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MOST RECENT UPDATES

The following changes have been made to the 2010-2011 EJSD Student Handbook & Code of Conduct:

- 1. Bullying Policy**
- 2. Bullying Form**
- 3. Graduation Etiquette Policy**

STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

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

I. Definitions

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

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

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

II. Procedures for Processing a Complaint

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has

reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a “Bullying/Harassing Behavior” complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

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

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such 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.

East Jasper School District Bullying/Harassing Behavior Complaint Form

Complainant		Date	
Home Address		City	State
Home Telephone		Date of Alleged Bullying/Harassing	
Name of Person Responsible for the Bullying/Harassing			
When and Where did the incident occur?			
Describe other details of the Bullying/Harassing as clearly as possible. Attach additional pages if necessary.			
Did anyone witness the Bullying/Harassment?			
	Yes	No	If yes, name of witness(es)
What was your reaction to the Bullying/Harassing?			
How should this Bullying/Harassment be resolved?			
Signature of Complainant			Date

Heidelberg High School

Graduation Etiquette

Student Etiquette

- All seniors participating in the baccalaureate service and class night must attend practice; and graduating seniors must attend graduation practice. Practice will focus on seating arrangements, procession, and the graduation ceremony.
- Students who participate will be expected to cooperate with their class advisors and graduation coordinator in all parts of the graduation ceremony.
- Students must arrive at least 30 minutes in advance. If you arrive late, you will not be allowed to select your seat or whom you will walk with during the ceremony.
- During the baccalaureate service and class night all students will line up according to their height with the exception of Valedictorian and Salutatorian.
- Students will line up alphabetically during the graduation ceremony with exception of the Valedictorian and Salutatorian.
- Leave all valuables at home, with your parents, or locked in a car.
- Bring your cap and ironed gown to the ceremony to be worn.
- Caps and gowns will be worn in the proper manner, as designated by the school administration and class advisor.
- Proper attire is required:
The gentlemen are required to wear black/navy blue slacks (**no jeans or black/blue khaki**), a white dress shirt with a collar (**no polo shirts**), a black/navy tie, black dress shoes, and black socks (**no earrings**).
The ladies are required to wear black dresses (**no pants**) at least knee length (**no strapless, spaghetti strap, spandex, form fitting, or halter dresses will be worn**) and black dress shoes (**no sandals**). *A check for proper attire will be made prior to marching.*
- Students are not allowed to chew gum, eat, talk, or horseplay during the baccalaureate service, class night or graduation ceremony. However, graduating seniors will be allowed to participate in the hat toss, if desired.
- Students! **No electronic devices will be allowed during the ceremonies.**

Parent(s)/Guest Etiquette

- Parent(s)/guest will not be allowed to leave their seat to take pictures during the graduation ceremony. The district will have a professional photographer on standby where pictures can be purchased.
- We are asking all parent(s)/guest to hold your applause and remain seated during the graduation ceremony. Please turn off or put all cellular devices on silent/vibrate. All balloons and gifts must be kept inside vehicles until after the ceremony, due to distractions or blocking of view.
- The speakers work hard to have something meaningful to say on this once in a lifetime occasion. Please do not spoil the event for others by causing disruption of any kind during the ceremony.

East Jasper School District

East Jasper School District Board of Trustees

Mrs. Colevia James, Chairperson
Mr. Ernest Byrd, Vice Chairperson
Mrs. Bobbie Whitfield, Secretary
Mrs. Jean Morgan, Member
Mr. Jimmie Smith, Member

Central Office Administration

Dr. Gwendolyn Page, Superintendent
Mrs. Rhomie Keyes, Intervention Specialist/Federal Programs Director
Mrs. Marie Parker, Special Areas Coordinator/Interim District Test Coordinator
Mrs. Rosie Ducksworth, Director of Special Services
Ms. Kimberly Hughes, Asst. Director of Special Services

District Support Staff

Mr. Douglas Berry, Transportation Director
Mrs. Lynda Ellis, Food Service Director
Mrs. Gwendolyn Taylor, Director of Finance
Mr. Gregory Terrell, Director of Facilities, Maintenance and Janitorial Services
Mr. Spencer Richardson, Director of Security

District Technology Staff

Mrs. Harlena Jones, MSIS and E-rate Coordinator

Heidelberg Junior High School

Mrs. Keithsha Jones, Principal
Ms. Cheryl Payton, Counselor

Heidelberg High School

Mr. Joe Griffin, Principal
Ms. Cheryl Payton, Counselor

William J. Berry Elementary School

Ms. Furlinda Travis, Principal
Ms. Tosha Gilmore, Counselor

**East Jasper School District
Telephone Numbers**

Central Office/Superintendent	787-3281 787-2055 Fax: 787-3410
Federal Programs	787-3482 Fax: 787-3733 787-0333
Heidelberg High School (Grades 9-12)	787-3414 Fax: 787-3416
Heidelberg Junior High School (Grades 7-8)	787-3665 Fax: 787-3045
William J. Berry Elementary School (Grades K-6)	787-2601 787-2602 787-2607 Fax: 787-2662
Special Education	787-3482 Fax: 787-4430
Transportation	787-3297
Community/Parent/Public Relations	787-2600 Fax: 787-2610
Technology	787-3414
Food Service	787-3713
William J. Berry Elementary School Cafeteria	787-3935
Heidelberg High School Cafeteria	787-4539

DISTRICT MISSION STATEMENT

The East Jasper School District has as its mission to provide an educational program, so designed that it reflects the wide range of learning capabilities, backgrounds, needs and interests of our students. This program will guide the students toward mastery of basic learning skills, individual creativity, acceptable social behavior, and active participation in improving the socioeconomic standards of their environment.

To accomplish this mission, emphasis is focused on strong administrative leadership, quality instruction, and student achievement, which we believe to be important factors to achieve this accomplishment.

Federal Compliance Policies

Title VI, Title IX, Section 504, and FERPA

The East Jasper School District is in compliance with Title VI of the Civil Rights Act of 1964, including regulations in vocational educational, Title IX of the Educational Amendment of 1973, Section 504 of the Rehabilitation Act of 1973, and the Family Educational Rights and Privacy Act of 1974 (FERPA).

District Policy assures that no one shall, on the grounds of race, color, age, religion, national origin, sex, or handicap, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program or activity of the school.

It is the policy of the East Jasper School District not to discriminate against any otherwise qualified individual with a disability, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school cooperation.

Inquiries regarding compliance with this policy should be directed to the Section 504/ADA Coordinator, Mrs. Marie Parker, or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Federal Civil Rights Regulations and Compliance

It is the intent of the East Jasper County Board of Education to comply with all provisions of the Federal Civil Rights Statutes, which became effective July 21, 1975. The Board directs that no person(s) on the basis of sex, race, creed, age, national origin or marital status be discriminated against or excluded from or denied the benefits of any program or any opportunity or activity.

Title IX & Section 504 Representative

Mrs. Marie Parker
P.O. Drawer E
Heidelberg, MS 39439
mparker@eastjasper.k12.ms.us
601-787-3414

Handbook Introduction

It is the responsibility of parents and students to familiarize themselves with this student handbook, which is approved by the School Board and includes official district policies with which you should be acquainted.

The handbook has been prepared by the staff of the East Jasper School District as a guideline to procedures, policies, and practices governing the operation of our schools and the behavior of our students. East Jasper administrators and instructional staff members believe that the handbook will properly inform parents and students about matters that concern all of us. Academic and extracurricular opportunities, routine day-to-day events and activities, disciplinary rules and consequences of misbehavior, accreditation requirements, and special programs and services are all a part of this handbook, together with many other concerns that are clearly explained in the publication.

The School Board and the administration of the East Jasper School District work closely together to establish sound and reasonable goals for our schools, to anticipate district needs, and to provide an environment conducive to learning. The primary purpose of providing this handbook is to help make your school experiences in this environment more satisfying by providing pertinent information that will make this year both pleasant and successful.

Please read the information contained in this handbook. Sign the pages that are located in the *Appendices* section of this handbook and return these pages to your child's teacher. The pages included in the *Appendices* are:

1. State Regulations on School Violence
2. Parent-Student-Teacher-Administrator Compact(s)
3. Media Release Form
4. Acceptable Use Policy
5. CIPA/COPPA Compliance Policy
6. Acceptable Use Permission Form
7. Title I Parental Involvement Policy
8. Receipt of Handbook Acknowledgement

It will be necessary at various times across the year for the East Jasper School District to utilize directory information regarding your child. This information may include name, birth date, height, weight, or address. This information will be used by the superintendent and principals for Honor Roll, graduation, scholarships, Awards Day, display of student academic work on bulletins boards, athletics, and other extracurricular activities.

If you have any objections to the East Jasper School District utilizing directory information on your child as described above, please notify your child's principal in writing regarding your decision.

Thank you for the support that you have given in the past. Your continued support will be greatly appreciated.

East Jasper School Year Calendar for 2010-2011

August 2, 3, 4	First Day for Teachers	
August 5	First Day of Class	
October 8	End of 1 st 9 Weeks	
December 17	60% Day/End of 1 st Semester	
March 8	End of 3 rd 9 Weeks	
May 15	Graduation Day	
May 18	60% Day/Last Day of School	
Professional Development Days		
August 2-4, 2010	Full Day/No Classes	
October 11, 2010*	Full Day/No Classes	
April 25, 2011*	Full Day/No Classes	
May 19-20, 2011*	Full Day/Teacher Work day	
Progress Reports Due	Nine Weeks Exams	Report Cards Due
September 9, 2010	October 5-7, 2010	October 13, 2010
November 11, 2010	December 15-17, 2010	January 5, 2011
February 3, 2011	March 2-4, 2011	March 21, 2011
April 14, 2011	May 19-21, 2011	May 25, 2011
December 17, 2010 and May 18, 2011 are 60% Days		
Holidays		
September 6, 2010	Labor Day	
November 22-26, 2010	Thanksgiving	
December 20, 2010 - December 31, 2010	Christmas Break	
January 17, 2011	Dr. Martin Luther King Day	
March 14 - 18, 2011	Spring Break	
April 22, 2011*	Good Friday	
May 30, 2011	Memorial Day	
July 4, 2011	Fourth of July	
Monthly Attendance Report		
August 5-September 30, 2010	40 Days	End of 1 st Month
October 1-October 29, 2010	20 Days	End of 2 nd Month
November 1-November 30, 2010	17 Days	End of 3 rd Month
December 1-17, 2010	13 Days	End of 4 th Month
January 3-January 28, 2011	20 Days	End of 5 th Month
February 1-28, 2011	20 Days	End of 6 th Month
March 1-31, 2011	18 Days	End of 7 th Month
April 1-29, 2011	19 Days	End of 8 th Month
May 2-18, 2011	13 Days	End of 9 th Month
Total Days	180 Days	

*The following days may be used to make-up days missed due to bad weather; October 11, April 22, April 25, May 19 or May 20.

Absences/Tardies

It is extremely important for every student and parent to be familiar with district policies related to absences and tardies. Students should make every effort to be present every day and punctual to school or to class. Any questions related to absences or tardies should be referred to the principal immediately following enrollment. (See handbook sections regarding **Attendance** and **Tardies**.)

Attendance Period

The official attendance period for William J. Berry Elementary, Heidelberg Junior High, and Heidelberg High will be **first** period.

Absentee Discrepancies:

The names of students who are absent from class and whose names do not appear on the absentee list should be written on a discrepancy form. The form should be sent to the office immediately.

Activity Fund

Social clubs and organizations will deposit all monies into school activity fund accounts and make requests for withdrawals through the office of the principal.

Activity Schedule

On designated school days, the schools may operate an activity period schedule. The activity period will be used for clubs, special classes, assemblies, and homeroom meetings. Announcements of meetings scheduled to be held during the activity period will be made in advance.

Admissions/Registration

1. Children of legal school age whose parents or legal guardians are residents of the school district are eligible to attend East Jasper Schools. In the case of separated or divorced parents, court orders, and decrees involving custody of children will be controlling.
2. All secondary students must complete a registration form. Students new to the district also must provide the following information:
 - Report Card
 - Release for Records (cumulative)
 - Proof of Residency (Two documents)(All students enrolling from outside of the district will be enrolled on a probationary basis.)
3. A certified birth certificate must be presented upon admission. The birth certificate must be from the Bureau of Vital Statistics or from the State Department for students born overseas. Hospital records, baptismal records, etc., will not be acceptable. No other birth certificate is acceptable. The principal or

his/her designee must verify the birth certificate. Telephone calls are not acceptable.

4. The principal shall require that a postal money order in the required amount be deposited for students who are unable to present a certified birth certificate upon admission, and the student will be enrolled on a temporary basis until the certified birth certificate is received by the school. Temporary enrollment will preclude official recordings or release of grades.
5. Students must present an up-to-date immunization record. (See handbook sections regarding **Immunizations and Vaccinations**.)
6. If a student is transferring into the East Jasper Schools from a school accredited by a state or regional accrediting agency, an official transcript mailed directly from the office of the school previously attended will be required. A report card or transfer papers from the previous school attended may be used for temporary class placement.
7. Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited regionally or by a state board of education will be given either a standardized achievement test(s) or teacher-made special subject test(s) to determine appropriate classification of the student within 30 days after filing for transfer. Notice of the administering of such test(s) shall be given to applicant not less than five days prior to the date of the administration of such test. (MS Code 37-15-33)

Arrival and Departure

Students are not to arrive on the school campus prior to thirty (30) minutes before the beginning of the school day—when teachers report to duty. The school will not assume responsibility for any student arriving on school grounds prior to the stated time unless they are transported by school bus. Students are to leave the school at the end of the school day, unless they are participating in a supervised school activity and are under the direct supervision of certified personnel. The parents of the students who violate this policy will be notified in writing. In instances where students habitually remain on campus prior to or after the stated times, the students will be subject to disciplinary actions. The principal determines whether or not the students' actions are habitual.

Asbestos Notice

The Federal Environmental Protection Agency (EPA) requires that on an annual basis each school district will notify every parent and employee of the status of any asbestos in the school. This report will serve as the annual notification by the East Jasper School District. The East Jasper School District completed the required re-inspection report. A copy of this report is on file in the school administration office and is available to the public for review.

Attendance

Compulsory-School-Age Definition

"Compulsory-school-age child" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program. Provided, however, that the parent or guardian of any child enrolled in a full-day public school kindergarten program shall be allowed to disenroll the child from the program on a one-time basis, and such child shall not be deemed a compulsory-school-age child until the child attains the age of six (6) years. (MS Code 37-13-91)

Compulsory Enrollment

1. If a compulsory-school-age child has not been enrolled in school within fifteen (15) calendar days after the first day of the school year, the attendance officer of the youth court or family court will be notified.
2. When a compulsory-school-age child accumulates five (5) unexcused absences, the attendance officer of the youth court or family court will be notified.
3. Parents of a compulsory-school-age child who has not been enrolled in school within eighteen (18) calendar days after the first day of school of the public school which the child is eligible to attend or parents of a compulsory-school-age child who has accumulated twelve (12) unexcused absences during the school year are subject to prosecution under the Mississippi Compulsory School Attendance Law.

Absences

1. When students who are enrolled in grades K-12 are absent from school, **parents should call the school office on the day of the absence.** Upon the student's return to school, a written statement verifying the absence **and** signed by the parent/guardian **must be presented** to the office. A maximum of (5) notes per year will be accepted.

Students who have either excused or unexcused absences will be responsible for making up all schoolwork missed during the time of absence.

2. After a student has been absent for more than three (3) consecutive school days for a cumulative illness, injury, or death of a family member, the parent/guardian must provide the school with written verification of the cause of absence. Acceptable written verification includes, but is not limited to, the following:
 - a. Medical Excuse
 - b. Medical/Hospital Release Forms
 - c. Obituary

d. Other Official Documentation

Written notes by the parent/guardian are considered unofficial and therefore, unacceptable. Additional verification may be required, if deemed necessary.

3. Students must be at school at least 60% of the day to be counted present.
4. Time designations for 60% school day check-out times are as follows:
 - a. Monday, Tuesday, Thursday, and Friday—not before 1:30 P.M.
 - b. Wednesday—not before 1:00 P.M.
5. If students must be checked out before the designated times listed above, they will be counted as absent for the day.
6. Early check-outs disqualify students from earning Perfect Attendance.

Awards Program

Highest academic achievement in departments and/or courses will be recognized in awards programs for East Jasper Students. Awards will recognize outstanding academic work or other student achievement and includes, but is not limited to, academic letters for classroom excellence.

Awarding of Academic Credit

1. Academic credit for courses taken by students in the East Jasper School District shall be awarded upon successful completion of courses.
2. Credit for high school courses will be awarded in half units, full units, or multiple units as approved in the latest edition of the *Mississippi Public School Accountability Standards*, State Department of Education.
3. In grades 9-12, students must complete both semesters for a year-long (two semesters) course with a yearly passing average of 70 or higher in order to receive any credit for that course.
4. Students who fail year-long courses may attend Extended Year/Summer School programs in order to acquire academic credit or may enroll in a state-approved correspondence course subject to principal approval and compliance with all other district and state guidelines.
5. Students who attend Extended Year/Summer School programs must master all objectives failed and/or missed during the entire school year for that course.
6. Students in grades 9-12 may earn only one (1) Carnegie unit of academic credit during Extended Year/Summer School programs.
7. Upon successful completion of all Extended Year objectives for a particular course, a grade of 70 will be awarded and documented in all applicable district grade documentation systems. Upon successful completion of a Summer School course, the student will receive the documented grade.
8. The East Jasper School District will recognize and honor courses taken at other accredited schools if courses are recorded on the permanent record or transcript. However, in the matter of required courses, students shall meet all regulations

governing graduation requirements for Heidelberg High School. Students transferring into an East Jasper school from a non-accredited school must be given achievement tests to determine grade and/or subject placement.

9. Each student is responsible for completing required work without assistance. The integrity of the grading and testing procedures must not be compromised, and any student who is determined to be guilty of cheating will receive a zero on graded work and will receive appropriate counseling and/or disciplinary action.
10. In order to graduate with honors or highest honors from Heidelberg High School, a student must have attended Heidelberg High School for a minimum of one full semester.
11. Transfer students who enroll in the East Jasper School District for less than twenty (20) school days must arrange for credit through their previous schools.

Backpacks/Book Bags

Backpacks or book bags may be brought to school but are subject to search if an administrator has reasonable suspicion or if security has probable cause. By bringing a backpack or book bag to school, a student hereby consents to a search of the contents of the backpack or book bag subject to school board policy.

Band

The performing band provides music for many school and community activities, both as a marching and as a concert band. The members are selected by the director. Although the school owns a number of instruments, most members must furnish their own.

Cafeteria

Breakfast and lunch are served each day in all East Jasper Schools. Prices for each meal will be subject to change during the school year.

Free and reduced-price breakfast and lunch are available for those who apply and qualify.

Students may pay in advance for lunch daily at a place and at times designated for this purpose. Students also may pay in advance on a weekly and monthly basis, but the period cannot exceed one month. Advance payments will not be accepted for lunch in the serving lines.

Milk may be purchased by any student in the cafeteria.

No credit will be extended for breakfast or lunch.

All students must remain at school during the lunch period on a daily basis unless signed out by parents or legal guardians.

Students will not take food out of the cafeteria. Students who bring their lunch to school may eat in the cafeteria or in other approved areas.

In compliance with Federal (USDA) guidelines, commercially prepared, competitive food and drink items will not be distributed or sold on campus one hour before breakfast or one hour before lunch and until the end of either serving period. Such foods also shall not be taken into the cafeteria during lunch.

The number system will be used to identify students' meal status. The concept of the number system requires that all students be assigned a certain coded number for the school year, enabling each student to eat breakfast and lunch in the school cafeteria without a ticket or I.D. card.

Misconduct in the cafeteria will result in appropriate disciplinary action based upon the school discipline plan.

Campaigning

All candidates for office may use poster campaigns. However, such campaigns must be approved by the principal or his/her designee before presentation. Student campaigning for any office should make an effort to keep expenses to a minimum. Campaign signs and activities are permitted in the school building only, with specific days designated for campaigning. All political materials of an informative nature or intent and campaign activities must be approved by the principal.

Cheating

Any student found to be cheating on an assignment, test, or examination for the first time will be given a zero for that assignment, test, or examination. The student's citizenship grade will be lowered to Needs Improvement. Parents will be notified. On the next occurrence, the student will receive a three-day suspension from school and a zero on the assignment. The citizenship grade will be lowered to Unsatisfactory.

Should there be a third occurrence, the student will receive a five-day suspension from school and a zero on the assignment. The citizenship grade will be lowered to Unsatisfactory. In addition, the student will not be allowed to participate in or attend any school activities or hold any office or school-related honor for one full year.

Any further instances of cheating will result in a recommendation for expulsion. Students will be afforded due process, and parents will be notified in each case.

Cheerleader, Majorette, Drum Major, and Flag Corps Member Selection Student Body, Student Council, and Class Officer Elections

The selection and participation in the extracurricular activities of cheerleader, majorette, drum major, flag corps member, student body officer, student council

officer or representative, and class officer are privileges rather than rights afforded to individual students. It is the administration's intent to apply stringent rules upon those who may be eligible for try-outs and elections, as well as to apply those rules during the period of continued participation of such students. Those who are selected are representatives of the entire student body and are expected to conduct themselves at all times in a manner that reflects favorably upon the East Jasper School District.

Students who are enrolled in the East Jasper School District are eligible to try out for or participate as cheerleader, majorette, drum major, flag corps member, student body officer, student council officer and representative, or class officer.

Certain extracurricular activities are governed by the rules and regulations of the Mississippi High School Activities Association.

Choir

The Heidelberg High School Choir provides music for many school and community activities, both as a concert choir and as small ensembles.

Class Rank (Rank in Class) (SENIORS OF SCHOOL YEAR 2006-2007 AND LATER)

Rank in Class will be computed by using a cumulative weighted grade point average (GPA) system. This average will be computed based on cumulative course credits earned through the end of the first semester of the senior year. The total number of grade points earned in each eligible credit course will be divided by the total number of eligible courses attempted during grades eight through twelve (grades 8-12). Course credit will be weighted and computed according to the following descriptors: General Education/College Prep, Accelerated, Advanced Placement, and/or Dual Enrollment/Credit.

Course Credit Descriptors and Weighting

General Education/College Prep	Accelerated /Honors	Advanced Placement/Dual
(Un-weighted)	(Weighted)	(Weighted)
A - - - - - 4.0	A - - - - - 4.5	A - - - - - 5.0
B - - - - - 3.0	B - - - - - 3.5	B - - - - - 4.0
C - - - - - 2.0	C - - - - - 2.5	C - - - - - 3.0
D - - - - - 1.0	D - - - - - 1.5	D - - - - - 2.0
F - - - - - 0.0	F - - - - - 0.0	F - - - - - 0.0

In January of the senior year, the computer program, SAMs, will be utilized to compute the cumulative weighted grade point average (GPA). (General Education and College Preparatory courses are assigned the same weight.) **All courses will be counted once.**

Class Rank:

1. Will be utilized to determine Valedictorian, Salutatorian, and Historian selection.
2. Will be computed on a cumulative weighted grade point average (GPA) system.
3. Will be based on cumulative course credits earned through the end of the first semester of the senior year.
4. Will be available by January of the senior year.
5. May be utilized to determine the awarding of other academic achievements.

Official class rankings will be verified by the Principal and the Counselor. Prior to the release of class rankings to students, parents, or the public, such rankings must be approved by the Superintendent and the East Jasper School Board.

Valedictorian, Salutatorian, and Historian Selection*Eligibility for Valedictorian, Salutatorian, and Historian*

Eligibility for Valedictorian and Salutatorian shall be as follows:

1. Only students who have taken courses and earned credit(s) under the college preparatory curriculum (i.e., lab-based science courses, higher-level math courses, etc.) will be eligible to hold the honor of Valedictorian or Salutatorian.
2. The student must be enrolled as a senior at Heidelberg High School at the beginning of the regular school term.
3. The student must be enrolled in Heidelberg High School a minimum of three semesters prior to the selection.

Eligibility for Historian Selection shall be as follows:

1. The honor of Historian shall be awarded based on the cumulative weighted grade point average.
2. The student must be enrolled as a senior at Heidelberg High School at the beginning of the regular school term.
3. The student must be enrolled in Heidelberg High School a minimum of three semesters prior to the selection.

Valedictorian, Salutatorian, and Historian Selection

The selection of Valedictorian, Salutatorian, and Historian shall be as follows:

1. The Valedictorian shall be that student who holds the highest academic grade point average (GPA) and ranks first in the graduating class. This average will be computed based on course credits earned from the eighth grade through the end of the first semester of the senior year (grades 8-12).
2. The Salutatorian shall be that student who holds the second highest academic grade point average (GPA) and ranks second in the graduating class. This average will be computed based on course credits earned from the eighth grade through the end of the first semester of the senior year (grades 8-12).

3. The Historian shall be that student who holds the third highest academic grade point average (GPA) and ranks third in the graduating class. This average will be computed based on course credits earned from the eighth grade through the end of the first semester of the senior year (grades 8-12).

Event of a Tie

In the event that a tie occurs following the initial class ranking process, the cumulative weighted grade point average (GPA) of all eligible courses will be computed to at least the fifth decimal place. If a tie still remains, the honor of Valedictorian, Salutatorian, or Historian will be shared.

Course Exclusions

Courses taken in home school will not be considered as eligible courses for the Valedictorian, Salutatorian, and Historian selection process.

Co-Curricular Activities

Any activities that are an extension to the regular classroom are considered co-curricular activities. Students will not be allowed to attend co-curricular activities if they are serving a suspension, or if they are currently enrolled in the Alternative School.

Contacting Parents

It is the parent's/guardian's responsibility to provide accurate and current telephone numbers that will permit school personnel to reach a responsible adult at all times. The school must be informed of any changes in telephone numbers and addresses. Parents/guardians are advised that if a responsible adult cannot be reached after good faith efforts by school personnel, Jasper County Social Services, the Heidelberg Police Department, and/or the Jasper County Sheriff's Office will be contacted.

Corporal Punishment (Paddling)

Corporal punishment (paddling) will be permitted within the East Jasper School District only with written authorization by parents. Paddling may be administered by a certified administrator or certified teacher for minor infractions, with the student receiving a maximum of three strikes to the buttocks. A certified witness must be present.

Correspondence Courses

A student in the East Jasper School District may earn a maximum of only one (1) Carnegie unit of State-required courses through completion of a correspondence course. A student will be allowed to enroll in a correspondence course only after all other alternatives have been pursued. In order to receive credit, the following criteria must be met:

1. The correspondence course must be approved by the Commission on School Accreditation.
2. Correspondence courses must be taken for the full duration of the course. Half-

- units of full-credit courses will not be accepted.
3. The evaluation criteria must be administered by a professional staff member of the East Jasper School District. A student will have only one opportunity to take the final examination in a course.
 4. The course must be approved by the principal.

A student must receive permission and order the correspondence course no later than two weeks after the beginning of the second semester. No correspondence course will be approved after this date. The deadline for correspondence course completion (lessons and tests) will be April 1 to allow time for grading and acknowledgement of grades. If April 1 falls on a weekend, the first working day following April 1 will be the deadline. If the credit is necessary to meet graduation requirements, the final grade must be received by the principal or his/her designee by the deadline for receipt of senior grades.

Course Selection/Carnegie Units

The policies listed below will be followed by Heidelberg High School students, parents, and counselors regarding the academic program:

1. Students will be permitted to receive through the regular day program a maximum of seven (7) units of credit toward graduation within any one school year.
2. All students attending Heidelberg High School, other than those who are in vocational courses, must schedule seven (7) courses each school year.
3. A student can complete the full two-year vocational course beginning in the eleventh grade. Seniors are generally not accepted for only one year of an industrial Vocational Trades program.
4. A maximum of one (1) Carnegie unit may be earned during one (1) summer session/extended school year.
5. It is the intent of the East Jasper School District that students will be assisted at the beginning of ninth grade in making choices that will best meet their needs, interests, and capabilities in college preparatory, vocational, or military track programs. This will be accomplished through focused counseling, which includes the placement of students in programs that are most appropriate and also affords parents the opportunity to request schedule adjustments.

Curriculum Information

Eighth Grade Units

Pre-Algebra, Algebra I, Transition to Algebra, Computer Discovery, or first-year Foreign Language taken in the eighth grade will be accepted for admission, provided the course content is the same as the high school course. Student enrollment in Algebra I, Transition to Algebra, or Foreign Language courses will be based upon approval of the counselor, math test scores, past performance in math classes, teacher recommendation, and the school administration.

Regular Diploma Program

1. All students enrolled in a regular diploma program must meet the following requirements:

- a. Graduation must be based on Carnegie units as stated in the policies and procedures of the East Jasper School District.
 - b. Carnegie units must be earned in a regular education program under the supervision of a teacher properly certified in the academic area.
2. In order to enroll in Algebra I, a student must:
 - a. Have a grade of 90 or higher in Pre-Algebra
or
 - b. Have scored Advanced on the math component of the Mississippi Curriculum Test
or
 - c. Have the recommendation of the principal.
 3. Students enrolled in band, choral music, physical education, or art may count only one credit in each of these areas toward meeting the number of state-required units for graduation. However, credit for these courses may be counted toward the additional units required by the district.
 4. Due to the influence of school academic performance on school accreditation, it shall be required that all 10th grade students take the PLAN® test and all 8th and/or 9th grade students take the EXPLORE® test.
 5. All 11th grade students interested in being considered as a National Merit semi-finalist must take the Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT), which is administered at local high schools in October for a nominal fee. (Additional information may be obtained from the high school Guidance/Counseling office.) All 11th and 12th grade students are encouraged to take the American College Test (ACT) and the Scholastic Assessment Test I (SAT I). A nominal fee is charged to take these tests and advanced registration is required. Students may obtain additional information from the Guidance/Counseling office.
 6. A student will be allowed to take a class only when he/she has completed all prerequisites.
 7. Courses that receive one-half credit are semester courses. All other courses will be awarded one credit upon successful completion of both semesters.
 8. In order to participate in graduation ceremonies, a student must attend the graduation practices as arranged by the principal and class sponsors.

Note: Mississippi State University requires an additional one and one-half units (1½) of free electives.

**Dress and Grooming Code: General Rules
(William J. Berry Elementary/Heidelberg Junior High/Heidelberg High)**

Philosophy

Dress and grooming codes are based upon certain sound foundations, not just arbitrarily selected and dictatorially enforced for no relevant cause. Laws surrounding indecent exposure, conditions necessitating safety and personal well-being, health, and sanitation represent some of the basic fundamentals. Conditions conducive to learning must not be impaired because of individualized fads. In order for students to be able to cope with even larger restrictions and responsibilities in society, they must learn while still in school to observe basic regulations set forth for a group as a whole.

Keeping this total concept in mind and realizing a need to satisfy peer group desires for current fashions, the board will make an effort, periodically, to restructure the dress and grooming code according to current conditions.

Dress and Grooming Code

1. The dress code for East Jasper School District students is the result of a joint effort by East Jasper parents, teachers, and administrators to provide guidelines that will govern the choice of appropriate school dress by our students.
2. Students must present a neat, well-groomed appearance.
3. Students will be required to wear clothing as the garments were intended to be worn (Example: No low-riding or sagging pants) and in such a manner that will not cause undue attention or disruption of instructional activities.
4. Hair curlers/rollers are not allowed.
5. No hats, caps, bandanas, or other inappropriate headwear will be allowed on the school grounds at any time. Sunglasses may be worn for outside instructional activities only with the approval of the teacher.
6. Suspenders, if worn, must be worn in the manner intended for the garment (i.e., not hanging from outerwear.)
7. Appropriate footwear will be worn at all times. Footwear must be close-toed shoes; no sandals, flip-flop shoes, house shoes/slippers will be allowed.
8. Socks must be an appropriate color and worn in an appropriate manner with clothing. (for example: not worn pulled up and/or over knees with shorts/skirts, not fluorescent or distracting/inappropriate colors or patterns).
9. Students will not be permitted to wear clothing that exposes the midriff.
10. Clothing with inappropriate patches, emblems, or with profane, vulgar, or abusive images or language will not be worn. Clothing, accessories, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with gang activities or gang association or unauthorized group activities/association will not be permitted. In addition, clothing displaying symbols or advertising or promoting the use of alcoholic beverages, tobacco, or drugs will not be worn at school. Clothing that includes logos or insignias for social clubs will not be allowed.
11. Clothing, accessories (for example: belts, socks, headbands, jewelry, etc.), or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with a group or organization that is not authorized by the school or district will not be permitted.
12. If clothing and/or accessories are determined to be a distraction or possible danger to the learning and school environments, principals/administrators may use administrative discretion in prohibiting the wearing of such clothing and/or accessories.
13. Male students will not be allowed to wear earrings.
14. Metal picks are not allowed at school.
15. Students whose dress, appearance, or lack of dress is disruptive will not be permitted to remain at school.
16. Appropriate undergarments shall be worn by all students. Underwear must not

- be visible.
17. Only white T-shirts (solid; plain; no slogans) are allowed to be worn under the dress code top. T-shirts of another color worn underneath the white T-shirt will not be allowed.
 18. Torn or cut-up pants or other clothing will not be allowed.
 19. All clothing worn must be appropriate in fit and in length and must not distract from the learning environment. Dresses and skirts at all schools must be knee-length or longer. Shorts for students in Grades K-3 at William J. Berry must be knee-length or longer. Shorts for students in Grades 4-6 at William J. Berry must be calf-length or longer. Shorts/capris at Heidelberg Junior High and Heidelberg High must be calf-length or longer.
 20. In all instances, the appropriateness or inappropriateness of school dress will be determined by school administrators, who will consider the style or manner in which the clothing is worn or its fit.
 21. Shirttails should be tucked in neatly at all times.
 22. A belt shall be worn on pants with belt loops.
 23. Pants should be worn properly fitted around the waist.
 24. Hair should be clean and neatly groomed.
 25. Designed cuts in hair shall be restricted to a single straight line part. Students will not be permitted to wear hairstyles with initials, name(s), symbols, or other designs, or in any manner that is disruptive to the learning environment.
 26. Gang identifiable tattoos cannot be visible; they must be covered.
 27. Members of the Boys Scouts or Girls Scouts shall be exempt from wearing the mandatory school dress code wear on the day(s) they wear their Class A scouting uniform.
 28. Members of the cheerleading or athletic team, dance or drill team, and band shall be exempt from wearing the mandatory school dress code wear on the day(s) they wear their pre-game attire. Pre-game attire must conform to the district's dress code and must be approved by the school administrator prior to wearing to school.
 29. A waiver to the dress code is available to students on the basis of religious reasons. The individual must present the school with a copy of the church doctrine, which explains the basis for such an exception and a letter from the minister, rabbi, or religious leader verifying the religious position.
 30. Upon enrollment during the school year, a student will have ten days in which to comply with the dress code.
 31. The administration at each school shall confer with the parent of each student who fails to comply with the dress code in an effort to ascertain the reason(s) for non-compliance.
 32. Students will follow the district-adopted Student Dress Code Policy.
 33. Students are required to wear dress code wear when participating in off-campus school activities unless determined otherwise by administration.

Dress code violations will result in disciplinary action according to the discipline policy.

Dress Code

William J. Berry Elementary

Colors: 1. Burgundy or Red Tops 2. Navy Tops
 1. Navy Bottoms 2. Khaki Bottoms

Grades K-3

Males: Shorts must be knee-length or longer.

Females: Shorts, skirts, or dresses must be knee-length or longer.

Grades 4-6

Males: Shorts must be calf-length or longer.

Females: Shorts must be calf-length or longer.
 Skirts or dresses must be knee-length or longer.

Grades

Shoes: Black, brown, or white shoes only may be worn. Excessive colors, trim/accent, or designs are not allowed (For example: plaid, neon, etc.). Principal/administrator discretion will apply in such instances.

Outerwear: Monday, Wednesday, Friday—Burgundy or Red Top and Navy Bottom
 Tuesday and Thursday—Navy Top and Khaki Bottom

Tops/Shirts: All tops/shirts must be polo tops/shirts that are the appropriate color for the respective schools. All tops/shirts must have a collar that is the same color of the top/shirt.

T-shirts: ONLY solid white t-shirts without logos may be worn under the school dress code top/shirt.

All Clothing: All clothing worn must also be appropriate in fit. Sagging/low-riding pants and tight pants/skirts/dresses are not allowed.

Heidelberg Junior High and Heidelberg High

Colors: 1. White Tops 2. Navy Tops
 1. Navy Bottoms 2. Khaki Bottoms

Males: Calf-length or longer shorts may be worn.

Females: Calf-length or longer shorts/capris may be worn.
 Skirts or dresses must be knee-length or longer.

Shoes: Black, brown, or white shoes only may be worn. Excessive colors, trim/accent, or designs are not allowed (For example: plaid, neon, etc.). Principal/administrator discretion will apply in such instances.

Outerwear: *Monday, Wednesday, Friday-White Tops and Navy Bottoms*
Tuesday and Thursday-Navy Tops and Khaki Bottoms

Tops/Shirts: All tops/shirts must be polo tops/shirts that are the appropriate color for the respective schools. All tops/shirts must have a collar that is the same color of the top/shirt.

T-shirts: ONLY solid white t-shirts without logos may be worn under the school dress code top/shirt.

All Clothing: All clothing worn must also be appropriate in fit. Sagging/low-riding pants and tight pants/skirts/dresses are not allowed.

William J. Berry Elementary, Heidelberg Junior High, and Heidelberg High

- No large and flashy belt buckles.
- Only navy blue, black, brown or gray jackets are allowed. Excessive colors, trim/accent, or designs are not allowed (For example: plaid, neon, crowns, etc.). Principal/administrator discretion will apply in such instances.
- Jackets may or may not have a hood. The hood and sleeves of the jackets MUST be the same color as the jacket.
- Jackets may only be button-up, zip-up, or toggle. (Jackets must open completely in front, not partially.) No pull-overs or sweatshirts are allowed.
- Athletic and/or band school-issued letterman jackets that bear the Heidelberg High School logo are permitted.
- Only white T-shirts (solid; plain; no slogans) are allowed to be worn under the dress code top. T-shirts of another color worn underneath the white T-shirt will not be allowed.

Dress Code for School Activity

Any student attending the East Jasper Schools who shall be required to wear or who shall choose to wear dress code wear or other type of dress because of his/her participation in a school activity, which dress is clearly and readily identifiable with the East Jasper School District, whether the dress code wear or other type dress is provided to the student by the school system or whether the student provides the dress code wear, shall be expected to conduct himself/herself while in such dress code wear, at all times, in a manner acceptable to the school system.

This behavior is required whether or not the student is under the direct supervision of the school and/or its personnel and whether or not the student is on school premises or at an official school function.

It is the intent of the administration to inform such student that his/her participation in activities may be denied, terminated, or restricted as a result of behavior determined to be unbecoming or unacceptable to the school administration and/or Board of Education while the student is wearing dress code wear identifiable with the East Jasper School District.

Driver Licenses

In accordance with Section 63-1-10, Mississippi Code of 1972, as amended, any applicant for a driver license who is younger than eighteen years of age must submit with his or her license application documentation that the applicant is a full-time student in the East Jasper Schools. This documentation must be retrieved from the appropriate school authority. These documentation forms can be obtained in the principal's or counselor's office. The student should complete the top of the form by providing the following information:

1. Name
2. Address
3. Date of Birth
4. Age
5. Social Security Number
6. Name of school being attended.

This information must be printed in ink. The form then will be verified for school attendance, signed by the principal or his/her designee, and notarized.

Dual Enrollment/Dual Credit

Dual enrollment is a program that allows high school students to simultaneously earn college credit toward a postsecondary diploma or degree at a Mississippi community or junior college or an institution of higher learning that also will count as credit toward a high school diploma. The purpose of the Dual Enrollment program is to (1) broaden the scope of high school curricular options, (2) increase the depth of high school study, and (3) shorten the length of time required to earn a college degree.

Students who wish to participate in the Dual Enrollment/Dual Credit program may obtain additional information from the high school Guidance/Counseling office.

Eligible students must meet the following eligibility criteria:

Community and Junior College Programs

- Students must have completed a minimum of fourteen (14) core high school units.
- Students must have a 2.5 grade point average (GPA) on a 4.0 scale, or better, on all high school courses, as documented by an official high school transcript.
- Students must have an unconditional, written letter of recommendation from their high school principal and/or guidance counselor.
- Students who have not completed the minimum of fourteen (14) core high school units may be considered for the dual enrollment program if they have a minimum ACT score of thirty (30) or the equivalent SAT score and have the required grade point average (GPA) and the recommendation(s) listed above.

Institutions of Higher Learning

- Students must have completed a minimum of fourteen (14) core high school units.
- Students must have a 2.5 grade point average (GPA) on a 4.0 scale, or better, on all high school courses, as documented by an official high school transcript.
- Students must have an unconditional, written letter of recommendation from their high school principal and/or guidance counselor.
- Students who have not completed the minimum of fourteen (14) core high school units **may** be considered for the dual enrollment program if they have a minimum ACT score of thirty (30) or the equivalent SAT score and have the required grade point average (GPA) and the recommendation(s) listed above.

Textbook purchases from the community college or university are the responsibility of the students and their parents. Students and parents also must provide their own transportation to and from the community college or university that the students choose to attend.

Eligibility for Competitive Activities

Eligibility for competitive activities and athletics is determined according to the rules of the Mississippi High School Activities Association. Students must meet all requirements established by the MHSAA. Among the requirements are the following:

SECTION B. General Eligibility Rules

1. To be eligible to participate in interschool activities, a contestant must:
 - a. Be a bona fide student, having enrolled not later than the 15th day of any semester of participation, carry five major subjects and deport him/herself satisfactorily.
 - b. Any pupil who becomes 19 years of age prior to August 1 shall be ineligible for interschool competition. A FINE OF \$1000 WILL BE ASSESSED ANY SCHOOL THAT PLAYS A STUDENT WHO IS TOO OLD.
 - c. Not be a graduate of a four-year high school.
 - d. Not have enrolled in a college or junior college or participated in athletics above the high school level, and no eligible high school student shall be permitted to participate on a college level in any activity that is sponsored by the Mississippi High School Activities Association, Incorporated. However, a student who has successfully completed his or her junior year and is academically talented may take college courses as allowed by the Mississippi Department of Education, none of which would render the student more proficient in any sponsored activity of the MHSAA. The only restriction to be observed by pupils who participate in summer college academic programs is that they must not take any course that would ordinarily render them more proficient in a sponsored high school activity during their senior year. An

illustration of this restriction is that a pupil should not take a summer college course in debating or in public speaking if he plans to participate in these activities during his senior year in high school.

- e. Upon the completion of grade eight, choose the high school he/she wishes to attend in a city or district where there are two or more high schools or schools of secondary grade. When a student has chosen a high school and enrolled in and attended that school for one day or longer, the school of his choice shall become his home school. In a junior high school situation, the choice of grade nine in a given junior high school means the choice of the senior high school, which is designated by the appropriate school board as the senior high school for the graduates of that particular junior high school. Any pupil who enters grade 9 in a member public junior high school or grade 10 or above in a member public high school and then transfers to a member private or parochial high school shall be ineligible for a period of one year. The same is true where a pupil enters grade 9 in a member parochial or private junior high school or grade 10 or above in a member parochial or private high school and then transfers to a member public high school. Upon transfer from the first member high school chosen to the second member school, he will be ineligible for competition in both athletic and literary contests or meets until he has been in the second school for one year from the date he enrolls in the second school.

1. **COUNTY SCHOOL UNITS:** How General Eligibility Rule 1(e) Applies: Since many of the counties of the state are legally constituted as County Units or County-wide School District, and since some counties do not have specific districts with definite boundaries, but use school attendance centers as the plan of organization, the Mississippi High School Activities Association, Inc. will consider attendance areas as school districts for the purpose of determining residence eligibility. When a pupil has enrolled in any county high school attendance center, by choice or otherwise, that school becomes the home school for the pupil. After enrolling in a county high school, a pupil cannot then enroll in a second county high school and be considered eligible until he has spent one year in the second school or the family has established a bona fide residence in the second school attendance area. In a countywide school district, a pupil cannot change schools and be eligible in the second school the first year unless the family moves. A change in school bus routes will not affect this regulation.
2. **LINE SCHOOLS:** In line school situations where the school attendance area includes parts of two or more counties, pupils shall be eligible in that school regardless of which county the family lives in.
3. **TWO-COUNTY FREE PUPIL EXCHANGE SITUATIONS:** This section has reference to this type of situation:

Counties A and B, by agreement or without agreement, permit a school bus to come out of County A into County B and transport pupils who live

in County B to a school in County A and vice versa. In such situations the pupils shall be eligible in the county where they live, and they may establish their eligibility in the neighboring county under the provisions of General Eligibility Rule K, 1.

4. **TRANSFER OF PUPILS FROM NON-MEMBER MISSISSIPPI PRIVATE SCHOOLS:** Pupils of member schools who attended non-member Mississippi private schools during the preceding school session may return to their home school without loss of residence eligibility.

5. **PUPIL GROUP ASSIGNMENT OR TRANSFER TO OUT-OF COUNTY OR OUT-OF-DISTRICT SCHOOLS:** This has reference to a situation where County A has an agreement with County B by which all pupils in a given area or section of County A are transferred to a school in County B with transportation furnished and tuition paid by County A. In such a situation the pupils in the group transfer shall be considered eligible in County B.
NOTE: Individual transfers do not carry eligibility.

- f. In the case of a transfer student, the school shall secure a transcript of the high school work completed by the student and a transfer form signed by the principal of the school from whence he comes. The transfer form for out-of-state transfers shall give the date the student entered the ninth grade and whether he passed his work during the preceding year. If any school should refuse or delay unnecessarily in sending the transcript or the transfer form, when requested by the receiving school to do so, the Executive Director may, upon the presentation of satisfactory proof, authorize the school to use the student in athletic contests prior to the receipt of the transcript and the transfer form. A transfer student is one whose parents or guardian has moved from one school district to another and established a bona fide residence therein for some other purpose than conferring athletic or interscholastic eligibility on the student. Any transfer student must be in good standing from the school he/she is leaving from in order to receive eligibility at his/her new school. This includes MHSAA member schools, as well as non-member schools and students transferring from out of state. Any student who transfers during a sport season, even after making a bona fide move, must be approved for participation in the same sport season.

- g. Foreign Student Eligibility - a bona fide foreign exchange student may be immediately eligible the first year in residence in the school district in which the host family is a bona fide resident and be limited to one year of eligibility provided the student is a participant in an established foreign exchange program accepted for listing by the Council of Standards for International Education Travel (CSIET), and there is no evidence of athletic recruitment resulting in the student's attendance at the school either by the school or any other outside entities. The foreign exchange student shall meet all other eligibility requirements of the MHSAA Handbook. Any student that has established eligibility at a Mississippi school and participates in a Foreign Exchange Program sponsored by a CSIET approved program will be eligible for participation

immediately upon his/her return to the same Mississippi School. The student shall meet all other requirements for eligibility as listed in the MHSAA Handbook.

- h. Eligibility Reporting - The report submitted to the State Office becomes a permanent record. Care should be utilized to have the eligibility complete and correct as an error on the original filing can cause difficulty one to three years later. The school should report each student only once during a school year. Eligibility is by years and not by sports. At the beginning of each school year, student eligibility should be updated 15 days prior to the first game or contest. Schools which are late in filing eligibility will be fined \$50.00. Players participating in athletics or activities may be added to or changed after the beginning of the season, provided a pupil is not allowed to participate in a game or contest until properly reported. The list of players participating in athletics or activities may be added to or changed after the beginning of the season, provided a pupil is not allowed to participate in a game or contest until properly reported. Each school shall keep a file copy of the eligibility sheets.
- i. Not participate in interschool contests for more than four consecutive years after the date of entering into the ninth grade regardless of when he began to participate. Entering into the ninth grade is construed to mean that a student has completed most or all of the eighth grade and is carrying at least three ninth grade subjects.
- j. If a family established a bona fide residence in a school area for the purpose of making a pupil eligible for athletics, the family must establish a bona fide residence at least 60 days prior to the opening of school.
- k. A pupil must attend school in the school district in which his parents are actual bona fide residents. A parent can have no more than one bona fide residence at any given time. A bona fide residence is one where the family actually lives. This means the specific dwelling in which the family cooks, eats, and sleeps on a regular basis and claims as its sole or primary place of residence. This rule does not prevent a parent from commuting to work and it does not prevent a father from traveling out of state where his work requires him to do so, provided he returns to the home periodically and considers the home as his legal, permanent residence. The family mail must also be received where the family lives. Neither marriage, legal guardianship, nor change of schools for subject matter purpose affect this rule. *Exceptions to Rule l may be made by the Executive Director in the following cases:*
 - 1. Where a student has spent one school year in a school other than his home school (bona fide residence of parents) without participating in inter-school activities and must have been released by the home school. Eligibility under this exception can be established only during the year immediately preceding participation. This includes students from broken homes, orphans, or students who do not live with their parents for any reason. If a pupil establishes his eligibility under this exception

and later enrolls in his home school, he forfeits his eligibility elsewhere. Students who live in established church or other state recognized orphanages shall be eligible immediately when moved by orphanage officials to another school district.

2. Where a student is in his fourth year of high school and the family moves following the opening of school, after the family has lived in the school district for one year (12 months) or longer immediately preceding the move, the student may be considered eligible in the school district from which the family moved for the balance of the school session. A ninth, tenth, or eleventh grade student, under the same conditions, may be considered eligible for the balance of the semester in which the family moved.
3. Where a student has spent three consecutive years in a school and completed the tenth grade and the family moves, the student may be considered eligible in the school district the family moved from if the student lives with the parent or the person who has legal custody prior to the move. If a pupil establishes his eligibility under this exception and later enrolls in (his home school) he forfeits his eligibility elsewhere.
4. A pupil whose parents reside outside the United States or who resides in an area of any state where there is no accredited high school will be considered eligible where his temporary guardian lives. However, the pupil cannot transfer from this school unless the temporary guardian changes residence. A pupil who transfers from one temporary guardian to another will be ineligible for one year. Temporary guardianship papers issued by a probate judge are not valid for eligibility.
5. Where the parents of a pupil are legally separated or divorced by court order which also grants physical custody of the pupil to one of the parents, the pupil shall be eligible where that parent lives. If the pupil should thereafter transfer from the parent thus granted physical custody by the court to the other parent living in a different school area, regardless of whether or not such transfer is the result of a court order changing custody to the other parent, the pupil must remain out of competition for one year before becoming eligible.
6. Where the parents of a pupil are legally separated or divorced by court order which also grants them joint physical custody, the pupil shall be eligible in the school area in which the parent who has been awarded his physical custody for at least a majority of the school year lives, or if no such period of physical custody is awarded to either parent, then he/she is eligible in the school area where the parent with whom the pupil first elects to live after the entry of such court order. If without court order the pupil should thereafter transfer from that parent to the other parent who lives in a different school area, the pupil must remain out of competition for one year before becoming eligible; however, the

granting of any type of legal custody or change of legal custody shall not be effective under the Residence and School Transfer Rule until a period of forty-five (45) calendar days from the date of awarding of custody has been proved by a judge.

7. If the parents have separated through no legal proceeding and physical custody has not been granted by a court to either parent, the pupil may choose the parent with whom he wishes to live, and he may be considered eligible where that parent lives. If a pupil under the above conditions transfers from one parent to the other and the parents live in different school areas, the pupil must remain out of competition for one year before becoming eligible.
 8. If the parents are living and the pupil transfers from living with them to a guardian living in another school area, the pupil must remain out of competition for one year before becoming eligible.
 9. If both parents are dead, the pupil will be considered eligible in the school area where the guardian or adoptive parent or parents with whom he first lives after the death of both of his parents. In the event there is a subsequent guardianship or adoption and the new guardian or adoptive parent or parents lives in a different school area, the pupil must remain out of competition for one year before becoming eligible.
 10. Those children whose parent(s) or legal guardian(s) are instructional personnel or certified employees of a school district may at such employee's discretion enroll or attend the school or schools of their parent's or legal guardian's employment regardless of the residence of the child. If a child transfers back to his home school, he must lay out a year unless his parents or legal guardian are no longer employed by the school system the child attended. Exception: Eligibility in any sport will not be granted to a student at another school once he/she has started the season in any sport at the student's home school until the parents have made a bona fide move or the season at the home school has been completed. The start of the season is considered to be when practice for that sport or activity starts.
- l. In school districts where there are no accredited high schools the following exceptions may be made:

Students should be eligible in schools to which transportation is furnished and tuition paid by the county.

1. If this is not done, students should be eligible in schools most convenient from the standpoint of distance if allowed by the local districts.

2. When such students have participated in interschool activities at a school, they are tied to that school the same as if it were their own school.
3. An exception to General Eligibility Rule 1(k) may be made by the Executive Director on behalf of a private boarding school pupil under the following conditions:
 - a. The student must be a bona fide boarding pupil and the pupil must live outside the County Unit, the Separate School District, or the Consolidated School District where the school is located.
 - b. Approval must be given by the Head of the last school attended by the pupil.
 - c. The Executive Director must approve.
 - d. The Head of the private school and its head coach must furnish a sworn statement that no inducement of any kind was offered in order to get the pupil to attend the private school, and that insofar as they know or believe, the pupil's primary purpose in attending the school is for some purpose other than participating in athletics.
 - e. Boarding school students coming into the United States must sit out one year before becoming eligible to participate. International students coming to the United States primarily for academic purposes would not be affected by the rule. (International students entering after the ninth grade will be allowed to play junior varsity the first year and thereafter varsity unless that student is a senior - then the Foreign Exchange rule would apply; whereby, the student is eligible for one year only.)
NOTE: The MHSAA office will always need to look at each individual case if there is a question of recruiting for athletic purposes, as it does in all of its member schools.
- m. If school district boundary lines change pursuant to the applicable laws of the State of Mississippi and annex territory from School District A into School District B, students who are currently enrolled in grades nine - twelve on the effective date of said annexation, and whose parents are bona fide residents of the area within the boundaries of the area annexed in School District B, shall be permitted to choose from either School District A or School District B, the high school he/she wishes to attend. When a student has chosen a high school and enrolled in and attended that school for one (1) day or longer, the school of his choice shall become his home school. If said student then changes his home school, eligibility must be established according to Special Eligibility Rule k. 1. A student who is ineligible for any reason, in another state, shall be ineligible in Mississippi, unless the family has actually moved into Mississippi and has established a bona fide residence in the state.
- n. **Academic rules for students participating in activities:**

To be eligible for athletics and activities, beginning with the freshman class of 2005 - 2006, students must pass five credits toward graduation with one year of six credits. The 5 units, with a grade of 70 or better, will be averaged as a whole and the overall average must be 75 or higher in order to maintain eligibility. Those students whose school districts are on a 10 point grading system or modified 10 point grading system will need to have a 2.0 average or better in order to remain eligible. This will be done on a yearly basis.

A student athlete may become eligible for the second semester only once during his/her high school career if he/she fails the last semester of the previous year, by passing 5 units with a 75 average the first semester of the current year or 2.0 if on a 10 point grading system or modified 10 point grading system. This will be done in order to keep the student on track for graduation.

Students on the block schedule participating in athletics and activities will have to have an overall 75 or higher average by passing 5 units of credit toward graduation the previous year or 3 units with an overall 75 average the first semester to be eligible the second semester. Those students whose school districts are on a 10 point grading system or modified 10 point grading system will need to have a 2.0 average or better in order to remain eligible.

NOTE: Beginning school year 2008-2009 and thereafter, all entering ninth graders will be required to have a minimum of 24 Carnegie units or pass 6 units of credit during the school year with a 75 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. Those students whose school districts are on a 10 point grading system or modified 10 point grading system will need to have a 2.0 average or better in order to remain eligible.

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

Out of School One or More Semesters: If a pupil who is eligible for a given semester drops out of school for one or more semesters, he/she is then ineligible until he/she passes 5 subjects with an overall average of 75 during a semester or 2.0 if the school district is on a 10 point grading system or modified 10 point grading system. A pupil who is eligible for a given semester cannot drop out of school during the semester or remain out of school for one or more semesters and then be eligible for the next semester he attends.

SEVENTH, EIGHTH AND NINTH GRADE PARTICIPATION: Pupils in the seventh grade, eighth grade, and ninth grade participating in high school extra-curricular activities must pass their grade level by achieving at least a grade with an average of 75 in three of the four core courses of Math, Science, English and Social Studies the previous year in order to be eligible to

participate during the present year. 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.

SUMMER SCHOOL CREDITS: An accredited summer school shall be considered as an extension of the second semester of the school session, and credits earned in such a school may be considered in determining the scholastic eligibility of students. The completion of a full unit, major subject, during a summer school shall be classed as passing one major subject for one unit of credit and not as passing two major subjects for one half unit each. Accredited correspondence courses may be accepted for establishing athletic eligibility provided the course has been completed and recorded by the opening of school.

- A. *Exceptions to Rule (1) may be made by the Executive Director in the following cases:*
1. Students that have been tested, screened, and placed in a TMR or EMR Special Education program.
 2. Students that have been tested, screened, and placed in accordance with their IEP in a Special Education Program approved by the State Department of Education will be ruled eligible with the following requirements:
 - a. Make satisfactory progress in their course work.
 - b. Maintain attendance according to district policy.
 - c. Be assigned a date of entering the ninth grade corresponding to other students of that age.
 - d. Be subject to all other rules and regulations of the MHSAA.
- B. A curfew hour of 12:00 midnight is hereby set for all students who remain overnight in Jackson and participate in interscholastic activities.
- C. Undue Hardship Cases.

AUTHORITY: The Executive Committee shall have authority to set aside the effect of any eligibility rule except the age limit upon an individual student when in its opinion the rule works an undue hardship upon that student.

- a. Serious injury or prolonged illness supported by a doctor's records, or other conditions which are beyond the control of the student and his/her parent/guardian, that cause the student to miss school for a prolonged period of time may be considered valid reasons for requesting an undue hardship case.

- b. It is understood that ordinary cases of ineligibility shall not be considered as coming under the hardship category. Inability to participate due to illness, injury, or other medical causes shall not be considered a hardship. The fact that a Student fails to pass the required number of courses, withdraws from school, is retained, or repeats his/her school work is not sufficient grounds for a favorable decision on an undue hardship case.
- c. The appropriate time for hardship application is when the hardship is discovered, not after the student has completed four consecutive years.
PROCEDURE: The Executive Committee shall meet several times a year to consider requests to have the rules set aside for the benefit of individual students and shall consider such requests at the two meetings held for that purpose.
- d. The Executive Director shall rule on cases of eligibility prior to submitting the undue hardship case to the Executive Committee.
- e. Each application must be made in writing by the school principal, with the approval of the superintendent at least 30 days prior to the meeting and should contain all of the facts pertaining to the case, including sufficient data to make it possible to reach a decision without further investigation. Copies of all correspondence and documents pertinent to the case must be sent to the President, each Executive Committee member and 4 copies to the MHSAA state office, including a photostatic copy of the student's cumulative folder which shows all scholastic and attendance data since entry in the ninth grade. In cases involving medical questions, the request for exception must be accompanied by the statement(s) of one or more qualified medical expert(s) explaining the medical aspect of the cases.
- f. A personal appearance of the principal and/or superintendent before the Executive Committee may be requested.
- g. A school check in the amount of \$100.00 non refundable for each case requested must accompany that request.
- h. Each school will be given 15 minutes to present any verbal information concerning their case. The principal will designate who will speak and how many, but cannot exceed the time limit.
- i. The decision of the Executive Committee to set aside the effects of the rule in each individual case shall be by majority vote.
- j. The Executive Director shall notify the school in writing of the decision.

Section C. General Eligibility Rules, Junior High/Middle Schools

1. To be eligible to participate in interschool Junior High/Middle activities, a contestant must:

- a. Be a bona fide student having enrolled not later than the fifteenth day of any semester of participation, carry four basic courses* and deport himself satisfactorily.
- b. A pupil must attend school in the school district of which his parents are actual bona fide residents.
- c. Must pass their grade level by achieving at least an average of 75 or 2.0, if the school district is on a 10 point grading system or modified 10 point grading system, in four basic courses* with a grade of 70 or better in each course the previous year, in order to be eligible to participate during the present year beginning with the 7th grade.
- d. To be eligible for participation as a seventh grader a student must be promoted from sixth to seventh grade and for participation as an eighth grader a student must be promoted from seventh to eighth grade.
- e. A pupil who is not eligible at the beginning of the school year may become eligible the second semester only once during the student's junior high school career by passing four basic courses with an overall average of 75 or 2.0 if school system is on a 10 point grading system or modified 10 point grading system.
- f. The instructional program of the district is based on an instructional management plan/system which defines core objectives, standards of mastery, and criteria for the academic promotion/progression of students from one grade level to the next. The criteria prohibit the retention of students for extracurricular purposes.
- g. Have on file with the Executive Director at least 15 days prior to the first game or contest the eligibility list giving all information on the form required by the Director.
- h. Age:
 - 1. Seventh grader must not have reached 14 years of age prior to August 1.
 - 2. Eighth grader must not have reached 15 years of age prior to August 1.
 - 3. Ninth grader must not have reached 16 years of age prior to August 1.
- i. **Birth Certificates Required.** Seventh, eighth, and ninth graders shall not be eligible to participate until a certified copy of the student's birth certificate, issued by the Bureau of Vital Statistics in the state in which he was born, has been presented to the Principal or his designee of the school. Date of birth and birth certificate number shall be listed on eligibility list (form 1) along with other information the first time a pupil's name is submitted to the state office.
- j. Students must have been examined by a physician and have been declared physically fit. Nurse practitioners may give physicals to athletes provided

they are doing so in compliance with state law and are operating under proper approved protocols. A physician or nurse practitioner must sign the certificate.

- k. A player shall not play in more than four quarters per week in football.
- l. Players cannot be transferred back to junior high/middle school team once he/she plays on the high school varsity or "B" team.

** Basic courses - Any subject that meets the equivalent of at least 250 minutes per week or meets the State Department requirement.*

Emergency Action by School Staff

School staff members faced with an emergency affecting the health and welfare of a student will exercise their best judgment as to procedures for handling the emergency, following established policy and procedural guidelines in every case in so far as possible. In the event that a parent or guardian cannot be reached, the school officials will act to safeguard the student.

Emergency Operations

Schools are sometimes faced with emergencies that require the total cooperation of staff members and students. The East Jasper School District has made detailed plans for operating the school under such emergency conditions as fire, tornado, flood, severe weather, explosions, and other disasters.

Fire drills and other disaster preparation measures are a regular part of each school program. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully with the supervising teacher.

Detailed instructions for emergency operations will be outlined to all students by the classroom teacher and supervising staff.

Extracurricular Activities

Any activities, including sports activities, cheerleading, band, and choir are considered to be extracurricular activities. Students will not be allowed to participate during a suspension, or if they are enrolled in the Alternative School.

Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students may request, in writing to the principal, an appointment to inspect and review contents of the student's educational records.
2. Parents or eligible students may request, in writing to the principal, that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parents or eligible students may request, in writing to the principal, a formal hearing. After the hearing, if the school still refuses the correction, the parents or eligible students have the right to put a note in the record explaining his or her concerns.
3. Parents or eligible students may review the student record upon request. Copies of a student's permanent record may be obtained for a fee of \$2.00. All other materials in the student's cumulative folder may be copied for fifty (50) cents per page.
4. Educational records may not be released to a third party without the written consent of the parents or eligible students. The following exceptions are legal 34 CFR § 99.31):
 - School officials with legitimate educational interest*;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

*School officials are defined as administrators, certified instructional staff, school guidance counselors, and/or school data personnel. Legitimate educational interest is defined as inquiries regarding academic achievement, maintenance of accurate educational records, or other relevant factors regarding the education of said student.

5. The parent or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records (except as provided in Sec. 99.31). The written consent must:
 - a. Specify the records that may be disclosed;
 - b. State the purpose of the disclosure; and
 - c. Identify the party or class of parties to whom the disclosure may be made.
6. A record of individuals requesting access to the educational record of each student will be maintained in each school building. The record will contain the signature, the date, and the reasons for needing access and will be available for parents' review upon request.

7. Student records are available at the following locations:

<u>Type of Records</u>	<u>Locations</u>	<u>Custodians</u>
Cumulative School Records	WJB and HHS:	Counselor or Principal
Psychological Records	HHS SPED Office	Special Services Coordinator

8. Parents or eligible students may request, in writing, within thirty (30) days of the first official school day of the year requesting that identifiable information regarding the student be deleted from school publications.
9. The school will release directory information concerning students, unless requested in writing not to do so. Requests from colleges, military organizations, prospective employers, and other legitimate groups may be honored.

Fees, Workbooks, Labs, and Other Materials

1. There are situations in which students will need a prescribed set of materials to participate in certain classes or activities. Teachers, grade chairpersons, and/or department heads may prepare a list of these materials and designated costs to send to parents.
2. All fees and bills are to be paid promptly.

Field Trips

As part of the educational service of the school, students may be taken on field trips. Such trips are made only with the permission of the parent. When such trips are being planned, permission slips will be sent home to be signed by parents. All field trips must be approved by the district administration and must be supervised by a regular classroom teacher. Teachers serving as supervisors shall submit all forms (field trip requests, school business leave requests, and requisitions) at the same time. All requests must be approved at least two weeks prior to the field trip. No field trips will be approved for the weeks of nine weeks tests, state tests, or the last two weeks of school.

Students suspended from school during a nine week term may not be allowed to go on field trips for that particular nine weeks.

Fundraising

An organization must receive prior approval from the principal and the superintendent before beginning any fundraising project. No student representing groups outside of school will be permitted to conduct fundraising activities in the school. Students possessing candy or other items at school for sale to other students, other than for school-sponsored and approved activities, will be subject to disciplinary action.

Fundraising will be kept to a minimum at the school. Fundraising activities of pupils and teachers shall be restricted and limited to activities that recognize educational value.

GPA Conversions Course Credit Descriptors and Weighting

General Education/CP (Un-weighted)	Accelerated /Honors (Weighted)	Advanced Placement/Dual (Weighted)
A ----- 4.0	A ----- 4.5	A ----- 5.0
B ----- 3.0	B ----- 3.5	B ----- 4.0
C ----- 2.0	C ----- 2.5	C ----- 3.0
D ----- 1.0	D ----- 1.5	D ----- 2.0
F ----- 0.0	F ----- 0.0	F ----- 0.0

Letter Grade to Numerical Grade Conversions

Letter Grade	Numerical	Letter	Numerical
A+	98-100	C+	84
A	94-97	C	81-83
A-	93	C-	75-80
B+	92	D+	74
B	88-91	D	73
B-	85-87	D-	70-72
		F	69-BELOW

Grading System and Nine Weeks Policy

The following grading scale and practice shall be used by all instructional personnel of the East Jasper School District:

Letter and Numerical Equivalents

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

The teacher will inform students of how they will be evaluated. All student work shall be graded using a numerical grade (0-100). A's, B's, C's, etc. will not be used.

The minimum passing grade shall be 70.

The certified classroom teacher shall check, correct, and assign the grade to students' work using a red pencil or ink.

Instructional staff shall be able to justify any assigned grade.

Each student's paper shall be filed by each teacher to be made available for review should a school official, parent, guardian, or custodian question the assessment of a student's progress or grade average. Security of the filed papers shall be the responsibility of each teacher. Grade books, student portfolios, and lesson plans shall be maintained by teachers for three years.

Sources of grades shall be educationally sound.

The nine weeks grade average will be computed on a percentage basis including the following:

Homework and daily grades (worksheets, etc.)	25%
Skill/unit tests, oral/written reports, projects	50%
Comprehensive nine weeks test	25%

The average of these will give the nine weeks average. The semester grade average will be computed by getting an average of the nine weeks grades. The yearly grade average will be determined by getting an average of the two semester grades.

The actual grades that students earn will be recorded on students' report cards.

Grade Changes

Grades may be changed only under the following conditions:

1. A computation error exists.
2. The teacher did not follow proper procedures.
3. A grade of Incomplete (I) must be removed (i.e., extenuating circumstances, which may be determined at the principal's discretion, such as student illness, etc.).

Any grade changes must be made on the official form located in the school office.

Any removals of Incompletes must be made within ten days upon the student's return.

All grade changes must be signed by the principal and teacher(s) and then approved by the Superintendent.

Grade Level Testing Program

The Mississippi Grade Level Testing Program consists of assessments for students in Grades 3-8, as follows:

- Mississippi Curriculum Test 2 (MCT2); Language Arts and Mathematics; Grades 3-8
- Mississippi Science Test; Grades 5 and 8
- Mississippi Writing Assessment; Grades 4 and 7.

Graduation/Promotion Policy (Grades 9–12)

Ninth grade classification shall be based upon successful completion of the eighth grade, as verified by school records. Classification for all other upper-level grades shall be based on the acquiring of Carnegie unit credits. Student grade-level classifications are as follows:

Grade	Carnegie Units
9	0-5.5
10	6
11	12
12	17
Graduation	24

Students in Grades 9-12 will be awarded Carnegie unit credit upon demonstrated mastery of the exit skills and a final average of 70 (D) or higher, based on course/class requirements in each course. Students in Grades 9-12 will comply with the requirements of the Subject Area Testing Program related to graduation as established by the State Board of Education. Students must pass all subject area exams with a minimum state-required score (listed below) and obtain a score of 70/earn Carnegie units in all required classes in order to qualify for graduation.

- Each student receiving a standard diploma must have earned a minimum of 24 Carnegie units. No more than one of the minimum required number of units may be earned through completion of an approved correspondence course. Prior permission to enroll in a correspondence course must be granted by the principal. (MS Code 37-1-3(2)).
- Each student receiving a standard diploma must have achieved a passing score on state high school exit examinations/subject area tests. (MS Code 37-16-7)
- The Subject Area Testing Program (SATP) includes the following exams: Algebra I, English II Multiple Choice/English II Writing, Biology I, and U.S. History from 1877.
- The student who fails to meet the graduation requirements—including failing any SATP exam—CANNOT be permitted to participate in graduation exercises.
- Passing scale scores for SATP exams are as follows: English II MC (645); English II Writing (Writing Prompt Score of 2); Algebra I (647); Biology I (300); U.S. History (300).

NOTE: Absolutely no cellular phones or electronic devices are allowed during Subject Area Testing Program (SATP) exams. According to state policy, possession of such devices will result in the invalidation of a student’s exam score.

No student shall be given a Carnegie unit of credit for any course in which the student has not demonstrated 70% mastery of the basic core competency requirements as stated in the Mississippi State Curriculum Frameworks and as adopted by the School Board of the East Jasper School District. Student performance on the core objectives

must be used as the principal basis for determining whether a student fails or passes for each elementary school grade and each secondary school academic course.



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 table. Contents of each required and elective course must include the core objectives identified in the *Mississippi Curriculum Frameworks*.

SENIORS OF SCHOOL YEAR 2004-2005, 2005-2006, 2006-2007, and 2007-2008
(Entering ninth graders in 2001-2002, 2002-2003, 2003-2004, and 2004-2005)

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 ¹	
MATHEMATICS	3 ²	Algebra I
SCIENCE	3 ³	Biology I
SOCIAL STUDIES	3	1 World History 1 U.S. History ½ U.S. Government ½ Mississippi Studies ⁴
HEALTH	½	Comprehensive Health or Family and Individual Health
BUSINESS & TECHNOLOGY	1 ⁵	½ Keyboarding ½ Computer Applications
THE ARTS	1	
ELECTIVES	4½ ⁶	
TOTAL STATE UNITS REQUIRED	20	
Additional East Jasper Requirements	4	1 Foreign Language 3 Other Electives
TOTAL UNITS REQUIRED	24	

¹ Compensatory Reading and Compensatory Writing courses may not be included in the four English courses required for graduation. However, these courses may be included in the 4½ general electives required for graduation.

² Compensatory Mathematics and any developmental mathematics course may not be included in the three mathematics courses required for graduation. However, these courses may be included in the 4½ general electives required for graduation. At least one of the three required mathematics courses must be higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, and AP Statistics.

³ One unit may be in Technology Applications or Introduction to Agriscience or Agriscience I or Concepts of Agriscience or Allied Health or Aquaculture.

⁴ The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government.

⁵ One unit in Computer Discovery is accepted in lieu of the two ½ unit courses. Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational).

⁶ Elective units in physical education include participation in interscholastic athletic activities that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.

SENIORS OF SCHOOL YEAR 2008-2009 AND LATER
(Entering ninth graders in 2005-2006 and thereafter)

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 ¹	
MATHEMATICS	4 ²	Algebra I
SCIENCE	3 ³	Biology I
SOCIAL STUDIES	3	1 World History 1 U.S. History ½ U.S. Government ½ Mississippi Studies ⁴
HEALTH	1	Comprehensive Health or Family and Individual Health
BUSINESS & TECHNOLOGY	1 ⁵	½ Keyboarding ½ Computer Applications
THE ARTS	1	
ELECTIVES	5 ⁶	
TOTAL STATE UNITS REQUIRED	24	
Additional East Jasper Requirements	3	1 Foreign Language 2 Other Electives
TOTAL UNITS REQUIRED	27	

¹ Compensatory Reading and Compensatory Writing may not be included in the four English courses required for graduation. However, these courses may be included in the 4½ general electives required for graduation.

² Beginning school year with the eighth graders of 2004-2005, Pre-Algebra and Transition to Algebra, as well as Algebra I, may be taken in the eighth grade for Carnegie unit credit. Survey of Mathematical Topics, Compensatory Mathematics and any developmental mathematics course may not be included in the four mathematics courses required for graduation. However, these courses may be included in the 4½ general electives required for graduation. At least one of the four required mathematics courses must be higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, and AP Statistics.

³ One unit may be in Technology Applications or Introduction to Agriscience or Agriscience I or Concepts of Agriscience or Allied Health or Aquaculture.

⁴ The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government.

⁵ One unit in Computer Discovery is accepted in lieu of the two ½ unit courses. Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational).

⁶ Elective units in physical education include participation in interscholastic athletic activities that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.

**SENIORS OF SCHOOL YEAR 2011-2012
(Entering ninth graders in 2008-2009)**

Beginning school year 2008-2009 and thereafter, all entering ninth graders (seniors of school year 2011-2012 and later) will be required to have a minimum of 24 Carnegie units as specified below, unless their parent/guardian requests to opt the student out of Appendix A-3 requirements

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 ¹	English II
MATHEMATICS	4 ²	Algebra I
SCIENCE	4 ³	Biology I
SOCIAL STUDIES	4	1 World History 1 U.S. History ½ Geography ½ U.S. Government ½ Economics ½ Mississippi Studies ⁴
HEALTH and PHYSICAL EDUCATION⁶	1	½ Comprehensive Health <i>or</i> ½ Family and Individual Health <u>and</u> ½ Physical Education ⁶
BUSINESS & TECHNOLOGY	1 ⁵	1 Computer Discovery <i>or</i> ½ Keyboarding and ½ Computer Applications
THE ARTS	1	Any approved 500.000 course or completion of the 2-course sequence for Computer Graphics Technology I and II
ELECTIVES	5	
TOTAL STATE UNITS REQUIRED	24	
Additional East Jasper Requirements	3	1 Foreign Language 2 Other Electives
TOTAL UNITS REQUIRED	27	

SENIORS OF SCHOOL YEAR 2011-2012 (Entering ninth graders in 2008-2009)

1 Compensatory Reading and Compensatory Writing may not be included in the four English courses required for graduation; however, these courses may be included in the 5½ general electives required for graduation.

2 Compensatory Mathematics and any developmental mathematics course may not be included in the four mathematics courses required for graduation; however, these courses may be included in the 5½ general electives required for graduation. Students are prohibited from taking Pre-Algebra or any other lower level math after successfully completing Algebra I. One of the four required mathematics units may be in Drafting if the student completes the 2-course sequence for Drafting I & II. Beginning school year 2007-2008 for all entering eighth graders, at least two of the four required mathematics courses must be higher than Algebra I. Effective with the eighth graders of 2008-2009, Pre-Algebra and Transition to Algebra may not be taken after a student completes Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Statistics, and AP Statistics. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I, may be taken in the eighth grade for Carnegie unit credit. Effective with the eighth graders of 2008-2009, Geometry may be taken in the eighth grade for Carnegie unit credit.

3 One unit may be in Introduction to Agriscience, Concepts of Agriscience, Science of Agricultural Plants, Science of Agricultural Animals, or Science of Agricultural Environment. Two units may be in the following courses if the student completes the 2-course sequence: Agriscience I & II; Allied Health I & II; Aquaculture I & II; Forestry I & II; Horticulture I & II; Plastics and Polymer Science I & II; and Technology Applications I & II. Two units may be earned by completing the AEST 3-course sequence: one unit in Concepts of Agriscience; one unit in Science of Agricultural Animals or Science of Agricultural Plants, or Science of Agricultural Environment; and one unit in Agribusiness and Entrepreneurship. Beginning school year 2008-2009 for all entering eighth graders, one unit must be a lab-based physical science. The allowable lab-based physical science courses are Physical Science, Chemistry I, Chemistry II, AP Chemistry, Physics I, Physics II, AP Physics B, AP Physics C - Electricity and Magnetism, and AP Physics C - Mechanics.

4 The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other ½ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other ½ unit social studies course.

5 Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational).

6 Carnegie units in physical education may be received from participation in interscholastic athletic activities, band, and ROTC if they meet the instructional requirements specified in the *Fitness through Physical Education Framework*. Interscholastic athletic activities used for Carnegie unit credit must be Sanctioned by the Mississippi High School Activities Association.

**REQUIREMENTS FOR ADMISSION TO PUBLIC UNIVERSITIES IN MISSISSIPPI (IHL)
PRIOR TO SUMMER OF 2012**

CURRICULUM AREA	COURSES	UNITS
ENGLISH		4 ¹
MATHEMATICS²	Algebra I ³ Geometry Algebra II or any higher mathematics course	3
SCIENCE	SELECT 3 UNITS FROM THE FOLLOWING LIST: Physical Science ⁴ Biology Advanced Biology Chemistry Advanced Chemistry Physics Advanced Physics Or any other science course with comparable content and rigor	3 (2 lab-based)
SOCIAL STUDIES	U.S. History World History U.S. Government (½) Economics (½) or Geography (½)	3
COMPUTER EDUCATION	Computer Applications ⁵	½
ADVANCED ELECTIVES	SELECT 2 UNITS ⁶ FROM THE FOLLOWING LIST: Foreign Language ³ World Geography 4th year lab-based Science 4th year Mathematics	2
TOTAL UNITS REQUIRED		15½⁷

1 Courses must require substantial communication skills.

2 A fourth class in higher-level mathematics is highly recommended.

3 Pre-high school units: Algebra I or first-year Foreign Language taken prior to high school will be accepted for admission, provided course content is the same as the high school course.

4 One Carnegie unit from a Physical Science course with content at a level that may serve as an introduction to Physics and Chemistry may be used.

5 This course should include use of application packages such as word processing and spread sheets. The course should also include basic computer terminology and hardware operation.

6 One of the two units must be in Foreign Language or World Geography.

7 Limited exceptions to high school unit requirements may be available. For more information contact the Office of Admissions. Admission requirements are subject to change without notice at the direction of the Board of Trustees of the Mississippi Institutions of Higher Learning.

**REQUIREMENTS FOR ADMISSION TO PUBLIC UNIVERSITIES IN MISSISSIPPI (IHL) BEGINNING
IN THE SUMMER OF 2012**

CURRICULUM AREA	COURSES	UNITS
ENGLISH		4 ¹
MATHEMATICS	Algebra I2, Geometry, Algebra II, and any one Carnegie Unit of comparable rigor and content (e.g., Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, or AP Statistics)	4
SCIENCE	Biology I, Chemistry I, and any two Carnegie Units of comparable rigor and content (e.g., Physics, Physical Science, Biology II, Chemistry II, AP Chemistry, Physics II, AP Physics B, AP Physics C - Electricity and Magnetism, AP Physics C - Mechanics, Botany, Microbiology, or Human Anatomy and Physiology)	4
SOCIAL STUDIES	World History, U.S. History, Introduction to World Geography, U.S. Government, Economics, and/or Mississippi Studies ² . (Credit earned for a state/local government course in any other state may stand in lieu of Mississippi Studies.)	4
ARTS	Any visual and/or performing arts course(s), meeting the requirements for high school graduation.	1
COMPUTER APPLICATIONS	Computer Applications ³	½
ADVANCED ELECTIVES	Foreign Language I2 and II, Advanced World Geography and a Foreign Language I or any combination of English, mathematics, or lab-based science courses of comparable rigor and content to those required above.	2
TOTAL UNITS REQUIRED		19½ ⁴

1 Courses must require substantial communication skills. Compensatory Reading and Compensatory Writing may not be included.

2 Algebra I, first year Foreign Language, or Mississippi Studies taken prior to high school will be accepted for admission provided the course content is the same as the high school course.

3 Course should emphasize the computer as a productivity tool. Instruction should include the use of application packages, such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation.

4 Limited exceptions to high school unit requirements may be available. For more information contact the Office of Admissions. Admission requirements are subject to change without notice at the direction of the Board of Trustees of the Mississippi Institutions of Higher Learning.

**Graduation Requirements (Recommended)
for
Special Education (SPED) Students**

Option I: Regular High School Diploma

1. Graduation will be based on Carnegie unit requirements as specified for students receiving diplomas from the East Jasper School District. Carnegie unit credits can be earned only in a regular education class.
2. A special education student must complete the requirements for the regular high school diploma by age twenty-one (21).
3. Students may be resourced to special education classes for assistance as specified by their Individualized Educational Plan (IEP). Students in resource classes are not awarded academic credit for graduation.
4. A special education student who completes all requirements for graduation as stated in the East Jasper School District policies will be allowed to participate in graduation exercises and receive a regular high school diploma. (These requirements include attaining a passing score (300) on any Mississippi subject area exam for the applicable class in which a student is enrolled. For example, if a student is enrolled in a Biology I course, then the student must score at least 300 on the Biology I Subject Area Exam in order to graduate with a regular high school diploma.

Option II: Certificate of Completion

1. This certificate is for SPED students who do not meet the district and/or state requirements for the regular high school diploma.
2. The certificate may be awarded after four (4) years of high school (grades 9–12) attendance, based on the decision of the child’s parent(s), and concurrence of school officials.
3. The certificate must be awarded when the student reaches age twenty-one (21) and is no longer eligible to attend public high school.
4. A student must meet the attendance requirements of the East Jasper Schools as stated in the Policies and Procedures Manual. Further, the student must successfully complete the district’s secondary curriculum for SPED students as provided in the student’s Individual Educational Plan.
5. Students who successfully complete these requirements will be awarded a Certificate of Completion that states, “This student has successfully completed an Individualized Educational Program.” Students eligible to receive the Certificate of Completion will be permitted to participate in graduation exercises.

Option III: Mississippi Occupational Diploma

Requirements for East Jasper School District Mississippi Occupational Diploma

Effective for students with disabilities as defined by the Individuals with Disabilities Education Act (Public Law 101-476) who began the ninth grade in 2001-2002 school year,

students must earn the course credits outlined and successfully complete an approved occupational portfolio in order to be awarded the Mississippi Occupational Diploma.

MISSISSIPPI OCCUPATIONAL DIPLOMA REQUIREMENTS

**SENIORS OF SCHOOL YEAR 2004-2005, 2005-2006, 2006-2007, and 2007-2008
(Entering ninth graders in 2001-2002, 2002-2003, 2003-2004, and 2004-2005)**

<u>CURRICULUM AREA</u>	<u>COURSE OPTIONS¹</u>	TOTAL CREDITS³
ENGLISH/ LANGUAGE ARTS¹	Employment English I, II, III and Applied Employment English IV (On The Job) ²	4¹
MATHEMATICS¹	On The Job Math I, II, III and Applied Job Skills Math IV (On The Job) ²	4¹
SCIENCE¹	Life Skills Science I, II, III, and Applied Life Skills Science IV (On The Job) ²	4¹
SOCIAL STUDIES¹	Career Preparation I, II, III and Applied Career Preparation IV (On The Job) ²	4¹
CAREER/ TECHNICAL EDUCATION²	Special Education Career/Technical Education Grade 10 and Special Education Career/Technical Education Grade 11 Or Completion of a two-year Career/Technical (Vocational) Program	2²
ELECTIVES¹	Special Education courses Or General Education courses Or Vocational-Technical Education Courses	2¹
TOTAL³		20³

¹ Courses deemed appropriate for each student will be selected from the special education curriculum (special education course credits) and/or general education curriculum (Carnegie units) as determined by each student's Individual Education Plan (IEP) Committee.

² Students receiving a Mississippi Occupational Diploma must document evidence of 540 hours of successful paid employment OR successfully complete a two-year Career/Technical (Vocational) Program.

³ Students receiving a Mississippi Occupational Diploma must document successful completion of minimum requirements in an Occupational Portfolio.

MISSISSIPPI OCCUPATIONAL DIPLOMA REQUIREMENTS

SENIORS OF SCHOOL YEAR 2008-2009 AND LATER (Entering ninth graders in 2005-2006 and thereafter)

<u>CURRICULUM AREA</u>	<u>COURSE OPTIONS¹</u>	TOTAL CREDITS³
ENGLISH/ LANGUAGE ARTS¹	Employment English I, II, III and Applied Employment English IV (On The Job) ²	4¹
MATHEMATICS¹	On The Job Math I, II, III and Applied Job Skills Math IV (On The Job) ²	4¹
SCIENCE¹	Life Skills Science I, II, III, and Applied Life Skills Science IV (On The Job) ²	4¹
SOCIAL STUDIES¹	Career Preparation I, II, III and Applied Career Preparation IV (On The Job) ²	4¹
CAREER/ TECHNICAL EDUCATION²	Special Education Career/Technical Education Grade 10 and Special Education Career/Technical Education Grade 11 Or Completion of a two-year Career/Technical (Vocational) Program	2²
ELECTIVES¹	Special Education courses Or General Education courses Or Vocational-Technical Education courses	3¹
TOTAL³		21³

¹ Courses deemed appropriate for each student will be selected from the special education curriculum (special education course credits) and/or general education curriculum (Carnegie units) as determined by each student's Individual Education Plan (IEP) Committee.

² Students receiving a Mississippi Occupational Diploma must document evidence of 540 hours of successful paid employment OR successfully complete a two-year Career/Technical (Vocational) Program.

³ Students receiving a Mississippi Occupational Diploma must document successful completion of minimum requirements in an Occupational Portfolio.

Hall of Fame

Seniors may be selected for membership in the Heidelberg High School Hall of Fame, designed to recognize the most outstanding graduating seniors and based upon criteria established by the school district.

Hall Passes

At no time during class hours are students to be in the halls without a hall pass from a school official. The hall pass will state the date and the time the student has left one place to go to the next. Students without the proper pass will be considered to be cutting class.

Homecoming (Heidelberg High/Heidelberg Junior High)

Mr. and Miss Heidelberg High
HHS Homecoming Queen and King
HHS Class Maids, Escorts, and Football Maids
Mr. and Miss Heidelberg Junior High
HJHS Maids and Escorts

Selection Process

*Mr. and Miss Heidelberg High, Homecoming Queen, and Homecoming King
Mr. and Miss Heidelberg Junior High*

Mr. and Miss Heidelberg High, Homecoming Queen, Homecoming King, and Mr. and Miss Heidelberg Junior High will be selected through a school-wide election process. Votes will be cast by the entire student body. At the administration's discretion, elections for Mr. and Miss Heidelberg High and Mr. and Miss Heidelberg Junior High may be held during the fourth nine weeks of the school year prior to the year of service or at the beginning of the school year of service.

Interested students will be invited to sign-up for candidacy in the school office. All lists will then be forwarded to the data clerk or principal designee for determination of eligibility, based on specified criteria. Once eligibility has been determined, official election ballots will be created and then disseminated to the entire student body. Cast ballots will be returned to the Homecoming Committee and then counted. The list(s) of winners will be forwarded to the principal.

Class Maids and Escorts

Class Maids and Escorts will be selected for each grade through a grade-level election process.

Interested students will be invited to sign-up for candidacy in the school office. All lists will then be forwarded to the data clerk or principal designee for determination

of eligibility, based on specified criteria. Once eligibility has been determined, official election ballots will be created and then disseminated to students in the applicable grade levels. Cast ballots will be returned to the Homecoming Committee and then counted. The list(s) of winners will be forwarded to the principal.

Football Maids

Football Maids (Grades 9-12) will be selected by the high school football team and must meet the established criteria.

Criteria

Mr. and Miss Heidelberg High

- Overall GPA of 90 (Core Courses of English, Math, Science, Social Studies)
- Grade averages in core courses will determine eligibility.
- Attended HHS from grades 9 - 12
- No suspensions from the last semester of the prior year or during the current semester of the election
- No severe disciplinary referrals during the current semester of the election

Mr. and Miss Heidelberg Junior High

- Overall GPA of 90 (Core Courses of English, Math, Science, Social Studies)
- Grade averages in core courses will determine eligibility.
- Attended HJHS (formerly HHS) from grades 7 - 8
- No suspensions from the last semester of the prior year or during the current semester of the election
- No severe disciplinary referrals during the current semester of the election

Note: Regarding disciplinary referrals, Principal/administrative decision, in accordance with student discipline policies and levels of offenses, will determine whether the offense committed warrants elimination from the selection process.

Note: Inappropriate behavior or habitual misbehavior (any violation of school discipline policies) after the election will cause the winner of either category to lose his/her title. In this event, the runner-up will assume the title.

Homecoming Queen and King

- Overall GPA of 85 (Core Courses of English, Math, Science, Social Studies)
- Grade averages in core courses will determine eligibility.
- Attended HHS during the 11th-grade year
- No suspensions from the last semester of the prior year or during the current semester of the election
- No severe disciplinary referrals during the current semester of the election

Note: Regarding disciplinary referrals, Principal/administrative decision, in accordance with student discipline policies and levels of offenses, will determine whether the offense committed warrants elimination from the selection process.

Note: Inappropriate behavior or habitual misbehavior (any violation of school discipline policies) after the election will cause the winner of either category to lose his/her title. In this event, the runner-up will assume the title.

Class Maids, Escorts, and Football Maids

- Overall GPA of 80 (Core Courses of English, Math, Science, Social Studies)
- Grade averages in core courses will determine eligibility.
- Attended HHS or HJHS (or WJBES) the year prior
- No suspensions from the last semester of the prior year or during the current semester of the election
- No severe disciplinary referrals during the current semester of the election

Note: Regarding disciplinary referrals, Principal/administrative decision, in accordance with student discipline policies and levels of offenses, will determine whether the offense committed warrants elimination from the selection process.

Note: Inappropriate behavior or habitual misbehavior (any violation of school discipline policies) after the election will cause the winner of either category to lose his/her title. In this event, the runner-up will assume the title.

Homecoming

Homecoming (William J. Berry Elementary)

Mr. and Miss William J. Berry

Mr. and Miss Homecoming

Queens, Maids, Kings, and Escorts

Selection Criteria

Mr. and Miss William J. Berry Elementary

- Mr. and Miss William J. Berry Elementary will be selected through a grade-level election process. Mr. & Miss William J. Berry will not have a court. Only students in grades 4-6 will cast votes in this election. Miss William J. Berry's dress/attire will be red.
- Overall academic average of 90 (4th and 5th Grade Year; Core Courses of English, Math, Science, Social Studies)
- Grade averages in core courses will determine eligibility.

- Attended WJBES from grades 4-6
- Must be a 6th grade student
- No suspensions from the last semester of the prior year or during the current semester of the election
- No severe disciplinary referrals during the current semester of the election (e.g., defiance, disorderly conduct, disobedience, etc.)

Homecoming Queen and King

Homecoming Queen and King will be selected through a grade-level election process. Only students in grades 4-6 will cast votes in this election. The Homecoming Queen and King will have a court. The Homecoming Court will consist of 1st and 2nd runner-ups only. Miss Homecoming's dress/attire will be white.

- Overall academic average of 85 the previous year (Core Courses of English, Math, Science, Social Studies)
- Grade averages in core courses will determine eligibility.
- Only students in grades 4-6 will cast votes in this election.
- Attended WJBES during the 5th grade year
- Must be a 6th grade student
- No suspensions from the last semester of the prior year or during the current semester of the election
- No severe disciplinary referrals during the current semester of the election (e.g., defiance, disorderly conduct, disobedience, etc.)

Queens, Maids, Kings, and Escorts (K-3 and 4-6)

Queens and Kings (Grades K-3)

Class Maids and Escorts (Grades 4-6)

- Overall academic average of 80 the previous year (Core Courses of English, Math, Science, Social Studies)
- Grade averages in core courses will determine eligibility.
- Attended WJBES the previous year
- No suspensions from the last semester of the prior year or during the current semester of the election
- No severe disciplinary referrals during the current semester of the election (e.g., defiance, disorderly conduct, disobedience, etc.)

Grades K-3 (Queens and Kings)

One queen/king will represent each homeroom class. Homecoming queens and kings for Grades K-3 will be selected through a classroom-level election process.

Grades 4-6 (Maids and Escorts)

Homecoming maids and escorts for Grades 4-6 will be selected through a grade-level election process. 1st and 2nd runner-ups per grade (for grades 4-6) will serve as grade-level maids/escorts.

Note: Regarding disciplinary referrals, principal/administrative decision, in accordance with student discipline policies and levels of offenses, will determine whether the offense committed warrants elimination from the selection process.

Note: Inappropriate behavior or habitual misbehavior (any violation of school discipline policies) after the election will cause the winner of either category to lose his/her title. In this event, the runner-up will assume the title.

Honor Graduates

Highest (Special) Honors

Students graduating with a cumulative weighted grade point average of 3.5 or above will qualify for Highest (Special) Honors. Such averages will be based on cumulative course credits earned through the end of the first semester of the senior year.

Honors

Students graduating with a cumulative weighted grade point average of 3.0-3.499 will qualify for Honors. Such averages will be based on cumulative course credits earned through the end of the first semester of the senior year.

Classes considered “General Education” will be those listed in the courses required for graduation by the State of Mississippi and the East Jasper School District, including Physical Science and all electives that do not have “College Preparatory” prerequisites.

Classes considered “College Preparatory” will be those that are listed in the courses required for admission to public universities in Mississippi above and beyond those courses that are considered “General Education,” such as Accelerated English, Chemistry, Technology Applications II, Agriscience II, and Allied Health II. This also will include any electives that have a “College Preparatory Class” as a prerequisite. Classes considered “Advanced Placement” will be true advanced college placement courses.

To calculate averages for rank in class and other honors, a cumulative weighted grade point average (GPA) system will be used.

Honor Roll

In order to be on the honor roll, students must earn the following grades in each subject for the nine weeks period:

Superintendent’s List—Requires all “A’s” in each subject area (93-100). A grade of “B” or lower will not be accepted for *Superintendent’s List*.

Principal's List—Requires all "A's" and "B's" (85-92, 93-100). A grade of "C" or lower will not be accepted for *Principal's List*.

Honor Roll—Requires an overall 85 grade average. A grade of "D" or lower will not be accepted for *Honor Roll*.

Band, chorus, P.E., speech, or handwriting/penmanship grades will not be considered in the averaging of grades for Honor Roll, Principal's List, or Superintendent's List. Students are recognized each nine weeks grading period for academic achievement by the posting of a Superintendent's List, Principal's List, and Honor Roll on school bulletin boards, in local newspapers, and through other programs.

Immunizations and Vaccinations

It is unlawful for any child to attend school without first being vaccinated with at least one dose of diphtheria, whooping cough, tetanus, red measles, rubella, and polio vaccines and completing the entire series within ninety (90) days. Every student in kindergarten through grade 12 must present a Certificate of Immunization Compliance from his/her doctor or from the health department. The Certificate of Immunization Compliance must be presented in order to attend school, even though all shot records may be up-to-date on school records.

In order to secure this certificate of compliance, it will be necessary for the student to go to the Jasper County Health Department or the office of his/her family physician taking with him/her all official shot records. Before a child can register, the certificate of compliance must be presented. The validation of this certificate will become a permanent part of the student's records and will be valid through grade 12.

NOTE: No student may register or attend school until the Certificate of Immunization Compliance has been received by the school. If the doctor signs the certificate indicating that other doses are necessary, the student will be given ninety (90) days to complete the required immunizations. If they are not completed at the end of the ninety (90) days, the child by law must be suspended until compliance is achieved.

In addition to the required immunizations listed above, all incoming kindergarten students must have a third MMR immunization.

Communicable Diseases

<u>Disease</u>	<u>Exclusions from School</u>
Chicken Pox	8 days after eruption appears or until vesicles become dry
German Measles	4 days after onset of rash; clearance by physician

Red Measles	7-10 days after onset of rash; clearance by physician
Mumps	9 days after glands swell (until swelling has subsided)
Scarlet Fever	1 day with antibiotic treatment and 4 days without treatment
Hepatitis	Clearance by Physician
Mononucleosis	Clearance by Physician
Conjunctivitis (Pink Eye)	Until under proper treatment
Impetigo	Until under proper treatment
Pediculosis (Lice)	Until nits are gone
Ringworm	Until under proper treatment
Scabies	Until under proper treatment

NOTE: The principal may require a written note from the student's family doctor or public health department for a student returning after having a communicable or infectious disease.

Insurance

School insurance is available at the beginning of each school year at a nominal cost to the student. Several plans are available at the option of the parent and student. All students enrolled in welding, metal trades, auto-mechanics, building trades, body and fender shop, any lab-based science courses, and driver education courses are required to have proof of insurance or sign a waiver. Parents of students participating in athletic activities **must** complete and sign a Participation Clearance Form and provide proof of health and accident insurance. Failure to provide proof of insurance or failure to sign the Participation Clearance Form will require the removal of the student from the program or activity. The school district, by law, cannot assume any responsibility for costs in connection with student accidents or injuries.

JASPER COUNTY CAREER DEVELOPMENT CENTER ENROLLMENT

State Department of Education and Jasper County Career Development Center Prerequisites

Allied Health I

First and second year students should not be mixed in the same class (block).
Passing score on the State Biology I test; 327

Passing score on the State Algebra I test; 314

Placed according to the results of his/her interest inventory. (Normally given spring of eighth grade year)

Maximum number of students per class (block): 18; preferably 16. In the event of overcrowding in the program, TABE scores will be used as a ranking indicator.

Allied Health II

Must have taken or be enrolled in Biology II.

At the discretion of the teacher, students who do not successfully complete all competencies during their first year at the CDC may not be eligible for the second-year program. Maximum number of students per class (block): 18; preferably 16. In the event of overcrowding, priority will be given according to ranking order.

Agriscience I and/or Bus. Comp. Tech. I

First and second year students should not be mixed in the same class (block).

Received a Carnegie unit in the last English and math class attempted plus keyboarding/typing for Business and Computer Technology. Placed according to the results of his/her interest inventory. (Normally given spring of eighth grade year)

Maximum number of students per class (block): 18; preferably 16. In the event of overcrowding in the program, TABE scores will be used as a ranking indicator.

Agriscience II and/or Bus. Comp. Tech. II

At the discretion of the teacher, students who do not successfully complete all competencies during their first year at the CDC may not be eligible for the second year program. Maximum number of students per class (block): 18; preferably 16. In the event of overcrowding, priority will be given to the student according to ranking order.

Metal Trades I and/or Vehicular Mech. I

First and second year students should not be mixed in the same class (block).

Received a Carnegie unit in the last English and math class attempted.

Placed according to the results of his/her interest inventory. (Normally given spring of eighth grade year)

Maximum number of students per class (block): 14, due to number of workstations and safety precautions. In the event of overcrowding in the program, TABE scores will be used as a ranking indicator.

Metal Trades II and/or Vehicular Mech. II

At the discretion of the teacher, students who do not successfully complete all competencies during their first year at the CDC may not be eligible for the second-year program.

Maximum number of students per class (block):14, due to number of workstations and safety precautions. In the event of overcrowding, priority will be given according to ranking order.

Tech. Apps. I

First and second year students can be mixed in the same class (block).

Passing grade in Algebra I.

Received a Carnegie unit in the last English class attempted.

Placed according to the results of his/her interest inventory. (Normally given spring of eighth grade year.) In the event of overcrowding in the program, TABE scores will be used as ranking indicator.

Tech. Apps. II

At the discretion of the teacher, students who do not successfully complete all competencies during their first year at the CDC may not be eligible for the second-year program. In the event of overcrowding, priority will be given according to ranking order.

The Career Development Center needs a commitment from the feeder school for a 50% return rate of second-year students.

Seniors should not be enrolled as first-year students, except under a hardship circumstance.

Students should not be enrolled in two vocational courses simultaneously.

Feeder school counselors will work closely with vocational counselors in areas of recruitment, scheduling, and other related areas.

The Vocational Director reserves the right to review each case on an individual basis and make the final decision.

The following courses are also offered:

Course	Grades	Units
Intensive Business Training (Typing is a prerequisite.)	10-11	2
Business Computer Applications (I.B.T. is a prerequisite.)	11-12	2
Metal Trades	10-12	2
Diversified Technology	10-12	2
Auto Mechanics	10-12	2
AgriScience	10-12	2
Allied Health Occupations	11-12	2

Kindergarten Pre-Registration/Enrollment

Dates for Kindergarten Pre-registration for all incoming kindergarten students will be announced in the spring of each school term.

The necessary documents for pre-registration or enrollment include:

- Official Birth Certificate
- Social Security Card
- Mississippi Immunization Record (Shot Record/Certificate of Compliance)
- Two Proof of Residency documents—These documents **MUST** bear the name **and** the physical address of the parents or legal guardian. No P.O. boxes are allowed. Proof of Residency documents may include:

- a. Property Tax Records
- b. Filed Homestead Exemption Application Form
- c. Mortgage Documents or Property Deed
- d. Apartment or Home Lease
- e. Utility Bills (listing present address)
- f. Driver License (listing present address)
- g. Voter Precinct Identification
- h. Automobile Registration
- i. Affidavit of Residence and/or Personal Visit by designated school district official at district option
- j. Any other documentation that is in the determination of the East Jasper School Board that will objectively and unequivocally establish that the parent or guardian resides within the school district.

At the time of enrollment OR registration, a student not living with a parent must present official documentation as to guardianship status.

The above documents are required for both new enrollees and returning students/registrants.

Each school is responsible for the placement of each child. Placement requests will not be honored.

For parents who must miss work to register a child, a work excuse will be provided.

District-required documents during the registration process include the following:

- Student Information Form (completed)
- Acceptable Use Policy (signed)
- Media Release Form (signed)
- Parent Compact (signed; Title I/*NCLB* requirement)

Late Entrance

A student residing in the East Jasper School District at the beginning of the school year who is not attending another school and who enrolls after the first day of the school year in the East Jasper School District must make up work missed because of late enrollment. Failure to make up work missed will be cause for withholding credit for the term's work. All make up work due to late enrollment must be completed by the end of the grading period.

If a student resides in the East Jasper School District and enrolls after the beginning date of the school year, the days missed due to late enrollment will be counted as absences.

Lockers

Metal lockers are provided by the school for use by students in grades 5-12. The lockers remain the property of the school district and are temporarily provided for the convenience of students. A student is assigned a locker by the principal's office. The student must clearly understand that his/her acceptance and use of the locker imply consent for the administration to enter the locker and to conduct a reasonable search of its contents. Every student is hereby cautioned that he/she is responsible for the contents of the locker assigned to and accepted for use by him/her. The student should not permit another student to share his/her assigned locker and should keep a lock on the locker at all times to safeguard the contents. The school assumes no responsibility for the safekeeping of items in students' lockers. A rental fee of \$3.00 will be charged to each student for locker use.

Lost and Found

All lost and found articles should be reported to the principal's office. Students who have lost articles should inquire at the office after school to determine if the articles have been reported.

Makeup Work

1. A student will be allowed to make up work missed following an absence by contacting his/her teacher(s) on the first day back at school. All work missed must be completed within ten days. Regarding excused absences, additional time may be granted by the principal if it is determined that the absence is due to extenuating circumstances. However, the initiative must be taken by the student to contact his/her teachers on the first day back at school.

Media Center/Library

1. All pupils in the school are entitled to use the media center and check out books if they present signed identification cards. Students with library deficiencies or overdue books are not permitted to check out books. Students will pay for lost books or for books that have been damaged.
2. Books taken from the library may be checked out for a two-week period. There will be five (5) cents per day charged for each overdue book.
3. Books on reserve may be borrowed for one period or after school, in which case they must be returned the next morning before school starts. There will be a twenty-five (25) cents per half day charge for each overdue reserved book.

Mississippi Curriculum Test, Second Edition (MCT2)

The Mississippi Curriculum Test, Second Edition is administered every spring to students in Grades 3-8 and assesses the content areas of Reading/Language Arts and Mathematics. Students in Grades 3 and 7 who score minimal on any section of the MCT2 assessment will automatically be referred to the school Teacher Support Team for inclusion in the Response to Intervention (Three-Tier) process.

Mississippi Virtual Public School

On-line courses offered through the Mississippi Virtual Public School are currently available through Heidelberg High School. While course participation is currently organized and monitored through the Heidelberg High site, actual coursework completion must be completed in an outside setting at this time. Students enrolled in MVPS are limited to earning two (2) Carnegie units of credit during the academic year and one (1) Carnegie unit of credit during the summer public school session. Students interested in enrolling in a Virtual Public School course should contact the guidance counselor's office. Subject Area Testing Program courses are not available through this program.

No Child Left Behind Act of 2001

Regarding schools served with Title I, Part A funds, the *No Child Left Behind Act of 2001* requires the following notifications:

- Parents of children who attend Title I, Part A schools must be notified of their right to request information about the professional qualifications of both teachers and paraprofessionals who teach and work with their children.
- Parents of children who attend Title I, Part A schools must be notified if their children are taught for longer than four weeks by teachers who are not certified.
- Parents of children who attend Title I, Part A schools must sign parent compacts.
- The Local Educational Agency (LEA)/district must involve parents of children who attend Title I, Part A schools in the planning and evaluation of such federal programs.
- Annual Report Cards for the state, district and schools must be made available to parents and the public. Information in the report cards will include disaggregated assessment data, graduation rates, staff qualifications, and other required information. Local Education Agencies (LEAs)/districts annually receive report card information from the Mississippi Department of Education in August.

Organizations and Clubs

Every student is encouraged to participate in at least one school club or organization.

Organizations

Math Counts
Student Council
FrontLine

Clubs

Mu Alpha Theta
Beta Club
Junior Beta Club
National Honor Society

Organizations That Are Prohibited

No student shall actively participate or wear clothing or other indications of membership in an organization that advocates violence or hatred toward any group of students and other individuals, or an organization that either intends to do or does disrupt the educational process through its purpose or actions.

Parent/Guardian Responsibilities

1. A parent, guardian, or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his or her minor child's destructive acts against school property or persons.
2. A parent, guardian, or custodian of a compulsory-school-age child enrolled in the East Jasper School District may be requested to appear at school by the school attendance officer or an appropriate school official for a discipline conference regarding the acts of the child.
3. Any parent, guardian, or custodian of a compulsory-school-age child enrolled in the East Jasper School District who refuses or willfully fails to attend such discipline conferences as specified in the above paragraphs may be summoned after proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference.
4. A parent, guardian, or custodian of a compulsory-school-age child enrolled in the East Jasper School district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

Parent Teacher Association

Close cooperation between home and school is fostered by the Parent Teacher Association, which is very active in East Jasper schools. Parents are encouraged to join the P.T.A. and attend meetings.

Parties

No parties are permitted in the high school during the school day. All evening parties/dances shall be scheduled with administration.

Perfect Attendance

Perfect Attendance shall be defined and observed by all schools in the East Jasper School District as no absences, no tardies, and no early dismissals from school. Exceptions shall be school bus tardies and/or school-sponsored field trips. (EJSD Board Policy JE)

Prom Policy

1. All school rules apply on citizenship, discipline, drugs, and alcohol (See handbook section regarding **Student Conduct**.). In addition, any drug/alcohol or other applicable violations will be turned over to law enforcement.
2. Cost for law enforcement will be paid for by the sponsoring committee, if and when needed.
3. Admission: Invitation and/or Tickets
4. East Jasper students attending prom must be HHS juniors or seniors. Dates of HHS prom attendees may be other HHS students (juniors or seniors) OR non-district students who are high school juniors or seniors or are under the age of 21.
5. All school administrators must be present. Volunteer basis for teachers. Parents of Juniors and Seniors are welcome to attend.
6. Must end at 11:30 P.M.
7. Decorations and clean-up are the responsibility of the Junior class.
8. Junior class will be responsible for any damage to the premises.
9. All refreshments remain in the lobby only. No refreshments on gym floor.
10. Final plans for the activity must be approved by the administration of the school.
11. Rules will apply to all situations. When there is a question, the decision of the
12. School administration will apply.
13. In order for students to qualify for king or queen, there should be no suspensions from the present school term and no more than one minor referral.
14. Additional security must be provided.

Promotion and Retention

Retention shall be used only when it is to the academic advantage of the student. Under no circumstances shall a pupil be retained for extracurricular purposes. Teachers and administrators must rely on their professional judgment and expertise as they consider whether retention is the most feasible course of action for individual students.

Decisions relating to the retention of students can be made only after all available information has been compiled, the appropriate personnel have been involved, sufficient communication with parents has been conducted, and principal input has been received. Although retention may be recommended by teachers, the assignment shall be made only with the approval of the principal, following a review of the individual case. Specific criteria for each grade level are as follows:

Kindergarten

Kindergarten students may be retained if the student does not meet the state benchmarks. Students are expected to master 90 percent of the letters, letter sounds, and numbers at the kindergarten level. In addition, students are expected to master 80 percent of the remaining benchmarks.

Grades 1-8

Promotion and retention requirements for grades 1-8 will be fully implemented. If a student in grades 1-8 is to be promoted to the next level, the student must demonstrate mastery of the district and state core skills that are outlined in the Mississippi Curriculum Framework at a minimum of 70%.

In Grades 1-8, students must pass Reading, English/Language Arts, Math, and Science. All 8th grade students shall enroll in Pre-Algebra and Computer Discovery for (1) Carnegie unit each.

Enrollment in Algebra I in the 8th grade is based upon approval of the counselor, math test scores, previous performance in math classes, teacher recommendation, and the school administration.

Progress Reports

At mid-term during each nine weeks term, the teachers will inform parents of students' progress or the lack of progress. This is done by way of a progress report. In addition, if a student is later identified as possibly failing, the parent will be informed through a second report. Students will sign receipts for the progress report, and it will be their responsibility to discuss the report with their parents. At their discretion, teachers may require the progress reports to be signed by a parent and returned to the school. Parents who wish to receive progress reports more frequently may contact the school counselor.

Report Cards/Academic Credit

Report cards will be issued following the end of each nine week term. Grades will be recorded for both academic work and school behavior. Grades will be awarded on the basis of the student's performance.

1. The East Jasper School District will accept transfer students and award credit for grades during the school year if the student is enrolled in the East Jasper School District for at least twenty (20) school days. A student enrolled in the East Jasper School District for less than twenty (20) school days will receive an

incomplete grade except for those students transferring into the school whose grades in progress at a previous school are sent to the principal's office. Grades in progress will be averaged with grades received while in attendance in the East Jasper School District.

2. A student withdrawing from school prior to the last day of the grading period will not receive a final grade but will receive grades in progress for that term (See handbook section regarding **Withdrawals**).
3. Examinations will not be administered prior to the regularly scheduled time.
4. In order for students to receive term, semester, or yearly grades, all courses or grade level requirements must be met.
5. Parents should be aware of dates when report cards will be issued. Parents should expect students to have their report cards on dates as noted in the school calendar.

Report Cards/Issuance

All schools will be responsible for issuing report cards, progress reports, and other necessary reports to the custodial parent (defined as the parent with whom the student resides during the school year).

Residency Verification Requirements/Registration (Proof of Residency)

Proof of Residency documents must be obtained for every student—whether a new enrollee or a returning student (registrant)—by the beginning of each school year, preferably during pre-registration opportunities. As a result of the Residency Verification Procedure adopted as a policy of the Mississippi Board of Education on April 20, 1990, each parent or legal guardian or other adult with whom a student lives must provide to the school administration the following documents:

1. A copy of two (2) of the following items of verification of residence (**Proof of Residency**). No post office box address will be acceptable. All documents must reflect a physical address— either a street address or designated road address—and bear the name of the parent(s) or legal guardian. All documents for verification of address must be for the student's permanent address only. Documents for rental or other commercial property will not be acceptable.

Verification/Proof of Residency documents may include the following:

- a. Property Tax Records
- b. Filed Homestead Exemption Application Form
- c. Mortgage Documents or Property Deed
- d. Apartment or Home Lease
- e. Utility Bills
- f. Driver License (listing present address)
- g. Voter Precinct Identification
- h. Automobile Registration

- i. Affidavit of Residence and/or Personal Visit by designated school district official at district option
 - j. Any other documentation that is in the determination of the East Jasper School Board that will objectively and unequivocally establish that the parent or guardian resides within the school district.
2. The legal guardian of a student also must provide a copy of the court order appointing such individual as guardian. If a petition for guardianship has been filed and the decree is pending, you must provide a certified copy of the filed petition for guardianship.

NOTE: Any legal guardianship for the purpose of establishing residency for school district purposes shall not be recognized by the Board. (MS Code 37-15-31)

3. Students living with adults other than parents or legal guardians must provide:
 - Two of the items of residency verification as listed above, and
 - A sworn affidavit stating the relationship of the adult to the student and that the student is living in the affidavit's home full-time and fully explaining the reasons (other than school attendance zone or district preference) for this arrangement.
4. If the necessary documentation is not provided, such students will not be allowed to attend school in the East Jasper School District. No temporary enrollment or registration will be processed.
5. If the East Jasper School District receives a complaint regarding the residency of a student, the district is required to take action to further verify residency including, but not limited to, follow-up visits to the resident's address by school officials.

Safety Act of 2001 -(Senate Bill 2239: Mississippi Schools)

Disruptive Behavior— “Conduct so unruly, disruptive, or abusive that it seriously interferes with the ability to communicate with students, students’ ability to learn, or with the operation of the school.”

Habitually Disruptive— “Disruptive behavior acts committed on three occasions that requires the intervention of school personnel.” The section further provides that no student may be so classified until a behavioral modification plan is developed in accordance with the code of student conduct and discipline plans of the district.

For students age 13 and older, after the second occurrence of disruptive behavior, a behavioral modification plan must be developed by an administrator, teacher, and parent. After the plan is developed, and the student commits a disruptive act for the third time, the student is subject to automatic expulsion.

In the case of a student younger than age 13, in addition to the behavior modification plan, the student also must undergo a psychological evaluation.

A behavior modification plan may be developed and implemented even if the parent declines to participate in the process.

Safe Schools

In accordance with Title IX, Section 9532 of the Elementary and Secondary Education Act (ESEA), as reauthorized by the *No Child Left Behind Act of 2001*, the East Jasper School District will implement the Unsafe School Choice Option (USCO) policy, which allows students who attend a school deemed "persistently dangerous" or those who are victims of a serious violent crime to transfer to a safe school within the Local Education Agency.

All states must have labeled schools as "persistently dangerous" by July 1, 2003, and each July 1st thereafter. Additionally, the states must provide a transfer option to students attending a persistently dangerous school as well as those students who are victims of a violent criminal offense by the start of the 2003-2004 school year, and the start of each school year thereafter. The schools in the East Jasper School District have been labeled Safe Schools by the Mississippi Department of Education. For added safety and security, video cameras are used on the premises of the East Jasper School District (i.e., hallways, cafeteria, entrances, buses, etc.).

Fighting

Students who are involved in assaults, who engage in fighting, or who are responsible in any manner for fighting while under the jurisdiction of the school will be subject to arrest, removal, and/or expulsion from school in accordance with state statutes. This includes fighting while on a bus, at a bus stop, or at any activity/event sponsored by the East Jasper School District.

Gang or Unauthorized Group Activity or Association

Gangs or unauthorized/non-school-sanctioned groups that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or that disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a gang/group, presents a clear threat to educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliation that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

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

Tobacco Possession or Use

Possession or use of tobacco in any form is prohibited within the school buildings, on the school campus, on school vehicles going to and from school, or in the general vicinity of the school campus. Anyone smoking on campus could be subject to a \$1,000.00 fine. Students possessing or using tobacco in any form at school will be suspended.

Vandalism

The school district will not tolerate students writing on or otherwise defacing school buildings. Students guilty of this offense will be placed on the disciplinary plan according to the school policy, and restitution will be required from the students and/or their parents/guardians.

Weapons on School Premises (East Jasper Board Policy)

The East Jasper Board of Education recognizes that the possession of pistols, firearms, weapons, and any other objects that can be used as weapons on school premises or at school functions by persons other than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of injury or death to district employees, students, visitors, and guests. It further creates an unreasonable and unwarranted risk of damage to properties of district employees, students, visitors, and guests. Because of such dangers, the East Jasper Board of Education hereby prohibits the possessions of pistols, firearms, weapons, and other objects by any individual other than by duly authorized law enforcement officials on school premises, regardless of whether any such person possesses a valid permit to carry such pistols, firearms, weapons or any other object that can be used as a weapon. SB-2767, (43-21-151), SB-3349 (97-37-17). Possession of such weapons may result in expulsion from school for one calendar year.

School Bus Discipline

The privilege of riding a school bus carries with it some responsibilities on the part of the students. Drivers are expected to keep order and discipline on the bus, but their major responsibility is driving the bus. Therefore, students are expected to adhere to the following regulations:

School Bus Regulations

1. Students must be at assigned stops at loading times.
2. At no time are students to touch the outside of the bus or hang heads, arms, legs, bodies, or hands out the windows of the bus.

3. Immediately upon entering the bus, students are to be seated and are to remain seated until they arrive at their destination—school in the morning and bus unloading zone in the afternoon.
4. Students will board the bus and leave the bus according to the instructions of the bus driver. Students are to obey all directions of the bus driver.
5. Students may not leave the bus on its way to or from the school except at their designated stop.
6. Students are not to throw or in any way sail/shoot/pitch objects on or from the bus.
7. Students must sit in the seat assigned by the driver. Drivers have the option of delegating students to an assigned seat.
8. The bus must come to a complete stop before students try to enter or exit the bus.
9. Loud talking and other loud noises are not permitted on the bus.
10. Students are not allowed to damage any part of the school bus. Students and parents will be held financially responsible for any damage done.
11. No beverage or food may be consumed on the school bus.
12. Chewing gum is prohibited on the bus.
13. Intentional littering of the bus is prohibited.
14. Students must identify themselves properly when requested to do so by school bus personnel.
15. Vulgar language is prohibited on the bus.
16. Students are not to molest or bother in any way (harass, intimidate, or threaten) other students while waiting for the bus or while riding the bus.
17. Students will not fight on the bus or at the bus stop.
18. Use or possession of dangerous objects on the bus or at the bus stop is forbidden.
19. Students will not use, sell, or possess drugs, alcohol, or tobacco on the bus or at bus stops.
20. Stealing is prohibited.
21. Open defiance or open displays of disrespect or insolence toward bus driver will not be condoned.
22. Other misbehaviors as determined by the administration, including a pattern of repeated bus misbehavior, will not be permitted.
23. No soliciting, candy sales, or fundraising on the bus.
24. No radios, CD players, headphones, cell phones, or other electronic devices on the bus, excluding devices used for instructional purposes.
25. No Doo-Rags, headscarves, or boys wearing earrings on the bus.
26. Once doors are closed and the bus is in motion, doors will not be opened.
27. If students fight on the bus before leaving campus, the students will be removed from the bus immediately.

Any act that places the safety of students on the bus at risk will be referred to school administration for appropriate action.

A student's failure to follow regulations will result in placement on the Transportation Discipline Plan.

Student behavior will be monitored on a random basis through video recording equipment installed on district buses.

Students found to be continually disruptive will have riding privileges on the bus revoked. The severity of the offense will determine the number of days the student will be suspended from the bus.

For severe offenses on the bus, the student faces school suspension, in addition to bus suspension.

Discipline Plan

Status I ---Violations of general rules of courtesy, good manners, and safety

- 1st Offense---Reprimand and warning
- 2nd Offense---Letter to parents
- 3rd Offense---2 days suspension from bus
- 4th Offense---5 days suspension from bus
- 5th Offense---10 days suspension from bus
- 6th Offense---Suspension off bus for remainder of school year

Status II ---Profanity or excessive discourteous actions

- 1st Offense---3 days suspension from bus
- 2nd Offense---5 days suspension from bus
- 3rd Offense---10 days suspension from bus
- 4th Offense---Suspension off bus for one year

Status III ---Fighting, fighting words or threats, any form of violence, fireworks, or Smoking, or open defiance/refusal to comply with authority directives

- 1st Offense---Minimum 3 days OSS
- 2nd Offense---Minimum 5 days OSS and an additional 5 days suspension from bus
- 3rd Offense---Minimum 5 days OSS and suspension from the bus for remainder of school year.

Status IV ---Use or possession of drugs, alcohol, intoxicants, etc.

- 1st Offense---Suspension off bus for one year and possible recommendation for expulsion from school.

Being under the influence without possession

- 1st Offense---10 days suspension from bus and suspension from school and probable recommendation for expulsion from school.

Status V ---Possession of weapons or use of an object as a weapon during a fight

- 1st Offense---Suspension off bus for one year and probable recommendation for expulsion from school

Status VI ---Involvement of Security

If Security gains control of the incident, the parent will be contacted to remove the student from the campus.

If Security is unable to gain control of the incident, the student will be processed into the legal system of the local police department or sheriff's office.

Other

Students will not be allowed to ride another bus if they are currently suspended from a bus.

Non-students will not be allowed in any part of the bus at any time during the transporting of students.

Public Law 37-11-21

Abuse of Superintendent, Principal, Teacher, or School Bus Driver; Penalty

"If any parent, guardian, or other person shall insult or abuse any superintendent, principal, teacher, or bus driver during the session of school in the presence of school pupils, such person shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than ten dollars (\$10.00), nor more than fifty dollars (\$50.00)."

Public Law 37-41-2

Interference with Operation of School Bus; Penalty

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

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

Senior and Junior Officers

The senior and junior classes will elect by secret ballot the following officers: president, vice-president, secretary, and treasurer. Qualifying candidates must receive an endorsement from 10% of the class to be eligible to run for class office. Students also must have endorsements from three of his/her current teachers. If

currently a class officer, one of the three teacher endorsements must be from his/her class sponsor. Students failing to submit endorsements by the designated deadline will not qualify for the office. A candidate's speech is required and will be given in general assembly. A candidate's speech must be submitted to the office and certified by the principal two days before speeches are given. The speech must be delivered as submitted and approved with no additional or ad-lib remarks. Candidates who alter their approved speeches will be declared ineligible and removed from the ballot.

In order to qualify as a candidate, the student must have sufficient credits to be classified as a member of the class he/she wishes to represent.

Senior Awards

All interested students should investigate any available scholarships through the Guidance office.

- Projected honors graduates (3.0 GPA or higher) and highest honors graduates (3.5 GPA or higher) will be announced in the Senior Recognition Program. Honor cords are presented at graduation practice or graduation exercises to students officially graduating with honors and highest honors.
- National Merit Scholarship Finalists are named by the National Merit Scholarship Corporation annually. All interested students must take the Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) on October the 12th or 15th to be considered as a finalists. Additional information may be obtained from the high school Guidance/Counseling office. The Heidelberg High School Band presents awards annually to the most outstanding seniors in the band. Other band awards are given as well.
- The Heidelberg High School National Honor Society awards academic scholarships. Many seniors may enter local, state, and national essay contests and are recognized as winners.
- Awards are presented to seniors by a number of civic and professional organizations.
- Vocational medals are awarded in each vocational area.
- The faculty selects a senior to receive the Heidelberg High School Citizenship Medal.
- Science awards are presented to winners of science fair competitions.
- Reading awards are presented to winners of reading fair competitions.
- Numerous scholarships are offered for academic excellence, athletics, and other achievements by civic clubs, community organizations, professional groups, and colleges.

Senior Recognition Program

The Senior Recognition Program will be held in late May. During this time, the recipients of scholarships and awards, as well as other outstanding accomplishments of the senior class, are announced.

Sexual Harassment (East Jasper School Board Policy)

It is the policy of the East Jasper School District that no employee or student may sexually harass another. Any employee or student will be subject to the appropriate disciplinary action for violation of this policy.

Sexual harassment is illegal under both state and federal law and is a violation of the rules and regulations of the East Jasper Board of Education.

Sexual harassment should not be tolerated by any employee or student of the East Jasper Public School System, and any such actions should be reported to the Title IX Coordinator.

Definitions of Sexual Harassment

The Michigan Task Force on Sexual Harassment defines sexual harassment as “Sexual harassment includes continued or repeated verbal abuse of a sexual nature including, but not limited to, graphic commentaries on the victim’s body, sexually aggressive objects or pictures in the workplace, sexually degrading words used to describe the victim, or propositions of a sexual nature. Sexual harassment also includes the threat or insinuation that the lack of sexual submission will adversely affect the victim’s employment, wages, advancement, assigned duties or shifts, academic standing, or other conditions that affect the victim’s livelihood.”

How to Recognize Sexual Harassment

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical actions of a sexual nature directed toward employees, students, or applicants for position in the East Jasper School System, particularly when one or more of the following circumstances are present:

1. Toleration of sexual harassment as a condition of employment, admission, or academic evaluation
2. Submission to or rejection of sexual harassment as a basis for a personnel or academic decision affecting an individual
3. Interference with an individual’s work performance
4. Creation of an intimidating hostile or offensive working or learning environment.

Actions That May Constitute Sexual Harassment

Sexual harassment may include, but is not limited to, such actions as:

- Comments or jokes about individuals of the opposite sex or same sex (Note: gay, fag, queer, etc.)

- Explicit, derogatory sexual remarks
- Placing obscene photographs, cartoons, graphics, or suggestive objects in the workplace
- Physical contact such as petting, grabbing, pinching, or constant brushing against another's body
- Any repeated or unwanted verbal or physical sexual advances that are offensive or objectionable to the recipient or that cause the recipient discomfort or humiliation or that interfere with the recipient's job performance
- The threat or insinuation that the lack of sexual submission will adversely affect the victim.

Sororities, Fraternities, and Secret Organizations

State laws specifically prohibit the existence of any sorority, fraternity, or secret society as a part of any high school in Mississippi. The East Jasper School District expressly prohibits the use of William J. Berry or Heidelberg High School as a part of the name of any of these groups, raising funds in the name of William J. Berry or Heidelberg High School (including wearing of unusual dress, signs, and directions, or instructions given to initiates by members), and the use of any school facility (grounds or buildings) for the purpose of meeting or holding any type of program or exhibition.

The above regulations are not all inclusive; other conduct in connection with these groups is forbidden at or in the schools. Students who violate the position of the East Jasper School District in this matter will be subject to suspension, with a parental conference required before student reinstatement.

Special Education Discipline Procedures

Removal due to violation of district's code of conduct for IDEA eligible student that does not constitute a change in placement

The school will provide parents a notice of disciplinary action and procedural safeguards no later than the date the decision is made to take action.

1. School personnel may remove a student from his current placement when the behavior represents an immediate physical danger to himself or others or constitutes a clear emergency within the school such that removal from school is essential. Such violations of school rules may result in a removal for 10 consecutive school days or less. Services must be provided after removal for 10 school days. Removal must be consistent with district's policies and comparable to action applied to non-disabled students.
2. Additional removals of 10 consecutive school days or less in the same school year for separate violations of school rules are permissible as long as the removals do not constitute a change in placement. When such removals are made the following criteria apply:

- Services must be provided following 10 days of removal;
 - Removals are made to the extent such removals would be applied to non-disabled students;
 - The behavior exhibited represents an immediate physical danger to the student or to others or constitutes a clear emergency within the school; and
 - Removals on multiple occasions in a school year are not used as a means of avoiding the requirements of addressing a student's behavior as part of the Individualized Educational Plan (IEP) requirements.
3. After a student has been removed from his current placement for more than 10 school days in the same school year, during any subsequent days of removal school personnel, in consultation with the student's special education teacher, determine the extent to which services are necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving goals set out in the student's IEP.

Removal due to violation of district's code of conduct for IDEA eligible student that does constitute a change in placement

The school will provide notice of disciplinary action and procedural safeguards no later than the date the decision is made to take action.

1. School personnel may remove a student from his current placement for more than 10 consecutive school days in a school year when the behavior represents an immediate physical danger to himself or others or constitutes a clear emergency with the school, but services must be provided after removal for 10 days.
2. Although school personnel may remove a student from his current placement for 10 consecutive school days or less for separate violations of school rules in a school year, multiple removals must be reviewed by school personnel to determine if such removals constitute a pattern that results in a change in placement for the student. A series of removals that constitute a pattern are those removals that a) accumulate to more than 10 school days in a school year, and b) result in a change in placement because of factors such as the length of each removal, the total amount of time the student is removed and the proximity of the removals to one another.

A removal for a specified timeframe must be consistent with district policies and comparable to action applied to non-disabled students.

In the above circumstances, an IEP Committee meeting is held, and one of two paths will be followed:

1. Before or not later than 10 business days after first removing a student for more than either 10 school days in a school year or commencing a removal that constitutes a change in placement, develop a functional behavioral assessment (FBA) plan or if the student has a behavior intervention plan, review and modify, as necessary, to address the behavior. As soon as practicable after completing the FBA, the committee must meet again and develop a behavioral intervention plan to address the behavior.

If subsequently, a student who has a behavior intervention plan is subjected to a removal that does not constitute a change in placement, the committee members must review the behavioral intervention plan and its implementation to determine if modifications are needed. If one or more of the committee members believe that modifications are needed, the committee must meet to modify the plan and its implementation, as necessary.

2. Immediately or within 10 school days, conduct a manifestation determination review based on specified standards.

- If standards are met, relevant disciplinary procedures applicable to children without disabilities may be implemented, but services must be provided. Determine placement that enables a student to a) appropriately progress in the general curriculum, and b) appropriately advance toward achieving the goals set out in the current IEP. Written prior notice must be given to the parent.
- If any standard is not met, the committee will review the student's services and placement and revise the IEP, as needed.

Revisions must be implemented without unnecessary delays. A change in placement that is appropriate and consistent with the student's needs may be implemented subject to the parent's procedural safeguards. Placement must enable the student to a) appropriately progress in the general curriculum, and b) appropriately advance toward achieving the goals set out in the current IEP. Written prior notice must be given to the parent.

A parent may request an expedited hearing if in disagreement with the manifestation determination or change in placement. A hearing may also be requested if there is a disagreement with the provision of a *Free Appropriate Public Education* (FAPE). Pending a hearing or judicial proceeding, the student remains in his current placement unless the parent and school personnel agree otherwise. A district is not prohibited from seeking judicial relief through measures such as a temporary restraining order, when necessary.

Removal due to dangerous behavior of IDEA eligible student

School personnel will report any crime to law enforcement authorities and will provide parent notice of disciplinary action and procedural safeguards no later than the date the decision is made to take action.

School personnel may recommend removal from current placement for more than 10 consecutive school days (change in placement). Services must be provided after removal for 3 school days. Removal for specified timeframe must be consistent with district policies and comparable to action applied to non-disabled students.

In the above circumstances, an IEP Committee meeting is held, and one of two paths will be followed:

1. Before or not later than 10 business days after first removing a student for more

than either 10 school days in a school year or commencing a removal that constitutes a change in placement, develop a Functional Behavioral Assessment (FBA) plan or if the student has a behavior intervention plan, review and modify, as necessary, to address the behavior. As soon as practicable after completing the FBA, the committee must meet again and develop a behavioral intervention plan to address the behavior.

If subsequently, a student who has a behavior intervention plan is subjected to a removal that does not constitute a change in placement, the committee members must review the behavioral intervention plan and its implementation to determine if modifications are needed. If one or more of the committee members believe that modifications are needed, the committee must meet to modify the plan and its implementation, as necessary.

2. Immediately or within 10 school days, conduct a manifestation determination review based on specified standards.
 - If standards are met, relevant disciplinary procedures applicable to children without disabilities may be implemented, but services must be provided. Determine placement that enables a student to a) appropriately progress in the general curriculum, and b) appropriately advance toward achieving the goals set out in the current IEP. Written prior notice must be given to the parent.
 - If any standard is not met, the committee will review the student's services and placement and revise the IEP, as needed. Revisions must be implemented without unnecessary delays. A change in placement that is appropriate and consistent with the student's needs may be implemented subject to the parent's procedural safeguards. Placement must enable the student to a) appropriately progress in the general curriculum, and b) appropriately advance toward achieving the goals set out in the current IEP. Written prior notice must be given to the parent.

A parent may request an expedited hearing if in disagreement with the manifestation determination or change in placement. A hearing may also be requested if disagreement with the provision of a FAPE. Pending the hearing or judicial proceeding, the student remains in his current placement unless the parent and school personnel agree otherwise. A district is not prohibited from seeking judicial relief, through measures such as a temporary restraining order, when necessary.

The district may request an expedited hearing if the district contends it is dangerous for the child to be in the current placement. The hearing officer may order an appropriate placement due to dangerous behavior if specified standards are met. A hearing officer may order a placement for no more than 45 calendar days. A district may repeat its request for an expedited hearing, as necessary. A district is not prohibited from seeking judicial relief through measures such as a temporary restraining order, when necessary.

Removal due to weapon or illegal drug offense for IDEA eligible student

School personnel will report the crime to law enforcement authorities AND order a change in placement to an interim alternative placement OR recommend removal from current placement for more than 10 consecutive school days (change in placement) based on district policies. The school will provide parent notice of disciplinary action and procedural safeguards no later than the date the decision is made to take action.

Interim Alternative Educational Setting (IAES)

School authorities may order removal for 1) up to 10 consecutive school days (providing services after 3 school days) while convening an IEP Committee, and subsequently 2) not more than 45-calendar days in an Interim Alternative Educational Setting (IAES).

The IEP Committee Meeting will adhere to the following procedures:

1. Before or not later than 10 business days from the decision date to take action, develop a functional behavioral assessment (FBA) plan or if the student has a behavior intervention plan, review and modify, as necessary, to address the behavior. As soon as practicable after completing the FBA, the committee must meet again and develop interventions to address behavior.
2. Immediately or within 10 school days, conduct a manifestation determination review based on specified standards.
3. Determine IAES placement. The IAES must enable the student to a) continue to progress in the general curriculum, b) continue to receive services in the current IEP that will enable the student to meet the goals set out in the IEP, and c) include services and modifications to address the behavior so that it does not recur. Written prior notice for change of placement must be given to the parent.

Need for Additional IEP Meeting Prior to Day 45

If the district decision is for expulsion, the committee must meet to determine the subsequent placement that should begin immediately following the 45-calendar day placement in an IAES. Written prior notice for change in placement must be given to the parent.

Expedited Due Process

The parent may request a hearing if in disagreement with the manifestation determination, IAES placement or subsequent change in placement. The student remains in IAES until expiration of the 45-calendar day placement. On day 45, the student returns to prior placement unless parent and school personnel agree otherwise.

The district may request an expedited hearing if the district contends it is dangerous for the child to be in the prior placement. The hearing officer may extend the IAES placement or order another appropriate placement due to dangerous behavior if specified standards are met. A hearing officer may order a placement for no more than 45 calendar days. A district may repeat its request for an expedited hearing, as necessary. A district is not prohibited from seeking judicial relief through measures such as a temporary restraining order, when necessary.

Change in Placement

School personnel may recommend removal from current placement for more than 10 consecutive school days (change in placement). Services must be provided after removal for 3 school days. Removal for specified timeframe must be consistent with district's policies and comparable to action applied to non-disabled students.

The IEP Committee will follow the following procedure:

1. Before or not later than 10 business days from the decision date, develop a FBA plan or if the student has a behavior intervention plan, review and modify, as necessary, to address the behavior. As soon as practicable after completing the FBA, the committee must meet again and develop behavioral interventions to address the behavior.
2. Immediately or within 10 school days, conduct a manifestation determination review based on specified standards.
3. Determine placement. The change in placement must enable the student to a) appropriately progress in the general curriculum, and b) appropriately advance toward achieving the goals set out in the current IEP. Written prior notice for change of placement must be given to the parent.

Due Process

A parent may request an expedited hearing if in disagreement with the manifestation determination or change in placement. A hearing also may be requested if there is disagreement regarding the provision of a FAPE. Pending the hearing or judicial proceeding, the student remains in the current placement unless the parent and school personnel agree otherwise.

A district may repeat its request for an expedited hearing, as necessary. A district is not prohibited from seeking judicial relief through measures such as a temporary restraining order, when necessary.

Special Notes

State Regulations on School Violence

Mississippi state regulations regarding school violence and weapons are included in this handbook. The regulations provide for penalties as specified related to weapons, assaults, drugs, and other matters of particular concern to parents, students, school employees, or other persons. Parents and students are responsible for compliance

with the law and for familiarizing themselves with the consequences of violation of the law. (See the **Appendices** section of this handbook.)

Students and News Media

The school district affords parents/guardians options regarding the inclusion/exclusion of names and/or pictures of their children in school publications and school-related articles or the inclusion/exclusion of their children in other school-related news media programs. Parents/guardians must ensure that the *Media Release Form* is promptly completed and returned to their child's school, particularly when denying permission to include child's image in media-related releases. (See *Media Release Form* in the **Appendices** section of this handbook.)

Special Programs and Services

1. Special Education Program for Learning Disabilities: Various education programs are available for students who have been screened and determined for special placement.
2. Removal of children from Special Education Classes: Children placed in a special education program can be removed only under the following circumstances:
 - a. The parent requests removal of the child from special education and agrees in writing to the removal after consultation with local school district personnel or agency officials.
 - b. The child is withdrawn from school by the parent.
 - c. A due process hearing (or appeal for review by the State Department of Education) results in the directive to remove the child from special education.
 - d. The child is re-evaluated and determined ineligible for special education by a screening team, and the removal is consistent with the child's IEP. The only time the Assessment Team may recommend an ineligible ruling is when the student is no longer in need of special education services. To remove students previously ruled Learning/Speech Disabled (L/S), each Service's Form DI-SE-F44 must be submitted by the LSC to the screening team for ineligible L/S rulings.
 - e. The child's behavior represents an immediate physical danger to himself/herself or others and constitutes a clear emergency within the school such that removal from school is essential. Such removal shall be for no more than three days and shall trigger a formal comprehensive review of the child's IEP. If there is a disagreement as to the appropriate placement of the child, the child's parents shall be notified in writing of their rights to a SPED impartial due process hearing. Serial three-day removals from SPED are prohibited.
 - f. In case of a state agency:
 1. There has been a determination, pursuant to the written policy and procedures established by that agency, that the child is no longer handicapped and in need of special education, or
 2. The child's admission to the agency program was pursuant to medical or judicial order, and that order has been modified by the physicians or the court.

3. Classes are provided for gifted students who meet eligibility requirements in the enrichment program in grades 2-8.
4. The East Jasper School District is a school-wide Title I school district, and all children receive Title I benefits.
5. Guidance Services encompass comprehensive testing, counseling, and placement programs.
6. **Child Find** Program is an ongoing project to locate, identify, evaluate, and place handicapped children.
7. Drop-out prevention is provided through placement in the East Jasper Alternative School.

Sports

The Heidelberg High School athletic program includes the following major sports: football, basketball, track, baseball, cross-country, fast-pitch softball, slow-pitch softball, and soccer.

Heidelberg High School participates in District, South Mississippi, and State Tournaments.

The track season extends from March to May. The regular baseball season begins in March.

Sports activities are governed by the rules and regulations of the Mississippi High School Activities Association.

Staff-Student Relations

Staff members shall regard each student as an individual. The staff shall respect all students and treat them with courtesy and consideration.

Students are expected to regard staff members as persons with specific knowledge and capabilities. No student shall be allowed to interfere with the learning of other students.

Star Student

In order for a student to be deemed the Star Student, the student must make a minimum score of 25 on the ACT, as well as score the highest on the ACT at Heidelberg High School. In a case where two or more students score the exact same score on the ACT and meet the above criteria, the student with the highest GPA will be selected Star Student.

Student Activities

The Mississippi State Department of Education Commission on School Accreditation mandates that a school district may not allow a student to miss more than twenty (20) class periods for school-related activities in courses for which grades and/or units of credit are issued during the school year. Also, students may not have more than five

(5) absences in the same class period for school-related activities in courses for which grades and/or units of credit are issued during the school year. In compliance with this standard, the East Jasper School District will not grant permission for any student to participate in any school-related activity that would require absences that would exceed five (5) per class and/or twenty (20) total class periods during the school year.

When required, students participating in extra- and co-curricular activities must have on file at the school written parental consent and liability waiver forms. In order to participate in any extra- or co-curricular activity, **the student must attend school for at least three (3) class periods on the day of the scheduled activity.**

No student in the East Jasper School District shall be retained at any grade level for the purpose of extending eligibility for participating in athletics or any other school activity.

Student Body, Student Council, and Class Officers

The selection and participation in the extracurricular activities of student council officer or representative and class officer are privileges rather than rights afforded to individual students. It is the administration's intent to apply stringent rules upon those who may be eligible for elections, as well as to apply those rules during the period of continued participation of such students. Those who are selected are representatives of the entire student body and are expected to conduct themselves at all times in a manner that reflects favorably upon the East Jasper School District.

Student Body

Student body officers, elected by the student body at large, include the president and two vice-presidents. They shall serve in these capacities on the Student Council.

The election of student body officers for the upcoming school term will be held during the fourth nine weeks of the current school term. In this manner, students will have the opportunity of serving in such positions for the duration of an academic term. In order to become a candidate, a student will submit to the principal or his/her designee an endorsement by 10% of the students from each class of the high school, with the exception of the graduating senior class that is not affected by the outcome of the elections. Students must have endorsements from three (3) current teachers. If the student is currently a class officer or representative, one of the three teacher endorsements must be from his/her class sponsor. Students failing to submit endorsements by the designated deadline will not qualify for the office. A speech is required and will be given in general assembly. A candidate's speech must be submitted to the office and certified by the principal two days before speeches are given. The speech must be delivered as previously written and approved with no additional or ad-lib remarks. Candidates who alter their approved speeches will be declared ineligible and removed from the ballot.

Student Council

The Student Council is an advisory group serving the student body as a bridge between students and administration. Student Council officers, elected by Council members, include recording secretary, corresponding secretary, treasurer, parliamentarian, reporter, historian, sergeant-at-arms, and a student body liaison selected by the advisor and the student body president. Student Council members are elected by their respective classes.

Junior and sophomore classes will elect Student Council representatives from those students who will have declared themselves candidates by turning in their petitions of candidacy with endorsements from 10% of the students in the class to be represented. If currently a representative, one of the three teacher endorsements must be from his/her class sponsor. Students failing to submit endorsements by the designated deadline will not qualify for the office.

Student Council and Transfer Students

Any transfer student at Heidelberg High School who held Council membership at his/her previous school will have honorary membership in the Heidelberg High School Student Council upon request.

Class Officers

Class officers include president, vice-president, secretary, and treasurer. They are elected by their respective classes.

Qualifications

Students must meet and maintain the following qualifications to be eligible to run for any class office or position on the Student Council, and all requirements must be maintained to be eligible for continuation as a class officer or any position on the Student Council. All candidates:

1. Must maintain an overall numerical grade average during the preceding elections for the positions listed below. Numerical grade averages will be calculated by the Guidance office with data available from the cumulative records and carried out five decimals. Grades will not be rounded.
 - a. President and vice-president of the student body--80 numerical grade average
 - b. Class officers and Student Council officers--80 numerical grade average
 - c. Student Council representatives---75 numerical grade average
2. Must not have recurrent discipline problems.
3. Must not have received unsatisfactory citizenship marks from three or more teachers during the current school year.
4. Must not have been declared inactive from Student Council membership the previous year as a result of lack of attendance at Student Council meetings or activities or as a result of violation(s) of the Student Council

Constitution.

5. Must meet the requirements and qualifications for any class office, student body office, Student Council office or position as set forth in the by-laws and constitution of the Heidelberg High School Student Council. Copies of the Student Council Constitution and by-laws are available in the office of the principal.

Election of Officers

All officers are elected by secret ballot. All winners must receive a majority of the votes cast. A run-off will be held between the two candidates with the highest number of votes. In case of a tie, the election will be decided by a vote of the Student Council.

Student Checkout Policy

In order to provide for the best welfare of each student and the school, the following checkout policy has been adopted:

When a student becomes ill or an emergency arises during the regular school day which may warrant early dismissal, the student must report to the principal's office. Before the student will be allowed to leave school, the student's parent or legal guardian must be contacted by telephone. Otherwise, the parent, legal guardian or person authorized by the parent must come to the school to sign the student out. The principal and/or other school administrator will reserve the option to release a student from the school if the student's parents cannot be contacted.

A student may be released for a doctor's appointment, dental appointment, or other just reason when the parent, legal guardian, or person authorized by the parent comes to the school and signs the student out or sends a note to the principal's office stating the reason for checkout. This note must include the check-out time and a telephone number where the parent can be contacted and should be filed no later than 7:45 A.M. on the day of checkout. If the note cannot be verified, the school reserves the right to refuse release of the student.

Student/Parent Concerns, Complaints, and Grievances

Students have both the right and the responsibility to express school-related concerns and grievances to the administration. For the discussion and consideration of a grievance, any student or group of students may request a meeting with the principal.

In addition, parents, guardians, or students who are aggrieved by a decision or action of a teacher or other school personnel should present their grievances to the principal or administrator assigned to that level. If the aggrieved continue to be dissatisfied after meeting with the principal or appropriate administrator, then an appeal may be made to the appropriate district assistant superintendent or superintendent designee. Further, the board feels that it is incumbent upon the involved administrator to provide parents/guardians with a timely response when a grievance has been

presented. In some cases, the administrator may request that the grievance be set forth in writing so that there is clarity in managing the grievance and so that an appropriate response may be given. In each case, the appropriate administrator shall provide a response and document the response within five working days of the date the grievance is submitted and a response is required or indicated.

Student Health Services

Medical Assistance

Regarding the providing of medical assistance, school personnel may not exceed the practice of first aid in dealing with pupil injuries and sickness, and only qualified personnel shall administer first aid to pupils. (In most cases, qualified personnel refer to the school nurse, if available).

Medicines/Medication

Generally, medication shall not be provided or administered by the school or its employees--particularly over-the-counter medications--pursuant to school board policy. However, if parents must bring prescription medication to school for their children, the following conditions apply:

1. The parent should bring the medication to the school office. The student should not bring any medications to school.
2. A letter or order from the student's physician containing instructions for medicating the individual student. Instructions also should be included on the original medication bottle from the drug store. (Pharmacists may provide duplicate bottles for school use.)
3. A request must be made by the parent in writing or by signature on a *Medication Authorization* form.
4. If a student is taking daily medication at school and the doctor changes the dosage, a new order from the doctor will be necessary, as well as the new medicine bottle with the new information.
5. Prescription medication that is ordered twice a day or three times a day should be administered by the parent at home, unless a doctor orders otherwise.
6. All medicine, except medicine that requires self-administering (asthma inhalers, insulin, etc.), must be checked with the school nurse or other designated school personnel and will be kept under lock and key in an area designated by the principal.
7. Home telephone numbers, business telephone numbers, and emergency telephone numbers must be furnished to the school.
8. Students should not possess or self-administer any over-the-counter medication (Ex.: Tylenol, etc.)

Asthma and Diabetes Medication

A student with asthma or diabetes may possess and use medications when at school, at school-sponsored activity under the supervision of school personnel, or before and

after normal school activities while on school properties (including sponsored child care and after-school programs) according to state and local guidelines and policies.

In addition, a student may carry necessary medication (such as inhalers) upon his/her person solely for the purposes of self-administering in cases of emergency.

Regarding the self-administration of medications, the following is required:

1. Written consent from the parent
2. A written, medical authorization statement from the student's doctor certifying that the student has asthma or diabetes and has been instructed in the self-administration of asthma or diabetes medications.
3. The medical authorization statement also shall contain the name and purpose of the medications(s), prescribed dosage, the time(s) to be administered and under what additional special circumstances the medications are to be administered, and the length of time for which the medications are prescribed.
4. Such statements will be kept on file in the principal's office and/or school nurse's office.
5. Parents are informed and acknowledge that the District shall incur no liability as a result of any injury sustained by the student from the self-administration of medications.
6. The *Authorization for Self-Administration/Release and Indemnity* form shall be effective for the school year in which it is granted and shall be renewed each following school year only upon fulfilling each of the aforementioned requirements.

Student Schedules/In-School Transfers

No student will be permitted to change his/her schedule without permission from the administration. The principal shall make the final determination.

Teacher-to-teacher transfers may be considered for any student whose special needs dictate such transfer, and all transfers will be handled on an individual basis. Schedule changes after the first ten (10) school days will be considered only after a parent conference.

The student who requests a transfer must submit in writing his/her reasons for requesting said transfer. The appropriate forms will be available from the counselors. These forms must be signed by the student, parent, counselor, principal or his/her designee, and the teachers of all classes involved. Student transfer forms will be returned to the Guidance office by the teacher of the class being entered.

Suspension of Students

When unacceptable behavior cannot be corrected by the resources of the teacher or school administration, the East Jasper School District Board of Education hereby

authorizes the school principal or his/her designee to suspend any student for violation of any published rule or regulation or for any other act of misconduct or insubordination as a final effort to influence the student's future behavior.

Definition of Suspension

Suspension is the denial of the privilege of attending school in the district imposed after due process upon any student of the district at the direction of the principal of the school in which the student is enrolled. A suspended student may return to school following the expiration of the suspension period without application for readmission but may be required to be accompanied by a parent, legal guardian, or custodian upon the return to school.

A suspension includes the denial of the privilege of participating in or attending any school related activity for the period of suspension. Further, suspended students shall not trespass upon any other school campus or enter into any other school building except for a pre-arranged conference with a principal.

Authority to Suspend

As provided by statute, the superintendent has the power, authority, and duty to delegate student disciplinary matters to appropriate school personnel. (MS Code 37-9-14 (r)).

1. The superintendent or his/her designee may immediately suspend a student for misconduct for no longer than 10 consecutive school days, subject to an informal hearing.
2. The superintendent or his/her designee may recommend suspensions for 11 days or more or expulsions for more serious disciplinary offenses. In such cases, the superintendent or his/her designee may immediately suspend the student for no longer than 10 consecutive school days and recommend a long term suspension or expulsion, subject to an informal hearing and pending the conclusion of formal due process proceedings.

Appeals/Due Process

Suspensions of 10 days or less or 11 days or more require an initial informal hearing wherein an initial investigation is conducted. After such investigation is conducted, the principal, superintendent, or designee shall:

1. Advise the student of the charges against him/her or reasons for non-admission;
2. Afford the student a full opportunity to respond; and
3. If the student denies the charges or contests the reasons for non-admission, explain the evidence in support thereof.

In addition, suspensions of 11 days or more (and/or expulsion recommendations) require that the principal give the student a written "Notice of Suspension and

Recommendation of Expulsion/Non-admission and Statement of Rights" letter. Such notice also shall inform the student/parent(s) of the right to legal counsel. A hearing shall automatically be scheduled before the appropriate discipline review committee. A parent, legal guardian, or custodian who is aggrieved by a decision to suspend his/her child may request a review of the decision by the school board and also may acquire legal counsel for representation in such event.

Suspension Procedures

When a principal or superintendent/designee determines that a suspension should be invoked against a student due to misconduct, the following procedures/guidelines will be applicable. These guidelines are applicable to out-of-school suspension or suspension of bus privileges that remove the student from the school setting, deny the student from attending school or school activities during the normal school day, or deny the student to ride a school bus to and from school:

1. A principal may suspend a student for a period not to exceed five school days.
2. A student may be suspended for more than five school days if approved by the superintendent/designee.
3. If the student is to be suspended immediately during normal school hours, the parent/guardian will be contacted prior to the student's being dismissed from the campus.
4. For any suspension, the principal may require a re-admission conference with the parent/guardian prior to the student's being re-admitted to school or school activities.
5. At the time the appropriate administrator invokes a suspension against a student, a written notice will be provided to the student/parent/guardian. Further, a copy of the suspension notification shall be mailed to the parent/guardian within 24 hours of the suspension. This notice shall be in the form of the district's adopted suspension form. The notice shall state, at a minimum, the reason for the suspension, the duration/dates of the suspension, the student's action to deny or admit the infraction, and an explanation of the due process rights available to the student/parent/guardian.
6. Students placed on out-of-school suspension shall have the days missed during the suspension period counted as unexcused absences.
7. Suspended students are not permitted to trespass or enter upon school grounds or attend any school activity during the time of suspension.

Tardiness

The practice of being prompt is considered by East Jasper School District to be an acquired habit that enhances students' ability to succeed in adult life. Students who are not in the classroom and uninvolved in the instructional process cannot achieve at the same level as students who are present and involved. In addition, students who are tardy disrupt the instructional process for all other students in the class.

Tardiness both to school in the morning and to classes will be considered detrimental to the instructional process.

The official attendance period for William J. Berry Elementary, Heidelberg Junior High, and Heidelberg High will be first period. A student is considered tardy if he/she arrives after the tardy bell, even if no classes for that day have been met. A student is tardy for class if the student is not in the assigned classroom when the tardy bell rings for each class period.

Tardy to Class

Students who are late to class should be allowed to enter the classroom. The teacher will document the tardy and place the tardy slip in the principal's office before the end of the day.

- | | |
|------------------------|---------------------------------------------------------|
| 1 st Tardy: | Teacher warning |
| 2 nd Tardy: | Teacher notifies parents (via note home or phone call). |
| 3 rd Tardy: | Office referral |

Tardy to School

If students arrive late to school, they must report to the main office for a tardy slip. Please note that any student arriving to campus after 8:15 A.M. will not be given a clearance slip to class unless he/she:

1. Shows evidence of an emergency and is accompanied by a parent (Not a relative)
or
2. Shows a doctor's excuse.

Admission to class due to any other reasons (such as missed buses or oversleeping) will require an administrative decision.

If detained in the office or by a teacher, the student should ask the person who detained him/her for a tardy slip that is signed, dated, and includes the time of departure before going to the next class.

Only the following tardiness will be excused:

1. Being detained by a school administrator
2. Being detained by a teacher
3. Being detained by a counselor/safety officer.

If a student is detained by a teacher, counselor/safety officer, or administrator, the student will be admitted to class if he/she has a signed pass that includes the date and time of departure.

Three tardies equal one unexcused absence.

Telephones (Cellular)/Electronic Devices

Cellular phones, pagers, beepers, or any other electronic devices are prohibited on campus. These items will be confiscated, parents will be contacted, and such offense shall be subject to fines or the retaining of said item(s). Such restriction excludes devices used for instructional purposes, and administrator discretion shall apply in this regard. The following storage fees/consequences will apply regarding confiscation of all electronic devices:

<u>First Offense</u>	<u>Second Offense</u>	<u>Third and Subsequent Offense(s)</u>
\$250.00	Suspension	Alternative School

Confiscated items will be returned to the parent/guardian upon receipt of the applicable fee. If fees are not paid, the confiscated item(s) will remain the property of the school until the end of the school term. At such time, confiscated items then may be retrieved by a parent. A discipline referral must be completed by teacher or administrator as official documentation of each offense. All fees must be paid in cash.

NOTE: Absolutely no cellular phones or electronic devices are allowed during Subject Area Testing Program (SATP) exams. According to state policy, possession of such devices will result in the invalidation of a student's exam score.

Textbooks/Calculators

Textbooks/calculators are supplied by the school at no cost to the students on a loan basis. Since these books/calculators remain the property of the school district, defacement or abuse of the books/calculators will result in the assessment of a damage fee. The amount charged will be determined according to the damage.

In cases where books/calculators are lost or damaged to a degree that will prevent further use, the student will be charged the remaining value of the books/calculators.

Textbook/Calculator Fine List is as follows:

Years Used	Used Purchase Price on Book List
New	100% of purchase price
1 st	80% of purchase price
2 nd	60% of purchase price
3 rd	40% of purchase price
4 th	20% of purchase price
5 th	20 % of purchase price

In addition to paper, pencils, and composition books, parents will be responsible for the purchase of workbooks, weekly publications, art supplies, and other materials as needed.

Transfer/Change of Address

If a student requires transfer to another school district, he/she must request board approval.

1. The principal will release education reports or records when an official written request is received from the school district to which the student has transferred.
2. A parent or legal guardian has the right to review his/her child's school records.
3. A student leaving the East Jasper School system may obtain the following: a report card and/or record of the student's work to date for the current term and a book card. Reports may be held if the student has any indebtedness to the school (lunchroom, workbooks, library, textbooks, damages, etc.).
4. Any student who moves during the school year must record the change of address with student data personnel. Any change of telephone number must be corrected in the same manner. In order to be able to contact or locate parents or guardians in a timely manner, it is the responsibility of the parent/guardian to ensure that the addresses and telephone numbers on student data reports are accurate and up-to-date.
5. The student data personnel or counselor must have legal guardianship documents in hand from an attorney before the enrollment of a transfer student.

Transcripts

A graduating senior will be furnished two transcripts of his/her credits without cost at the time of graduation. Up to ten additional transcripts will be furnished for a fee of \$2.00. If more than twelve copies are needed, an additional fee of thirty (30) cents per copy will be charged.

Trespassing

The administration and the School Board recognize that a problem exists with students who are on the school campus at night or on weekends for purposes of vandalism or other misbehavior. Students who are found on the school grounds at unauthorized times will be placed on the school discipline plan under school policy and will be subject to arrest. In all instances of such vandalism, restitution will be the responsibility of the students and their parents. Students who are assigned to parent care or to school suspension, recommended for expulsion, or expelled and are on campus unaccompanied by a parent/guardian will be considered to be trespassing.

Truancy

All students are expected to be in the proper place at the proper time during the school day. A student is truant if he/she:

1. Is absent from school without the prior knowledge and permission of his/her parent. An absence is unexcused if the parent knew and approved, but the reason is inexcusable.

2. Is absent from class without permission of the teacher or administrator.
3. Leaves school at any time during the day without an approved sign-out slip from the principal or designated personnel.
4. Obtains permission to go to a certain place and does not go directly there or fails to return directly to class.
5. Becomes ill and goes home without administrative permission or stays in the restroom without reporting to the proper authorities.

Vehicles

Students will be permitted to have vehicles on the school campus. However, student drivers must provide the following:

Proof of Insurance

Valid Driver's License

Completed Vehicle Registration Form (Provided by School)

Purchase Decal from School for Vehicle

Students that do not have the above when asked or checked by the school district will not be permitted to bring their vehicle on campus.

Visitors

The East Jasper School District Board of Education encourages parents and other citizens of the district to visit the schools and classrooms at any time to observe the work of students, teachers, and other employees. The Board believes there is no better way for the public to be aware of what actually occurs in the schools.

In order to ensure that no person enters the school with wrongful intent, all visitors to schools must report to the school office when entering, verify who they are, state their purpose for being in the school and on the school campus, and receive authorization to visit elsewhere in the building.

Students will not be permitted to bring brothers, sisters, other children, or out-of-town guests to school.

Procedures for School Visitation

Out-of-town visitors who have made arrangements through the superintendent's office will have a member of the superintendent's staff or a principal as host for the visitor or delegation.

Members of the supervisory or administrative staff who have invited professional visitors may elect to serve as hosts to the visitors whom they have invited, as well as to other visitors who may have a mutual interest and area of competency.

Parents and other persons who wish to visit the public schools should be routed to the school office, be greeted by the principal, and provided guided services. All visitors are to be made to feel welcome.

There shall be not solicitation of teachers or pupils on personal matters on the school premises by salespersons or agents.

Any person desiring to visit a school must report upon arrival at the school to the principal's office for clearance. The principal shall have the right to deny visitation rights to any individual if, in the judgment of the principal, the visit might negatively affect the classroom procedures, culture, or the climate of the school or district. Visitors must be assigned a visitor's badge or pass.

Volunteers

The East Jasper School District Board of Education recognizes that volunteers can make many valuable contributions to the school district. The assignment of volunteers shall be made by the concurrence of the school principal and shall follow the existing procedures for the selection of compensated staff. As such, a background check is required for any volunteer who may work outside the direct supervision of a district employee.

Withdrawals

If a student withdraws during the last two weeks of the school year and moves out of the district, the student will receive grades in progress to be presented to his/her new school. The school to which the student is transferring will have the option of accepting the grades in progress as the student's final grade or use other means adhering to its policy. No examinations will be given ahead of time. School officials must be notified one school day prior to the withdrawal of any student. A parent must come to the student data personnel office or the Guidance office and officially withdraw the student. All books and fines must be cleared before official withdrawal is completed and the academic record is cleared.

Work Permits (Student)

Heidelberg High School seniors who may have secured employment that requires them to report to duty during the school day must obtain a work permit, which must be approved/signed by the principal. The parent(s) must provide a letter to the school requesting permission for the student to leave school to work. Also, Verification/Proof of Employment (e.g., pay stub, legitimate employee letter on official letterhead, etc.) is required before such permit will be granted. Legitimate employee letters must state that the student is employed and the hours worked by the student. Such verification must be submitted monthly on a date designated by school administration. If a student discontinues employment, then the student must return to school.

Heidelberg Junior High School Grades 7-8



(The school colors are blue and gold. The mascot is an *Oil Well*.)

Mrs. Keithsha Jones, Principal

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East Jasper School District Student Discipline Code of Conduct Policies

Although in most cases, student conduct in the East Jasper School District is considered to be exemplary, East Jasper schools are required to establish policies and procedures that detail expectations of student and outline consequences of student misbehavior. The publication of these policies and procedures in student handbooks will help to assure that there is a clear understanding among students and parents concerning matters covered in the handbooks under Student Conduct.

The Board wishes to establish an educational climate in which student behavior is at all times exemplary and in which the important processes of education can best be carried out. Recognizing the need to support the professional personnel of the East Jasper School District in their instructional and supervisory duties, the Board encourages the development of harmonious and cooperative relationships between students and faculty members that is based on mutual respect and understanding.

Significant interruptions of the educational process resulting from overt disrespect shown by students to faculty members, hostile/defiant student behavior, and vulgar or otherwise discourteous actions will not be permitted.

A student must obey any and all instructions of the faculty and administrators, in the absence of parental instructions to the contrary. If a student refuses to obey instructions because of contrary parental instructions, he/she may be suspended from school until a conference between the principal of the school and the parents can be arranged. In case of an emergency, the principal or his/her designee or the official then in charge of the school may so inform the student and require his/her immediate cooperation.

Disciplinary action that may result in the student being placed in his/her parent's care, in-school suspension, out-of-school suspension, or expulsion will be taken as a result of the following student misbehaviors: (1) refusal to follow instructions from faculty members; (2) profane language; (3) failing to identify oneself when asked to do so by a member of the faculty; (4) insolent, contemptuous, or belligerent behavior or remarks; (5) other just cause.

No student in the East Jasper School District shall be permitted to use or to carry upon his or her person or in any other manner or to have in his or her possession in any way any knife, razor, razor blade, ice pick, brass or metallic knuckles, pistol, or other weapon (whether the same be manufactured or homemade), BB gun, cap pistol, plastic or toy gun, or any dynamite, firecrackers, caps, or other fireworks of any nature, kind or description, or other instrument or paraphernalia which, when used in a vicious manner could cause bodily harm, injury, or death to any person. In addition, no student in the East Jasper School District shall be allowed to assault the physical person of another individual. Students who are in violation of the aforementioned rules will be subject to immediate arrest and transportation to a local law

enforcement facility and/or a youth detention center, as determined by state and local policies and the Youth Court. In such instances and pursuant to school district policy, school/district personnel will file the appropriate legal charges (disturbance, assault, etc.).

Note: These actions will be taken in addition to school disciplinary actions, including, but not limited to, suspension, alternative school placement, and/or expulsion.

No student enrolled in East Jasper schools shall be permitted to use or to carry upon his or her person any other “leisure” or recreational drug, opium, heroin or their derivatives or compounds, drugs commonly called LSD, “pep” pills, tranquilizers, or any other narcotic drug, barbiturate, substance, ingredient, or compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence of any of the same at any attendance center in this school district.

Stalking or bullying will not be tolerated. Stalking is defined as one student or student group following another student or student group with malicious intent, intimidations, harassment, or intent to cause physical or emotional harm.

The provisions of these policies shall apply to all students during all of the time period that they are under and subject to the jurisdiction of the Board of Education of this school district as defined by the laws of the state of Mississippi, and/or while participating in or going to or from any school activity sponsored by this school district and/or while under the supervision and direction of any teacher, principal, or other authority of this school district.

Any student violating any of the provisions of these policies of the Board of Education, in the sole and absolute discretion of the principal of the attendance center wherein such offense is committed, and the Superintendent of the East Jasper School District, or in his/her absence, the Superintendent's designee, shall be suspended for a period to be determined by the school administrator and may be expelled in the sole and absolute discretion of the Board of Education of this school district. Appropriate referrals will be made to juvenile authorities as required under state law.

Heidelberg Junior High School Discipline Procedures

General Information

One of the main purposes of education is to prepare a person for life so he/she may be a useful, contributing member of society. The discipline program at Heidelberg Junior High is designed for correction of student misconduct, but more importantly, it is designed to assist a student in taking responsibility for his/her own behavior. The objectives for the discipline program at Heidelberg Junior High are as follows:

- a. To prepare students for effective participation in society by making positive behavioral choices and understanding positive and negative consequences for all actions
- b. To establish conditions under which no student will be permitted to prevent any teacher from teaching or any student from learning
- c. To maintain a positive and safe school environment
- d. To instill the fundamental lessons of self-control.

Discipline expectations at Heidelberg Junior High are based upon the theory that students in grades 7-8 should be capable of conducting themselves in accordance with accepted standards of behavior.

Administrator discretion is applicable in discipline matters, particularly in the absence of policy. However, such discretion must abide within reasonable parameters of board policy.

Classification of Misbehaviors

Level 1 Violations

These behaviors are minor infractions of school policy. Management of Level 1 misbehaviors will begin with the teacher in accordance with the sequence of actions outlined below. However, if a student continues with a Level 1 misbehavior after a teacher has followed and documented the procedures below, then the teacher may upgrade the misbehavior to a Level 2 misbehavior. The teacher's procedure for managing a Level 1 misbehavior that occurs in the classroom will be as follows:

1. Verbal warning upon first occurrence
2. Phone call to parents upon second occurrence (Send letter if no phone is available.)
3. Upgrading of misbehavior to Level 2 and referral to administration upon the third violation

Level 1 misbehaviors include the following:

- A. Possession of unauthorized food items on the school campus
- B. Intentional littering
- C. Improper cafeteria conduct
- D. Improper conduct on campus
- E. Inappropriate displays of affection
- F. Making excessive noise
- G. Making inappropriate comments to other students
- H. Talking in class
- I. Sleeping in class
- J. Horseplay or scuffling that does not produce bodily harm or without intent of producing bodily harm
- K. Other misbehavior as determined by teacher or administrator.

Level 2 Violations

These misbehaviors warrant immediate referral to administrators for action as soon as possible.

Level 2 misbehaviors include the following:

- A. Use of profanity
- B. Inappropriate comments to students that are excessive or extreme
- C. Skipping classes on campus (three days ISS)
- D. Violation of the dress code/grooming rules after warning on first offense with a disciplinary referral (See Dress Code Violations below.)
- E. Being in a restricted area
- F. Going to cars without permission
- G. Unauthorized fundraising—including sale of candy items
- H. Any Level 1 misbehavior that has been upgraded to Level 2 according to procedure
- I. Possession of radios, electronic beepers, telephones, or other electronic devices (See Telephones/Electronic Devices for Consequences.)
- J. Other misbehavior as determined by teacher or administrator.

Under routine circumstances, an administrator managing Level 2 violations will apply the sequence of disciplinary actions listed below. However, depending upon the frequency and severity of the student's misconduct, the administrator may advance immediately to any disciplinary step in the procedure. The normal sequence, depending upon the circumstances, is as follows:

1. First office visit per semester (One day ISS)
2. Second office visit per semester (Two days ISS)
3. Third office visit per semester (Three days ISS)
4. Fourth office visit per semester (One to five days suspension and parent conference)

Dress Code Violations/Consequences

Dress code violations handled by the administration must be based on a disciplinary referral, either by administrator or staff. Such referrals must be entered into the discipline record-keeping system.

1. First office visit per semester, with referral (One day ISS)
2. Second office visit per semester, with referral (Two days ISS)
3. Third office visit per semester, with referral (1-day suspension with parent conference)
4. Subsequent visits, with referrals (Two to five days suspension and parent conference)

Level 3 Violations

These misbehaviors are considered major violations. Students guilty of such violations should be referred to the office immediately for disciplinary action by an administrator.

Level 3 misbehaviors include the following:

- A. Habitual tardiness
- B. Violating traffic and safety regulations
- C. Violating school bus safety rules
- D. No cooperation and/or habitually violating school rules
- E. Walking out of class or school activity
- F. Ridiculing or cursing another person
- G. Initiating a fight by physical contact or verbal provocation
- H. Physical harassment of sexual nature, which includes, but is not limited to, unwelcome touching, pinching, patting, or brushing against another person
- I. Sexual misconduct
- J. Stalking, bullying, harassment, intimidation, or threatening behavior
- K. Gambling
- L. Defacing or destroying school district property
- M. Cheating
- N. Possession of a water gun or play gun
- O. Skipping class and leaving campus
- P. Possessing, using, or transferring alcohol on school property, on a school bus, or at a school-sponsored activity
- Q. Refusal to comply with grooming rules
- R. Disrespect to teacher or staff member
- S. Refusal to give name upon request
- T. Fighting, attempted fighting, or any form of physical and/or verbal aggression that results in bodily harm or indicates intent to produce bodily harm to another
- U. Other misbehavior as determined by the administration.

Under routine circumstances, an administrator managing a Level 3 violation will apply the sequence of disciplinary actions listed below. However, depending upon the frequency and severity of the student's misconduct, the administrator may advance immediately to any disciplinary step in the procedure. The normal sequence, depending upon the circumstances, is as follows:

1. One to three days (1-3), with parent conference
2. Three to five days (3-5), with parent conference
3. Three to ten days (3-10), or greater, and/or recommendation for transfer to alternative school or for expulsion;

Note: Suspensions greater than five (5) days require the approval of the superintendent/designee.

Level 4 Violations

These misbehaviors are not only violations of school policy but violations of state laws. Any teacher who observes an unlawful activity shall notify an administrator immediately. The administrator shall notify the parents/guardians of the student committing the act and shall suspend the student for no more than ten days. Administrators shall notify the Superintendent of Education or superintendent's designee and other proper authorities. Unlawful activities include the following:

- A. Theft or damage of school or private property
- B. Possession or use of a deadly weapon or any object that might be used as a deadly weapon. Prohibited items include but may not be limited to the following:
 - 1. Gun, rifle, pistol or other firearm
 - 2. Dynamite cartridge, bomb, grenade, mine, or other explosive
 - 3. Use or possession of fireworks
 - 4. BB gun, air rifle, air pistol
 - 5. Bowie knife, dirk, dagger, switchblade, pocketknife or other knife
 - 6. Slingshot
 - 7. Leaded cane or blackjack
 - 8. Metallic or other artificial knuckles
 - 9. Razors, razor blades
 - 10. Any sharp-pointed or edged instrument (with the exception of instructional supplies, unaltered nail files, clips, and tools used only to prepare food or for instruction and maintenance of school property)
 - 11. Any instrument having the effect or appearance of a weapon (including utensils, imitation firearms, or knives, etc.)
 - 12. Possession of fireworks.
- C. Gang or unauthorized group activities or associations by way of displaying hand signals, jewelry, graffiti, apparel, accessories, symbols, trademarks, or any other indicator of gang or unauthorized group affiliation
- D. Fighting, attempted fighting, or any form of physical and/or verbal aggression that results in bodily harm or indicates the intent to produce bodily harm
- E. Possession, sale, transfer, or use of a controlled substance, tobacco and/or alcohol
- F. Threatening a teacher or authorized staff member
- G. Striking a teacher or authorized staff member
- H. Aggravated or simple assault upon anyone
- I. Rape
- J. Sexual Battery
- K. Murder
- L. Verbally or maliciously threatening another person

- M. Threatening with a play gun or water gun
- N. Trespassing on school property after school hours or on weekends
- O. Severe bus misconduct that threatens the safety of others
- P. Other severe misbehavior as determined by the administration.

Under routine circumstances, an administrator managing a Level 4 violation will apply the sequence of disciplinary actions listed below. However, depending upon the frequency and severity of the student's misconduct, the administrator may advance immediately to any disciplinary step in the procedure. The normal sequence, depending upon circumstances, is as follows:

1. Suspension for no more than 10 days
2. Recommended expulsion.

Note: In addition, students who commit violations punishable by state law may be subject to immediate arrest and transportation to a local law enforcement facility and/or a youth detention center, as determined by state and local policies and the local Youth Court. In such instances and pursuant to school district policy, school/district personnel will file the appropriate legal charges (disturbance, assault, etc.).

Alternative School

The primary purpose of the East Jasper School District (EJSD) Alternative School is to serve as an alternative educational setting for students in grades who have been suspended/expelled from East Jasper public schools for disciplinary reasons. The EJSD Alternative School is designed to serve as a learning alternative for students who have experienced disciplinary difficulty in the classroom or school itself.

Students assigned to the EJSD Alternative School are barred from participating in and/or attending any school's functions or activities while assigned to the school. In addition, students are not allowed on the property of other schools within the East Jasper School District. Failure to comply with this restriction could result in the students being turned over to law enforcement for possible arrest for trespassing. In addition, students in the Alternative School may not attend any activities on any other campus where students of the East Jasper School District are currently engaged in participation.

Alternative School Goal

The goal of the EJSD Alternative School is to assure that students will have the knowledge and skills to be lifelong learners. Students will be able to compete in a technologically advancing job market, exercise the rights and responsibilities of citizenship, maintain a healthy and productive life-style in a global society, and have the opportunity to re-enter the regular school setting with the attitude and skills to succeed.

Placement in the Alternative School

A student may be placed in the Alternative School for the following reasons:

- A. Possession or use of fireworks
- B. Possession of a small knife with a blade not to exceed two (2) inches
- C. Possession or use of a slingshot
- D. Possession or use of brass knuckles
- E. Possession of razor blades
- F. Possession of any sharp-pointed or edged instrument (with the exception of instructional supplies, unaltered nail files, clips and tools used only to prepare food or for instruction and maintenance of school property)
- G. Possession of any instrument having the effect or appearance of a weapon (including utensils, imitation firearms, knives, etc.)
- H. Gang or unauthorized group affiliation or school-related gang or unauthorized group violence
- I. Fighting, attempted fighting, or any form of physical and/or verbal aggression that results in bodily harm or indicates the intent to produce bodily harm
- J. Under the influence of an alcoholic beverage or an illegal drug
- K. Possession, sale, transfer, or use of a controlled substance, tobacco, and/or alcohol
- L. Threatening or retaliation against a teacher or authorized staff member or making any type of terroristic threat
- M. Aggravated or simple assault against a student or an employee
- N. Verbally or maliciously threatening another person
- O. Possession of/threatening with a play gun or water gun
- P. Trespassing on school property after school hours or on weekends
- Q. Severe bus conduct that threatens the safety of others
- R. Engagement in conduct punishable as a felony
- S. Public lewdness or indecent exposure (mooning), etc.
- T. Off-campus conduct in which the student engaged in delinquent misconduct or received deferred prosecution for a felony
- U. Emergency Placement
- V. Any other severe misconduct as determined by the administration.

Note: A student may be considered for alternative school placement due to an excessive number of suspensions (five or more suspensions). During such consideration, the type and severity of the conduct necessitating the suspensions also will be reviewed.

A student also may be considered for expulsion from the Alternative School for disruptive behavior.

Other Disciplinary Consequences

The school district's discipline plan may provide that as an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher(s), attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian, or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district.

Disciplinary Definitions

Conference

A formal meeting held between the student and one or more school officials.

Counselor Involvement

Includes counselor, administrative, or student-initiated counseling sessions. The involvement may include seminars, which are specific instructional modules on specific topics aimed at helping the student cope with certain behavioral problems.

Expulsion

The total exclusion of the student from participation in or attendance at any school-related activity. A student who has been expelled from the East Jasper School District must apply in writing to the Board of Education for possible readmission. Due process will be followed.

Fighting or Provoking a Fight

Striking or grabbing a fellow student, starting a fight by the same manner, verbally or in some other way encouraging people to fight, or play fighting constitutes this offense. These may be considered violent acts. Students who are involved in assaults, who engage in fighting, or who are responsible in any way for fighting while under the jurisdiction of the school are subject to arrest, removal, and/or expulsion from school in accordance with statutes and/or district policy. This includes fighting while on a bus, at bus stops, or at any activity/event sponsored by the East Jasper School District.

In addition, students who commit violations punishable by state law may be subject to immediate arrest and transportation to a local law enforcement facility and/or a youth detention center, as determined by state and local policies and the local Youth Court. In such instances and pursuant to school district policy, school/district personnel will file the appropriate legal charges (disturbance, assault, etc.).

Involvement of Security

If Security gains control of the incident, the parent will be contacted to remove the student from the campus. If Security is unable to gain control of the incident, the

student will be processed into the legal system of the local police department or sheriff's office.

Parent Care

An intervention process through which a student is placed under parent supervision until a personal conference can be arranged with a building administrator, which is usually the next school day. Parent Care is not considered a suspension from school, but each day of student absence for Parent Care is considered an absence from school under the attendance policy.

A student may be placed under parent supervision until a mandatory parent, teacher, and administrator conference (either by telephone or in person) and/or a mandatory parent classroom observation date can be arranged. Parent Care is not considered a suspension from school, but each day of student absence is considered an unexcused absence from school under the attendance policy. If a parent does not arrange a conference by the designated day, the day(s) will automatically become a suspension day. The student then shall be suspended in accordance with the code of student conduct and discipline policies of the school district. (Such shall be noted on a disciplinary referral.)

Parent Conference at School

Held when the parent must come to the school for a formal meeting concerning a student.

Parent Contact/Involvement

Occurs when parents are notified by telephone, personal contact, or letter. A conference is conducted between the student, parents or legal guardian, and appropriate school personnel.

Referral to Alternative School

Students are assigned to the Alternative School according to School Board Policy. Students who are assigned to the Alternative School may not attend any school activities at any school in the East Jasper School District. Further, if the home school is participating in an activity on another school campus, the student who is assigned to the Alternative School may not attend the activity on the campus where the school is participating.

Referral to Outside Agencies

Students and/or educationally negligent parents may be referred to mental health agencies, the juvenile court judge, the juvenile officer, etc.

School Bus Suspension

Student cannot ride any school bus during the time of his/her suspension.

Suspension

Out-of-School: Occurs when the student is removed from the regular school program from one to ten days. It is a forfeiture of participation in regularly scheduled school activities for the time designated during suspension. Parents must have a conference with the designated school administrator before the child will be allowed to return to classes. Telephone calls will not be acceptable. The out of school suspension may be at home or assignment may be made to the alternative school. State law requires suspension for certain indicated offenses. Repeated patterns of misbehavior may require counseling, parental involvement, and assistance to the extent that the parent may be requested to come to school and attend classes with the student in order to identify and correct such behavioral patterns. **Further, suspended students shall not trespass upon any other school campus or enter into any other school building except for a pre-arranged conference with a principal.**

In-school suspension (ISS): Occurs when the student is removed from regular classes but remains on the school site. ISS requires that a student complete all assignments during the period of suspension. Additional time in ISS may be given for failure to complete assignments in the ISS program. A student who disrupts the ISS program will be referred to the appropriate building administrator and the student will complete the assigned suspension out-of-school. He/she will not be allowed to return to regular classes until suspension is completed in its entirety.

Before-School and After-School Detention

The detention program for the Heidelberg Junior High School Detention Program during the 2009-2010 will be as follows:

1. Time/Days- The detention program will operate on Tuesdays and Thursdays on the following schedule:
 - a. Morning- 6:45-7:19
 - b. Afternoon- 3:20-4:00
2. Students will be allowed to go to morning or after-school detention **ONLY** if the parent has been notified.
3. Students will not be allowed to enter detention late. Exception: If a student reports late, he/she must have a pass from another faculty member.
4. Students must follow the directives of the supervising teacher.
5. Students will not be allowed to leave detention early.
6. Students will not be allowed to leave detention to go to restrooms, lockers, etc.
7. Students will have work assigned from a teacher or the principal during the detention periods.
8. Students will not be allowed to sleep or appear to be sleeping (head on desk).
9. Students will not be allowed to talk to other students during detention.
10. Students will not be allowed to use electronic devices during detention.

11. Any student who is late, disruptive, or does not follow the directives of the detention facilitator will be removed and referred to the office for further disciplinary action.
12. Students assigned to detention may be required to clean up areas of the school.
13. Students will be dismissed by the facilitator.
14. Parents will be responsible for transporting their child(ren) to and from detention periods.
15. Principal will facilitate detention. Uncertified personnel, who have not accrued a 40-hour work week and have been given written permission by the Principal, may make up remaining hours missed by assisting with morning or afternoon detention or both.

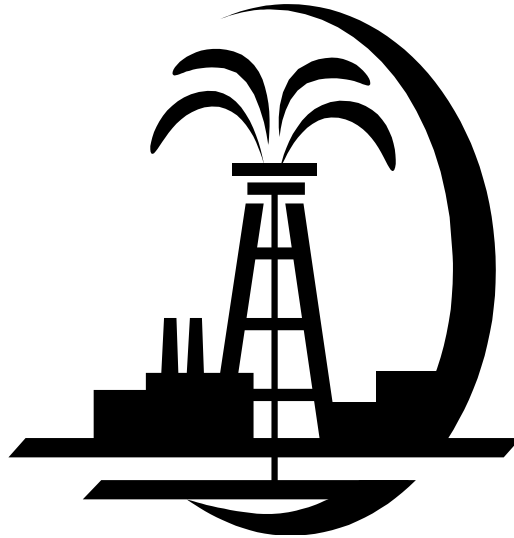
*Detention will be used for minor offenses as an alternative to in-school-suspension when the parent has been notified and agrees to be responsible for their child's transportation at the beginning or end of the detention period. When the principal cannot verify that the parents agree to be responsible for the student's transportation, detention should not be used.

*Students not attending detention will be first issued an extra day of detention. After missing a second scheduled detention, the student will be assigned to in-school-suspension.

*Students whose parents are not contactable will be assigned to in-school-suspension.

*It is up to the discretion of the principal as to whether a student will have the option of detention versus in-school-suspension. Generally, students will be given the opportunity to have detention for minor offenses unless the behavior is considered habitual.

Heidelberg High School Grades 9-12



(The school colors are blue and gold. The mascot is an *Oil Well*.)

Mr. Joe Griffin

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East Jasper School District Student Discipline Code of Conduct Policies

Although in most cases, student conduct in the East Jasper School District is considered to be exemplary, East Jasper schools are required to establish policies and procedures that detail expectations of student and outline consequences of student misbehavior. The publication of these policies and procedures in student handbooks will help to assure that there is a clear understanding among students and parents concerning matters covered in the handbooks under Student Conduct.

The Board wishes to establish an educational climate in which student behavior is at all times exemplary and in which the important processes of education can best be carried out. Recognizing the need to support the professional personnel of the East Jasper School District in their instructional and supervisory duties, the Board encourages the development of harmonious and cooperative relationships between students and faculty members that is based on mutual respect and understanding.

Significant interruptions of the educational process resulting from overt disrespect shown by students to faculty members, hostile/defiant student behavior, and vulgar or otherwise discourteous actions will not be permitted.

A student must obey any and all instructions of the faculty and administrators, in the absence of parental instructions to the contrary. If a student refuses to obey instructions because of contrary parental instructions, he/she may be suspended from school until a conference between the principal of the school and the parents can be arranged. In case of an emergency, the principal or his/her designee or the official then in charge of the school may so inform the student and require his/her immediate cooperation.

Disciplinary action that may result in the student being placed in his/her parent's care, in-school suspension, out-of-school suspension, or expulsion will be taken as a result of the following student misbehaviors: (1) refusal to follow instructions from faculty members; (2) profane language; (3) failing to identify oneself when asked to do so by a member of the faculty; (4) insolent, contemptuous, or belligerent behavior or remarks; (5) other just cause.

No student in the East Jasper School District shall be permitted to use or to carry upon his or her person or in any other manner or to have in his or her possession in any way any knife, razor, razor blade, ice pick, brass or metallic knuckles, pistol, or other weapon (whether the same be manufactured or homemade), BB gun, cap pistol, plastic or toy gun, or any dynamite, firecrackers, caps, or other fireworks of any nature, kind or description, or other instrument or paraphernalia which, when used in a vicious manner could cause bodily harm, injury, or death to any person. In addition, no student in the East Jasper School District shall be allowed to assault the physical person of another individual. Students who are in violation of the aforementioned

rules will be subject to immediate arrest and transportation to a local law enforcement facility and/or a youth detention center, as determined by state and local policies and the Youth Court. In such instances and pursuant to school district policy, school/district personnel will file the appropriate legal charges (disturbance, assault, etc.).

Note: These actions will be taken in addition to school disciplinary actions, including, but not limited to, suspension, alternative school placement, and/or expulsion.

No student enrolled in East Jasper schools shall be permitted to use or to carry upon his or her person any other “leisure” or recreational drug, opium, heroin or their derivatives or compounds, drugs commonly called LSD, “pep” pills, tranquilizers, or any other narcotic drug, barbiturate, substance, ingredient, or compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence of any of the same at any attendance center in this school district.

Stalking or bullying will not be tolerated. Stalking is defined as one student or student group following another student or student group with malicious intent, intimidations, harassment, or intent to cause physical or emotional harm.

The provisions of these policies shall apply to all students during all of the time period that they are under and subject to the jurisdiction of the Board of Education of this school district as defined by the laws of the state of Mississippi, and/or while participating in or going to or from any school activity sponsored by this school district and/or while under the supervision and direction of any teacher, principal, or other authority of this school district.

Any student violating any of the provisions of these policies of the Board of Education, in the sole and absolute discretion of the principal of the attendance center wherein such offense is committed, and the Superintendent of the East Jasper School District, or in his/her absence, the Superintendent's designee, shall be suspended for a period to be determined by the school administrator and may be expelled in the sole and absolute discretion of the Board of Education of this school district. Appropriate referrals will be made to juvenile authorities as required under state law.

Heidelberg High School Discipline Procedures

General Information

One of the main purposes of education is to prepare a person for life so he/she may be a useful, contributing member of society. The discipline program at Heidelberg High School is designed for correction of student misconduct, but more importantly, it is designed to assist a student in taking responsibility for his/her own behavior. The objectives for the discipline program at Heidelberg High School are as follows:

- a. To prepare students for effective participation in society by making positive behavioral choices and understanding positive and negative consequences for all actions
- b. To establish conditions under which no student will be permitted to prevent any teacher from teaching or any student from learning
- c. To maintain a positive and safe school environment
- d. To instill the fundamental lessons of self-control.

Discipline expectations at Heidelberg High School are based upon the theory that students in grades 9-12 should be capable of conducting themselves in accordance with accepted standards of behavior.

Administrator discretion is applicable in discipline matters, particularly in the absence of policy. However, such discretion must abide within reasonable parameters of board policy.

Classification of Misbehaviors

Level 1 Violations

These behaviors are minor infractions of school policy. Management of Level 1 misbehaviors will begin with the teacher in accordance with the sequence of actions outlined below. However, if a student continues with a Level 1 misbehavior after a teacher has followed and documented the procedures below, then the teacher may upgrade the misbehavior to a Level 2 misbehavior. The teacher's procedure for managing a Level 1 misbehavior that occurs in the classroom will be as follows:

1. Verbal warning upon first occurrence
2. Phone call to parents upon second occurrence (Send letter if no phone is available.)
3. Upgrading of misbehavior to Level 2 and referral to administration upon the third violation

Level 1 misbehaviors include the following:

- A. Possession of unauthorized food items on the school campus
- B. Intentional littering
- C. Improper cafeteria conduct
- D. Improper conduct on campus
- E. Inappropriate displays of affection
- F. Making excessive noise
- G. Making inappropriate comments to other students
- H. Talking in class
- I. Sleeping in class
- J. Horseplay or scuffling that does not produce bodily harm or without intent of producing bodily harm
- K. Other misbehavior as determined by teacher or administrator.

Level 2 Violations

These misbehaviors warrant immediate referral to administrators for action as soon as possible.

Level 2 misbehaviors include the following:

- A. Use of profanity
- B. Inappropriate comments to students that are excessive or extreme
- C. Skipping classes on campus (three days ISS)
- D. Violation of the dress code/grooming rules after warning on first offense with a disciplinary referral (See Dress Code Violations below.)
- E. Being in a restricted area
- F. Going to cars without permission
- G. Unauthorized fundraising—including sale of candy items
- H. Any Level 1 misbehavior that has been upgraded to Level 2 according to procedure
- I. Possession of radios, electronic beepers, telephones, or other electronic devices (See Telephones/Electronic Devices for Consequences.)
- J. Other misbehavior as determined by teacher or administrator.

Under routine circumstances, an administrator managing Level 2 violations will apply the sequence of disciplinary actions listed below. However, depending upon the frequency and severity of the student's misconduct, the administrator may advance immediately to any disciplinary step in the procedure. The normal sequence, depending upon the circumstances, is as follows:

1. First office visit per semester (One day ISS)
2. Second office visit per semester (Two days ISS)
3. Third office visit per semester (Three days ISS)
4. Fourth office visit per semester (One to five days suspension and parent conference)

Dress Code Violations/Consequences

Dress code violations handled by the administration must be based on a disciplinary referral, either by administrator or staff. Such referrals must be entered into the discipline record-keeping system.

1. First office visit per semester, with referral (One day ISS)
2. Second office visit per semester, with referral (Two days ISS)
3. Third office visit per semester, with referral (1-day suspension with parent conference)
4. Subsequent visits, with referrals (Two to five days suspension and parent conference)

Level 3 Violations

These misbehaviors are considered major violations. Students guilty of such violations should be referred to the office immediately for disciplinary action by an administrator.

Level 3 misbehaviors include the following:

- A. Habitual tardiness
- B. Violating traffic and safety regulations
- C. Violating school bus safety rules
- D. No cooperation and/or habitually violating school rules
- E. Walking out of class or school activity
- F. Ridiculing or cursing another person
- G. Initiating a fight by physical contact or verbal provocation
- H. Physical harassment of sexual nature, which includes, but is not limited to, unwelcome touching, pinching, patting, or brushing against another person
- I. Sexual misconduct
- J. Stalking, bullying, harassment, intimidation, or threatening behavior
- K. Gambling
- L. Defacing or destroying school district property
- M. Cheating
- N. Possession of a water gun or play gun
- O. Skipping class and leaving campus
- P. Possessing, using, or transferring alcohol on school property, on a school bus, or at a school-sponsored activity
- Q. Refusal to comply with grooming rules
- R. Disrespect to teacher or staff member
- S. Refusal to give name upon request
- T. Fighting, attempted fighting, or any form of physical and/or verbal aggression that results in bodily harm or indicates intent to produce bodily harm to another
- U. Other misbehavior as determined by the administration.

Under routine circumstances, an administrator managing a Level 3 violation will apply the sequence of disciplinary actions listed below. However, depending upon the frequency and severity of the student's misconduct, the administrator may advance immediately to any disciplinary step in the procedure. The normal sequence, depending upon the circumstances, is as follows:

1. One to three days (1-3), with parent conference
2. Three to five days (3-5), with parent conference
3. Three to ten days (3-10), or greater, and/or recommendation for transfer to alternative school or for expulsion;

Note: Suspensions greater than five (5) days require the approval of the superintendent/designee.

Level 4 Violations

These misbehaviors are not only violations of school policy but violations of state laws. Any teacher who observes an unlawful activity shall notify an administrator immediately. The administrator shall notify the parents/guardians of the student committing the act and shall suspend the student for no more than ten days. Administrators shall notify the Superintendent of Education or superintendent's designee and other proper authorities. Unlawful activities include the following:

- A. Theft or damage of school or private property
- B. Possession or use of a deadly weapon or any object that might be used as a deadly weapon. Prohibited items include but may not be limited to the following:
 - 1. Gun, rifle, pistol or other firearm
 - 3. Dynamite cartridge, bomb, grenade, mine, or other explosive
 - 4. Use or possession of fireworks
 - 5. BB gun, air rifle, air pistol
 - 6. Bowie knife, dirk, dagger, switchblade, pocketknife or other knife
 - 7. Slingshot
 - 8. Leaded cane or blackjack
 - 9. Metallic or other artificial knuckles
 - 10. Razors, razor blades
 - 11. Any sharp-pointed or edged instrument (with the exception of instructional supplies, unaltered nail files, clips, and tools used only to prepare food or for instruction and maintenance of school property)
 - 12. Any instrument having the effect or appearance of a weapon (including utensils, imitation firearms, or knives, etc.)
 - 13. Possession of fireworks.
- C. Gang or unauthorized group activities or associations by way of displaying hand signals, jewelry, graffiti, apparel, accessories, symbols, trademarks, or any other indicator of gang or unauthorized group affiliation
- D. Fighting, attempted fighting, or any form of physical and/or verbal aggression that results in bodily harm or indicates the intent to produce bodily harm
- E. Possession, sale, transfer, or use of a controlled substance, tobacco and/or alcohol
- F. Threatening a teacher or authorized staff member
- G. Striking a teacher or authorized staff member
- H. Aggravated or simple assault upon anyone
- I. Rape
- J. Sexual Battery
- K. Murder
- L. Verbally or maliciously threatening another person

- M. Threatening with a play gun or water gun
- N. Trespassing on school property after school hours or on weekends
- O. Severe bus misconduct that threatens the safety of others
- P. Other severe misbehavior as determined by the administration.

Under routine circumstances, an administrator managing a Level 4 violation will apply the sequence of disciplinary actions listed below. However, depending upon the frequency and severity of the student's misconduct, the administrator may advance immediately to any disciplinary step in the procedure. The normal sequence, depending upon circumstances, is as follows:

1. Suspension for no more than 10 days
2. Recommended expulsion.

Note: In addition, students who commit violations punishable by state law may be subject to immediate arrest and transportation to a local law enforcement facility and/or a youth detention center, as determined by state and local policies and the local Youth Court. In such instances and pursuant to school district policy, school/district personnel will file the appropriate legal charges (disturbance, assault, etc.).

Alternative School

The primary purpose of the East Jasper School District (EJSD) Alternative School is to serve as an alternative educational setting for students in grades who have been suspended/expelled from East Jasper public schools for disciplinary reasons. The EJSD Alternative School is designed to serve as a learning alternative for students who have experienced disciplinary difficulty in the classroom or school itself.

Students assigned to the EJSD Alternative School are barred from participating in and/or attending any school's functions or activities while assigned to the school. In addition, students are not allowed on the property of other schools within the East Jasper School District. Failure to comply with this restriction could result in the students being turned over to law enforcement for possible arrest for trespassing. In addition, students in the Alternative School may not attend any activities on any other campus where students of the East Jasper School District are currently engaged in participation.

Alternative School Goal

The goal of the EJSD Alternative School is to assure that students will have the knowledge and skills to be lifelong learners. Students will be able to compete in a technologically advancing job market, exercise the rights and responsibilities of citizenship, maintain a healthy and productive life-style in a global society, and have the opportunity to re-enter the regular school setting with the attitude and skills to succeed.

Placement in the Alternative School

A student may be placed in the Alternative School for the following reasons:

- A. Possession or use of fireworks
- B. Possession of a small knife with a blade not to exceed two (2) inches
- C. Possession or use of a slingshot
- D. Possession or use of brass knuckles
- E. Possession of razor blades
- F. Possession of any sharp-pointed or edged instrument (with the exception of instructional supplies, unaltered nail files, clips and tools used only to prepare food or for instruction and maintenance of school property)
- G. Possession of any instrument having the effect or appearance of a weapon (including utensils, imitation firearms, knives, etc.)
- H. Gang or unauthorized group affiliation or school-related gang or unauthorized group violence
- I. Fighting, attempted fighting, or any form of physical and/or verbal aggression that results in bodily harm or indicates the intent to produce bodily harm
- J. Under the influence of an alcoholic beverage or an illegal drug
- K. Possession, sale, transfer, or use of a controlled substance, tobacco, and/or alcohol
- L. Threatening or retaliation against a teacher or authorized staff member or making any type of terroristic threat
- M. Aggravated or simple assault against a student or an employee
- N. Verbally or maliciously threatening another person
- O. Possession of/threatening with a play gun or water gun
- P. Trespassing on school property after school hours or on weekends
- Q. Severe bus conduct that threatens the safety of others
- R. Engagement in conduct punishable as a felony
- S. Public lewdness or indecent exposure (mooning), etc.
- T. Off-campus conduct in which the student engaged in delinquent misconduct or received deferred prosecution for a felony
- U. Emergency Placement
- V. Any other severe misconduct as determined by the administration.

Note: A student may be considered for alternative school placement due to an excessive number of suspensions (five or more suspensions). During such consideration, the type and severity of the conduct necessitating the suspensions also will be reviewed.

A student also may be considered for expulsion from the Alternative School for disruptive behavior.

Other Disciplinary Consequences

The school district's discipline plan may provide that as an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher(s), attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian, or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district.

Disciplinary Definitions

Conference

A formal meeting held between the student and one or more school officials.

Counselor Involvement

Includes counselor, administrative, or student-initiated counseling sessions. The involvement may include seminars, which are specific instructional modules on specific topics aimed at helping the student cope with certain behavioral problems.

Expulsion

The total exclusion of the student from participation in or attendance at any school-related activity. A student who has been expelled from the East Jasper School District must apply in writing to the Board of Education for possible readmission. Due process will be followed.

Fighting or Provoking a Fight

Striking or grabbing a fellow student, starting a fight by the same manner, verbally or in some other way encouraging people to fight, or play fighting constitutes this offense. These may be considered violent acts. Students who are involved in assaults, who engage in fighting, or who are responsible in any way for fighting while under the jurisdiction of the school are subject to arrest, removal, and/or expulsion from school in accordance with statutes and/or district policy. This includes fighting while on a bus, at bus stops, or at any activity/event sponsored by the East Jasper School District.

In addition, students who commit violations punishable by state law may be subject to immediate arrest and transportation to a local law enforcement facility and/or a youth detention center, as determined by state and local policies and the local Youth Court. In such instances and pursuant to school district policy, school/district personnel will file the appropriate legal charges (disturbance, assault, etc.).

Involvement of Security

If Security gains control of the incident, the parent will be contacted to remove the student from the campus. If Security is unable to gain control of the incident, the

student will be processed into the legal system of the local police department or sheriff's office.

Parent Care

An intervention process through which a student is placed under parent supervision until a mandatory parent/teacher/administrator conference (either by telephone or in person) and/or a mandatory parent classroom observation date can be arranged. Parent Care is not considered a suspension from school, but each day of student absence is considered an absence from school under the attendance policy. If parent does not arrange a conference by the designated day, the day(s) will automatically become a suspension day. The student then shall be suspended in accordance with the code of student conduct and discipline policies of the school district. (Such shall be noted on a disciplinary referral.)

Parent Conference at School

Held when the parent must come to the school for a formal meeting concerning a student.

Parent Contact/Involvement

Occurs when parents are notified by telephone, personal contact, or letter. A conference is conducted between the student, parents or legal guardian, and appropriate school personnel.

Referral to Alternative School

Students are assigned to the Alternative School according to School Board Policy. Students who are assigned to the Alternative School may not attend any school activities at any school in the East Jasper School District. Further, if the home school is participating in an activity on another school campus, the student who is assigned to the Alternative School may not attend the activity on the campus where the school is participating.

Referral to Outside Agencies

Students and/or educationally negligent parents may be referred to mental health agencies, the juvenile court judge, the juvenile officer, etc.

School Bus Suspension

Student cannot ride any school bus during the time of his/her suspension.

Suspension

Out-of-School: Occurs when the student is removed from the regular school program from one to ten days. It is a forfeiture of participation in regularly scheduled school activities for the time designated during suspension. Graded work missed during the time of suspension may be made up at a time designated by school officials. Parents must have a conference with the designated school administrator before the child will be allowed to return to classes. Telephone calls will not be acceptable. The out of school suspension may be at home or assignment may be made to the alternative

school. State law requires suspension for certain indicated offenses. Repeated patterns of misbehavior may require counseling, parental involvement, and assistance to the extent that the parent may be requested to come to school and attend classes with the student in order to identify and correct such behavioral patterns. **Further, suspended students shall not trespass upon any other school campus or enter into any other school building except for a pre-arranged conference with a principal.**

In-school suspension (ISS): Occurs when the student is removed from regular classes but remains on the school site. ISS requires that a student complete all assignments during the period of suspension. Additional time in ISS may be given for failure to complete assignments in the ISS program. A student who disrupts the ISS program will be referred to the appropriate building administrator and the student will complete the assigned suspension out-of-school. He/she will not be allowed to return to regular classes until suspension is completed in its entirety.

William J. Berry Elementary School Grades K-6



(The school colors are maroon and white. The school mascot is a *Brave*).

Ms. Furlinda Travis, Principal
Ms. Tosha Gilmore, Counselor
Mrs. Tina Dukes, Receptionist
Ms. Lakeyia Taylor, Data Entry
Mrs. Dorothy McCullum, Bookkeeper
Mr. Charles Waters, School Safety Officer

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East Jasper School District Student Discipline Code of Conduct Policies

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The Board wishes to establish an educational climate in which student behavior is at all times exemplary and in which the important processes of education can best be carried out. Recognizing the need to support the professional personnel of the East Jasper School District in their instructional and supervisory duties, the Board encourages the development of harmonious and cooperative relationships between students and faculty members that is based on mutual respect and understanding.

Significant interruptions of the educational process resulting from overt disrespect shown by students to faculty members, hostile/defiant student behavior, and vulgar or otherwise discourteous actions will not be permitted.

A student must obey any and all instructions of the faculty and administrators, in the absence of parental instructions to the contrary. If a student refuses to obey instructions because of contrary parental instructions, he/she may be suspended from school until a conference between the principal of the school and the parents can be arranged. In case of an emergency, the principal or his/her designee or the official then in charge of the school may so inform the student and require his/her immediate cooperation.

Disciplinary action that may result in the student being placed in his/her parent's care, in-school suspension, out-of-school suspension, or expulsion will be taken as a result of the following student misbehaviors: (1) refusal to follow instructions from faculty members; (2) profane language; (3) failing to identify oneself when asked to do so by a member of the faculty; (4) insolent, contemptuous, or belligerent behavior or remarks; (5) other just cause.

No student in the East Jasper School District shall be permitted to use or to carry upon his or her person or in any other manner or to have in his or her possession in any way any knife, razor, razor blade, ice pick, brass or metallic knuckles, pistol, or other weapon (whether the same be manufactured or homemade), BB gun, cap pistol, plastic or toy gun, or any dynamite, firecrackers, caps, or other fireworks of any nature, kind or description, or other instrument or paraphernalia which, when used in a vicious manner could cause bodily harm, injury, or death to any person. In addition, no student in the East Jasper School District shall be allowed to assault the physical person of another individual. Students who are in violation of the aforementioned rules will be subject to immediate arrest and transportation to a local law

enforcement facility and/or a youth detention center, as determined by state and local policies and the Youth Court. In such instances and pursuant to school district policy, school/district personnel will file the appropriate legal charges (disturbance, assault, etc.).

Note: These actions will be taken in addition to school disciplinary actions, including, but not limited to, suspension, alternative school placement, and/or expulsion.

No student enrolled in East Jasper schools shall be permitted to use or to carry upon his or her person any other “leisure” or recreational drug, opium, heroin or their derivatives or compounds, drugs commonly called LSD, “pep” pills, tranquilizers, or any other narcotic drug, barbiturate, substance, ingredient, or compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence of any of the same at any attendance center in this school district.

Stalking or bullying will not be tolerated. Stalking is defined as one student or student group following another student or student group with malicious intent, intimidations, harassment, or intent to cause physical or emotional harm.

The provisions of these policies shall apply to all students during all of the time period that they are under and subject to the jurisdiction of the Board of Education of this school district as defined by the laws of the state of Mississippi, and/or while participating in or going to or from any school activity sponsored by this school district and/or while under the supervision and direction of any teacher, principal, or other authority of this school district.

Any student violating any of the provisions of these policies of the Board of Education, in the sole and absolute discretion of the principal of the attendance center wherein such offense is committed, and the Superintendent of the East Jasper School District, or in his/her absence, the Superintendent's designee, shall be suspended for a period to be determined by the school administrator and may be expelled in the sole and absolute discretion of the Board of Education of this school district. Appropriate referrals will be made to juvenile authorities as required under state law.

Note: In addition, students who commit violations punishable by state law may be subject to immediate arrest and transportation to a local law enforcement facility and/or a youth detention center, as determined by state and local policies and the local Youth Court. In such instances and pursuant to school district policy, school/district personnel will file the appropriate legal charges (disturbance, assault, etc.).

William J. Berry Elementary Student Discipline Program

General Information

Vision

Every student will use self-control, exhibit exemplary behavior, and be focused on the business of learning to achieve academic success.

Objectives

The basic objectives of discipline within the school are as follows:

1. To establish conditions under which no student will be permitted to prevent any teacher from teaching or any student from learning.
2. To prepare students for effective participation in society by making positive behavioral choices and understanding positive and negative consequences for all actions.
3. To develop, on the part of each student, the habits and skills that make him/her self-directed by:
 - a. Helping him/her to realize that he/she is responsible for his/her own behavior.
 - b. Instilling the fundamental lessons of self-control.

Administrator discretion is applicable in discipline matters, particularly in the absence of policy. However, such discretion must abide within reasonable parameters of board policy.

Classification of Misbehaviors

Level 1 Violations

These behaviors are minor infractions of school policy. Management of Level 1 misbehaviors will begin with the teacher in accordance with the sequence of actions outlined below. However, if a student continues with a Level 1 misbehavior after a teacher has followed and documented the procedures below, then the teacher may upgrade the misbehavior to a Level 2 misbehavior. The teacher's procedure for managing a Level 1 misbehavior that occurs in the classroom will be as follows:

- A. Following disciplinary actions as outlined in teacher's classroom management plan/rules
- B. Upgrading of misbehavior to Level 2 and referral to administration
- C. Upon upgrading of misbehavior to Level 2, a parent-administrator conference must be held regarding student's behavior.

Level 1 misbehaviors include the following:

- A. Possession of unauthorized food items on the school campus
- B. Intentional littering
- C. Improper cafeteria conduct
- D. Improper conduct on campus
- E. Inappropriate displays of affection
- F. Making excessive noise
- G. Making inappropriate comments to other students
- H. Talking in class
- I. Sleeping in class
- J. Horseplay or scuffling that does not produce bodily harm or without intent of producing bodily harm
- K. Other misbehavior as determined by teacher or administrator.

Level 1 Violations may be punishable by paddling, with the exception of certain dress code violations. Paddling (with parent permission only) must be administered by a certified teacher or administrator and in the presence of a witness. No more than three (3) paddling “licks” may be administered, and a disciplinary form documenting such paddling must be completed for every instance.

Level 2 Violations

These misbehaviors warrant immediate referral to administrators for action as soon as possible.

Level 2 misbehaviors include the following:

- A. Use of profanity
- B. Inappropriate comments to students that are excessive or extreme
- C. Skipping classes on campus
- D. Violation of the dress code/grooming rules after warning on first offense with a disciplinary referral (See Dress Code Violations below.)
- E. Being in a restricted area
- F. Going to cars without permission
- G. Unauthorized fundraising—including sale of candy items
- H. Any Level 1 misbehavior that has been upgraded to Level 2 according to procedure
- I. Possession of radios, electronic beepers, telephones, or other electronic devices (See Telephones/Electronic Devices for Consequences.)
- J. Other misbehavior as determined by teacher or administrator.

Under routine circumstances, an administrator managing Level 2 violations will apply the sequence of disciplinary actions listed below. However, depending upon the frequency and severity of the student’s misconduct, the administrator may advance immediately to any disciplinary step in the procedure or adjust

the number of days/punishment. The normal sequence, depending upon the circumstances, is as follows:

1. Parent-Administrator Conference
2. Second office visit per semester (One day OSS)
3. Third office visit per semester (Two days OSS)
4. Fourth office visit per semester (Three to five days OSS suspension and parent conference)
5. Recommendation for Alternative School

Note: Behavior Modification Plans for habitually disruptive students may be developed at administrator discretion and with regard to the severity/frequency of the disruption(s) and within the context of state law requirements.

Dress Code Violations/Consequences

Dress code violations handled by the administration must be based on a disciplinary referral, either by administrator or staff. Such referrals must be entered into the discipline record-keeping system.

1. First referral per semester (Parent/Guardian Contacted for Student Pick-up/Parent Care)
2. Second referral per semester (Parent/Guardian Contacted for Student Pick-up and OSS)
3. Third and subsequent referral per semester (Parent/Guardian Contacted for Student Pick-up and OSS and possible recommendation for Alternative School)

Note: Number of OSS days for dress code violations will increase with each referral.

Level 2 Violations may be punishable by paddling. Paddling (with parent permission only) must be administered by a certified teacher or administrator and in the presence of a witness. No more than three (3) paddling “licks” may be administered, and a disciplinary form documenting such paddling must be completed for every instance.

Level 3 Violations

These misbehaviors are considered major violations. Students guilty of such violations should be referred to the office immediately for disciplinary action by an administrator.

Level 3 misbehaviors include the following:

- A. Habitual tardiness
- B. Violating traffic and safety regulations
- C. Violating school bus safety rules
- D. No cooperation and/or habitually violating school rules
- E. Walking out of class or school activity
- F. Ridiculing or cursing another person
- G. Initiating a fight by physical contact or verbal provocation

- H. Physical harassment of sexual nature, which includes, but is not limited to, unwelcome touching, pinching, patting, or brushing against another person
- I. Sexual misconduct
- J. Stalking, bullying, harassment, intimidation, or threatening behavior
- K. Gambling
- L. Defacing or destroying school district property
- M. Cheating
- N. Possession of a water gun or play gun
- O. Skipping class and leaving campus
- P. Possessing, using, or transferring alcohol on school property, on a school bus, or at a school-sponsored activity
- Q. Refusal to comply with grooming rules
- R. Disrespect to teacher or staff member
- S. Refusal to give name upon request
- T. Fighting, attempted fighting, or any form of physical and/or verbal aggression that results in bodily harm or indicates intent to produce bodily harm to another
- U. Other misbehavior as determined by the administration.

Under routine circumstances, an administrator managing a Level 3 violation will apply the sequence of disciplinary actions listed below. However, depending upon the frequency and severity of the student's misconduct, the administrator may advance immediately to any disciplinary step in the procedure. The normal sequence, depending upon the circumstances, is as follows:

1. One to three days (1-3), with parent conference
2. Three to five days (3-5), with parent conference
3. Three to ten days (3-10), or greater, and/or recommendation for transfer to alternative school or for expulsion

Note: Suspensions greater than five (5) days require the approval of the superintendent/designee.

Level 4 Violations

These misbehaviors are not only violations of school policy but violations of state laws. Any teacher who observes an unlawful activity shall notify an administrator immediately. The administrator shall notify the parents/guardians of the student committing the act and shall suspend the student for no more than ten days. Administrators shall notify the Superintendent of Education or superintendent's designee and other proper authorities. Unlawful activities include the following:

- A. Theft or damage of school or private property
- B. Possession or use of a deadly weapon or any object that might be used as a deadly weapon. Prohibited items include but may not be limited to the following:

1. Gun, rifle, pistol or other firearm
 2. Dynamite cartridge, bomb, grenade, mine, or other explosive
 3. Use or possession of fireworks
 4. BB gun, air rifle, air pistol
 5. Bowie knife, dirk, dagger, switchblade, pocketknife or other knife
 6. Slingshot
 7. Leaded cane or blackjack
 8. Metallic or other artificial knuckles
 9. Razors, razor blades
 10. Any sharp-pointed or edged instrument (with the exception of instructional supplies, unaltered nail files, clips, and tools used only to prepare food or for instruction and maintenance of school property)
 11. Any instrument having the effect or appearance of a weapon (including utensils, imitation firearms, or knives, etc.)
 12. Possession of fireworks.
- C. Gang or unauthorized group activities or associations by way of displaying hand signals, jewelry, graffiti, apparel, accessories, symbols, trademarks, or any other indicator of gang or unauthorized group affiliation
 - D. Fighting, attempted fighting, or any form of physical and/or verbal aggression that results in bodily harm or indicates the intent to produce bodily harm
 - E. Possession, sale, transfer, or use of a controlled substance, tobacco and/or alcohol
 - F. Threatening a teacher or authorized staff member
 - G. Striking a teacher or authorized staff member
 - H. Aggravated or simple assault upon anyone
 - I. Rape
 - J. Sexual Battery
 - K. Murder
 - L. Verbally or maliciously threatening another person
 - M. Threatening with a play gun or water gun
 - N. Trespassing on school property after school hours or on weekends
 - O. Severe bus misconduct that threatens the safety of others
 - P. Other severe misbehavior as determined by the administration.

Under routine circumstances, an administrator managing a Level 4 violation will apply the sequence of disciplinary actions listed below. However, depending upon the frequency and severity of the student's misconduct, the administrator may advance immediately to any disciplinary step in the procedure. The normal sequence, depending upon circumstances, is as follows:

1. Suspension for no more than 10 days
2. Recommended expulsion.

Note: In addition, students who commit violations punishable by state law may be subject to immediate arrest and transportation to a local law enforcement facility and/or a youth detention center, as determined by state and local policies and the local Youth Court. In such instances and pursuant to school district policy, school/district personnel will file the appropriate legal charges (disturbance, assault, etc.).

Alternative School

The primary purpose of the East Jasper School District (EJSD) Alternative School is to serve as an alternative educational setting for students in grades who have been suspended/expelled from East Jasper public schools for disciplinary reasons. The EJSD Alternative School is designed to serve as a learning alternative for students who have experienced disciplinary difficulty in the classroom or school itself.

Students assigned to the EJSD Alternative School are barred from participating in and/or attending any school's functions or activities while assigned to the school. In addition, students are not allowed on the property of other schools within the East Jasper School District. Failure to comply with this restriction could result in the students being turned over to law enforcement for possible arrest for trespassing. In addition, students in the Alternative School may not attend any activities on any other campus where students of the East Jasper School District are currently engaged in participation.

Alternative School Goal

The goal of the EJSD Alternative School is to assure that students will have the knowledge and skills to be lifelong learners. Students will be able to compete in a technologically advancing job market, exercise the rights and responsibilities of citizenship, maintain a healthy and productive life-style in a global society, and have the opportunity to re-enter the regular school setting with the attitude and skills to succeed.

Placement in the Alternative School

A student may be placed in the Alternative School for the following reasons:

- A. Possession or use of fireworks
- B. Possession of a small knife with a blade not to exceed two (2) inches
- C. Possession or use of a slingshot
- D. Possession or use of brass knuckles
- E. Possession of razor blades
- F. Possession of any sharp-pointed or edged instrument (with the exception of instructional supplies, unaltered nail files, clips and tools used only to prepare food or for instruction and maintenance of school property)

- G. Possession of any instrument having the effect or appearance of a weapon (including utensils, imitation firearms, knives, etc.)
- H. Gang or unauthorized group affiliation or school-related gang or unauthorized group violence
- I. Fighting, attempted fighting, or any form of physical and/or verbal aggression that results in bodily harm or indicates the intent to produce bodily harm
- J. Under the influence of an alcoholic beverage or an illegal drug
- K. Possession, sale, transfer, or use of a controlled substance, tobacco, and/or alcohol
- L. Threatening or retaliation against a teacher or authorized staff member or making any type of terroristic threat
- M. Aggravated or simple assault against a student or an employee
- N. Verbally or maliciously threatening another person
- O. Possession of/threatening with a play gun or water gun
- P. Trespassing on school property after school hours or on weekends
- Q. Severe bus conduct that threatens the safety of others
- R. Engagement in conduct punishable as a felony
- S. Public lewdness or indecent exposure (mooning), etc.
- T. Off-campus conduct in which the student engaged in delinquent misconduct or received deferred prosecution for a felony
- U. Emergency Placement
- V. Any other severe misconduct as determined by the administration.

Note: A student may be considered for alternative school placement due to an excessive number of suspensions (five or more suspensions). During such consideration, the type and severity of the conduct necessitating the suspensions also will be reviewed.

A student also may be considered for expulsion from the Alternative School for disruptive behavior.

Other Disciplinary Consequences

The school district's discipline plan may provide that as an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher(s), attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian, or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district.

Disciplinary Definitions

Conference

A formal meeting held between the student and one or more school officials.

Counselor Involvement

Includes counselor, administrative, or student-initiated counseling sessions. The involvement may include seminars, which are specific instructional modules on specific topics aimed at helping the student cope with certain behavioral problems.

Expulsion

The total exclusion of the student from participation in or attendance at any school-related activity. A student who has been expelled from the East Jasper School District must apply in writing to the Board of Education for possible readmission. Due process will be followed.

Fighting or Provoking a Fight

Striking or grabbing a fellow student, starting a fight by the same manner, verbally or in some other way encouraging people to fight, or play fighting constitutes this offense. These may be considered violent acts. Students who are involved in assaults, who engage in fighting, or who are responsible in any way for fighting while under the jurisdiction of the school are subject to arrest, removal, and/or expulsion from school in accordance with statutes and/or district policy. This includes fighting while on a bus, at bus stops, or at any activity/event sponsored by the East Jasper School District.

In addition, students who commit violations punishable by state law may be subject to immediate arrest and transportation to a local law enforcement facility and/or a youth detention center, as determined by state and local policies and the local Youth Court. In such instances and pursuant to school district policy, school/district personnel will file the appropriate legal charges (disturbance, assault, etc.).

Involvement of Security

If Security gains control of the incident, the parent will be contacted to remove the student from the campus. If Security is unable to gain control of the incident, the student will be processed into the legal system of the local police department or sheriff's office.

Parent Care

An intervention process through which a student is placed under parent supervision until a mandatory parent/teacher/administrator conference (either by telephone or in person) and/or a mandatory parent classroom observation date can be arranged. Parent Care is not considered a suspension from school, but each day of student absence is considered an absence from school under the attendance policy. If parent does not arrange a conference by the designated day, the day(s) will automatically become a suspension day. The student then shall be suspended in accordance with the code of student conduct and discipline policies of the school district. (Such shall be noted on a disciplinary referral.)

Parent Conference at School

Held when the parent must come to the school for a formal meeting concerning a student.

Parent Contact/Involvement

Occurs when parents are notified by telephone, personal contact, or letter. A conference is conducted between the student, parents or legal guardian, and appropriate school personnel.

Referral to Alternative School

Students are assigned to the Alternative School according to School Board Policy. Students who are assigned to the Alternative School may not attend any school activities at any school in the East Jasper School District. Further, if the home school is participating in an activity on another school campus, the student who is assigned to the Alternative School may not attend the activity on the campus where the school is participating.

Referral to Outside Agencies

Students and/or educationally negligent parents may be referred to mental health agencies, the juvenile court judge, the juvenile officer, etc.

School Bus Suspension

Student cannot ride any school bus during the time of his/her suspension.

Suspension

Out-of-School: Occurs when the student is removed from the regular school program from one to ten days. It is a forfeiture of participation in regularly scheduled school activities for the time designated during suspension. Graded work missed during the time of suspension may be made up at a time designated by school officials. Parents must have a conference with the designated school administrator before the child will be allowed to return to classes. Telephone calls will not be acceptable. The out of school suspension may be at home or assignment may be made to the alternative school. State law requires suspension for certain indicated offenses. Repeated patterns of misbehavior may require counseling, parental involvement, and assistance to the extent that the parent may be requested to come to school and attend classes with the student in order to identify and correct such behavioral patterns. **Further, suspended students shall not trespass upon any other school campus or enter into any other school building except for a pre-arranged conference with a principal.**

In-school suspension (ISS): Occurs when the student is removed from regular classes but remains on the school site. ISS requires that a student complete all assignments during the period of suspension. Additional time in ISS may be given for failure to complete assignments in the ISS program. A student who disrupts the ISS program will be referred to the appropriate building administrator and the student will complete the assigned suspension out-of-school. He/she will not be allowed to return to regular classes until suspension is completed in its entirety.

Corporal Punishment

Will be permitted at William J. Berry Elementary with written authorization by parents and will be administered by the principal or teacher for minor infractions. A certified witness must be present.

Parent Care

An intervention process through which a student is placed under parent supervision until a mandatory parent/teacher/administrator conference (either by telephone or in person) and/or a mandatory parent classroom observation date can be arranged. Parent Care is not considered a suspension from school, but each day of student absence is considered an absence from school under the attendance policy. If parent does not arrange a conference by the designated day, the day(s) will automatically become a suspension day. The student then shall be suspended in accordance with the code of student conduct and discipline policies of the school district. (Such shall be noted on a disciplinary referral.)

Suspension

Occurs when the student is removed from the regular school program from one to ten days. It is a forfeiture of participation in regularly scheduled school activities for the time designated during suspension. Graded work missed during the time of suspension may be made up at a time designated by school officials. Parents must have a conference with the designated school administrator before the child will be allowed to return to classes. Telephone conferencing will not be acceptable for returning students to classes.

Behavior Modification Plan

A plan developed by teachers, administrators, and parents when a student has been determined to be continually disruptive. The plan will outline desired behavioral goals for the student, methods of achieving the goals, and consequences for noncompliance.

Expulsion

The total exclusion of the student from participation in or attendance at any regular school or school-related activity. A student who has been expelled from the East Jasper School District must apply in person to the Board of Education for possible readmission into the regular school program.

Alternative School Placement

Placement in the Alternative School will be recommended for all students who have exhausted all steps of the Grade Level Assertive Discipline Plan and the Administrative Assertive Discipline Plan in correcting misbehavior and have been noncompliant in achieving the goals of the Behavior Modification Plan.

The primary purpose of the East Jasper School District (EJSD) Alternative School is to serve as an alternative educational setting for students who have been suspended/expelled from East Jasper public schools for disciplinary reasons. The

EJSD Alternative School is designed to serve as a learning alternative for students who have experienced disciplinary difficulty in the classroom or school itself.

Students assigned to the EJSD Alternative School are barred from participating in and/or attending any school's functions or activities while assigned to the school. In addition, students are not allowed on the property of other schools within the East Jasper School District. Failure to comply with this restriction could result in the students being turned over to law enforcement for possible arrest for trespassing. In addition, students in the Alternative School may not attend any activities on any other campus where students of the East Jasper School District are currently engaged in participation.

Appendices

The items listed below are included in the "Appendices" section of this student handbook. Parents should sign all forms that require a signature and return them to your child's school as soon as possible.

1. Mississippi Regulations on School Violence
2. Parent-Student-Teacher-Administrator Compacts
3. Media Release Form
4. Acceptable Use Policy and Permission Form
5. CIPA/COPPA Compliance Policy
6. Title I Parental Involvement Policy
7. Receipt of Handbook Form

MISSISSIPPI REGULATIONS ON SCHOOL VIOLENCE

Prohibition of Weapons on School Property

1. **Educational Property.** Any public or private school building or bus, public or private school campus recreational area, athletic field, or other property owned or actually used or operated for school purposes.
2. **Student.** A person enrolled in a public or private school or a person who has been suspended or expelled within the last five (5) years from a public or private school, college, or university, whether the person is an adult or a minor.
3. **Switchblade Knife.** A knife containing a blade or blades which opens automatically by the release of a spring or a similar contrivance.
4. **Weapon** shall mean any of the following: gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive, BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshots, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation for food, instruction and maintenance of educational property.
5. It shall be a felony for any person to possess or carry whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. (This does not apply to a BB gun, air rifle, or air pistol.) Any person violating this section shall be guilty of a felony and, upon conviction thereof, shall be fined not more than \$5,000.00 or imprisoned for not more than three (3) years or both.
6. It shall be a felony for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. (This does not apply to a BB gun, air rifle or air pistol.) Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.
7. It shall be a misdemeanor for any person to possess or carry whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors, and razor blades, and any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation for food, instruction and maintenance of educational property. Any person violating this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$1,000.00 or imprisoned not exceeding six (6) months or both.
8. It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for

preparation for food, instruction and maintenance of educational property. Any person violating this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$1,000.00 or imprisoned not exceeding six (6) months or both.

9. **Exceptions to Weapons Prohibition** include weapons used solely for educational or school sanctioned ceremonies, carried by persons as authorized by law, kept in a home school and used in organized shooting events as well as certain non-prohibited weapons in vehicles under parental control and used to transport a student and carried, concealed in whole or part, if going or returning from a legitimate weapon-related sports activity.

Enrollment and Assignment of Students

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. 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 a child is a party to an expulsion proceeding, the child may be admitted to school pending final disposition of the 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 which may result in expulsion, the District is not required to grant admission or enrollment before one calendar year after the date of expulsion. 37-15-9 Mississippi Codes, Annotated of 1972.

Parental Responsibility

Weapons Possession: A parent may be guilty of a misdemeanor and fined up to \$1,000.00 and/or up to six (6) months in the county jail for knowingly allowing a child (under 18) to have, own, or carry a concealed weapon. 97-37-13 Mississippi Code Annotated 1972.

General Responsibility for Child's Acts: 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 responsibility and any parent, guardian, or custodian of a compulsory school age child who refuses or fails to perform any of the duties imposed, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed \$3,500.00. 37-11-53 Mississippi Code Annotated 1972.

A parent, guardian, or custodian of a compulsory school age youngster enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds (fine not to exceed \$3,500.00). 37-11-53 Mississippi Code annotated 1972.

Damages: The 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 years of age) who

maliciously and willfully damages or destroys property belonging to the School District. 37-11-53 Mississippi Code Annotated 1972.

Attendance at Discipline Conference: Any parent, guardian, or custodian of a compulsory school age child who shall fail to attend a discipline conference to which such parent, guardian, or custodian has been summoned shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed \$250.00. 37-11-53 Mississippi Code Annotated 1972.

Reporting Requirements

Teachers and School Employees: Any teacher or other school employee who has knowledge of any unlawful activity or violent acts which occurred on educational property or during a school-related activity shall report such activity or acts to the principal of the school who shall notify the appropriate law enforcement officials as required by this section. 37-11-29 Mississippi Code Annotated 1972.

Principals: When the principal has reasonable belief that an act has occurred on educational property or during a school-related activity involving assault resulting in serious physical injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of a law, possession of a weapon in violation of a law, or possession of a controlled substance in violation of a law, the principal shall immediately report the act to the appropriate local law enforcement agency. 37-11-29 Mississippi Code Annotated 1972.

Superintendents: The superintendent shall notify in writing the parent, guardian, or custodian, youth court, and law enforcement of any expulsion of a student for criminal activity. 37-9-14 Mississippi Code annotated 1972.

The superintendent shall notify the youth court and local law enforcement by affidavit, of the occurrence of any crime committed by a student or students upon school property or during any school related activity, regardless of location and identity of the student or students committing the crime.

If any person charged with making reports as set out above, shall willfully fail, refuse or neglect to file any such report, he/she shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$1,000.00 or be imprisoned not exceeding six (6) months or both.

WILLIAM J. BERRY ELEMENTARY SCHOOL

P.O. Drawer O

Heidelberg, MS 39439

601.787.2607

PARENT-STUDENT-TEACHER-ADMINISTRATOR COMPACT

Mission Statement: *The mission of William J. Berry Elementary School is to create lifelong learners in a global, technological society. Our goals are to improve and elevate the higher-level thinking skills needed for students to demonstrate measurable improvements suitable to their ability levels in reading comprehension and mathematics and to teach students the necessary personal responsibility skills.*

HAND IN HAND, WE CAN LEARN AND WORK TOGETHER TO BUILD A BETTER WORLD.

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 or provide other assistance;
- Show respect and support for my child, the teachers, the administrators, and the school.

As a Student, I, _____, will

- Always try to do my best in my work and in my behavior;
- Work cooperatively with my classmates;
- Show respect for myself, my school, and other people;
- Obey the school and the 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 Teacher/Administrator, 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 fullest 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.

HAND IN HAND, WE WILL WORK TOGETHER TO CARRY OUT THE AGREEMENT OF THIS COMPACT.

Parent/Guardian's Signature _____ Date _____

Student's Signature _____ Date _____

Teacher's Signature _____ Date _____

Principal/Administrator's Signature _____ Date _____

HEIDELBERG JUNIOR HIGH SCHOOL

P.O. Drawer M

Heidelberg, MS 39439

601.787.3665

PARENT-STUDENT-TEACHER-ADMINISTRATOR COMPACT

Mission Statement: *The mission of Heidelberg High School is to make all students productive citizens by affording them the opportunity to fulfill their learning potential and to meet the highest standards in a safe environment.*

HAND IN HAND, WE CAN LEARN AND WORK TOGETHER TO BUILD A BETTER WORLD.

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 or provide other assistance;
- Show respect and support for my child, the teachers, the administrators, and the school.

As a Student, I, _____, will

- Always try to do my best in my work and in my behavior;
- Work cooperatively with my classmates;
- Show respect for myself, my school, and other people;
- Obey the school and the 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 Teacher/Administrator, 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 fullest 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.

HAND IN HAND, WE WILL WORK TOGETHER TO CARRY OUT THE AGREEMENT OF THIS COMPACT.

Parent/Guardian's Signature _____ Date _____

Student's Signature _____ Date _____

Teacher's Signature _____ Date _____

Principal/Administrator's Signature _____ Date _____

HEIDELBERG HIGH SCHOOL

P.O. Drawer M

Heidelberg, MS 39439

601.787.3414

PARENT-STUDENT-TEACHER-ADMINISTRATOR COMPACT

Mission Statement: *The mission of Heidelberg High School is to make all students productive citizens by affording them the opportunity to fulfill their learning potential and to meet the highest standards in a safe environment.*

HAND IN HAND, WE CAN LEARN AND WORK TOGETHER TO BUILD A BETTER WORLD.

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 or provide other assistance;
- Show respect and support for my child, the teachers, the administrators, and the school.

As a Student, I, _____, will

- Always try to do my best in my work and in my behavior;
- Work cooperatively with my classmates;
- Show respect for myself, my school, and other people;
- Obey the school and the 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 Teacher/Administrator, 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 fullest 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.

HAND IN HAND, WE WILL WORK TOGETHER TO CARRY OUT THE AGREEMENT OF THIS COMPACT.

Parent/Guardian's Signature _____ Date _____

Student's Signature _____ Date _____

Teacher's Signature _____ Date _____

Principal/Administrator's Signature _____ Date _____

EAST JASPER SCHOOL DISTRICT

Media Release Form

School publicity photographs, video images, and/or voice images are made of various student activities and awards throughout the year for educational and informational purposes. These items may be submitted for use in news stories, advertisements, or brochures.

We request your permission for your child's image to be used for school media/publicity releases. Please return this form to your child's school.

Please provide the following information:

CHILD'S NAME _____

SCHOOL _____ Grade _____

HOMEROOM TEACHER _____

Please select one of the following options:

_____ I DO give permission for my child's photograph (image) to be used in East Jasper School District publications, news releases, or other media/publicity releases.

_____ I DO NOT give my permission for my child's photograph (image) to be used in East Jasper School District publications, news releases, or other media/publicity releases.

PARENT'S NAME (Print) _____

PARENT'S SIGNATURE _____

DATE _____

EAST JASPER SCHOOL DISTRICT ACCEPTABLE USE POLICY (AUP)

East Jasper School District has established a computer network and is pleased to offer Internet access for students, staff, and with special permission, “guests”. This network will provide them with access to a variety of Internet resources. In order for students to use the Internet, students and their parents or guardians must first read and sign the following acceptable use policies. All staff, students, and guests of the East Jasper School District who will use this network must also read and sign the following acceptable use policies.

Acceptable Uses

1. The computer network at East Jasper School District has been set up in order to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via email, message boards, and other means.
2. Students, teachers, and staff will have access to the Internet via classroom, library, lab, office, and etc. Student access is limited to regular school hours or other pre-arranged times, etc.
3. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/guardians may revoke approval at any time.
4. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect material placed on personal Web pages and other work that is created on the network may be viewed by a third party.
5. Network users must keep their passwords private. Accounts and/or passwords may not be shared.
6. Network users are expected to adhere to the safety guidelines listed below.

Unacceptable Uses

1. The network may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the network administrator.
2. The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the network administrator.

3. Use of the network for advertising or political lobbying is prohibited.
4. The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
5. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
6. Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
7. Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promote illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.
8. Network users may not engage in "spamming" (sending an email to more than 10 people at the same time) or participate in chain letters.

Consequences of Inappropriate Network Behavior

Repeated or severe infractions of the procedures and guidelines may result in termination of access privileges. Student infractions may result in appropriate disciplinary action, in addition to suspension or termination of access privileges. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed theft.

Safety Guidelines for Students

1. Never give out you last name, address, or phone number.
2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
3. Notify an adult immediately if you receive a message that may be inappropriate, or if you encounter any material that violates this Acceptable Use Policy.
4. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. East Jasper School expects you to follow your parents' wishes in this matter.

CIPA and COPPA Compliance

(CIPA—Children’s Internet Protection Act)

(COPPA—Children's Online Privacy Protection Act)

The East Jasper School District is CIPA and COPPA compliant. The East Jasper Acceptable Use Policy (AUP) is a legally binding document based on this compliance.

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

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

CIPA requires that schools must have an Internet Safety policy in place. This policy must include a Technology Protection Measure that blocks and filters access to visual depictions that are obscene, child pornography, and harmful to minors. The East Jasper Network is in compliance with CIPA through the filtering system provided by the Department of Education Technology Department. As such, the user shall have the right and responsibility to use computer resources for academic purposes only. Further, the user should not expect any files stored on a school-based computer to remain private. Authorized staff will periodically inspect folders and log network usage. Should routine review and maintenance of the system indicate violations of policy, school codes, local law, state law, or federal law, the East Jasper School District will fully cooperate with the appropriate legal officials in any investigation related to illegal activities conducted through the user's Internet account.

ACCEPTABLE USE (AUP) PARENT/GUARDIAN PERMISSION FORM
(IN ACCORDANCE WITH *ACCEPTABLE USE* AND *CIPA/COPPA* POLICIES)

I have read and understand the above information about the appropriate use of the computer network in the East Jasper School District. I understand that this form will be kept on file at the school.

I give my child permission to access the network as outlined in the Acceptable Use Policy and in the CIPA/COPPA Compliance Policy.

I also understand that my child's work and photo (writing, drawing, etc.) may occasionally be published on the Internet and be accessible on a World Wide Web server.

Parent's Name: (Print) _____

Parent's Signature: _____

Date: _____

Student's Name: (Print) _____

Student's Signature: _____

Date: _____

Staff: _____

Guest: _____

Date: _____

Title I Parental Involvement Policy

(Policy for Including Parents/Guardians/Custodians in the Planning, Design, and Implementation of their Children's Title I Compensatory Education Program)

The principal of each school receiving Title I funds with the assistance of the director of Title I for the East Jasper School District shall convene annually at least one public meeting to which all parents of eligible children shall be invited. The purpose of this meeting shall be to:

1. Discuss with parents/guardians the program and activities carried out with Title I funds.
2. Inform parents/guardians of their right to consult in the planning, design, and implementation of Title I projects.
3. Solicit input from parents/guardians.
4. Provide parents/guardians an opportunity to establish mechanisms for maintaining ongoing communication among parents/guardians, teachers, and school officials.

Additionally, the principal and director shall consider incorporating some or all of the following specific activities into the annual Title I project as they attempt to enhance parental involvement:

1. Reporting to each child's parents/guardians on the child's progress through parent-teacher conferences
2. Establishing conferences between individual parents/guardians and teachers
3. Arranging for teachers or other educators who work directly with the children to conduct in-home conferences with parents who are unable to attend such conferences at school
4. Providing materials and suggestions to parents/guardians to help them promote the education of their children at home
5. Training parents/guardians to promote the education of their children at home
6. Providing timely information concerning the Title I program including, but not limited to, program planning and evaluation, with an annual assessment of parental involvement in the Title I program
7. Utilizing the results of the annual evaluation to design strategies for school improvement and, if necessary, revise the parental involvement policies
8. Soliciting suggestions from parents/guardians in the planning, development, reviewing, and operation of the program

9. Consulting with parents/guardians about how the school can work with parents/guardians to achieve the program's objectives
10. Providing timely responses to recommendations from parents/guardians
11. Facilitating volunteer or paid participation from parents/guardians in school activities
12. Establishing parent/guardian advisory councils that will meet in the fall and spring of each school year to provide regular opportunities for parental input into the program
13. Providing parent-student-teacher-administrator compacts that will require a commitment from each person defining their personal responsibilities
14. Providing transportation and childcare during Title I meetings when appropriate
15. Coordinating and integrating parental involvement strategies with outside agencies such as Head Start, Even Start, and State-run preschool programs
16. Adopting and implementing model approaches to improving parental involvement, such as Even Start
17. Arranging meetings at a variety of times and locations to maximize opportunities for parents/guardians to participate in school-related activities
18. Providing various parent/guardian training and/or workshops
19. Ensuring opportunities, to the extent practicable, for the full participation of parents who lack literacy skills or whose native language is not English
20. Providing information to participating parents regarding such areas as the national, state, and local education goals and the *No Child Left Behind Act of 2001*.

Parental and Community Involvement in Title I Programs

The East Jasper School District and the Department of Federal Programs invite parental/community input regarding the district's Title I programs and or School Compacts. Please provide any comments below and return to your child's school or to the Department of Federal Programs (located on the Heidelberg High School campus):

Comments:

Name (Signature) _____ Date _____

**EAST JASPER SCHOOL DISTRICT
PARENT AND STUDENT RECEIPT OF STUDENT HANDBOOK ACKNOWLEDGEMENT
2010-2011**

Grades K-12

My signature below signifies that I have read and understood the contents of the *East Jasper School District Student Handbook and Code of Conduct*. I understand that failure to sign this form and return it to the principal's office will not relieve me or my child from the responsibility for the knowledge of the contents of the rules and will not excuse any non-compliance by the student.

This form will be kept on file at your child's school.

Student's Name (Print): _____

Student's Signature: _____

Date: _____

Parent's Name (Print): _____

Parent's Signature: _____

Date: _____