to monitor student behavior while on a school bus.

**3. Meeting the bus:**

Be at your bus stop five minutes before the regular pick-up time. Your driver is not permitted to wait for students. Stand on the edge of the roadway - away from the traffic lanes and not on the property of your neighbors. Respect their property rights.

If you must cross the street to board your bus, cross only in front of your bus, never behind it. Your driver will flash the red signal light prior to the bus coming to a complete stop. Students should not cross until they have been directed to do so by the bus driver and they have checked to make sure that all traffic has stopped. Be where your driver can always see you when near your bus. Never run to your bus. Never push or shove your fellow students when loading the bus. Kindergarten students are expected to board and leave the bus at established neighborhood bus stops. Parents are strongly urged to accompany younger students to and from the bus stop.

**4. Conduct on the bus - STUDENTS MUST:**

- a. Take assigned seat without crowding or pushing and remain seated while the bus is in motion.
- b. Load the bus as directed by the driver-driver may assign seats.
- c. Obey the driver promptly.
- d. Not extend arms, legs, or head out of the bus.
- e. Never ride on the bumpers or on the outside of the bus.
- f. Not talk to the driver while the bus is in motion except in an emergency.
- g. Never tamper with doors and other bus equipment.
- h. Not fight, scuffle, or throw objects inside the bus.
- i. Not bring glass containers, water pistols, peashooters, or weapons of any type on the bus.
- j. Not shout at pedestrians or throw objects from the windows.
- k. Not place books or other objects in the aisles of the bus. (Band instruments will be permitted aboard a bus only if the instrument can be held in the student's lap. Instruments may never be placed in the aisle or on the floor at the front of the bus.)
- l. Not throw paper or other litter on the floor of the bus.
- m. Not engage in unnecessarily loud talking or laughter on the bus.
- n. Not deface the bus (willful or careless damage must be paid for by the student).
- o. Not using profane or indecent language.
- p. Not smoke on the bus. State regulation prohibits smoking on the bus at any time.
- q. Not open windows without permission from the driver.
- r. Not eat or drink on the bus.
- s. Use the same bus in the morning and afternoon. A change in bus assignment may be made with a written request from a parent and approval by a school principal. Additional bus stop locations cannot be established without permission from the Director of Transportation.
- t. Adhere to dress code-no sagging pants, shirts tucked inside, belts on.

**5. Leaving the bus - STUDENTS MUST:**

- a. Remain seated until the bus comes to a full stop.
- b. Leave the bus in an orderly manner, allowing students in the front to exit first.
- c. Move quickly away from the bus to a safe location.
- d. Leave the bus at a regular stop (unless requested in writing by parents for a different stop and the highway only in front of the bus and after the driver has signaled that it is safe to cross).
- e. Not throw objects of any type at the school bus (This can cause the students involved to be charged with a felony).

## **LOST OR STOLEN PROPERTY**

All articles that are found should be taken to the Parent coordinator's office. Lost or stolen items should be reported to the teacher immediately. Articles left unclaimed at the end of the school year will be donated to a charity or similar organization.

## **SPECIAL EDUCATION DISCIPLINARY APPLICATION**

Special education students' disciplinary infractions will be managed according to state and federal rules regarding their disabilities. Where law and district policy conflict, law takes precedence over district policy. House Bill 1182 forbids administering corporal punishment to students with disabilities. Any teacher or other school employee who used corporal punishment on a student with a disability is subject to civil liability. A student with a disability includes any student with an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act of 1990 or a 504 Plan under the Rehabilitation Act of 1973.

## **DISCIPLINE CONSEQUENCES POLICY**

### **NCSD School Board Policy JCAA**

#### **General Guidelines for Detentions, Suspensions and Expulsions**

1. The term "suspension" as used herein shall be defined as the denial of the privilege of attending school in the Noxubee County School District (the "District") imposed after due process upon any student of the District at the discretion of the principal of the school in which the student is enrolled or his/her designee but shall not include in-school detention, as that term is defined hereinafter.
2. An out-of-school suspension may be either "short term suspension" which is a suspension of duration of ten school days or less or a "long term suspension" which is a suspension of duration of more than ten school days.
3. The term "expulsion" as used herein shall be defined as a long-term out-of-school suspension for duration equal to the remainder of the school year and thereafter unless allowed to re-enter the school district.
4. For purposes of suspension, expulsion, or in-school detention (as that term is defined hereinafter), the term "school day" as used herein shall be defined as any day on which the school from which a student is suspended or expelled is open for regular classroom attendance by students and shall specifically exclude Saturdays, Sundays, and other days when the school is closed to students for regular classroom attendance.
5. The term "in-school detention" as used herein shall be defined as the denial of the privilege of attending the regular classes of a student and his/her being required to attend a special class monitored by a NCSD employee and to study and work on his/her homework and other assignments of that student's regular classes. Procedures for Short-Term Suspensions (Ten School Days or Less) shall not in any way affect or relate to in-school detention which is addressed by other rules and regulations issued by the District.
6. Students who have been suspended or expelled from any school within the District shall not trespass upon any school campus while serving said suspension or expulsion except for a pre-arranged conference with a principal or other school administrator. Additionally, while serving a suspension or expulsion, students are prohibited from attending any day or night functions occurring on any school campus of the District.

7. No student shall be sent home prior to the end of any school day without the student's parent or guardian being notified before the student is dismissed. If the parent or guardian cannot be contacted, the student shall be kept at the school until the end of the school day. However, if principal or his/her designee believes that the student's continued presence in the school presents a danger to the student or to other persons or property or if the student poses an ongoing threat of disrupting the academic process, the principal will turn the student over to the security officer who will contact the detention center for transportation to the detention center. In the event the student is summarily suspended from the school campus, any necessary due process procedures will follow as soon as possible.
8. All principals shall make a written report of each suspension and expulsion to the Superintendent of the District on the first day of each week of the school year with the report including the name of each student suspended or expelled, a statement of the reasons for the suspension or expulsion of each student, the length and date(s) of each suspension or expulsion, and the race and sex of each student suspended or expelled.
9. Any student returning to any school after a suspension must return to his/her school accompanied by a parent or guardian for a meeting with the principal or his/her designee before the student is readmitted to the school.
10. Each school principal or his/her designee shall distribute a copy of the school district's Code of Conduct to each student enrolled in the district and the parents, guardian, or custodial of such student shall sign a statement verifying that they have been given notice of the discipline policies of their respective school district.
11. This policy shall not apply to any "**disabled student**" as the Individuals with Disabilities Education Act or similar enactments define that term to the extent that it conflicts with those laws.
12. Effects of Suspension - Student suspensions are serious offenses that can jeopardize a student's participation in school activities or functions. Suspension may result in students not being able to hold a student body or class office, participate in homecoming, be in the elite contest, serve as cheerleader, or participate in competitions for the remainder of the school year.

### **Parent Care**

Sometimes a school administrator may decide that a student's behavior can no longer be tolerated, and the student should be returned to the care of their parent(s) for the remainder of the day. The administrator will contact a parent to come to school and take the child from the school setting. The student is given credit for attendance for the day and a suspension is not recorded on the student's discipline record. This consequence is usually used with younger children. **(Pre- K through 6<sup>th</sup> grade only)**

## **In-School Suspension (ISS) for Grades 6-12**

### **B.F. Liddell Middle School**

Students must report to ISS by 8:00 each morning. The student must complete assignments provided by all teachers. Students who do not report to ISS on time and do not have work, may be subject to have more days. Students who skip ISS will be given an additional 2-3 days. Students who are in ISS, will not be able to participate in activities or functions sponsored by B.F. Liddell School or Noxubee County District. Students who misbehave in ISS or do not follow the rules will be subject to more days of ISS or OSS.

In-School Detention is a disciplinary measure used for minor rule infractions. Students placed in ISS will be given assignments by their regular classroom teachers and will receive a grade based on the completion of that assigned work. ISS will be held during regular school hours. Rules will be distributed to students who are assigned to ISS. Violation of these rules may result in additional days being added to the original suspension. Days assigned to ISS will be counted present at school but may be counted absent from class for exemption purposes.

### **B.F. Liddell Middle School ISS Rules/Procedures**

1. Students must have all books and materials necessary to complete work assignments when they enter the ISS room.
2. Students must be in the correct seat by the tardy bell.
3. Students must raise their hands for permission to speak, sharpen pencil, or get out of their seat.
4. No talking during the school day without permission.
5. There will be one restroom break in the morning and one in the afternoon. Only exception – students on medical list. If possible, students will be escorted to the restroom.
6. ISS students will have lunch brought to them in ISS.
7. Sleeping, chewing gum, eating candy, or making unnecessary noise will not be permitted.
8. Students will not disturb other students in any manner. (Keep hands to self.)
9. Students will maintain a good posture with their desk flat on the floor.
10. Students will not turn around in seats, pass notes, or make any type gestures.
11. No insubordination will be permitted.
12. Students must dress according to the dress code.
13. There will be no grooming of face or hair.
14. Sunglasses, hats, gloves, radios, or other music players will not be permitted.
15. All regular school rules will also be enforced.
16. Any student written up while in ISS may receive 1 to 5 days OSS depending on the severity of the offense.
17. Students will be accountable for any writing on or destruction of cubicles, desks, or any other school property.



**Noxubee County High School ISS Rules/Procedures**

1. Students must be in their assigned seats by 7:35 each morning. If not, a valid office excuse must be presented to the ISS facilitator.
2. Students must have all work assignments and proper working materials with them when they enter the ISS room.
3. Students must raise their hands for permission to speak, sharpen their pencils, or to get out of their seats.
4. There will be no talking from 7:35 a.m.-3:05 p.m. without permission from the ISS facilitator.
5. There will be one restroom break in the morning and one in the afternoon.
6. Lunch will be served to students in the ISS room unless permission is granted from the administration.
7. Students will not be allowed to sleep, chew gum, eat any food, sit idly, or create any unnecessary disturbances in the ISS room.
8. Students will keep their hands, feet, and other objects to themselves.
9. No disrespect or breaking of the rules will be tolerated in any fashion.
10. Students must stay busy until 3:05 p.m. If not, they will be assigned additional work without credit.
11. Students must dress according to the school uniform dress code.
12. Students will not turn around in their seats, pass notes, or make any type of gestures.
13. There will be no grooming of face or hair by either sex.
14. No sunglasses, hats, radios, headphones, or other contraband will be permitted in the ISS classroom.
15. Students will be accountable for any writing on or destruction of school property.
16. Students will follow all rules as stated in their regular school handbook in addition to the rules of the ISS Program.
17. The ISS facilitator will verify all work by initialing it and returning it to the teacher. All assignments made up during ISS may be turned in for credit upon the student's return to the normal school setting. Any work not returned to the teachers will be given a grade of zero.
18. Students will not be allowed to leave the ISS room/campus for any reason. If the student must leave, then additional time will be added to his/her suspension.
19. Students who are suspended from school (ISS/OSS) will neither participate in nor attend any Noxubee County School District sponsored activities or functions.
20. If any of the above rules are violated while in ISS, punishment will be determined and administered by the administration of the school.
21. A student will be counted as absent from class if the student exhibits improper behavior and/or does not complete course assignments.
22. If a student is absent on the assigned ISS date(s), the student will report to ISS upon returning to school.

**Overnight Suspensions**

Depending on the severity of the offense committed by the student, the principal or his/her designee may institute an overnight suspension. Overnight suspension is a means to establish a problem-solving conference between the student, his/her parent(s), and the school administration and faculty. When determined appropriate by a school administrator, a student will be suspended

at the end of the school day *until such time as the student returns to school with a parent* for a student-parent-administrator conference. If arranged with an administrator, the conference may be held that afternoon, but is usually held the following morning prior to the start of the school day. If the student and parent return to school prior to the school day and behavior agreements can be met during the conference, the student will not miss any classes. No student may return to regular student status without first returning to school accompanied by a parent for a student-parent-administrator conference. If a student returns without a parent, he/she will be suspended out of school until the parent comes for a conference. In the event the parent does not attend the conference for the student to return to school, the administrators will implement the following procedure:

1. On the 3<sup>rd</sup> day of the overnight suspension, parental contact will be attempted to encourage the parent to attend the parent meeting with the administrator(s).
2. On the 5<sup>th</sup> day of the overnight suspension, a security guard will accompany the parent coordinator to meet with the parents at their house to allow the student to return to school. The administrator(s) will require the parent to sign a letter confirming of the consequences of their child(ren)'s behavior.
3. Before the 10<sup>th</sup> day of the overnight suspension a disciplinary hearing will need to be conducted to decide if the student will be allowed back to school or be recommended for alternative placement. If the disciplinary hearing cannot or does not happen before the 10<sup>th</sup> day of the overnight suspension, the student must be allowed to return to school on or before the 10<sup>th</sup> day.

Throughout this process, the counselor and behavior specialist will be involved to determine whether the magnitude of the behavior warrants a continuation of out of school suspension. Physical documentation must be kept during this entire process.

### **Out-of-School Suspension (OSS) and Expulsions**

A student who has been suspended or expelled or otherwise denied admission to attend school has the right to further due process. All aspects, circumstances and records of the student's case shall be confidential and available only to authorized school officials dealing directly with the student or to the student's parents, legal guardians, or attorneys for the student or for the Board. The following procedures provide notice and the opportunity to be heard in such matters.

A student who has been suspended or expelled or otherwise denied admission to attend school shall not trespass upon any school campus, athletic facility, or school bus while serving said suspension or expulsion except for a pre-arranged conference with a principal or other school administrator or while assigned to attendance in the district's alternative school program. Additionally, while serving a suspension or expulsion, a student is prohibited from attending any day or night functions occurring on any school facility of the district.

### **DEFINITIONS**

1. The term "suspension" as used herein shall be defined as the temporary denial of the privilege of attending school in the Noxubee County School District (the "district") imposed after due process upon any student of the district at the direction of the principal of the school in which the student is enrolled or the principal's designee, but shall not include

in-school detention, as that term is defined hereinafter. The term “suspension” is often referred to as an “out-of-school suspension” or OSS.

2. The term “expulsion” as used herein shall be defined as a long-term out-of-school suspension for duration equal to the remainder of the school year and thereafter unless allowed to re-enter the school district as set forth hereinafter.
3. For purposes of suspension or expulsion, the term “school day” as used herein shall be defined as any day on which the school from which a student is suspended or expelled is open for regular classroom attendance by students and shall specifically exclude Saturdays, Sundays, and other days when the school is not open for regular classroom attendance.
4. The term “in-school detention” (or ISS) shall be defined as a change of placement for the student from the regular classroom to a special classroom monitored by a full-time district employee. During this change of placement, the student will be afforded the opportunity to work on his/her school assignments in a supervised classroom. For the purposes of ISS, the term “school day” as used herein shall be defined as any day on which the school from which a student is suspended or expelled is open for regular classroom attendance by students and shall specifically exclude Saturdays, Sundays, and other days when the school is not open for regular classroom attendance. Nothing contained in this policy shall in any way effect or relate to in-school detention, which is addressed by other guidelines and regulations issued by the district.

### GENERAL GUIDELINES

1. **SUSPENSION OF 10 DAYS OR LESS:** The principal may issue the student and legal guardian a notice of suspension not longer than 10 consecutive school days. The suspension is effective immediately and no further due process is required. Students who are serving Out of School Suspension will be provided make-up work, but the highest grade that can be obtained for each assignment will be a grade of 70, except for tests in which the student can earn up to 100 points.
2. **IMMEDIATE REMOVAL:** The principal may immediately dismiss the student from school for the day when such is necessary to restore order, to protect the safety of the student or others, and/or to resume normal school functions but when an immediate suspension is not or may not be appropriate. A student sent home under these circumstances shall be instructed to return the following day with his legal guardian. Should the student not return as instructed, the principal shall mail a "Notice of Suspension" for 10 days or less, as appropriate.

However, no student shall be sent home prior to the end of any school day without the student’s parent or guardian being notified before the student is dismissed. If the parent or guardian cannot be contacted, the student shall be kept at the school until the end of the school day. Furthermore, if the principal or his/her designee believes that the student’s continued presence in the school presents a danger to the student or to other persons or property, or if the student poses an ongoing threat of disrupting the academic process, the student may be summarily suspended from the school campus without notification to the student’s parent or guardian. In the event the student is summarily suspended from the school campus, any necessary due process procedures will follow as soon as practical.

3. **IMMEDIATE SUSPENSION AND RECOMMENDATION OF EXPULSION:** The principal or superintendent shall immediately suspend a student for 10 days or less and recommend expulsion when there is reason to believe that the student committed an unlawful or violent act, as defined, or otherwise provided by District policy. The suspension shall be effective immediately, pending conclusion of due process on the recommendation of expulsion.
4. **DENIAL OF ADMISSION:** The principal or superintendent may recommend a denial of admission that shall be effective immediately, pending the conclusion of due process.
5. **REQUIRED CONFERENCE:** Any student returning to any school after a suspension which was for a duration of ten (10) days or less must return to his/her school accompanied by a parent or guardian for a conference with the principal or his/her designee before the student will be readmitted to regular classes. No student will be readmitted to regular student status without first returning to school accompanied by a parent for a student-parent-administrator conference.
6. **REPORT TO THE SUPERINTENDENT:** All principals shall make a written report of each recommendation for expulsion and alternative placement to the Superintendent. All disciplinary referrals, statements, and other documentation must be provided.
7. **DISTRIBUTION OF DISCIPLINE POLICIES:** Each year, the school principal of each district school or his/her designee shall distribute a copy of the district's student-parent handbook containing the district's code of student conduct to each student enrolled in the district's school. The principal shall require a signed statement from the student, parent, guardian, or custodian of such student verifying that they have received a notice of the discipline policies of their respective schools.
8. **STUDENTS WITH DISABILITIES:** This policy shall not apply to any disabled student as the Individuals with Disabilities Education Act (IDEA), or similar enactment define that term to the extent that it conflicts with those statutes.

#### **Suspension of Students with Disabilities**

In accordance with the Individuals with Disabilities Education Improvement Act (IDEIA, 2004 amendment):

1. Students with disabilities must not receive serial (back-to-back) suspensions.
2. Suspensions totaling over 10 days per school year are considered a change in placement, and parents must be notified, and the district's positive behavior specialist must complete a functional behavior plan. A manifestation determination should be held when a student has suspensions totaling over 10 days per school year.
3. Suspensions involving drugs or weapons, or serious bodily harm/threat require the IEP committee to conduct a manifestation determination review to decide if the behavior was a manifestation of the child's disability.
4. Students suspended for more than 10 total school days are entitled to continued special educational services, regardless of his/her recommended placement.

### **Special Circumstances**

Whether or not the behavior was a manifestation of the child's disability, school personnel may remove a student to an interim alternative educational setting (determined by the child's IEP Committee) for not more than forty-five (45) school days, if the child:

1. Carries a weapon to school or has a weapon at school, on school premises, or at a school function under the authority of the MDE or a school district.
2. Knowingly has or uses illegal drugs or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the authority of the MDE or a school district; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the authority of the MDE or a school district.

### **Mitigating Suspensions, Alternative School Placement & Expulsions**

To mitigate the number of students who are placed in out of school suspension, alternative school, or expulsion, the NCSD will implement the following steps:

1. The NCSD will abide by a district wide behavior plan, called PBIS (Positive Behavioral Interventions & Supports), for MTSS Tier 1 for behavior issues.
2. The NCSD behavior specialist will facilitate the writing of Functional Behavioral Assessments (FBA)/Behavior Intervention Plans (BIP) for any student who enters MTSS Tier 2 for behavior issues.
  - a. The BIP will be explained to the student, parent, teacher(s), administrator(s), and all parties will sign the BIP.
  - b. The BIP will be executed with fidelity and data will be collected.
3. If the student with the BIP still does not comply to the behavior norms established by the NCSD, the student will be disciplined according to the NCSD Discipline Matrix.
4. If a student violates a discipline policy that warrants immediate out of school suspension, an option will be available in which the student can be assigned to virtual classes.
  - a. Instead of being marked as "absent," a student who has been assigned to virtual classes in place of out of school suspension will be classified as "present" if the work is submitted on time.
  - b. If a student assigned to virtual classes does not turn in work on time, or refuses to complete the work, the student will be marked as "absent unexcused."
5. Students classified as "expelled" will not have an option to attend virtual classes.

### **ALTERNATIVE TO SUSPENSION POLICY Parents Allowed to Accompany Child as Alternative to Suspension (Updated March 4, 2019)**

The Noxubee County School District (NCSD), per Miss. Code Ann. § 37-11-53, will allow the superintendent and the administrators to require parents to attend school with their children as an alternative to out of school suspension.

Per state law, "A school district's discipline plan may provide that as an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian, or

custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district.”

This alternative to the out of school suspension policy will be implemented on a case-by-case basis in accordance with state law. A process will be developed by the administrative staff and will be included in the current student handbook or as an addendum to the handbook.

### **NCSD ALTERNATIVE TO SUSPENSION PROCEDURE Parents Allowed to Accompany Child as Alternative to Suspension**

The following is the procedure for the Alternative to Suspension Policy to require parents to attend school in place of suspending students.

1. The Alternative to Suspension Policy can be used in place of any violation of rules that result in the consequence of five (5) or more days out of school suspension.
  - a. This option must be stated in the disciplinary referral. A parent letter can be attached to the disciplinary referral to notify the parent, but this is optional.
  - b. If the parent refuses, or if the parent is not able to attend school with the student, then the student must serve the entirety of the suspension.
  - c. The parent must accompany the student wherever the student is assigned throughout the day. The parents must always be with the student in visible locations.
  - d. If the parent must leave early, the student must leave with the parent.
  - e. The parent may be subject to a background check at the expense of the parent.
2. The district disciplinary committee may vote to decide if the parent will be required to attend school every day with the student, for the entirety of each day in place of being referred to alternative school.
  - a. The district disciplinary committee will designate a specific period for the parent to attend school with the student child.
  - b. If the parent refuses to comply to the disciplinary committee’s decision, the student will either be referred to alternative school or be subject to expulsion.
3. The parent must abide by the following guidelines as they are at the school:
  - a. The parents will not be a disruption in any way in the classroom or hallways.
  - b. The parents will not confront the teacher in the classroom.
  - c. If there are any concerns, a parent conference with the teacher, principal, and the parent coordinator will be held as soon as possible.
  - d. The parents will not impede the instructional progress of other students.
  - e. The parents will follow all instructions from the teacher and principal.
  - f. Failure to abide by the statements above will result in IMMEDIATE REMOVAL from the school, escorted by security, and POSSIBLE BANISHMENT from the school for future visits. The parents may be escorted by police to the local jail depending on the severity of the disruptions.

**Noxubee County School District Alternative to Out of School Suspension  
Parent Agreement**

Dear Parent,

You will be required to sign this form agreeing to the following:

1. You will not be a disruption in any way in the classroom or hallways.
2. You will not confront the teacher in the classroom.
3. If there are any concerns, you will request a parent conference with the teacher, principal, and the parent coordinator and you will not be disruptive in the parent conference.
4. You will not impede the instructional progress of other students.
5. You will follow all instructions from the teacher and principal.
6. You must accompany your child wherever your child is assigned throughout the day. You must always be with the student in visible locations.
7. If you must leave early, your child must leave with you.
8. You may be subject to a background check at your expense.

Failure to abide by the statements above will result in IMMEDIATE REMOVAL from the school, escorted by security, and POSSIBLE BANISHMENT from the school for future visits. You may be escorted by police to the local jail depending on the severity of the disruptions.

Parent Name (Printed)

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Parent Name (Signature)

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Date

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## PROCEDURE FOR DUE PROCESS

### NCSD School Board Policy JCAA

#### STEP ONE: INITIAL HEARING BEFORE A SCHOOL ADMINISTRATOR

*Applies to: All disciplinary actions by an administrator.*

1. An initial informal hearing before a school administrator is required in each case where disciplinary action may be taken against a student and where an expelled student makes an application for readmission following the conclusion of the expulsion period. After an initial investigation appropriate under the circumstances, the principal, superintendent, or designee shall:
  - 1.1. Advise the student of the charges against him or reasons for non-admission.
  - 1.2. Afford the student a full opportunity to respond; and
  - 1.3. If the student denies the charges or contests the reasons for non-admission, explain the evidence in support thereof.
2. After the informal hearing, the principal may take the following actions:
  - 2.1. Suspension of ten (10) days or less,
  - 2.2. Immediate removal,
  - 2.3. Immediate suspension and recommendation for expulsion,
  - 2.4. Immediate suspension and recommendation for expulsion of eleven (11) days or more, or
  - 2.5. Denial of admission
3. When possible, one of the parents, guardians, or custodians of the student shall be notified by telephone immediately of the suspension, but in all cases one of the parents, guardians, or custodial of the student together with the student shall be hand delivered personally or mailed through the US Postal Service by regular mail a notice. That notice shall contain:
  - 3.1. The notification that the student has been suspended from school attendance,
  - 3.2. The length of the suspension,
  - 3.3. The reason(s) for the suspension, and
  - 3.4. A description of the evidence against the student.
4. Furthermore, the notice shall inform the student and the parent that, should they feel aggrieved by the suspension of the student for more than 10 or the recommendation of expulsion, they shall have the right to an informal hearing before a panel of the Discipline Appeals Committee of the district. The hearing must be requested within five (5) school days of the mailing of the notice or the personal delivery of the notice. If such request for an informal hearing before the Discipline Appeals Committee is not received by the Office of the Superintendent on or before 4:30 p.m. on the fifth school day following the mailing of the notice or the personal delivery of the notice, the right to request such a hearing shall lapse, and no further hearings or appeals on the suspension shall be had. The student only has the right to a due process hearing before the Discipline Appeals



Committee if the suspension is for more than 10 days or if expulsion is recommended. If the suspension is for 10 or less, the due process will take place with the principal.

5. In addition, the notice shall provide:

- 5.1. Information about the discipline action.
- 5.2. An appropriate place for the student, parent, guardian, or custodian of the student to sign and date the form.
- 5.3. Instructions as to a time limit for requesting an informal hearing; and
- 5.4. Instructions as to where and to whom the form should be submitted.

## **STEP TWO: INFORMAL HEARING BEFORE AN APPEALS COMMITTEE**

*Applies to: Suspensions of more than 10 days or the recommendation of expulsion and denials of admission.*

1. Upon the receipt of the request for a hearing from the student or his/her representative, the Superintendent or his/her designee shall as soon as possible set a time, place, and date for the hearing that shall be held before a panel of the Discipline Appeals Committee. This hearing shall be scheduled no later than **seven (7) school days** after the receipt by the Superintendent or his/her designee of the request for an informal hearing.
  - 1.1. The Superintendent or his/her designee will notify the person requesting the hearing by telephone or in writing of the date, time, and place of the hearing. The notice which shall:  
 You have the right to present documentation and other evidence on the student's behalf; and you have the right to present witnesses on the student's behalf.
2. At the informal hearing held by a panel of the Discipline Appeals Committee to review the suspension of a student, informal procedures shall be followed, and formal rules of evidence shall not apply. The student or his/her parent, guardian, or custodial will be permitted to cross-examine any witnesses present and will be permitted to present arguments and evidence on behalf of the student.
3. The panel of the Discipline Appeals Committee appointed to conduct any hearing shall hear such cases submitted pursuant to this procedure and shall render its recommendation thereon based solely on the evidence presented at the hearing and all applicable laws together with the rules and regulations of the district.
4. All hearings held by a panel of the Discipline Appeals Committee shall be tape-recorded. A written transcript of the recording may be made. When the panel of the Discipline Appeals Committee determines it is necessary, a court reporter may record a hearing.
5. All recommendations made by a panel of the Discipline Appeals Committee shall be based on a majority vote of the panel members conducting any hearing.
6. The panel of the Discipline Appeals Committee shall render its recommendation in writing. The recommendation shall include a brief statement of the facts as found that supports its recommendation. The written recommendation of the panel of the Discipline Appeals Committee shall be forwarded to the Superintendent.

7. Failure of the student and/or his/her representative parents, guardians, or custodial to appear at the designated time and place for the hearing shall waive the student's right to an informal hearing. In such an event, no further action by the panel of the Discipline Appeals Committee relating to the student shall be necessary.
8. Pending the outcome of the informal hearing before the Discipline Appeals Committee the student may be allowed to remain in school if the principal or his/her designee determines that the student's continued presence is not detrimental to the school program. If the student is allowed to remain in school, the student remains subject to further disciplinary action, including additional suspensions with the parameters set forth in this policy.
9. Pending the outcome of the informal hearing before the Discipline Appeals Committee, if the principal determines that the student's continued presence is a detriment to the school's instructional program, the student may be placed in In-School Detention or the district's Alternative Education Program, depending on the severity of the charges against the student. However, the district may not offer temporary placement when the offense upon which the action is based is gang or group-related fighting, or other unlawful or violent act.

### **STEP THREE: REVIEW BY THE SUPERINTENDENT**

*Applies to: Expulsions and denials of admission.*

The superintendent shall review all recommendations by the District's Appeals Committee for expulsions or denials of admission:

1. If the superintendent concurs in the decision of the District's Appeals Committee, he/she shall submit the recommendation to the Board for final action.
2. If the superintendent does not concur in the decision of the District's hearing officer, he may remove expulsion, assign an appropriate duration of suspension, or recommend expulsion or, in the case of other denial of admission, recommend admission.
3. All recommendations by the superintendent of expulsions or denials of admission shall be subject to review by the board.

### **STEP FOUR: REVIEW BY THE SCHOOL BOARD**

*Applies to: Suspension, expulsions, and denials of admission.*

The board shall, at its next regular or special meeting following the recommendation, review and take final action on all recommendations for expulsions, denial of admission and any requests for review of suspensions. All consideration of student disciplinary actions shall be conducted in accordance with standard board procedure. All decisions by the board shall be final.

According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. (Attorney General Opinion, Carter, 1-9-98) (#183) (97-0817)

## NCSD Discipline Matrix

School	Offense Code	Category	Violation	Consequences
All Schools	1.01	Arson	Arson	10 Days OSS, recommended for expulsion, and/or law enforcement contact  <b>Definition of Expulsion:</b> Removed from school for 1 calendar year. Cannot participate in ANY school activities/functions/events.
All Schools	1.02	Physical Assault	Assault on any school district employee or student	10 Days OSS/Recommendation for expulsion, law enforcement will be contacted.  A juvenile intake form will be completed and submitted to the youth court system pending the outcome of an investigation and the severity of the matter.
ENES	1.03	Assemblies	Inappropriate behavior during assemblies	<b>1st Offense:</b> Warning, Removed from assembly <b>2nd Offense:</b> 1 Day OSS, Removed from assembly <b>3rd Offense:</b> 3 Days OSS, Removed from assembly
BFLMS/ NCHS	1.04	Assemblies	Inappropriate conduct during assemblies	<b>1st Offense:</b> 3 Days ISS and removal from assembly <b>2nd Offense:</b> 1 Day OSS and removal from assembly <b>3rd Offense:</b> 3 Days OSS and removal from assembly and cannot attend anymore assemblies.
All Schools	1.05	Bomb Threats	Bomb threats and causing of explosions	10 Days OSS, removed by law enforcement, recommend expulsion for one (1) calendar year
All Schools	1.06	Bullying of Students	All forms of bullying other students (cyber, verbal, written, etc.)	<b>1st Offense:</b> Conference with all parties <b>2nd Offense:</b> 3-5 Days OSS <b>3rd Offense:</b> 3-10 Days OSS/Law enforcement contact
ENES	1.07	Cheating	Cheating	Zero on assignment and parent contact

School	Offense Code	Category	Violation	Consequences
BFLMS/ NCHS	1.08	Cheating	Cheating	<b>1st Offense:</b> 1 Day ISS and zero on assignment, parent contact <b>2nd Offense:</b> 2 Days ISS and zero on assignment, parent contact <b>3rd Offense:</b> 1 Day OSS and zero on assignment, parent contact
All Schools	1.09	Contraband	Including but not limited to: Dice, counterfeit money, gang paraphernalia, tobacco, electronic cigarettes, fireworks, firecrackers, smoke bombs, weapons, drugs, and alcohol (including under the influence), alcohol	<b>1st Offense:</b> 3 Days ISS <b>2nd Offense:</b> 1 Days OSS <b>3rd Offense:</b> 3 Days OSS, plus 1 day for additional offenses  Penalties for more severe forms of contraband (Fireworks, smoke bombs, etc.): 5-10 Days OSS  <b>Alcohol/Unauthorized Medication:</b> <b>1st Offense:</b> Minimum 5 Days OSS for 1st Offense, <b>2nd Offense:</b> 10 Days OSS with recommendation for alternative school  <b>Weapons, Drugs:</b> <b>1st Offense:</b> 10 Days OSS with recommendation for expulsion, law enforcement contacted.  <b>Vaping/E-cigarettes:</b> 1st Offense: 5 Days OSS 2nd Offense: 10 Days OSS with recommendation for alternative school
All Schools	1.10	Cutting Class	Cutting/skipping class	<b>1st Offense:</b> 3 Days ISS and parent contact <b>2nd Offense:</b> 1 Day OSS <b>3rd Offense:</b> 3 Days OSS <b>4th Offense:</b> 10 Days OSS with recommendation for alternative school
All Schools	1.11	Defiance	Disregard and/or disrespect of direction/command of any school district employee	<b>1st Offense:</b> 3 Days OSS <b>2nd Offense:</b> 5 Days OSS <b>3rd Offense:</b> 10 Days OSS with recommendation for alternative school  For continual pattern of defiance, the school is required to refer the student

School	Offense Code	Category	Violation	Consequences
				to MTSS for development of Behavior Intervention Plan (BIP).
All Schools	1.12	Disruptive Behavior	Disruptive Behavior Noncompliance requiring removal from the classroom	<b>1st Offense:</b> 1 Day ISS <b>2nd Offense:</b> 3 Days ISS <b>3rd Offense:</b> 1 Day OS  *1 Day of OSS will be added for each additional offense  **Earl Nash Elementary will implement the consequences below for disruptive behavior.  <b>Noncompliance Requiring Removal Consequences:</b> <b>1st Offense:</b> 1 Day OSS <b>2nd Offense:</b> 2 Days OSS <b>3rd Offense:</b> 3 Day OSS  *1 Day of OSS will be added for each additional offense
ENES	1.13	Distraction	Excessive distraction of other students	<b>1st Offense:</b> Warning <b>2nd Offense:</b> Managed with teacher with parent contact <b>3rd Offense:</b> 1 Day OSS
ENES	1.14	Dress Code	Dress code violation	<b>1st Offense:</b> Warning/parent contact and must bring proper clothing for student to remain in school. <b>2nd Offense:</b> 1 Day OSS <b>3rd Offense:</b> 2 Days OSS w/Parent-Student Conference <b>4th Offense:</b> 3 Days OSS <b>5th Offense:</b> 5 Days OSS
BFLMS/ NCHS	1.15	Dress Code	Dress code violation	<b>1st Offense:</b> Call parent (parent must bring proper clothing or student will be in ISS for the remainder of the day) <b>2nd Offense:</b> 1 Day ISS <b>3rd Offense:</b> 3 Days ISS
All Schools	1.16	Extortion	Extortion	<b>1st Offense:</b> 5 Days OSS, law enforcement contacted <b>2nd Offense:</b> 10 Days OSS, recommendation for alternative school, law enforcement contacted

School	Offense Code	Category	Violation	Consequences
All Schools	1.17	Fight or instigating fights*  *Includes fighting on the bus which is an extension of the school.	Fighting or instigating fights (verbal, cyber, written, etc.)	<b>1st Offense:</b> 3 Days OSS <b>2nd Offense:</b> 5 Days OSS <b>3rd Offense:</b> 10 Days OSS/ Recommendation to alternative school  <b>Being involved in a gang/group fight:</b> 10 Days OSS, recommendation for alternative school or expulsion.  <b>Definition of gang/group fight:</b> Any fight involving 3 or more students.  A juvenile intake form will be completed and submitted to the youth court system pending the outcome of an investigation and the severity of the matter.  For fights on the bus, the number of days the students will be suspended off the bus will be double the number of days the student is suspended from school. For example, if the student is suspended 3 days for fighting on the bus, the student will be suspended 6 days from riding the bus.
All Schools	1.18	Fire Alarm	Unjustified activation of fire alarm system	<b>1st Offense:</b> 5 Days OSS <b>2nd Offense:</b> 10 Days OSS, recommendation for alternative school
All Schools	1.19	Firearms	Possession of firearms	10 Days OSS, recommendation for expulsion for one (1) calendar year
All Schools	1.20	Gambling	Gambling or in the presence of gambling	<b>1st Offense:</b> 3 Days ISS <b>2nd Offense:</b> 3 Days OSS <b>3rd Offense:</b> 10 Days OSS with recommendation for alternative school
All Schools	1.21	Gang Activity	Possession of gang insignia, signs, symbolic dress, drawing, pictures, or related activities.	<b>1st Offense:</b> 3 Days OSS <b>2nd Offense:</b> 5 Days OSS <b>3rd Offense:</b> 10 Days OSS with recommendation for alternative school, law enforcement contacted for all offenses

School	Offense Code	Category	Violation	Consequences
All Schools	1.22	Harassment/ Assault	Harassment of any school district employee	<b>Verbal:</b> 10 Days OSS/Recommendation to alternative school  <b>Physical:</b> 10 Days OSS/Recommendation for expulsion, law enforcement contacted
All Schools	1.23	Inappropriate Display of Affection	Major displays of mutual affection such as touching of private areas	<b>1st Offense:</b> 1 Days OSS/Parent conference <b>2nd Offense:</b> 3 Days OSS/Parent conference <b>3rd Offense:</b> 5 Days OSS/Parent conference
All Schools	1.24	Inciting disorder	Inciting or participating in major student disorder	<b>1st Offense:</b> 10 Days OSS <b>2nd Offense:</b> 10 Days OSS with recommendation for alternative school <b>3rd Offense:</b> 10 Days OSS with recommendation for expulsion
BFLMS/ NCHS	1.25	ISS Disruption	Disruption in ISS	<b>1st Offense:</b> 2 Days OSS <b>2nd Offense:</b> 3 Days OSS <b>3rd Offense:</b> 4 Days OSS
BFLMS/ NCHS	1.26	Leaving Campus	Leaving campus without permission	Immediate parent contact, 5-10 Days OSS; loss of driving privileges for NCHS students.  If a student engages in a rule violation (such as fighting) during student dismissal, the student cannot be dismissed until permission is given, or will be subject to the consequences of Rule 1.28.
All Schools	1.27	Lying to staff	Intentionally providing false information to any staff member	1 to 3 Days OSS or more severe consequences depending on the severity of the offense  BFLMS and NCHS students will face 1 to 3 days of ISS
All Schools	1.28	Pornography	Pornography (physical or digital)	<b>1st Offense:</b> Warning, parent contact <b>2nd Offense:</b> 1 Days ISS <b>3rd Offense:</b> 3 Days OSS  Repeated offenses, or the vulgarity of the content will result in more severe

School	Offense Code	Category	Violation	Consequences
				consequences at the discretion of the principal.
All Schools	1.29	Profanity	Use of profanity/obscene language	<b>1st Offense:</b> Warning, parent contact <b>2nd Offense:</b> 1 Days ISS <b>3rd Offense:</b> 3 Days ISS  Repeated offenses will result in more severe consequences.
All Schools	1.30	Racism	Racist acts of any kind	<b>1st Offense:</b> Conference with student(s) and parent(s), investigation by school administrators, reporting to proper authorities <b>2nd Offense:</b> 5 Days OSS <b>3rd Offense:</b> 10 Days OSS, recommendation for alternative school
All Schools	1.31	School Bus	Disobeying directions of bus driver	<b>1st Offense:</b> Warning w/Parent Contact <b>2nd Offense:</b> 3 Days Bus Suspension <b>3rd Offense:</b> 5 Days Bus Suspension <b>4th Offense:</b> 10 Days Bus Suspension <b>5th Offense:</b> 20 Days Bus Suspension <b>6th Offense:</b> Suspension for the remainder of the school year  *Fighting on the school bus will result in more severe disciplinary action  **Students will be suspended from ALL buses
All Schools	1.32	Sexual Acts	Inappropriate sexual contact/acts (campus or school sponsored events)	10 Days OSS with recommendation for expulsion, law enforcement contacted
All Schools	1.33	Sexual Assault	Sexual Assault	10 Days OSS with recommendation for expulsion, law enforcement contacted



School	Offense Code	Category	Violation	Consequences
All Schools	1.34	Sexual Harassment	Sexual harassment: Unwelcome sexual advances, requests for sexual favors, other verbal/written/physical conduct of sexual nature to staff or students.	<b>1st Offense:</b> Conference with student(s) and parent(s), investigation by school administrators, reporting to proper authorities <b>2nd Offense:</b> 5 Days OSS <b>3rd Offense:</b> 10 Days OSS, recommendation for alternative school
All Schools	1.35	Stolen Property	Possession of stolen property	<b>1st Offense:</b> 3 Days OSS <b>2nd Offense:</b> 5 Days OSS <b>3rd Offense:</b> 10 Days OSS w/Recommendation to Alternative School  Restitution will be required, along with notification of law enforcement.
All Schools	1.36	Tardiness	Tardy to class	On the 3rd tardy, per classroom, the teacher refers the student to the office for the following consequences: <b>1st Offense:</b> 1 Day ISS (4 Tardies) <b>2nd Offense:</b> 2 Day ISS (5 Tardies) <b>3rd Offense:</b> 3 Days ISS (6 Tardies) <b>4th Offense:</b> 1 Day OSS (7 Tardies), plus 1 day for each additional offense
All Schools	1.37	Technology	Accessing inappropriate websites or abusing technology at school	<b>1st Offense:</b> 1 Day ISS <b>2nd Offense:</b> 3 Days ISS <b>3rd Offense:</b> 5 Days ISS  Repeated offenses will result in more severe consequences.
All Schools	1.38	Technology/Cell Phone	Unauthorized possession and use of personal electronic devices.  The cell phone fee of \$50 is calculated to be reasonable and well under the market average market value of \$790 in the 1 <sup>st</sup> Quarter of 2023, according to <a href="#">Canalys Estimates, Smartphone Analysis, May 2023</a> .	<b>1st Offense:</b> Warning, confiscation of phone until the end of the school day (all schools) <b>2nd Offense:</b> Loss of phone privileges for 5 school days (high school only). For all schools, a \$50 fee will be paid by the parent and the phone must be picked up by the parent. Refusal to pay for the fee will result in the school holding the phone for 30 days, after which the phone will be returned to the parent with no charge. <b>3rd Offense:</b> Loss of phone privileges for entire school year (high school

School	Offense Code	Category	Violation	Consequences
				only). The \$50 fee described in the 2 <sup>nd</sup> Offense will be applicable for each incident of the 3 <sup>rd</sup> Offense.
All Schools	1.39	Threats	Threats to students or any staff of any kind.	<b>1st Offense:</b> 5-10 Days OSS, law enforcement contacted, sign petition to juvenile court <b>2nd Offense:</b> Ten (10) days Out-of-School Suspension and recommendation to the alternative school, law enforcement contacted, sign petition to juvenile court  Idle threats of having or using a gun will result in recommendation of expulsion for 1 calendar year.
All Schools	1.40	Trespassing	On school property without permission/trespassing.	5 Days OSS, law enforcement contact, sign petition to juvenile court
All Schools	1.41	Trespassing	Returning to school while still on suspension, or attending a school activity while serving suspension	3 additional days of OSS
All Schools	1.42	Vandalism	Vandalism or criminal mischief	5 to 10 Days OSS, restitution required, and law enforcement will be contacted
All Schools	1.43	Virtual Learning Suspension Rule	Virtual Learning Suspension Rule	The principal may, at his/her discretion, place a student in virtual learning in place of out of school suspension. This will be decided on a case-by-case basis considering all facts involved.
All Schools	1.44	Other	Any other violation which the principal may deem reasonable to fall within this category	Any punishment deemed necessary, from a warning to 10 Days OSS

**Technical Notes:**

Parents will be contacted after each first offense.

At the discretion of the administrators, discipline infractions will be reported to the juvenile court officials. Students placed in ISS will receive courses in social emotional learning to redirect inappropriate behavior.

The school bus is part of school property.

Only Noxubee County High School Students are allowed to utilize phones for instructional purposes in the classroom.

**Noxubee County School District  
2023-2024 School Year**

**Assurance**

I have received, read, and discussed the contents of the Noxubee County School District Student/Parent Handbook with my child.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Name

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

.....