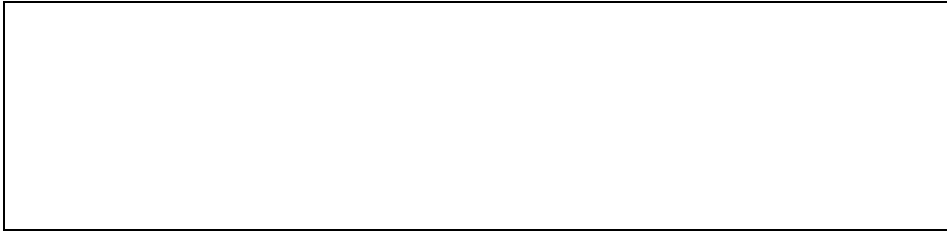


PRETISS COUNTY SUPERINTENDENT OF EDUCATION



Dear Students/Parents:

Welcome to the 2017-2018 school year! I am excited about the enriching learning opportunities this year promises to bring. Prentiss County School District is committed to promoting educational excellence for all students.

Prentiss County School District will continue to build on recent advances in school safety and security through physical, technological, staffing, training, and procedural changes. But each of us who makes up the PCSD family – students, families, community members, and staff – plays an important role.

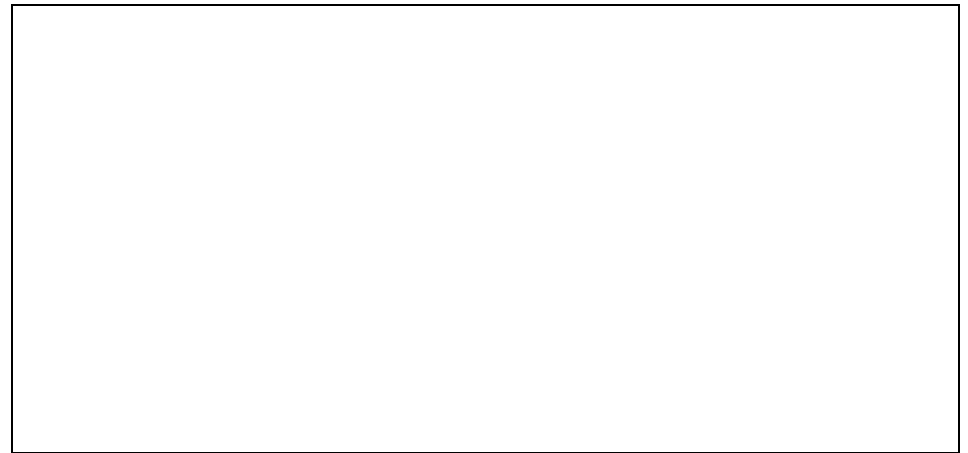
This handbook offers students and their families essential information about our expectations for student behavior and steps we will take when issues arise. Please review this handbook as a family and discuss the purpose of school, the value of education, and the importance of positive behavior.

The faculty and staff of Prentiss County School District are here to assist you in anyway needed. I look forward to working with you this school year. Let's make it the best year ever!

Sincerely,

Randle Downs
Superintendent of Education

**PRETISS COUNTY SCHOOL DISTRICT BOARD MEMBERS
AND SCHOOL BOARD ATTORNEY**



Back row left to right:

Mrs. Kay Stacy, District 4 Board Member

Mrs. Shelia Johnson, District 2 Board Member

Front row left to right:

Mr. Jason McCoy, District 1 Board Member

Mr. Ronny Kesler, Board Chairman representing District 3

Mr. Randy Maness, Board Secretary, District 5 Board Member

Not pictured:

Mr. Richard Bowen, School Board Attorney

SCHOOLS AND PRINCIPALS

SCHOOL

PRINCIPAL

HILLS CHAPEL SCHOOL
8 CR 2371
BOONEVILLE, MS 38829
662-728-5181

Nickey Marshall

JUMPERTOWN SCHOOL
717 HWY 4 WEST
BOONEVILLE, MS 38829
662-728-6378

Anthony Michael

MARIETTA ELEM. SCHOOL
42 CR 4070
MARIETTA, MS 38856
662-728-4770

Jason Potts

NEW SITE HIGH SCHOOL
1020 HWY 4 EAST
NEW SITE, MS 38859
662-728-5205

Ronald Clark

THRASHER SCHOOL
167 CR 1040
BOONEVILLE, MS 38829
662-728-5233

Kenny Sparks

WHEELER SCHOOL
318 CR 5011
BOONEVILLE, MS 38829
662-365-2629

Todd Swinney

PRETISS COUNTY
VO-TECH CENTER
302 W GEORGE E. ALLEN DRIVE
BOONEVILLE, MS 38829
662-728-9259

Kim English

Prentiss County School District
2017-2018 School Calendar

July 17, 2017	Wheeler PD/Student Orientation
July 20, 2017	Thrasher PD/Student Orientation
July 21, 2017	PCVT PD
July 27, 2017	Hills Chapel PD/Student Orientation
July 27, 2017	Marietta PD/Student Orientation
July 27, 2017	New Site PD/Student Orientation
August 1 st -3 rd , 2017	Professional Development – 3 days
August 4 th , 2017	Jumpertown PD/Student Orientation
August 7, 2017	Students start school
September 4, 2017	Labor Day Holiday
October 6, 2017	1 st 9 weeks ends
October 9, 2017	Columbus Day Holiday
November 20-24, 2017	Thanksgiving Holiday
December 20, 2017	60% Day - Early Release 12:30
December 20, 2017	2 nd 9 weeks ends
December 21-January 5, 2018	Christmas Holiday
January 4-5, 2018	Professional Development – 2 days
January 8, 2018	Students return
January 15, 2018	MLK Holiday
February 19, 2018	President's Day Holiday
March 9, 2018	3 rd 9 weeks ends
March 12-16, 2018	Spring Break
March 30, 2018	Good Friday
May 20, 2018	Pre-K Graduation at Thrasher 2:00 PM
May 24, 2018	Thrasher Graduation 5:00 PM
May 24, 2018	New Site Graduation 7:00 PM
May 25, 2018	Jumpertown Graduation 5:00 PM
May 25, 2018	Wheeler Graduation 7:00 PM
May 25, 2018	Last Day Students-60% Day 12:30
May 25, 2018	4 th 9 weeks ends
May 25, 2018	Final Report Cards mailed home
May 28, 2018	Memorial Day Holiday
May 29, 2018	Last Day for Teachers – 1 day

Number of Days	Teachers/Assistants	Students
July-August	24	19
September	20	20
October	21	21
November	17	17
December	14	14
1st Semester	96	91
January	19	17
February	19	19
March	16	16
April	21	21
May	19	19
	2nd Semester	94
	92	
	Inclement Weather Days	**3

Student days = 183
 Teacher days = 190
 Staff PD Days = 7
 Weather days = 3

Board Approved Feb. 13, 2017

PLEASE NOTE:

This Student Handbook contains a condensed and/or capsulated summary of the Prentiss County School Board's Policies. Other requirements and/or restrictions may apply. See Prentiss County School Board Policies for additional information.

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ENROLLMENT REQUIREMENTS

Two (2) Current Proofs of Residency furnished yearly
Birth Certificate
Immunization Record
Social Security Number
Affidavit Form may be required by school personnel.

IMMUNIZATION REQUIREMENTS

The following vaccines are required for school entry:
5 - DTaP, 4 – Polio, 3 – Hep B, 2 – MMR and 2 – Varicella; Parents may obtain Form 121

Entering 7th Grade Required Immunizations

The Mississippi State Department of Health will require the TDAP (tetanus, diphtheria, and pertussis) vaccination for all students entering 7th grade beginning with the 2012-13 school year.. The student will need to present an updated form 121 upon enrollment.

In addition to the current school requirements, two doses of the Varicella Vaccine (Chicken Pox) will be required for all kindergarten and first time school entries.

CHILD NUTRITION POLICIES

MENUS

All meals are served with the intent to aid our students to be fit, healthy, and ready to learn. Our menus are developed and processed through a computerized nutrient analysis, to ensure federal, state and local rules are being followed. The Child Nutrition department shall serve only those foods which are components of the Federal USDA school meal patterns and such additional foods as necessary to meet the calorie requirements of the age group beings served. With the exception of milk products a student may purchase individual components of the meal, only if the full meal unit is being purchased. Students who bring a meal from home may purchase milk products only. Breakfast and lunch will be prepared and served to anyone in all schools. Free water is available in every cafeteria, but bottled water will be available for purchase.

“OFFER VS. SERVE”

“Offer vs. Serve” helps in reducing plate waste and food costs. “Offer vs. Serve” is practiced in all Prentiss County Schools to all students. Students are offered all food components at each meal service. They may choose all food components, but they must choose and be served at least three of the food components for his/her meal to be reimbursable. **At least one of those three choices must be a fruit or vegetable. Any student served, MUST have a fruit or vegetable on their tray to be a reimbursable meal.** If they do not, they will be requested to pick one up.

MEAL APPLICATIONS

Letters and applications are sent to all parents/guardians at the beginning of the year and to all new students throughout the school year or at the request of parent/guardian. These applications will be completed and immediately (preferably next day) returned to the cafeteria. Upon receiving, the child nutrition employee designee/ and/or director will determine eligibility and a notification letter will be sent to household. If at any time during the school year, the household income decreases or the household members increase, families may reapply for meal benefits. If a student moves from school to school within the Prentiss County School District, then their meal application may be transferred with the student; however, the school may send another application home with the new student if they have moved and different circumstances apply.

PAYING FOR MEALS

The district’s Point of Sale Program allows customers to have an individual account. One may deposit any amount of money at any time in their account. It will be subtracted according to meals bought and extra sales purchased. Any account money not spent will be carried forward until it is used. Students who do not choose the advance payment option will pay as they go through the line, but will still have an account that will keep up with meal purchases. **No meal payment shall be combined with any other school fee or activity.**

If paying by check, a separate check to the cafeteria for meal payments will need to be written. If a check or cash is given to the cafeteria cashier, it will be put into the person's meal account.

MEAL CHARGES

Charging a meal is a courtesy extended to students and adults for meals **only in the event they forget or lose their lunch or breakfast money**. Repetitive charges are subject to review and action by administration.

Because the Mississippi Department of Education states that no **child (student)** may be refused a meal, a student may be allowed to charge meals on their accounts if they do not have money. Additionally, because our staff/faculty regularly eats in our school cafeterias, and because they sometimes do not have their purses or checkbooks physically with them in the cafeteria, we will allow adults to charge meals, as long as their balances are paid within the month. **No extra food** will be charged at any time. **Only meals** may be charged.

PROCEDURES FOR COLLECTING CHARGES

- **Verbal Confirmation:** When a customer has no money left on their account, they will be verbally told from the cashier that they are out of money and they need to bring additional money for the next day's meals. They will be given a verbal notice each day the account is in deficit.
- **Paper Confirmation:** After a customer has a charge of more than \$5.00, they will be given a credit letter from the cashier with the total balance owed that is sent home with the student. Parents/Adults will continue to receive written notifications from the cafeteria indefinitely until charges are paid. Monies owed are expected to be repaid to the cafeteria by the next day and certainly within the week. A new meal application will be enclosed with the 3rd notice.
- **Phone Confirmation:** In addition to letters sent home, the manager or director may call the household to let them know they owe charges on their cafeteria account. Calls are generally sent via the district's "All Call" program. Calls will be sent a minimum of two (2) times.
- **Principal Confirmation:** After the above methods have been tried, and if there is no response, the manager will go the school principal with accounts that have been uncollectable. The principal will make the effort to contact the home and collect charges owed.
- **Superintendent Confirmation:** After all the above efforts have been made to reach a household and/or when the amount is reaching a significant amount (\$50 or more) or the amount has not been paid within the month (for Adults) and if there has been no response from the household, the Child Nutrition Director will go to the Superintendent with certified letters to mail to homes that still owe money.
- **School Board Confirmation:** If parents/guardians or employees still refuse to pay and do not attempt to make payment, then those accounts will be issued to the Board of Education for further action to be taken at the upcoming monthly board meeting. Actions may include and are not limited to small claims court, collection agency, reprimand, or garnishing of check.

Allowing charges to continuously accumulate can lead to tremendous deficits for the school nutrition program and is unfair to the households that **do** pay for their meals. Therefore, the district reserves the right to revoke the charging privilege of adults if it becomes excessively abused. **IT IS THE PARENT'S AND EMPLOYEE'S RESPONSIBILITY TO MONITOR THEIR CHILDREN'S AND THEIR OWN ACCOUNT BALANCE.**

- **Final Confirmation:** If charges are still owed at the end of the school year and EVERY method possible has been done to collect the charge, the school district maintenance fund will reimburse the district's child nutrition fund of any charges that may still be owed. This allows the child nutrition program to remain debt free which is in compliance with the federal program laws.

CAFETERIA - RETURNED CHECKS

The banks notify the child nutrition department when personal checks deposited have insufficient funds available. The department will try to reissue the check through the bank first. If not collectible, the cafeteria manager, cashier or director will notify the issuer of the check by letter and/or by telephone. It is the parent/guardian's immediate responsibility to send the cash to the cafeteria/central office to cover the insufficient check amount. When the cash is sent, then the original returned check will be sent back to the parent/guardian. If the check amount is not cleared then the matter will be turned over to the Superintendent and the Board of Education for further action.

CASH REFUNDS

Cash refunds will be made only when a student withdraws from the Prentiss County School District. If a student transfers from one Prentiss County school to another Prentiss County school; their account balance (whether positive or negative) will be transferred with them. All requests for cash refunds will be made in writing to the school cafeteria or the central Child Nutrition.

MEAL IDENTIFICATION NUMBERS/CARDS

Students will be assigned an account number, which will follow them from kindergarten through 12th grade, as long as they attend in the Prentiss County School District. We may issue cards at any time of the school year with a child's account number. The account number assigned is a non-identifiable meal status number. No one can identify a child to be free, reduced or paid based on their account number. Students may either show their card or verbally tell the cashier their number so their account may be accessed.

BEVERAGES OR FOOD BROUGHT IN CAFETERIA

Any beverages or food brought into the cafeteria must be in unmarked, covered containers that do not leak, such as a thermos or any container deemed appropriate by the principal and/or the child nutrition director. Because of safety, no cans or glass containers will be allowed inside the cafeteria.

SPECIAL DIETARY NEEDS

Medical statements are required for any student who requires meal/food substitutions or exchanges. The medical statement, signed by a licensed physician must include: a description of the disability preventing the child from eating the regular school meal, and the prescribing specific substitution(s) needed. For students who are non-disabled and are unable to consume a food item because of medical or other special dietary needs; such substitutions may be made when supported by a statement signed by a recognized medical authority. The supporting statement shall include: (1. an indication that the medical or other special dietary needs restrict the child's diet (2. the food/s to be omitted from the child's diet and the food/s that may be substituted if needed. This medical statement should cover those students who have food intolerances or allergies but do not have life-threatening reactions (anaphylactic reactions) which exposed to the food(s) to which they are allergic. **The school, cafeteria and child nutrition director must have a copy of all signed medical statements for the safety of these students.** Please contact the child nutrition director, 662-728-1550 ext. 305 at the Office of the Superintendent with any questions regarding special dietary needs.

COMPETITIVE FOOD REGULATION RULE

No food items will be sold on the school campus for one (1) hour before the start of any meal service period. The MS Department of Education policy is interpreted as follows: No food is to be sold on campus for one hour before breakfast or one hour before lunch and until the end of either serving period. Any food may be sold after breakfast, until up to one hour before lunch, and any time after the end of the last lunch period.

MEAL PRICES

Student Breakfast Paid Price:	\$1.50
Student Breakfast Reduced Price:	\$.30
Student Lunch Paid Price:	\$2.50
Student Lunch Reduced Price:	\$.40
Adult Breakfast Price:	\$2.00
Adult Lunch Price:	\$3.00

***Note:** If another complete breakfast is bought, we sell it for a regular price of \$1.50 for students and \$2.00 for adults. (According to state law, we may charge this amount; but it cannot be claimed as a meal equivalent; it must be put in extra sale money.)

***Note:** A chef salad is considered an entire meal and must be purchased as such by a student for \$2.50 and an adult for \$3.00. A fruit, dessert, and milk may be picked up with the chef salad and is included in the lunch price at no additional cost. Any other items are considered extra.

Child Nutrition receives no reimbursement for adult meals and therefore must charge the meal cost appropriately. However, adults may buy individual food items instead of entire meals if they desire.

STUDENT and ADULT AL-A-CARTE EXTRA SALE PRICES

BREAKFAST

Meat & Biscuit:	\$1.00 or \$.50 per each meat or biscuit only
Cereal/Pastry/Pancakes/Waffles (2)	\$1.00
Toast (Cinnamon or Buttered)	\$.10
Fruit or Fruit Juice:	\$.50
Yogurt	\$.75
Milk	\$.50
Water	\$.50 (small water) \$1.00 (Large Water)

LUNCH

Entrée, including sandwiches:	\$1.25
PBJ or Uncrustable Sandwich:	\$1.00
French Fries:	\$1.00
Baked Potato:	\$.75 (unless as an entrée, then \$1.25)
Side Salad:	\$1.00
Vegetable or Fruit or Fruit Juice	\$.50
Regular Bread Component:	\$.10
Rolls:	\$.25
Ice Cream:	\$.50 or \$1.00 (depending on type purchased)
Yogurt	\$.75
Milk	\$.50
Dessert	\$.25 (Adults Only)
Water	\$.50 (Small Water) \$1.00 (Large Water)

Condiments – ketchup, mustard, mayo, and any dipping sauces are allowed and two packs are included in our recipes. If one asks for an extra he/she is given one, but if they keep asking for more and more; the manager may charge them \$.02 per packet and \$.10 per sauce. Because of their expense, extra salad dressing will cost \$.10 for a small packet and \$.25 for a large packet.

***Note:** Extra sales are only sold to students after a meal has been purchased (see Child Nutrition Policies – “Offer Vs. Serve”.) **However, a student may purchase milk and milk products (ice cream/yogurt) without purchasing a meal first. This includes children who bring their lunch.** The cafeterias will serve water, milk and ice cream and menu items at all schools for extra sales. We receive no reimbursement for extra items sold, so extra sale prices must remain at a price to cover the product cost.

***Note:** As long as the Child Nutrition program is financially sound, coffee and tea will be included in the meal price.

GRADUATION REQUIREMENTS

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following tables. Contents of each required and elective course must include the core objectives identified in the *Mississippi Curriculum/Framework*. Course titles and identification numbers must appear in the current edition of *Approved Courses for the Secondary Schools of Mississippi* published by the Office of Curriculum Instruction. (SB Policy ICFA-1) Enrollment in correspondence courses listed in this book must have prior approval granted by the principal. No more than one (1) of the minimum required number of units may be earned through completion of an approved correspondence course. Elective courses that do not have identified content in the *Mississippi Curriculum Structure/Framework* or whose titles do not appear in the current edition of *Approved Courses for the Secondary Schools of Mississippi* must be approved according to criteria stated in Appendix D. Students must be present at graduation practice in order to participate in commencement.

Graduation Requirements					
Traditional Pathway Option - 26 Credits Minimum		District Pathway Option - 21 Credits Minimum		Career Pathway Option - 21 Credits Minimum *Not an option for incoming Freshmen Fall 2017	
Requirements	Subjects	Requirements	Subjects	Requirements	Subjects
4 Credits of English	Eng I, Eng II	4 Credits of English	Eng I, Eng II	4 Credits of English	Eng I, Eng II
4 Credits of Math	Algebra I	4 Credits of Math	Algebra I	3 Credits of Math	Algebra I
4 Credits of Science	Biology I	3 Credits of Science	Biology I	3 Credits of Science	Biology I
4 Credits of Social Studies	1 World History 1 US History 1/2 Geography 1/2 US Government 1/2 Economics 1/2 Mississippi Studies	3 Credits of Social Studies	1 World History 1 US History 1/2 US Government 1/2 Mississippi Studies	3 Credits of Social Studies	1 US History 1/2 US Government 1/2 Mississippi Studies
1/2 Credit of Health	1/2 Comprehensive Health or 1/2 Family & Individual Health	1/2 Credit of Health	1/2 Comprehensive Health or 1/2 Family & Individual Health	1/2 Credit of Health/Physical Education	1/2 Comprehensive Health, 1/2 Family & Individual Health, or 1/2 Physical Education
1/2 Credit of Physical Education 1 Credit of Business & Technology	Computer Discovery, ICTII, 9th STEM, or Computer Applications & Keyboarding	1/2 Credit of Physical Education 1 Credit of Business & Technology	Computer Discovery, ICTII, 9th STEM, or Computer Applications & Keyboarding	1 Credit of Integrated Technology	Computer Discovery, ICTII, 9th STEM, or Computer Applications & Keyboarding
1 Credit of Art 7 Electives		1 Credit of Art 4 Electives		4 Credits of Career & Tech Ed electives 2 and 1/2 Credits of Electives	

Traditional Pathway Option---(26 Credits) Completion of this pathway will meet requirements to be accepted into a 4-year university.

District Pathway Option---(21 Credits) Completion of this pathway may meet requirements for acceptance to a community college

Career Pathway Option---(21 Credits) Completion of this pathway will guarantee acceptance in a Mississippi community college. The Career Pathways Option is the only one that requires a career cluster selection. The Career Pathway Option is no longer available to students entering 9th grade during Fall 2017 or thereafter. Additional information is available by contacting your school counselor or through the Mississippi Department of Education's website: www.mde.k12.ms.us

STUDENT CLASSIFICATION FOR ENTERING FRESHMAN OF 2011-2012 to 2015-2016

FRESHMAN	MUST COMPLETE THE 8TH GRADE
SOPHOMORE	7 unit of credit minimum
JUNIOR	13 units of credit minimum
SENIOR	19 units of credit minimum

STUDENT CLASSIFICATION FOR ENTERING FRESHMAN OF 2016-2017 AND BEYOND

FRESHMAN	MUST COMPLETE THE 8TH GRADE
SOPHOMORE	7 credits to include 2 math, 1 Eng, 1 science, and 1 social studies
JUNIOR	13 credits to include 3 math, 2 Eng, 2 science, and 2 social studies
SENIOR	19 credits to include 3 math, 3 Eng, 2 science, and 2 social studies

PRENTISS COUNTY VOCATIONAL-TECHNICAL SCHOOL COURSE OFFERINGS

Health Sciences I and II	2 credits each
Construction and Carpentry	2 credits each
Metal Fabrication I and II	2 credits each
Automotive Service I and II	2 credits each
Architectural Design I and II	2 credits each
Business Fundamentals and Marketing	2 credits each
Teacher Academy I and II	2 credits each
STEM	1 Credit

Career Pathway Experience (CPE) will be offered for the following students who are completers:

Architect Design and Drafting	1 Credit
Automotive Service	1 Credit
Health Sciences	1 Credit
Teacher Academy	1 Credit

Middle School Classes
Technology Foundations

Students enrolled in classes at the Prentiss County Vocational Technical School (other than STEM) should be considered as being enrolled in two classes.

ICAP Requirements

Beginning the 2012-2013 school year, all eighth graders will be required to have an ICAP (Individualized Career and Academic Plan). The ICAP is a tool our state is using to help direct our students toward a career path and become aware of the coursework and requirements of the career in which they are interested.

CTE Courses Satisfy Graduation Requirements

By completing certain Career and Technical Education (CTE) courses, a student may be awarded academic credit to be used to satisfy specific graduation requirements. REFER to MDE's publication Mississippi Public School Accountability Standards (Appendices A-1, A-2, A-3, and B) for details on how CTE courses meet specific graduation requirements.

2 Credits in Science to Satisfy Graduation Requirements (other than Biology 1)

A student may be awarded 2 credits in Science (to be used to satisfy science graduation requirements other than Biology 1) by completing any of the following CTE course requirements.

- Health Sciences II (+ prerequisites = 4 Carnegie Units)
- Agriculture and Natural Resources II (+ prerequisites = 4 Carnegie Units) (Suggested that 1 credit be for Bio II and ½ credit for Botany and ½ awarded for Field Experiences in Science.)
- AEST – Concepts of Agriscience and TWO of the following three courses:
 - Science of Agricultural Plants
 - Science of Agricultural Animals
 - Science of Agricultural Environment(= 3 Carnegie Units Total)

1 Credit in Mathematics to Satisfy Mathematics Graduation Requirements (other than Algebra 1)

A student may be awarded 1 credit in Mathematics (to be used to satisfy mathematics graduation requirements other than Algebra 1) by completing any of the following CTE course requirements.

- #994300 Architecture Design and Drafting II (+ prerequisites = 4 Carnegie Units)

½ Credit in Economics to Satisfy Economics Graduation Requirements

A student may be awarded ½ credit in Economics (to be used to satisfy graduation requirements) by completing the following CTE course requirements.

- Business Fundamentals (2 Carnegie Units)
- Business Fundamentals II (+ prerequisites = 2 Carnegie Units)

½ Credit in Personal Finance to Satisfy Personal Finance Graduation Requirements

A student may be awarded ½ credit in Personal Finance (to be used to satisfy graduation requirements) by completing the following CTE course requirements.

- Business Fundamentals (2 Carnegie Units)
- Business Fundamentals II (+ prerequisites = 2 Carnegie Units)

½ Credit in Health to Satisfy Health Graduation Requirements

A student may be awarded ½ credit in Health (to be used to satisfy graduation requirements) by completing the following CTE course requirements.

- Health Sciences I (2 Carnegie Units)

**State Board of Education Policy 3804
Mississippi Graduation Assessment Options**

Assessment Options	Math	Science	English	Social Studies
ACT	17 (Math)	17 (Science)	17 (English)	17 (Reading)
Dual Credit / Dual Enrollment	C or higher in MAT credit-bearing course	C or higher in BIO credit-bearing course	C or higher in ENG credit-bearing course	C or higher in HIS credit-bearing course
ASVAB + MS-CPAS2 OR Industry Certification	ASVAB score of 36 plus one of the following: 1. CPAS score that meets the attainment level assigned by Federal Perkins requirements OR 2. Earn approved Industry Certification specified in the Career Pathway's Assessment Blueprint (Appendix A-5)			
ACT WorkKeys + MS-CPAS2 OR Industry Certification	WorkKeys Silver Level plus one of the following: 1. CPAS score that meets the attainment level assigned by Federal Perkins requirements OR 2. Earn approved Industry Certification specified in the Career Pathway's Assessment Blueprint (Appendix A-5)			

CRITERIA FOR STUDENTS ENTERING ALGEBRA I AND BIOLOGY I CLASS

Pre-requisite for students going from Pre-Algebra to Algebra I and from 8th grade Science to Biology I

1. Final Grade must be an 85 or above/EOY State Summative Assessment will be considered in placement.
2. Teacher and principal must recommend that student be allowed to proceed to Algebra I and Biology I their 9th grade year.
3. An 85 or above in chemistry is required to take A.P. Biology

CHANGE OF SCHEDULE

Those students desiring to make changes in their schedule must do so with the permission of the Principal and/or the Counselor. No class changes can be made after 3 days have been completed from the beginning of any course. Any class dropped after that date will receive an "F" for that subject. Any extenuating circumstances will be handled on a case by case basis by principal and counselor.

DUAL CREDIT/DUAL ENROLLMENT

Those students who are interested in taking classes at Northeast Mississippi Community College while still enrolled in high school need to see their guidance counselor for the eligibility requirements, financial responsibilities, and dual credit alignment. Prentiss County School District's current Dual Credit/Enrollment Policy states a qualified dually enrolled high school student shall be allowed to earn an unlimited number of college or university credits for dual credit.

PROMOTION AND RETENTION FOR GRADES K-8

In order to be promoted students **MAY NOT** in;

*Grades 1-6 fail reading or math, they fail the grade (reading or math stands alone)

*Grades 1-8 fail two subjects, they fail the grade

*Grades 1-8 fail the same subject two years in a row, fail the grade

*Kindergarten students will be administered an Exit Exam to assess individual readiness for 1st grade. Teachers will use this and other assessment data to assist parents in determining the best placement for their children.

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

MARIETTA AND HILLS CHAPEL 8TH GRADE ACADEMIC AWARD HIGHEST OVERALL AWARD & 2ND HIGHEST OVERALL AWARD

The students with the highest and second highest overall average in academic coursework from beginning of 8th grade to end of 3rd 9 weeks will be acknowledged at the schools' annual awards programs.

STATE BOARD POLICY MISSISSIPPI STATEWIDE ASSESSMENT SYSTEM ASSESSMENT OF SPECIAL POPULATIONS

The information contained within the Testing Students with Disabilities Regulations and the Guidelines for English Language Learners and any subsequent updates shall apply to all public school personnel who are responsible for the implementation of the Mississippi Statewide Assessment System.

The information shall set forth the rules and procedures required for proper test administration and shall be provided to each school district by the Mississippi Department of Education through the district test coordinator. The district superintendent shall assure that each school follows the established testing procedures and informs each building level administrator of their responsibilities. Local boards of education shall cooperate with the State Board of Education in implementing the provisions of this said policy.

Grading Scales

K-8 Grading Scale (Non-Carnegie Unit Courses)	HS and Carnegie Unit Courses Grading Scale
A 93-100	A 90-100
B 85-92	B 80-89
C 75-84	C 70-79
D 70-74	D 65-69
F 69 or below	F 64 or below

Exam Exemption Policy for Grades K-12

A student who falls into one of the following categories may be exempt from taking their semester exams:

1. No more than 2 absences per class or in any class and an B or above average.
2. No more than 4 absences per class or in any class and an A average.
3. Once a student has accumulated 6 tardies per class in any class per semester, the student will not be exempt from final exams in any class.
4. Principals may refuse a student's exemption status due to disciplinary actions.

Absences for school-sponsored activities do not count as an official school absence. Exempt students may choose to take an exam to raise their final average. In this case, exam grades will not count against the student's average if it will lower their final grade. The school calendar is in the front of this handbook. Please do not schedule vacations, etc., during exams, which will be the last two days of each semester.

UNIFORM GRADING POLICY GRADES 3-8

Daily Grades – must have a minimum of 12 grades per 9 weeks Quiz & Daily Assessments – minimum of 9 with each having at least 10 items Homework – minimum of 1 HW grade each 3 weeks for progress reports	30% of Average
Test Grades – must have a minimum of 6 per 9 weeks (The goal for each teacher will be to provide 2 tests for each 3 weeks progress reporting period) Tests should contain at least 20 items Project based Test grades will be scored utilizing a rubric. This rubric should be made available to students at the beginning of the project.	50% of Average
9 Weeks EXAM Exam will have at least 25 items Exam will be comprehensive of objectives taught previously A copy of the Exam and a key will be submitted to the principal Principal will forward exams to district office at the end of each 9 weeks	20% of Average

UNIFORM GRADING POLICY GRADES 9-12

Daily Grades – must have a minimum of 25 grades per 9 weeks Classwork Homework Daily Assessments	30% of Average
Test Grades – must have a minimum of 8 per 9 weeks Tested areas should design tests with SATP format in mind Non-Tested areas should support overall student achievement in tested areas Project based Test grades will be scored utilizing a rubric This rubric should be made available to students at the beginning of the project	50% of Average
9 Weeks EXAM Exam will have at least 25 items Exam will be comprehensive of objectives taught previously A copy of the Exam and a key will be submitted to the principal Principal will forward exams to district office at the end of each 9 weeks	20% of Average

DETERMINING AVERAGES FOR HIGH SCHOOL VALEDICTORIAN, SALUTATORIAN, AND HISTORIAN*

When determining the individual student averages involving the current school year, the average will be calculated at the end of the midterm point of the spring semester. Students must be present at graduation practice in order to participate in commencement.

When calculating GPA's, counselors will factor in English I, English II, English III and English IV (the counselor may factor in AP English Courses for English III and/or English IV) Biology I and the three other sciences with the highest averages (one science must be a Physical Science/Chemistry/Physics), Algebra I, two math courses above Algebra I with the highest averages, and one additional math, MS Studies, World Geography, World History, US History, Government, Economics, an Art, a Computer course, a PE, and Health. The elective courses will not be calculated in the GPA.

Counselors will count grades twice for 1 unit courses and count grades once for ½ unit courses

(*This applies to those schools that have a Historian award.)

HIGH SCHOOL VALEDICTORIAN, SALUTATORIAN, AND HISTORIAN*

*These guidelines are effective for the incoming 9th graders 2013-2014 school year

1. Must complete seven (7) semesters of high school work.
2. Valedictorian, Salutatorian, and Historian* awards will be determined on the basis of the following: The Valedictorian will be the student with the highest numerical average in any and only the subjects required for graduation by the State Department of Education. The Salutatorian will be the student with the second highest numerical average in any and only the subjects required for graduation by the State Department of Education. The Historian* will be the student with the third highest numerical average in any and only the subjects required for graduation by the State Department of Education.
3. A committee of staff members will verify the calculation of grades for the valedictorian, salutatorian, and historian*
4. AP Course grades of an A or B will gain one (1) quality point for GPA tabulation
5. Only students who are on the traditional pathway for graduation will be eligible for Valedictorian, Salutatorian, Historian, Honor Graduate, Hall of Fame, and any other honor.

(*This applies to those schools that have a Historian award.)

YEARLY HONOR ROLL

The end of the year Honor Roll is determined by the grades of each individual subject during the year for the 1st three 9 weeks. To make the Superintendent's Yearly Honor Roll, the student cannot have a grade less than an (A) in each individual subject, and to make the Principal's Yearly Honor Roll, the student cannot have a grade that is less than a (B) in each individual subject. *NOTE: Any student who does not satisfactorily continue to maintain this grade during the (fourth nine weeks), will be dropped from the list of Yearly Honor Roll recipients.

HONOR GRADUATES

A student must have a 90 or above cumulative grade point average comprised of all courses taken as required for graduation by MDE. These will be determined after third nine weeks. However, any student who does not continue to maintain this grade point average during the fourth nine weeks will be dropped from the list of Honor Graduates.

HALL OF FAME

A Prentiss County School's Hall of Fame represents a select group of senior students who have outstanding academic records, leadership skills, character, citizenship and community service.

Eligibility Requirements:

1. Students must have attended the school from which they are graduating for the full junior and senior years.
2. No more than 20% of the senior class will be accepted into the Hall of Fame.
3. High school faculty will select students. The following criteria items will be used: applications, attendance records, discipline records, and academic records. Once all applications are received, faculty will vote on who should receive the Hall of Fame honor.
4. Teachers and club/athletic sponsors will have the opportunity to verify membership status and awards documented by the applicant.

5. The student must not have failed any subject during any high school year 9-12.
6. The student must not have had more than 5 unexcused tardies or 5 unexcused absences during the senior year.
7. A student must have passed all of the required state tests for graduation in order to receive the Hall of Fame honor.
8. Students must have an overall 85 grade point average or higher to be eligible for Hall of Fame.
9. The student must not have had any out of school suspension during their high school years or engage in any action that does not exemplify good behavior or school board policy. If a student is suspended or behaves in any way which does not exemplify good behavior after receiving the Hall of Fame honor, the student will be removed from the school's Hall of Fame and lose the honor.
10. Completed applications must be turned in to the counselor. Incomplete or incorrectly completed applications will not be considered. There are no extensions on the deadline. Applications will not be given back to the students to correct if the student leaves something off of it.
11. Applications will be distributed to students with an 85 grade point average or higher the week after Spring Break. Students will be given ten days to complete the Hall of Fame application and turn it back in to the counselor.
12. Students must complete twenty hours of community service and provide documentation of the community service signed by the adult who supervised the service.
13. The counselor or principal must sign off on every Hall of Fame application for the student to be considered for Hall of Fame. If the student does not receive the counselor or principal's signature on his or her application, the application will not be considered.

HONOR ROLL

The categories of the Honor Roll are:

- | | | |
|--------------------------|--------------------|---|
| 1. Superintendent's List | No grade less than | A |
| 2. Principal's List | No grade less than | B |

ATTENDANCE AWARD

PERFECT ATTENDANCE: Any student having perfect attendance at any school on all legal school days is given a Perfect Attendance Award.

If a student becomes sick and must be sent home, they will be counted present **ONLY** if they have attended school until 1:30 p.m. and/or 63% of the students school day. Students may also be excused early for medical appointments or other necessary reasons and be counted present provided they attend school until 1:30 p.m. and/or 63% of the students school day.

RELEASE OF SCHOOL DATA

School may release directory information of students enrolled to the public upon request. Directory information is defined so as to include students' names, addresses, and telephone numbers. Any parent who desires the directory information of his/her child not to be released to public shall notify the school not later than thirty (30) days after this notice is given to the student.

CLUBS AND STUDENT ACTIVITIES REQUIREMENTS FOR ELECTING CLUB OFFICERS, CLASS OFFICERS, AND/OR ANY OTHER POSITION OF HONOR AND TRUST

It is the intent of the Prentiss County Board to have students that hold a responsible position in their respective schools or classes to be of good behavior.

Students that are selected or elected, whether it be by faculty selection, class selection, or student body selection, cannot hold any position of honor or trust if they have been suspended, expelled or have 6 or more unexcused absences for one calendar year, beginning on the date that the offense was, resulting in the suspension or expulsion.

A student must have been promoted from the previous year to be eligible for any position of honor or office.

Any student selected for any of these positions will be removed from any and all positions immediately if they are suspended or expelled. Once elected the student must meet the requirements of the position set forth by the administration or forfeit their post.

FIELD TRIPS, CLASS TRIPS, AND EXCURSIONS

Athletic trips, field trips, youth organizational trips, and/or any other trips pertaining to the educational activities of the course of study or Extra Curricular activities and that do not require an overnight stay are permitted upon Board approval. Academic clubs and organizations that participate in state and/or national contests and conferences are allowed overnight stays upon the approval of the Principal, the Superintendent, and the Board of Education. On no other trips are students allowed to stay overnight under school sponsorship.

STUDENT PARTICIPATION

NOTE: If a student is suspended at the time of the trip, this student will not be allowed to go. Also, if a student has demonstrated misconduct on a previous trip the student may not be allowed to go on future trips or participate in future activities. This decision will be at the discretion of the sponsor and the principal. Also, at the discretion of the principal, any student maybe barred from any extra-curricular activity during that calendar year and be subject to review by the Prentiss County School Board.

BANQUETS/PROM

Banquets held in other locations, other than Prentiss County, must be board approved. If a student desires to attend a banquet, the following rules must apply: -

1. Meals are to be paid for in advance.
2. Students are not allowed to bring guests or dates who would not otherwise be involved in Banquet/Prom Activity.
3. No Wills and/or Prophecies will be allowed

*In order to participate in Banquets, Beauty Reviews, etc., a student must be at school on the day of that Banquet, Beauty Review, etc. for at least 63% of the student's day.

*Also, at the discretion of the principal, any student may be barred from any extra-curricular activity during that calendar year.

ATHLETICS AND SCHOOL ACTIVITIES

All participants (grades 7-12) in activities sanctioned by the Mississippi High School Activities Association (MHSAA) must comply with standards as stated in the MHSAA Handbook. (This applies to all extracurriculars).

The Mississippi High School Athletic Association requires any student who participates in any athletic activity to take at least five (5) units of credit each year to be eligible to participate in athletic activity. This ruling also applies to cheerleaders and band members.

A student who is enrolled in any grade higher than Grade 6 in a school district must be suspended from participation in any extracurricular or athletic activity sponsored or sanctioned by the school district after a semester in which the student's cumulative grade point average is below 2.0 on a 4.0 scale. (Children First Act of 2009.)

Any student who participates in athletics must be determined to be on track for graduation.

High School Eligibility

7 period, 8 period, and A/B Block Schedules

* For students entering 9th grade in 2008-2009 and thereafter: 9th and 10th graders must pass a minimum of 6 courses (mid year) or 6 credits (end of year)

*The average of those 6 courses /credits must be a "C" or above

4X4 block and modified 4X4 block schedules

* Pass 3 courses, earning at least 3 credits (at mid-year)

*The average of those 3 credits must be a "C" or above or a 2.0 on a 4.0 scale

*Beginning with students entering 9th grade in 2008-09 and thereafter: 9th and 10th graders, pass a minimum of 6 credits (end of year)

*The average of those 6 credits must be a "C" or above

Entering 9th Grade Eligibility

Fall Eligibility:

* Must be promoted

- *Must have passed the 4 core courses (English, Math, Science and Social Studies)
 - * The average of those 4 core courses must be “C” or above
- Spring Eligibility:**
- * Must pass a minimum of 6 courses
 - *The average of these 6 courses must be a “C” or above

(MHSAA 2009 CLARIFICATIONS)

ATHLETIC DRUG TESTING POLICY CHANGE DUE TO ALTERNATIVE SCHOOL SLOTS

1. Minimum of 30 days athletic suspension (no practice or games).
2. Retest before reinstated (paid for by parent/guardian).
2. This is a minimum punishment; the principal or coach may provide a more severe punishment up to removal from athletic participation for the remainder of the school year.
4. Punishment is County Wide

ATHLETIC ACADEMIC RULE

*All Prentiss County School District Athletics are governed by the MHSAA. Any other inquiries about eligibility can be found at www.misshsaa.com.

JUNIOR HIGH (7th and 8th graders)

Pupils in the seventh and eighth grades participating at the high school level for fall eligibility must: be promoted; have passed the four core courses (English, math, science, and social studies); and the average of those four core courses must be a “C”, 2.0 or above. For spring semester eligibility, the student does not have to be passing all four core courses, but the average of those four core courses must be a “C”, 2.0 or above. Summer school or extended school year grades will replace the grade for a failed course in the spring semester GPA.

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

SENIOR HIGH (9th-12th graders)

Students will be required to pass 6 units of credit during the school year with a “C” or 2.0 average or better in order to maintain eligibility. Those students who opt out of the Mississippi schools curriculum and need 21 credits to graduate, will be required to pass five credits toward graduation to be eligible. However, they must pass six credits one of those four years of eligibility.

A student athlete may become eligible only once during his/her high school career if he/she fails the last semester of the previous year, by passing 6 units with a “C” average the first semester of the following year. This will be done in order to keep the student on track for graduation.

The only change for students on the block schedule will be that students participating in athletics and activities will have to have an overall “C” or 2.0 or higher average.

Special education students will be academically eligible if they are making satisfactory progress according to the committees reviewing their Individual Education Plans (IEP).

SPORTING EVENT PRICES

(If a High School and Jr. High Game is playing – highest fee will be charged)

Basketball Tournament/Classic Game High School	\$5.00 H.S. Jr. High \$5.00
Basketball Games	\$5.00 H.S. Jr. High \$5.00

Football Games	\$5.00 H.S. Jr. High \$5.00
Baseball and Softball Games	\$5.00 H.S. Jr. High \$5.00
Beauty Reviews	\$12.00 entrance fee \$5.00 admission fee
Track Meet	\$3.00
Power-lifting	\$4.00

*** Note: All above prices will be for everyone* All must pay gate except those with valid passes* Employee and spouse only Prentiss County School District passes (County passes will not be accepted during Prentiss County Tournament)**

Students may purchase student tickets for **HIGH SCHOOL EVENTS** in advance for \$3.00 for any sport at their home school excluding tournament games (Non-transferable) Students may purchase student tickets for **JR HIGH SCHOOL EVENTS** in advance for \$2.00 for any sport other than football which will cost \$3.00 in advance at their home school excluding tournament games (Non-transferable)

17 (1987); Section 37-15-21 (1987); Section 37-15-29 (1992)

ATTENDANCE LAWS AND POLICIES

The district will implement procedures that will monitor and report student absences. When possible, medical, dental, or other personal appointments, should be scheduled after school hours. Parents are asked to notify the school of appointments, which are scheduled during school hours, prior to an absence.

*Written documentation, including medical excuses for absences, must be presented to the principal or his/her designees within two days of the student's return to school. This documentation must come from appropriate medical personnel, court personnel, funeral home personnel, or parent. In case of illness not requiring medical attention, a maximum of four (4) days per semester may be excused through written documentation signed by the parent/guardian.

An absence will be unexcused if a parent or guardian does not contact the school in writing by the conclusion of the second day after the student returns.

*** EXCUSED ABSENCES INCLUDE:**

1. Sickness/medical appointments with proper documentation.
2. Death in the immediate family as outlined by Mississippi law, with acceptable documentation.
3. Absences approved by the principal.
4. Mandated appearances in court, with proper documentation.
5. Any other excuse otherwise provided by board policy JBA.

NOTE: Students participating in school activities are considered present.

All other absences are unexcused. After a student has accumulated five (5) unexcused absences, the principal or his designee will contact the County Attendance Officer. The School Attendance Officer will then mail the parent(s) or legal guardian (s) a "First Notice" at five (5) or more unexcused, a "Second Notice" at ten (10) or more unexcused absences, a "Final Notice" at twelve (12) or more unexcused, whereupon the School Attendance Officer may take Legal Action. In an effort to avoid legal action, it is imperative that parents or legal guardians promptly notify their child's school of any address or phone number changes.

Parent Excuse Letter Sample

The following information must be included on all Parent Excuse Letters for a student to receive an excused absence. It should be written in this format. This letter may be hand written or printed directly from our district website. It is located under parent resources.

Student's Legal Name _____	Date of Absence _____
School _____	Homeroom Teacher _____
Please excuse _____ (Student's Full Name) for being absent on the date listed above.	
Please check the absence reason that applies.	
1. <input type="checkbox"/> Illness or injury.	
2. <input type="checkbox"/> Death or serious illness of immediate family member.	
3. <input type="checkbox"/> Court appearance	
4. <input type="checkbox"/> Other reason	
Explanation	

Parent Signature _____	Contact Phone Number _____
Date: _____	
The excuse must be received within two days of your child returning to school. If an excuse is not received in the time required, the absence will be considered unexcused.	

MAKE-UP WORK

All students shall be offered the opportunity to make up work with the exception of unexcused absences or tardies. Make-up tests may be different from regular tests.

If a student knows in advance that they will be excused from classes to participate in a school-sponsored activity, they should discuss make-up work with their teacher as soon as they know they are to be absent. The student, upon return to school, must contact the teacher immediately to arrange for work and/or tests missed.

Students who have been absent should contact their teachers regarding make-up work. The teacher will determine the length of time a student should have in making up missed work with a minimum of at least one (1) day for every day absent.

In instances where the student was present when work was assigned or tests were scheduled, the student is expected to submit the work or take the test upon the day after returning to school.

When work is not made up within the allotted time or by the time specified by the teacher, the student's grade will automatically become a zero. The teacher will document the schedule of make-up; dates assigned, and date due.

A student who received an unexcused absence may not make up work. If a test was given or written work was assigned in class, the student will receive a zero.

TARDIES

HOMEROOM TARDIES: Students are expected to be at school and in their designated classroom by the time the homeroom tardy bell rings. A student who arrives after the tardy bell rings must report to the office upon arrival. The fourth tardy per semester (elementary and jr. high) and second tardy (high school block schedule) or thereafter will be dealt with according to "Penalty for Offenses" listed in this Handbook. The Principal will be responsible for punishment resulting from homeroom tardies.

CLASS TARDIES: Students are allowed ample time to change classes. Students that are detained by a teacher should be given a note to present to their next teacher when they arrive for class. All other tardies will be considered unexcused. Any work missed because of an unexcused tardy cannot be made up. If a student enters the room after the tardy bell has rung, he/she is tardy. Every three (3) unexcused tardies will be counted as one absence. This is not an accumulation of three (3) tardies for all seven (7) periods or each block period, but three (3) for each period or block. If a student misses over 50% of a class period, they will be counted absent.

- **Parental approval must be given in writing or by phone for late arrival or early departure.**
- **Students who are habitually late for school, with 3 or more tardies, will lose their driving privilege for 5 school days.**
- **For each repeated offense of 3 unexcused tardies double driving loss days will occur (10 school days).**

HALL PASSES

A student will be required to have a hall pass in their possession when they leave an assigned class area during the class period. The student is responsible for getting a hall pass from their instructor before leaving their assigned class area. Failure to have a hall pass will be treated as truancy and disobedience and the student will be punished based on the policy described under "Penalty for Offenses" in this handbook.

PERMISSION TO LEAVE SCHOOL

Once a student is on school grounds, they are to remain throughout the entire day unless their parent/guardian requests an early release or an emergency arises. If a student becomes sick at school, they are to report to the office for permission to go home. If a parent or guardian desires that their child be dismissed from school for any part of the day, they should communicate with the school office by telephone or note.

If a student brings a note to school for permission to leave school, they should bring it to the office by 8:00 a.m. to get the note signed. All notes for early dismissal must have a home, business, or place of employment phone number listed. The school will verify every excuse or note for dismissal if possible.

Any student leaving the school grounds during the school day for any reason must sign out in the office after receiving permission and once they leave, they may not return to school without school office permission and must sign in upon returning. If a student leaves the school grounds during the school day without parental consent, school consent, and signing out in the office, they will be subject to punishment.

NOTE: Prentiss County School District students in the 11th and 12th grades who are on track for graduation are allowed to leave early on a regular basis. Seniors must be enrolled in at least 2 courses per semester. Juniors must be enrolled in at least 3 courses per semester. All other students are required to stay at school for the entire day.

AUTOMOBILE USE

1. Driving on school roads and parking on school property is a courtesy offered to students and others by the School Board.
2. The parking facilities located at the various school district buildings are not public parking areas and are to be used for school purposes only. School purposes include attendance at school activities or other school authorized activities, which occur before or after the regular school day.
3. Students must have a driver's license on file in the office before they will be allowed to drive any vehicle on the school campus.
4. Violators may be charged with trespassing and/or vehicles towed at owner's expense.
5. Any violation can be referred to "Penalty for Offense"

Additional rules and regulations are as follows:

1. All drivers on school property and related school sponsored activities shall hold a valid State of Mississippi driver's license.
2. All such drivers shall be in compliance with the laws of the State of Mississippi relating to liability (liability insurance or security bond).
3. Copies of these documents shall be on file in the school principal's office.
4. Students will not be permitted to transport other unauthorized students.
5. Students are to leave their cars immediately after arriving on school property and are not to return to them until departure time without proper authorization by the principal.
6. Parental approval must be given in writing or by phone for late arrival or early departure. Students who are habitually late for school, with 3 or more tardies, will lose their driving privilege for 5 school days. For each repeated offense of 3 unexcused tardies double driving loss days will occur (10 school days).
7. Students will park only in designated areas. Each car will be identified with a current permit prominently displayed or attached.
8. Students will abide by all laws and common sense rules governing driver's conduct.
9. Students shall be responsible for locking their vehicles while on school property. The school district shall assume no responsibility for any loss relating to the student driver, his vehicle, or other property.
10. Before being issued authorization to drive on school property or in connection with any school activity, principals must obtain the signature of the student driver certifying that he/she understands and will abide by this policy and its parts.
11. No student below the ninth (9th) grade will be issued a permit authorizing him/her to drive a vehicle of any sort on campus.
12. Failure to abide by this policy will result in the loss of driving/car use privileges and subject the student to whatever other discipline or prosecution that might apply under school policy and/or the laws of Mississippi. 1A permit will not be issued to drive a three-wheeler or four-wheeler on campus.
13. A permit may be issued to drive a motorcycle on campus provided the following rules are met:
 - Drivers of motorcycles must wear a helmet
 - Motorcycles must have a tag
 - Motorcycles must be insured
 - Motorcycles must meet all state requirements
 - No riders will be permitted
14. Additional rules may apply at each school.

THIS POLICY IS ESTABLISHED TO ASSURE STUDENT SAFETY AND WILL BE STRICTLY ENFORCED

DRIVER'S LICENSE REQUIREMENTS

(SENATE BILL 2194 - EFFECTIVE: SEPTEMBER 1, 1995)

This bill amends section 63-1-9 to change the legal age for obtaining a driver's license to sixteen (16). There is a clause, which requires any unmarried person under age 18 to present a diploma, or a special diploma certifying high school graduation, a GED certificate, or documentation of school enrollment when applying for a license. There are exceptions listed for certain 15 year olds to be granted a license.

Section 37-25-7 is amended to require a driver education student under age 15 to secure a learner's permit, which will be valid only when the student is under the direct supervision of a driver education instructor. The permit that costs \$1.00 shall expire at the end of the driver training course.

Applicants under age 18 shall be issued a one-year license. Annual renewal must be accompanied by documentation that the applicant is in compliance with the education requirements. This documentation must be dated no more than thirty (30) days prior to the date of application.

AUTOMOBILE USE FOR VOCATIONAL-TECHNICAL STUDENTS

Students who attend classes at the Prentiss County Vo-Tech will ride the bus to and from their home school. Permission to drive will be given by the principal and the vocational director to those students enrolled in Health Sciences II. Permission to drive may be extended to those students whose last class of the school day is at the Vocational School. Extenuating circumstances will be addressed at the local school.

Permission-To-Drive forms must have the proper signatures and be on file at the home school with a copy sent to the Vocational School. If students ride with other students, permission forms must be completed and on file at both schools. Any student found in violation will lose all driving privileges as well as other appropriate disciplinary actions.

WORKBOOKS, FEES, AND CHARGES

Fees may be charged for workbooks and consumable supplies or for repair or rental of equipment.

The Board of Education shall review the fees charged in August of each year and may change the fees as it deems necessary for the session immediately following. The fees and charges are as follows:

Kindergarten	\$15.00		
Grades 1-8 Student Fees	Actual cost of consumable supplies (\$30 Maximum fee)	Technology Foundations	Consumable supply fee - \$10.00
Driver's Education	\$30.00	STEM	Consumable supply fee - \$15.00
Family & Consumer Science	\$15.00	Spanish I	\$15.00
Elementary Art	\$5.00	Spanish II	\$20.00
High School Art	\$15.00	Botany & Environmental Sci.	\$10.00 per semester
Middle School Science Fee	\$5.00	A & P	\$20.00
Chorus	\$15.00	Science Skills	\$20.00
Chemistry I & II	\$20.00	Biology I & II	\$20.00
Physics	\$20.00		
Locker Fees	Regular or Small-\$7.50 / Large-\$10.00		
Vocational Lab. Fees	\$15.00		
Library Books	Ten cents (.10) a day for overdue books. Replacement value for lost or damaged book		
School Property	Replacement value (desks, windows, etc.)		

DISTRICT OWNED TEXTBOOKS

Prentiss County School District provides textbooks free of charge to students. Books will be issued by the teacher of each course, requiring the use of such textbooks. It is the duty of each student to care for the textbooks to the best of his/her ability. Students should take pride in the upkeep of their textbooks. Students who lose or damage textbooks are required to pay for them. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced the book. A book that is lost or damaged must be paid for before another will be issued.

The following is an example of our district's fines and damage replacement schedule;

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

REPORT CARDS/PROGRESS REPORTS

Report cards will be sent home one week after the 9 weeks exam for each grading period. Progress reports will be sent home for grades K-12 at the 1/3 and 2/3 point of each 9 weeks. Parents will receive notification of student having difficulty. The student may keep their report card for each grading period, but are required to show proof of parent's/guardian's signature to school personnel. Active Parent maybe accessed at any point to evaluate a student's performance in each class.

CARE OF SCHOOL PROPERTY

Students are expected to do their individual part in caring for the buildings, school buses, and school grounds. Everyone should develop pride in keeping the buildings clean and the furniture in good repair. Pupils will be required to pay for damage to buildings, school buses, and any equipment.

Damages must be paid for by the guilty party and in severe instances, additional punishment may be issued.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are viewed as an extension of the school day. All rules governing regular school day activities shall apply to all school sponsored extra-curricular activities held on or off the school campuses. Violators of these rules shall be handled accordingly and shall include, but not limited to all summer activities.

STUDENT DISCIPLINE POLICY

Faculty members will exert every effort to maintain an orderly, educational atmosphere; however, the final disposition of discipline resides with the administration. If the need arises or if teachers' efforts fail, students will be sent to the administration for appropriate action.

Section 37-9-71 of the Mississippi Code:

"The superintendent of a school district and the principal of a school shall have the power to suspend a pupil for good cause or for any reason for which the pupil might be suspended, dismissed, or expelled by the board of trustees.

However, such action of the superintendent or principal shall be subject to review by and the approval or disapproval of the board of trustees."

"The board of trustees of school districts shall have the following powers: To suspend or expel a pupil for misconduct in the school, in school buses, on the road to and from school, during recess, or upon the school playgrounds....."

NOTE: Metal detectors may be used at the schools discretion.

The following activities are prohibited. Any student who engages in any of the activities is subject to discipline that may include corporal punishment and/or suspension. This policy applies to any student who is on school property or a student who is in attendance at school or at a school-sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or welfare of students or employees. (Any student convicted of a felony will be subject to expulsion.)

In order that teachers and principals may have a more equitable and unified method of pupil control, the following definitions and procedures shall be used as guidelines in matters relating to discipline or punishment:

1. **DISRUPTIVE BEHAVIOR**: any act, physical or vocal, which makes it difficult to continue normal activities. Petting/public displays of affection are considered disruptive behaviors.
2. **VANDALISM**: any act of destroying, altering, defacing, or otherwise damaging public or private property.
3. **STEALING**: any act of removing public or private property without the consent of the owner.
4. **ASSAULT**: an attempt with force and violence to do bodily injury to another person.

*Physical Altercation, Violent Fighting, or Malice—Punishment will be at the Principal’s discretion.
Law Enforcement Authorities may be called at the Principal’s Discretion.

5. **BATTERY**: an act of assault accompanied by force, hitting, kicking, fighting, and slapping, and other such overt acts that could cause injury.
6. **DISOBEDIENCE**: the failure to act upon or follow instructions given by the person in charge.
7. **WILLFUL DISOBEDIENCE**: intentional failure to act upon or follow instructions given by the person in charge.
8. **OPEN DEFIANCE**: the verbal refusal to act upon or to follow instructions given by the person in charge.
9. **VULGAR LANGUAGE**: the use of words which are offensive to anyone present or tend to defame the character of another person.
10. **PROFANITY**: the irreverent use of a sacred name or the use of words considered lewd or coarse, swearing, cursing, or other vile words showing contempt.
11. **OBSCENITY**: the act or expression which is offensive to the prevailing concepts of the school community; stressing or suggesting indecency, lust, or depravity, offensive to the senses.
12. **TRUANCY**: an act of being absent without permission from school or class.
13. **CHEATING**: an act of giving or receiving information on tests or exams.
14. **PRETENSE**: an act of telling falsehood with the intent to deceive.
15. **WEAPONS POSSESSION**: having in one's possession any instruments capable of causing bodily harm, a student may be automatically expelled.
(Category A)
Category 1- Weapons, etc. violence (Expulsion)
Category 2 - Knife 4 inches or longer or switch blade (Alternative School or Expulsion)
Category 3 – Knife less than 4 inches (OSS) 3days minimum

(Category B)

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 may be suspended or disciplined at the principal's discretion.

16. **WEAPONS POSSESSION WITH THREAT TO USE:** any overt display of and/or threat to use any instrument capable of causing bodily harm.
17. **POSSESSION OR USE OF TOBACCO PRODUCTS INCLUDING ELECTRONIC CIGARETTES/VAPES:**
Parents and/or guardian will be contacted and punishment under the penalty of offenses outlined on page 28 may be used at the Principal's discretion.
18. **POSSESSION, USE, OR UNDER THE INFLUENCE OF ALCOHOL, ILLEGAL DRUGS, NARCOTICS, CONTROLLED SUBSTANCE(S), OR PARAPHERNALIA:**
 - 1st Offense –Assignment to Alternative School for not less than 30 days
 - 2nd Offense – Expelled for school year
19. **SALE OR DISTRIBUTION OR CONSPIRING TO SELL ILLEGAL DRUGS/ALCOHOL, CONTROLLED SUBSTANCE**
*Suspension or expulsion will be at the discretion of the Superintendent based upon recommendation of the school principal. State Law will supersede all local policies.
20. **RESTRICTIONS**
 - a. Students are not allowed to bring soft drinks, etc. in cans or glass bottles on school buses or cafeteria.
 - b. Students not in their assigned area must have a note signed by their teachers and must have a hall pass.
 - c. The school office is for business only, students should not be there except on business.
 - d. Students are not allowed to bring radios, tape players/recorders, pagers/beepers, electronic games, other artificial noise makers, or playing cards, laser pointers, or yo-yo's on campus outside of their vehicle. Exceptions must be cleared through office, however, emergency beepers will not be approved and students will not be allowed to respond to public emergency calls during the school day. Parents must come to school on the first offense and sign a statement.
 - e. Students are not allowed to use the school phone except in emergency cases or as approved by the office. The District recognizes that students sometimes have specific needs that are required to be communicated to parents or guardians. Efforts will be made to allow students to use an office phone if it is necessary to communicate with a parent or guardian.
 - f. The first time a student is found to have a cell phone in use, the cell phone will be confiscated. The student will receive a written warning. Any further infractions of the student being found to have a cell phone in use, will result in the phone being confiscated. The phone will be returned to the student after three (3) school days. **NO EXCEPTIONS**
21. **GAMBLING:** to bet (money) on the outcome of a game, contest, and/or other event or to play a game of chance for financial gain.
**Any money and/or gambling paraphernalia will be confiscated by certified school personnel.
22. **DISRESPECT:** any act of being disrespectful toward any other person.

All of the above are examples of unacceptable student behavior requiring action. The following disciplinary guidelines will prevail throughout the district. The following punishments will be administered according to offense severity and repetition of offense at Principal's discretion.

PENALTY OF OFFENSES

Student conference and/or parent conference and/or any of the following:

1. Assigned Written Report
2. Detention – (Optional)

3. School Work Detail
4. Corporal Punishment (Defined as a paddling administered to buttocks.)
5. Out-Of-School Suspension (Must be recommended by principal and if over ten (10) days, approved by Board.)
6. Assignment to Alternative School (Must be recommended by the Principal and approved by Superintendent.)
7. Any other punishment deemed appropriate by the principal or certified school personnel.
8. Loss of driving privileges

*Damage must be paid for by guilty party and/or any other person found guilty of being an accomplice and in severe cases, punishment may be more severe.

BULLYING, STALKING/HARASSMENT: an act when a person willfully, maliciously, and repeatedly follows or harasses another person, or who makes a credible threat, with the intent to place another person in reasonable fear of death or great bodily harm also, bullying/harassment.

* PRENTISS COUNTY SCHOOL BOARD POLICY AND PROCEDURES FOR BULLYING (Adopted June 7, 2010)
("Penalty for Offense" Punishment will be determined by certified school personnel.)

STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

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

I. Definitions

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

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

Bully 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.

Every student has a fundamental right to take reasonable actions as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. However, no student or school employee shall engage in any act of reprisal or retaliation after the bullying or harassing behavior has stopped. Any student or school employee guilty of such conduct may be punished in the same manner and to the same extent as for bullying or harassing behavior.

II. Procedures for Processing a Complaint

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

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 will all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after 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.

* Superintendent and /or principal has discretion to determine degree of "abuse" dependent upon "act" and grade level of student.

- 1st offense – Corporal punishment or OSS
- 2nd offense – Alternative School for 9 weeks
- 3rd offense – Alternative School for semester
- 4th offense – Expulsion

STUDENT'S DUE PROCESS

When a student is confronted with disciplinary action, the Board and its administrators shall afford him the safeguards of due process as required by applicable law.

In any case, the student must be made fully aware of his rights and must be given an opportunity to present his side of the case prior to any action being taken by school officials.

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

The parent or guardian of the child shall be advised of this right to a hearing by the superintendent or principal and the proper form shall be provided for requesting such a hearing.(MS CODE 37-9-71)

STUDENT'S REFUSAL TO ACCEPT ASSIGNED PUNISHMENT

Any student who refuses to take the first punishment assigned to them for an offense will be given an out-of-school suspension Parent will be notified.

* OSS is considered an unexcused absence and results in a zero (0) being given for all missed work.

OFFENSES: WEAPONS POSSESSION

PROHIBITION OF WEAPONS ON SCHOOL PROPERTY (SENATE BILL 3349 - PREVENTION OF SCHOOL VIOLENCE ACT) (MS CODE 97-37-13, 97-37-15, AND 97-37-17) (EFFECTIVE: JULY 2, 1994)

AUTOMATIC EXPULSION PERMITTED SENATE BILL 3349 -EFFECTIVE: JULY 2,1994) The superintendent or principal has authority to automatically expel any student who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm, or causing bodily harm, or who commits a violent act on school property. The expulsion shall take effect immediately, subject to constitutional due process rights.

NOTE: House Bill 323 (Effective July 2, 1994) bars any student expelled for possession of a weapon or other felonious conduct from being assigned to an alternative school program. Referrals to alternative schools must be based upon documented need for placement by the parent, legal guardian or custodian.

PARENTAL RESPONSIBILITY A parent may be guilty of a misdemeanor and fined up to \$1,000.00 and/or up to six (6) months in county jail for knowingly allowing a child (under 18) to have, own, or carry a concealed weapon.

SENATE BILL 2767 - EFFECTIVE: JULY 1,1994)

Senate Bill 2767 states that any act attempted or committed by a child with the use of a deadly weapon, which would be a felony if committed by an adult, will be in the original jurisdiction of the circuit court.

This bill requires that the youth court be notified when a child is expelled from the public schools and the reason for expulsion.

The age for relinquishing youth court jurisdiction is lowered from 18 to 17 when the offenses committed by the child would be a felony if committed by an adult.

Parents, guardians, or custodians of children under age 13 may be civilly liable for any criminal acts of their children. Section 43-21-159 is amended to remove jurisdiction from the youth court for an offense involving the use or possession of a firearm by a child who is 15 years of age if the same offense committed by an adult would be a felony. All records involving a child convicted as an adult shall be public and shall not be kept confidential.

DEFINITIONS:

"EDUCATIONAL PROPERTY" A public or private school building, bus, campus, grounds, recreational area, athletic field, or other property owned or actually used or operated for school purposes.

"STUDENT" A minor or adult enrolled in or suspended or expelled within the last 5 years from a public or private school, college, or university.

"FELONY" \$5,000.00 and/or 3 years for possession of a gun, rifle, pistol, other firearm, dynamite, cartridge, bomb, grenade, mine, powerful explosive, or causing, encouraging or aiding a minor to possess same.

“MISDEMEANOR” \$1,000.00 and/or 6 months for possession of a BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, blackjack, metallic knuckles, razors, razor blades (except for shaving), any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files and clips and tools used only to prepare food, instruction and maintenance of school property), or causing, encouraging, or aiding a minor to possess same.

PARENTAL RESPONSIBILITY - CONFERENCE ATTENDANCE (SENATE BILL 3349 - EFFECTIVE: JULY 2, 1994)

A parent may be guilty of a misdemeanor and fined up to \$250.00 for failure to attend a noticed conference.

SCHOOL DISTRICT’S RESPONSIBILITIES
(HOUSE BILL 1602 - EFFECTIVE: JULY 1, 1994)

The School Districts are required to notify the youth court and local law enforcement agencies, by affidavit, of the occurrence of any unlawful activity (as defined below) committed by a student or students upon school property or during any school-related activity, regardless of location and the identity of the student or students committing the illegal activity "Unlawful Activity" is defined as: possession or use of a deadly weapon; possession, sale, or use of any controlled substance; aggravated or simple assault; rape; sexual battery; murder or other violent acts as defined in section 43-21-605.

PARENTAL RESPONSIBILITY FOR DAMAGES

A public school district is entitled to recover up to \$20,000.00 in damages, in addition to any other recovery, from the parents of a child (7-17) who maliciously and willfully damages or destroys district property. (Senate Bill 3349 - MS Code 37-11-53 -Effective: July 2, 1994)

PRENTISS COUNTY SCHOOL DISTRICT DRUG AND ALCOHOL TESTING POLICY

I. POLICY

The Prentiss County School District (hereinafter PCSD) declares that the use and/or possession of prohibited drugs and alcohol, or intoxication and physical influence thereof, at school, school related or sponsored activities, events, or functions, is detrimental to the educational experience, and will not be tolerated. The PCSD has determined that its educational environment is significantly disrupted by the use of drugs and alcohol that may injure, or threaten to injure, the good health and safety of students, teachers, and other school personnel. Because of this, the PCSD is implementing this, its Drug and Alcohol Testing Policy. In implementing this policy, the PCSD understands that a function of schools in a democratic society is to foster adherence to individual rights guaranteed under the Constitution of the United States. PCSD believes such adherence to the constitutional rights of students must be continually measured and balanced in relationship to the possibility of injury and threats to the common good of all students, teachers, educational personnel and society as a whole.

II. AUTHORITY AND IMPLEMENTATION

This policy is adopted by the PCSD on the 16th day of July, and shall be implemented in all schools under the direction and the authority of the PCSD, effective on the 16th day of July 2007.

III. APPLICABILITY

All students enrolled in the PCSD shall be subject to drug and/or alcohol testing to the extent and in the manner provided for in this policy. This policy applies to all students as follows: (a) before, during, and after school hours at school; (b) in any school building and on any school premises; (c) in any school owned vehicle or any school approved vehicle, used to transport students to and from school activities; (d) all school property at any school sponsored or school approved activity, event, or function; (e) during any period of time when students are subject to the authority of school personnel.

IV. DEFINITIONS

- **Alcohol** means ethyl alcohol (ethanol).
- **Drug** means any illegal drug, or prescription or non-prescription medication.
- **Drug and/or alcohol test** means a test administered for the purpose of determining the presence or absence of a drug or alcohol in a person’s system.
- **Illegal drug** means any substance that an individual may not sale, possess, use, distribute, or purchase under either Federal or Mississippi law. Illegal drugs include, but are not limited to, all scheduled drugs as defined by Mississippi Code Annotated, Sections 41-29-113 thru 41-29-121 of the Mississippi Code Annotated, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs used for an abusive purpose.

- **Possession** means within the control of a student, whether on the person of the student, in his or her locker, vehicle, bag, or container, and including situations where the student is observed to discard drugs or alcohol from his or her control.
- **Reasonable suspicion drug or alcohol testing** means drug and alcohol testing based on a belief that a student is using or has used drugs in violation of this policy.
- **Specimen** means a tissue or product of the human body chemically capable of revealing the presence of drugs or alcohol in the human body.
- **Student** means any individual enrolled in the Prentiss County School District system.
- **PCSD** means the Prentiss County School District.
- **OSS** means out-of-school-suspension

V. SUBSTANCES TO BE SCREENED

Students will be subject to drug screening to test for any of the following substances, the use of which is expressly prohibited:

Alcohol	Methaqualone	Phencyclidine
Amphetamines	Methamphetamine	Propoxyphene
Barbiturates	Marijuana	Ecstasy
Benzodiazepines	Methadone	
Cocaine	Opiates	

PCSD may also test for any other illegal drug defined by Mississippi law or Federal Law.

VI. NOTICE

Prior to the implementation of the Prentiss County School District’s drug and alcohol testing policy, reasonable notice to the policy will be made to all students, school personnel, and parents and/or guardians of students.

VII. CONSENT/REFUSAL TO CONSENT

Once this policy has been implemented, all students and students’ parents/guardians will be asked to sign a consent form acknowledging the policy, and authorizing the test for prohibited drugs and alcohol whenever there is a reasonable suspicion, and consenting to the release of the test results to the PCSD and the parents/guardians, the district superintendent, or his designee, to the school principal, to the Prentiss County School Board, to the Prentiss County School Board attorney, or to any other individual taking part in the implementation and the discipline to be implemented by this policy.

If a student and/or the student’s parent/guardian declines or fails to sign the consent form, or if a student refuses or fails to submit to a drug and/or alcohol test, or the student’s parent or guardian refuses to allow such test, PCSD may impose discipline or sanctions based on the reasonable suspicion and inferences drawn from the refusal, make a notation of the refusal or failure in the student’s discipline record, and/or place the student on probation.

VIII. NOTICE TO PARENT/GUARDIAN

Prior to any student being tested for alcohol and/or drugs under this policy, a school administrative official will attempt to notify the student’s parent/guardian, who will be asked to accompany the student, if possible, and the school official to the testing site.

IX. REASONABLE SUSPICION AND RANDOM TESTING

Subject to the limitations contained in this policy, PCSD may require any student to submit to a drug and/or alcohol test if there is reasonable suspicion that the student has or is using prohibited drugs and/or alcohol: (a) at school; (b) off school property at a school sponsored or school approved activity, event, or function; (c) at any other place or time set forth in Article III of this policy; or (d) is under the influence of prohibited drugs or alcohol on school property or at any school sponsored or school approved activity, event, or function. Reasonable suspicion must be based on specific contemporaneous physical, behavioral or performance indicators of probable drug and/or alcohol use which can be articulated.

Any student in any athletic activity sanctioned by the Mississippi High School Activities Association (MHSAA) shall also be subject to random testing for drug and/or alcohol use regardless of whether there is reasonable suspicion that the student has or is using prohibited drugs and /or alcohol. Such random testing shall be conducted when ordered by the Prentiss County School Board.

X. GROUNDS CONSTITUTING REASONABLE SUSPICION

- A. Direct observation by a PCSD employee (i.e. teacher, counselor, and administrator) of drug and/or alcohol use or possession;
- B. Abnormal or erratic behavior indicating intoxication in class, at school or at the event, function or activity;
- C. Physical symptoms indicating intoxication including, but not limited to, glassy or bloodshot eyes, slurred speech, loss of balance, poor coordination or reflexes;
- D. First-hand information provided by reliable and credible sources of use, possession or intoxication while at school or at a school sponsored or school approved function, activity, or event;
- E. The presence of the drug on the student, detectable by the senses, such as the smell of activated marijuana or alcohol; or
- F. Possession of illegal drugs, prescription drugs for which the student does not have a prescription, or alcohol containers or drug paraphernalia.

XI. SPECIMEN COLLECTION

Any student required to be tested under this policy will be accompanied by a PCSD employee and when possible, a parent or guardian, to a laboratory or such other place as the PCSD may designate from time to time for testing. All breath, urine, blood, saliva, or hair specimens will be collected under reasonable and sanitary conditions. Individual dignity and privacy will be preserved to the extent practicable.

XII. TESTING PROCEDURES

A laboratory or testing facility will be approved and designated by the PCSD to perform all initial drug and alcohol tests.

XIII. FINDING OF DRUG AND/OR ALCOHOL USE CONSEQUENCES

If the initial test for drugs or alcohol indicates a positive result, PCSD will notify the student and parent or guardian, in writing, of such positive test results and of the consequences of such a report. If the initial test is negative, no further tests will occur unless there is good reason to suspect the quality of the sample.

XIV. DISCIPLINE AFTER THE FINDING OF DRUG AND/OR ALCOHOL USE

1. Immediate removal from classroom until the next regularly scheduled PCSD meeting;
2. Removal from regular school attendance and placed in alternative school for the remainder of the school year, pending superintendent recommendation and school board approval;
3. A second drug/alcohol test within 90 days of the first with the findings of a negative result at the parent/legal guardian's expense;
4. The student and/or parent/legal guardian to attend and complete a district approved drug counseling program at the parent/legal guardian's expense.
5. Suspension of the student athlete from participation in any MHSAA sanctioned athletic activity, pending Superintendent's recommendation and School Board approval.

XV. CONFIDENTIALITY

The results of a student's drug test shall not be released to anyone other than the testing laboratory and its employees, the Prentiss County School Board, the Superintendent of Education, assistant superintendents, principals or building administrators, school board attorney, and any other employees of the PCSD who have a need to know or handle such information, without the express authorization and consent of the student and/or his/her parent or guardian. In order to maintain confidentiality, written records of drug testing will be stored in a secure location with restrictive access. The focus of this policy is good discipline and the education and safety of students, not law enforcement. PCSD will cooperate with law enforcement, but the test results will not be released to law enforcement agencies without a court order or subpoena. However, nothing in this policy will limit any school official from making the reports required by law to law enforcement agencies.

XV. COST

PCSD will bear the initial cost of the drug and alcohol tests required by PCSD for students. If the student test positive, then the parent/guardian of said student shall reimburse the PCSD the cost of said test. The parent/guardian of said student shall pay the costs of any retest requested by the student, parent/guardian.

STUDENTS UNDER EXPULSION/OUT-OF-SCHOOL SUSPENSION NOT ALLOWED ON ANY CAMPUS

Students who are on out-of-school suspension and/or students who have been expelled to the Alternative School are not permitted on any school campus or activity during and/or after school hours including ball games etc. Vocational students will be looked at on a case by case basis.

EXPLANATION OF ALTERNATIVE SCHOOL STUDENTS NOT ALLOWED ON ANY CAMPUS

Students are assigned to the Alternative School by due process of the Prentiss County School District. The Superintendent is responsible for the referral of students based on their conduct. A student may be referred for any offense that they would normally be long-term suspended or expelled for. The program also serves students who have previously been expelled or have severe behavior problems prior to moving to another district or have placed in another agency/institution. This program serves as a placement in the regular program.

Rules and regulations of the Alternative School are addressed in a separate Alternative School Handbook.

NOTE: Student Removal: Any child who becomes involved in any criminal or violent behavior shall be removed from the alternative program and, if probable cause exists, case shall be referred to youth court. (Senate Bill 3349 - MS Code 37-13-92 -Effective: July 2, 1994)

SENATE BILL 2239 establishes the “Mississippi School Safety Act of 2001”.

Section 1

- The MS School Safety Act of 2001 is established.

Section 2

- The Department of Education, using existing staff and resources, shall establish a School Safety Center to provide assistance and training to school districts in developing school safety plans. No Temporary Assistance for Needy Families (TANF) funds shall be utilized.

Section 3

- A school safety grant program is established which includes a base grant amount plus an additional amount per student in average daily attendance. The grant program is contingent upon specific appropriations for such purposes. No TANF funds shall be utilized.
- Each school district shall adopt a comprehensive school safety plan annually.
- Subject to appropriations and applicable to current school district safety plans, the grant program services may include communications and monitoring equipment and safety equipment and school safety personnel.
- School Districts may use audio/visual monitoring equipment in classrooms, hallways, buildings, grounds and buses.
- The Department shall report annually to the Chairman of the House and Senate Education committees on the operation of the School Safety Center and School Safety Grant Program.

Section 4 (Section 4 shall be repealed July 1, 2003)

Section 5 (Section 5 shall be repealed by July 1, 2003)

Section 6 (Section 6 shall be repealed July 1, 2003)

- The local school board’s code of student conduct shall be made available at the school level in the student handbook or similar publication.
- The code of the student conduct shall include:
 - a. Specific grounds for disciplinary action under the school district’s discipline plan.
 - b. Procedures to be followed for acts requiring discipline, including suspensions and expulsion, which comply with due process requirements.
 - c. An explanation of a student’s right to learn is no longer required for inclusion.
- The code shall include policies and procedures recognizing the teacher as authority in the classroom. Subject to the approval of the principal, a teacher may remove a disruptive student from the classroom to the office of the principal or assistant principal. The principal or assistant principal shall determine the proper placement of the student. The student may not be returned to the classroom until a conference has been held with the parent and agreement is reached that no further disruption will be tolerated. Upon request from the teacher, the principal must provide justification if he does not approve of the teacher’s recommendation to remove the student from the classroom.

- Policies and procedures for dealing with a student who caused a disruption in the classroom, on school property or vehicles, or school related activities.
- Procedures for the development of behavior modification plans by the principal, teacher and parent.
- Policies and procedures specifically concerning gang-related activities.

Paragraph (d) of Section 7 shall be repealed July 1, 2002

Section 8

- The code of student conduct shall be legally audited on an annual basis.
- As part of the first legal audit occurring after July 1, 2001, Sections 6, 7 and 8 of this Act shall be incorporated into the school district's discipline plan and code of student conduct.
- The school attendance officer has authority to request the attendance of a parent at a school conference regarding the destructive acts against school property committed by their child.
- A parent who refuses to attend a conference as listed above may be summoned by proper notification by the school attendance officer.
- Parents are responsible for any criminal fines brought against their child for unlawful activity occurring on a bus.
- As an alternative to suspension, and upon approval of the teacher, the parent may attend class with the student for a specified period of time agreed upon by the teacher and principal.

Effective July 1, 2001 Approved by the Governor SDE contact: Steve Williams

PRENTISS COUNTY SCHOOL DISTRICT DRESS CODE FOR STUDENTS

1. Clothing or possessions advertising alcoholic beverages, tobacco products, drug culture or clothing with obscene or suggestive language or gestures, or those promoting violence including gang-related clothing/symbols shall not be worn, carried or displayed.
2. Shoes shall be worn at all times.
3. Shirts and blouses shall be long enough to cover the stomach and shall not be unbuttoned below the second button.
4. (A) Piercing which may interrupt the educational process shall be addressed by the principal.
(B) Headwear (caps, hats, beanies, ear warmers, etc...) and sunglasses may not be worn inside school buildings.
(C) Prentiss County Vo-Tech students will be allowed to wear safety headwear and safety glasses in the shop area. Sunglasses are not to be worn inside the building.
5. Belts shall be fastened. Suspenders shall be fastened and over the shoulders.
6. Fraternity/sorority jerseys/shirts shall not be worn.(MS Code 37-11-39)
7. Revealing shirts, spaghetti straps and revealing sleeveless shirts shall not be worn.
8. Stretchy, tight-clinging, see-through or revealing clothing shall not be worn. This refers to outer garments.
9. Clothing shall not be excessively low in front or back. Females shall not wear dresses that are backless and shall not wear sundresses.
- 10 All students are required to wear appropriate undergarments.
11. Belts/pants' line will not be worn low, no holes in pants (two) 2 inches above the knee.
12. Excessively over-sized clothing will not be allowed. Excessively baggy pants shall not be worn.
13. No pajamas or house shoes can be worn to school.

14. Clothing shall be worn as designed, and the length of appropriate clothing shall be no more than three (3) inches above the knee (shorts, skorts, etc).

15. No trench coats are allowed.

*** Any clothing or body wear accessories considered by the principal or his or her designee to be too revealing or inappropriate shall not be worn.**

Violators will be sent home to change clothes or provided alternative clothing to wear. Any violations of dress code will be treated as disobedience and punished as defined in the "Penalty for Offenses" section of this handbook.

TRANSFER OF STUDENT RECORDS

A student transferring to another school will have his record mailed to the new school upon request without parent signature. This notice is in compliance with the requirements of the Family Educational Rights and Privacy Act related to school records.

TRANSFER STUDENTS: Criteria for Accepting Out of District Students

- Not to have currently more than the number of absences allowed in PCSD handbook
- Cannot currently be failing 2 or more subjects
- Must have been promoted the prior school year
- No suspensions or other significant disciplinary infractions currently or from the previous school year
- Transfers will only be accepted at the beginning of each semester

Principals will have the right to make allowances for students with extenuating circumstances.

Before a transfer student is enrolled in a Prentiss County School, the principal or counselor must check with the transferring school to see that there are no discipline problems and that all records are complete including immunization records. NOTE: The Prentiss County School District may reject any student released from another school district.

TRANSFER OF STUDENTS WITHIN THE SCHOOL DISTRICT

A student may only be allowed to change schools within the Prentiss County School District at the end of a semester or if that student's legal guardian moves into the other school's busing zone. In some extenuating situations transfers could be allowed, but only with both in district principals' approval.

ENROLLMENT AND ASSIGNMENT OF STUDENTS (SENATE BILL 3349 - MS CODE 37-15-9 EFFECTIVE: JULY 2, 1994

EXPULSION NOTICE: A child or parent must now indicate on the registration form if the child has been expelled from any public or private school or is currently a party to an expulsion proceeding.

DENIAL OF ADMISSION: If the cumulative record or application shows that the child has been expelled, the district may deny admission until the superintendent or his designee has reviewed the record and determined that the child has participated in successful rehabilitative efforts including progress in an alternative or similar program.

TEMPORARY ADMISSION: If the child is a party to an expulsion proceeding, the child may be admitted pending final disposition of that proceeding. If it results in expulsion, the school may revoke admission.

DENIAL OF ADMISSION FOR VIOLENT/OTHER ACTS:

If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the district is not required to grant admission or enrollment before one (1) year after the expulsion.

HOUSE BILL 859 - EFFECTIVE JULY 1, 1994: This bill forbids youth court from placing a child in another school district after expulsion from a district for the commission of a violent act. Violent act is defined as any action which results in death or physical harm to another or an attempt to cause death or physical harm to another.

LOCKERS: Lockers are available for rental by the students. Lockers are the property of the school and not the individual student. Lockers are subject to inspection. Students caught damaging or destroying lockers will be required to pay for a replacement.

SCHOOL BUS CONDUCT

Because of the Board's concern for the safety of children riding buses to and from school, the following disciplinary procedures will be implemented: Student's reported to Principal's will be as follows;

*Note: Superintendent and /or principal has discretion to determine degree of "abuse" dependent upon "act" and grade level of student.

- 1st offense – Warning, and letter to parents
- 2nd offense – (3) days off bus or corporal punishment
- 3rd offense – (5) days off bus
- 4th offense – Removed from bus remainder of school year

If misbehavior continues, child will no longer be eligible for transportation.
(Riding a bus is a privilege.)

BUS RULES AND REGULATIONS

The following rules and regulations are set forth by the State Department of Education:

PUPILS SHALL

1. Be ready in the morning five minutes prior to scheduled time and place for bus to arrive.
2. Pass in front of bus, if necessary to cross road or highway, to mount bus or after dismounting bus.
3. Wait until bus comes to complete stop before trying to load or unload.
4. Be quiet when bus is nearing and crossing a railroad or highway.
5. Wait for a signal from the safety patrol before crossing if it is necessary to cross the road to enter or leave the bus. Always look in both directions along the road to be sure that is safe before crossing.

PUPILS SHALL NOT

1. Play on the road while waiting for the bus.
2. Put head or hands out of window.
3. Ride outside the bus.
4. Mark, or deface, cut tear, punch, rip seats, or any part of the bus.
5. Smoke or use intoxicants
6. Fight or tussle
7. Strike or threaten the bus driver
8. Use profane language or make vulgar gestures
9. Carry deadly weapons

10. Carry any weapon, real, or imitation (including a water gun)
11. Make excessive noise
12. Throw objects
13. Commit any other act of improper conduct
14. Consume/open any food or drinks and may not chew or open any gum
15. Any student leaving home by bus must ride the bus to his/her home school. Any student leaving school by bus must ride the bus home. If a parent is to pick a child up, a note must be sent to their school stating so. If parent is not there by the time buses depart, the child will be put on the bus to ride home. Any student who drives a car will lose that privilege for picking up students who should be riding buses. Any student driving a car to and from school is not allowed to stop at another school unless picking up a sibling and must have parent authorization.
16. Prentiss County Handbook rules apply for this offense

HEAD LICE POLICY

(HOUSE BILL 154 - EFFICTIVE JULY 1, 1997)

The principal or administrator shall notify the county health department of recurring problems of head lice if the student has had head lice on three consecutive occasions during one school year while attending school, or if the parent has notified the school officials of the student having head lice on three consecutive occasions as determined by the school nurse, public health nurse, or physician. The school principal or administrator shall not allow the student back to school until proof of treatment is obtained, and the student is rechecked through the office.

NO NIT POLICY: After a student has been suspended for head lice the parent must bring child back to school each consecutive school day to be rechecked through the office in order to be readmitted.

MEDICAL INFORMATION

FIRST AID:

First aid will be rendered at school for *minor* illnesses and injuries. In serious illness/injury, an attempt will be made to notify the child's parent. When the parent cannot be reached and the situation warrants, the nearest ambulance will be phoned. (Nurses will not transport the student to the hospital, nor is it recommended that other school staff do so.) The proper first aid will be administered and the child made as comfortable as possible until he/she is released to the care of the ambulance staff. As the child's parent/guardian, you will be responsible for any financial expenses incurred for medical costs associated with ambulance or medical doctor. An ambulance will be called only in extreme situations which suggest medical attention that school staff or school nurses are unable to provide. It is important to have phone numbers where you may be reached on file at the school. Because many parents have difficulty leaving work, it is equally important to have a back-up plan on file which gives someone else permission to care for your child in the event you can't come pick him/her up.

COMMUNICABLE DISEASES:

It is our goal to provide a healthy environment for all students. To enable us to achieve this, the following guidelines are presented. These guidelines are based on recommendations from the Mississippi Department of Health, Division of Epidemiology & Community Health Services.

- **FEVER:** Parents will be asked to pick up any student with a temperature of 100°F or greater. The student should remain at home as long as he/she has a temperature of 100°F or greater. Student may not return to school until fever free without being medicated.
- **VOMITING/DIARRHEA:** Parent will be notified to pick the student up from school.
- **CHICKENPOX:** Student may return to school when lesions have scabbed over and he/she has been free of fever for two (2) days. All sores should be crusted and dry with no new ones forming.

- **CONJUNCTIVES “PINK EYE”:** Students may return to school when the eye has stopped draining and proof of treatment can be provided.
- **FIFTH DISEASE:** Students with Fifth disease may attend school, since by the time the rash begins they are no longer contagious.
- **SCABIES “ITCH”:** Student may return to class as soon as treatment as prescribed by doctor has been done.
- **RINGWORM ON BODY:** Student may return to class after *first* treatment with anti-fungal cream has begun. Student will be required to bring a note stating name of medication used and date medication started.
- **RINGWORM ON SCALP:** Scalp ringworm does not respond to over-the-counter medicines; therefore student must see a doctor for a prescribed treatment. As soon as treatment is started, the child may return to school with a note from the doctor stating what medicines are used in treatment; how often; and doctor’s release date to return to school. (Scalp ringworm will require medication by mouth.)
- **HEAD LICE:** See above policy
- **IMPETIGO:** The student may return to class 24 hours after treatment has been started. Parent must send a note to state what the treatment was, and any oozing lesions must be covered with band aid.
- **OTHER INFECTIOUS & CONTAGIOUS DISEASES:** A student known to have German or Red Measles; mumps, meningitis; whooping cough; hepatitis or tuberculosis (TB) may not attend school until he/she provides a statement of return from a doctor or health official. (TB) also requires permission to return from a doctor or health official. (TB also requires permission to return from the Mississippi State Department of Health).

ADMINISTERING PRESCRIPTION MEDICATIONS TO STUDENTS

Unless otherwise ordered by a physician, prescribed medication should be dispensed before and/or after school hours under supervision of the parent or guardian. If a student must receive prescribed medication at school from an authorized staff member, the parent must provide the appropriate form along with written instructions from a licensed physician or dentist. (This form is entitled *Authorization for Medications to be Taken During School Hours*). It is available at school, and may also be obtained from local doctor’s offices.

Prentiss County Schools strongly recommend that all medications be brought to the school by the parent/guardian in the original container with the information label attached containing the name of the prescribing physician, name of the medicine, dosage and instructions for administering. The instructions should be specific, such as “with or without foods”, etc. If any changes are made during the school year, the school must be provided written instructions from the student’s physician.

Before prescription medicines will be administered by the staff, a full release of liability and consequences from giving the said medicine must be signed by parent/guardian. This release is included on the form labeled *Authorization for Medications to be taken During School Hours*.

All medications will be kept in a secure, designated location. Access to all stored medication will be limited to the principal, school secretary, or school nurse who will administer and record the administration of the medication on a log sheet. NO medication (including Tylenol, Motrin or generic equivalents) will be administered by anyone else.

ASTHMA RELATED: Students requiring an inhaler for asthma may carry it in his/her pocket, but should not leave the inhaler in their locker. Parent is required to complete the form labeled *Authorization for Medications to be taken during school hours*. An additional inhaler should be kept at school with a designated staff member. Sharing or playing with inhalers is prohibited.

ALLERGIES/ANAPHYLAXIS RELATED: Students who have been prescribed an Epi-Pen by His/her doctor must do as follows:

- (1) Form labeled *Authorization for Medications to be taken during school hours* must be signed by both the parent and physician.
- (2) Parent will be responsible for bringing Epi-Pen to school.
- (3) Epi-Pen will be stored by appropriate school staff. Middle School students may keep Epi-Pen with them, but not in their locker. No horseplay with Epi-Pen will be tolerated, and will face serious consequences.

No more than a forty-five (45) school day supply of medication will be stored at the school. Any remaining medication must be picked up by the parent or will be destroyed within seven days of notification. The unused medication will be destroyed and documented by the school nurse in the presence of witness.

ADMINISTERING NON-PRESCRIPTION MEDICINES TO STUDENTS

Students will not be permitted to have medication on their being or in their lockers. At the beginning of the school year, each child will be given a form listing over-the-counter medications the school nurse has available to administer to the student on the days the nurse is present. (Teacher and office staff may or may not have access to these non-prescription medications). If the student requires frequent or prolonged medication, written authorization from a physician will be required.

The teacher will be responsible for securing medications (brought to school) in a location inaccessible to students. Medicines should not be left on desktops or in open view. The teacher who dispenses medicines will witness and record the administration of the medication on a log sheet, provided by the school nurse.

TYLENOL WILL NOT BE ADMINISTERED BEFORE TEN A.M. OR AFTER TWO P. M. IN MOST CASES.

* All medications must be administered by Principal, School Secretaries, Certified Teacher or School Nurse.

SCHOOL SEARCHES (DESKS AND LOCKERS)

Desks and lockers are school property and remain at all times under the control of the school. However, students are responsible for whatever is contained in desks and lockers issued to them by the school. School authorities may conduct periodic general inspections at any time for any reason related to school administration. Inspection of individual lockers or desks may occur when there is reasonable basis to do so and in those cases, the student or a third party shall be present.

POLICY TO PROHIBIT THE DELIVERY OF BALLOONS, GIFTS AND FLOWERS ON PRENTISS COUNTY SCHOOL PROPERTY

WHEREAS, the Prentiss County School District finds that the delivery of balloons, gifts and flowers is disruptive of school activities, causes a problem in that many students are allergic to flowers, and a large number of balloons on the school bus distracts the vision of the school bus driver in the use of rear view mirrors on the bus; and

WHEREAS, the disruptions hinder the student's efforts in learning that day and creates a counterproductive environment for academic teaching to such an extent that the day becomes totally counterproductive to an atmosphere conducive to learning.

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED by the Prentiss County School District that all deliveries of balloons, gifts and flowers on Valentine's Day shall be and the same are hereby prohibited. Nothing contained herein shall prevent Valentine's Cards from being given or exchanged on all campuses in the County.

RESOLVED on this the 24th day of July, 2000

BAD WEATHER CONDITION

In the event of inclement weather, the County Superintendent of Education will decide if it is necessary to dismiss school. If this becomes necessary, the Superintendent will notify WBIP Radio Station. The radio station will broadcast all necessary information. Please do not call the schools, the radio station, or the Superintendent's Office because phone lines need to be kept open to deal with emergencies. Parents will be notified by the Crisis Management Phone System.

AUTOMOBILES

The school retains authority to inspect student automobiles used as transportation to school whether on or off school property and the parents and child consent to the search of the automobile and personal property. When school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside a student vehicle, the student may be required to open the automobile, including the trunk, for further inspection. School authorities (to include but not limited to the Prentiss County Sheriff's Department) may conduct periodic general inspections at any time for any reason related to school administration. Please Note: By signing the Signature Sheet for this handbook, the parents/and child is hereby granting their consent to a random search of their automobile.

SEARCH OF STUDENTS

A student's person and/or personal effects may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat-down search of a student's person is conducted, it will be conducted by a school official or law enforcement official of the same sex with an adult witness present. It will be an extremely rare situation that requires a pat-down. IF such a search is necessary, it will be conducted in private by a school official of the same sex with an adult witness of the same sex present. School authorities may conduct periodic general inspections at any time for any reason related to school administration.

LEGAL REFERENCES:

-Zomara v Pomeroy, 639 F.2d 662 (10th Cir. 1981)

-Horton v Goose Creek Independent School District, F.2d 470 (5th Cir. 1982), cert. Denied, 103 S.Ct. 35 (1983).

-New Jersey v T.O.L., 469 U.S. 325, 105 S.Ct. 733, 83 L. Ed. 2d 720 (1985).

-Tarter v Raybuck, 742 F.2d 977 (6th Cir. 1984), cert. denied, 105 S.Ct. 1749(1985).

NON-DISCRIMINATION POLICY

The Prentiss County School District will not discriminate against anyone because of color, race, sex, religion, limited English proficiency, national origin, disability in admission, or access to, or treatment, or employment in its programs and activities to the extent provided by law. The Prentiss County Special Education Director(728-4632) has been designated as the Section 504/ Americans with Disabilities Act Coordinator and will handle inquiries regarding the Prentiss County School District's non-discrimination policies, the filing of grievances, and the request for copies of grievance procedures covering non-discrimination on the basis of disability.

ASBESTOS AWARENESS

TO: PARENTS, STUDENTS, TEACHERS, SCHOOL EMPLOYEES, ORGANIZATIONS AND INTERESTED PERSONS

FROM: MR. RANDLE DOWNS

RE: INSPECTION OF ALL SCHOOL BUILDING FOR ASBESTOS CONTAINING BUILDING MATERIALS

Please be informed by this notice that all of the school buildings of the Prentiss County School District have been inspected for the presence of any asbestos containing building materials, and a management plan has been developed and approved by the Mississippi State Department of Education.

A copy of the results of the inspection along with a copy of the management plans may be found in the main office of each school, and also in the office of the superintendent of schools located across from the court house on College Street in Booneville. An interested party should feel free to go to any of these locations to see these reports.

Randle Downs
Superintendent of Education

ASBESTOS SURVEILLANCE OF ALL SCHOOLS

- As part of an annual notification, we are informing all persons of their option of reviewing the asbestos management plan, which would include documentation of any changes of asbestos containing material in these schools
- To provide continuing management of the asbestos in our schools, all asbestos containing materials (ACM) are inspected every six months by an engineering firm from Jackson, MS. Any changes in the ACM are being recorded in a surveillance report as a part of the management plan.

- A copy of the surveillance report, along with a copy of the management plan, is located in the principal's office at each school. In addition, a copy of all management plans for the district is maintained in the LEA Asbestos Designee's Office located at the Superintendent of Education's Office 105 North College Street; Booneville, MS 38829.

PARENT-STUDENT-TEACHER-COMPACT

We are committed to working collaboratively to provide a quality environment in which all children can learn and develop to their maximum potential.

As a Teacher, I _____, will

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

As a Student, I _____, will

- always try to do my best in my work and behavior;
- work cooperatively with my classmates;
- show respect for myself, my school, and other people;
- obey the school and bus rules;
- take pride in my school;
- come to school prepared - with my homework and my supplies;
- believe that I can learn and will learn.

As a Parent/Guardian, I _____, will

- see that my child attends school regularly and on time;
- provide a home environment that encourages my child to learn;
- insist that all homework assignments are completed;
- communicate regularly with my child's teachers;
- support the school in developing positive behaviors;
- talk with my child about his/her school activities every day;
- encourage my child to read at home and to monitor his/her TV viewing;
- volunteer time at my child's school; show respect and support for my child, the teacher, and the school.

Prentiss County School District Network/Internet Acceptable Use Policy

INTERNET ACCESS

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Internet access is now available to students and teachers in the Prentiss County School District (PCSD). We are very pleased to bring this access to PCSD and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our schools by facilitating resource sharing, innovation and communication. 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.

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.

NETWORK RULES

Prentiss County School District provides adequate Wi-Fi on all campuses. This includes wireless access across all academic areas and classrooms. Students and Employees are required to use Wi-Fi provided by the district when using devices owned by PCSD. **THE USE OF WIRELESS HOTSPOTS IS PROHIBITED ON ALL PCSD CAMPUSES. THESE INCLUDE BUT ARE NOT LIMITED TO CELL PHONES AND MI-FI DEVICES THAT CAN BE USED AS PERSONAL WIRELESS ACCESS POINTS.**

Prentiss County School District provides content filtering to comply with CIPA requirements for safe Internet browsing of minors. Any attempt to bypass this content filter with the use of proxies or any other method is a direct violation of this agreement.

ACCEPTABLE/ UNACCEPTABLE USES OF TECHNOLOGY:

Prentiss County School District technology resources will be used only for learning, teaching, and administrative purposes consistent with the District's mission and goals.

- Accessing, transmitting or retransmitting:

- Any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or Mississippi State Department laws, policies and regulations.
 - Copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and /or other material that is inappropriate to minors.
 - 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 any similar materials.
 - Language that may be considered offensive, defamatory, abusive, or any forms of cyberbullying.
 - Information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
 - Information that harasses another person or causes distress to another person.
- Using the network in such a way that would disrupt the use of the network by other users.
 - Participating in chat sessions outside of classroom activities.
 - Install software not approved by the Technology Department.
 - Downloading files from the Internet that do not relate to classroom activities or administrative tasks.
 - Purchasing or selling goods and/or services via the Internet.
 - Disclosing, using, disseminating or divulging personal and/ or private information about himself/ herself, minors or any others including personal identification information.
 - Attempting to bypass the PCSD content filter.
 - Attempting to “hack” network resources including, but not limited to servers, switches, access points, routers, and printers.

DIGITAL CITIZENSHIP

Prentiss 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 cyber bullying awareness and response.

E-MAIL

Prentiss County School District provides a Google GSuite account for student and employee email services. PCSD creates and manages account information. Employees and students are responsible for maintaining the information inside their account. PCSD does not archive employee or student email.

SECURITY

Prentiss County School District has measures in place to protect end users on our network through the use of Firewalls, Content Filters, and Malware/Antivirus software. These measures are not always 100% effective and users should take reasonable safeguards against security threats over the PCSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should not share personal information over the PCSD network.

In the event a user feels their device has been compromised or infected, they should immediately notify the Technology Department. Employees and Staff are never to attempt to remove a virus or malware on their own. This includes deleting files, downloading Malware/Virus removal tools, or installing Antivirus software.

MONITORING

Prentiss County School District has the ability to monitor data transmitted over the PCSD network at any time. Data transferred can be tracked and identified and users held liable if their use of the network violates established policies, regulations, or laws. The content filter used at PCSD has the ability to flag and notify the Technology Department if a user searches for or accesses sites that contain certain keywords.

Computers that continue to be flagged for inappropriate sites can be remotely monitored and screen captured or recorded. Data stored on devices owned by PCSD are the property of PCSD. This data includes, but is not limited to email, text documents, images, music, and other digital or electronic files.

SOCIAL MEDIA

Social media is a form of electronic communication through which users create online communities to share information, ideas, personal messages, and other content such as videos.

All students of the Prentiss County School District who participate in social media, more specifically, social networking websites such as, but not limited to, blogs, YouTube, Facebook, Twitter, Instagram, Snapchat, etc. Shall not post any data, documents, photos or inappropriate information on any website that might result in a disruption of classroom activity. The school administration and/or Superintendent will make the determination of appropriateness.

Access of social networking websites for individual use during school hours is prohibited. Nothing in this policy prohibits students from the use of educational websites.

LIMITATION OF LIABILITY

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 Prentiss County School District makes no warranties of any kind, whether expressed or implied, for the service it provides. The PCSD will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. PCSD specifically disclaims any responsibility for the accuracy of information obtained through its services.

Prentiss County School District will not disclose personal information about students on websites - such as their full name, addresses, telephone number, or social security number.

EXCEPTION OF TERMS AND CONDITIONS

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 a PCSD user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

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

All terms and conditions as stated in this document are applicable to the PCSD. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the law of the State of Mississippi, and the United States of America.

STUDENT:

I (user name please print) _____ understand and will abide by the terms and conditions of the acceptable use policy. I understand that any violation of the regulation is unethical and may constitute a criminal offense. Should I commit any violations, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

User Signature _____ Date _____

If you are under the age of 18 a parent or guardian must also read and sign this agreement.

PARENT OR GUARDIAN:

As the parent or guardian of this student I have read the terms and conditions of the acceptable use policy. I understand that this access is designed for educational purposes and PCSD has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for PCSD to restrict access to all controversial materials and I will not hold them responsible for supervision if and when my child's use is not in a school setting.

I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian (please print) _____

User Signature: _____ Date: _____

IMPORTANT NOTICE!!

New laws on student violence and parent responsibilities have been passed and became effective July 2, 1994. These laws are much more severe than the old laws. It is very important that you read this handbook carefully, then sign and return signature sheet.

NOTE: A separate copy of this document will be given to your child. You must sign it and return to school within five (5) days of receipt or your child will be suspended until the document is returned to school. (Senate Bill 3349 - MS Code 37-11-53 - Effective: July 2, 1994)

My son/daughter, _____, is a student in a Prentiss County School this year. I have read the Prentiss County School System Student/Parent Handbook, including the section on student discipline, care of school property, and parental responsibility. I understand the stated rules and I agree to abide by them and take financial responsibility for my child's destructive acts against school property and persons.

SIGNATURE OF PARENT/S OR GUARDIAN/S: _____
(Both parents or guardians must sign this Signature Sheet unless there is only one custodial parent or guardian.)

SIGNATURE OF STUDENT: _____ DATE: _____
(Student is required to sign at school when they receive a copy of the Handbook.)

PARENT'S RESPONSIBILITY FOR CHILD'S ACT (SENATE BILL 3349 -MS CODE -37-11-53-EFFECTIVE: JULY 2, 1994)

The District's discipline plan must be given to students and parents must sign a statement verifying notice of the plan. The plan must include statements regarding parental responsibilities and penalties for failure to perform such parental duties, i.e. misdemeanor/fine up to \$3,500.00.

PARENTAL PERMISSION

The Prentiss County School District is frequently asked to conduct surveys for various reasons (grant applications, federal money requirements, rating of programs such as DARE, etc.)

_____ I give permission for my child to participate in surveys. _____ I do not give permission for my child to participate in surveys

SIGNATURE OF PARENT/S OR GUARDIAN/S: _____

Students of the Prentiss County School District are frequently given opportunity to be photographed or video taped for participation in school events.

_____ I give permission for my child to be photographed
or videotaped.

_____ I do not give permission for my child to be photographed or videotaped.

SIGNATURE OF PARENT/S OR GUARDIAN/S: _____

I understand that a parent may be found guilty of a misdemeanor and fined up to \$250.00 for failure to attend a noticed conference.

SIGNATURE OF PARENT/S OR GUARDIANS: _____