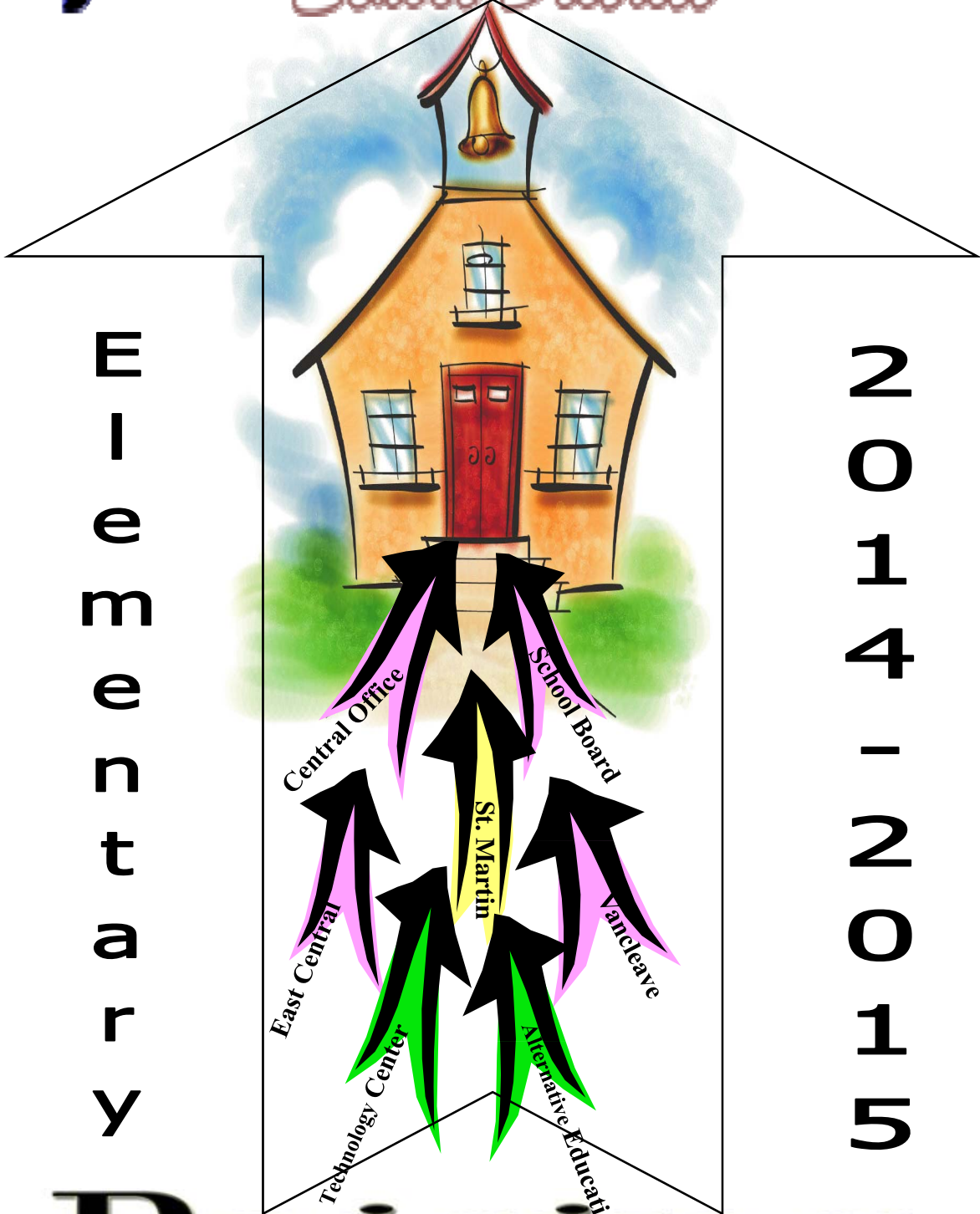


JACKSON COUNTY

School District



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Raising the Standard

Dr. Barry Amacker, Superintendent

Jackson County School District 2014-2015 Yearly Calendar

TBD	See School Websites for specific time		Student Registration
August 1, 4-5, 2014	NO SCHOOL	Friday, Monday, Tuesday	Teacher Workdays/Professional Development
August 6, 2014		Wednesday	Student's First Day/Lunchroom Opens
August 6-8, 2014		Wednesday-Friday	Kindergarten Discovery
August 11-15, 2014 August 18-19, 2014		Monday-Friday, Monday- Tuesday	Testing Days – Pending
September 1, 2014	NO SCHOOL	Monday	Labor Day Holiday
September 5, 2014		Friday	1 st Term Progress Reports
September 22-26, 29-30, 2014 October 1-3, 2014		Monday-Friday	Testing Days – Pending
October 7-8, 2014		Tuesday-Wednesday	1 st Term Tests
October 9-10, 2014	NO Students	Thursday-Friday	Teacher Workday
October 16, 2014		Thursday	1 st Term Report Cards
November 12, 2014		Wednesday	2 nd Term Progress Reports
November 17-21, 2014		Monday-Friday	Testing Days – Pending
November 24-28, 2014	NO SCHOOL	Monday-Friday	Thanksgiving Holidays/Fall Break
December 1-5, 8-12, 15-19, 2014		Monday-Friday	Testing Days – Pending
December 18, 2014		Thursday	2 nd Term Tests
December 19, 2014		Friday	2 nd Term Tests – 60% day
December 22 & 23 2014			Weather Make-Up Days for first semester
December 22, 2014 – January 2, 2015	NO SCHOOL		Winter Break
January 5, 2015	NO Students	Monday	Teacher Workday/Professional Development
January 6, 2015		Tuesday	School Resumes – 3 rd Term Begins
January 8, 2015		Thursday	2 nd Term Report Cards
January 6-9, 2015		Tuesday-Friday	Testing Days – Pending
January 19, 2015	NO SCHOOL	Monday	Martin Luther King Holiday
February 6, 2015		Friday	3 rd Term Progress Reports
February 16-17, 2015	NO SCHOOL	Monday-Tuesday	Mardi Gras Holidays
February 26-27, 2015		Thursday-Friday	Kindergarten Pre-Registration
March 2-6, 9-13, 2015		Monday-Friday	Testing Days – Pending
March 11-12, 2015		Wednesday-Thursday	3 rd Term Tests
March 19, 2015		Thursday	3 rd Term Report Cards
March 16-20, 23-27, 2015		Monday-Friday	Testing Days – Pending
March 30-April 3, 2015		Monday-Friday	Spring Break
April 6-10, 13-17, 2015		Monday-Friday	Testing Days – Pending
April 20, 2015		Monday	4 th Term Progress Reports
April 20-24, 27-30, 2015		Monday-Friday	Testing Days – Pending
May 1, 4-8, 11-15, 2015		Monday-Friday	Testing Days – Pending
TBD			GED Graduation
May 18, 2015		Monday	ST. MARTIN HIGH SCHOOL GRADUATION
May 20, 2015		Wednesday	4 th Term Tests
May 21, 2015		Thursday	4 th Term Tests – 60 % Day
May 21, 2015		Thursday	EAST CENTRAL HIGH SCHOOL GRADUATION
May 22, 2015		Friday	VANCLEAVE HIGH SCHOOL GRADUATION
May 22, 2015		Friday	Teacher Workday
May 22 & 25, 2015			Weather Make-Up Days for second semester
May 28, 2015		Thursday	4 th Term Report Cards
May 25-26, 2015	NO SCHOOL	Monday-Tuesday	Memorial Day Holiday

ALL HIGH SCHOOL BLOCK CLASSES MUST BE 96 MINUTES LONG

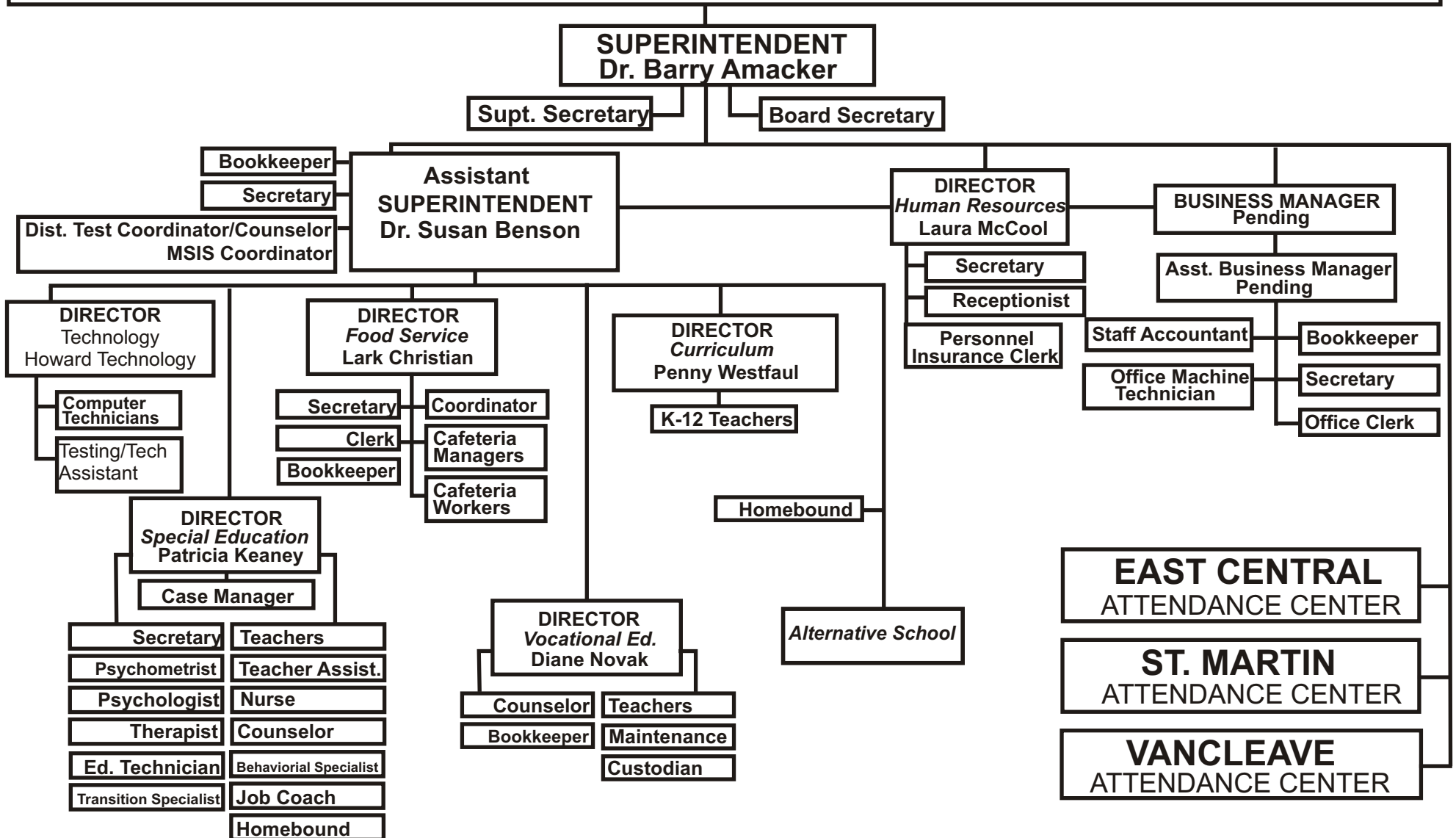
JACKSON COUNTY SCHOOL BOARD

2014-2015 Organizational Chart

Kenneth A. Fountain, Chairman

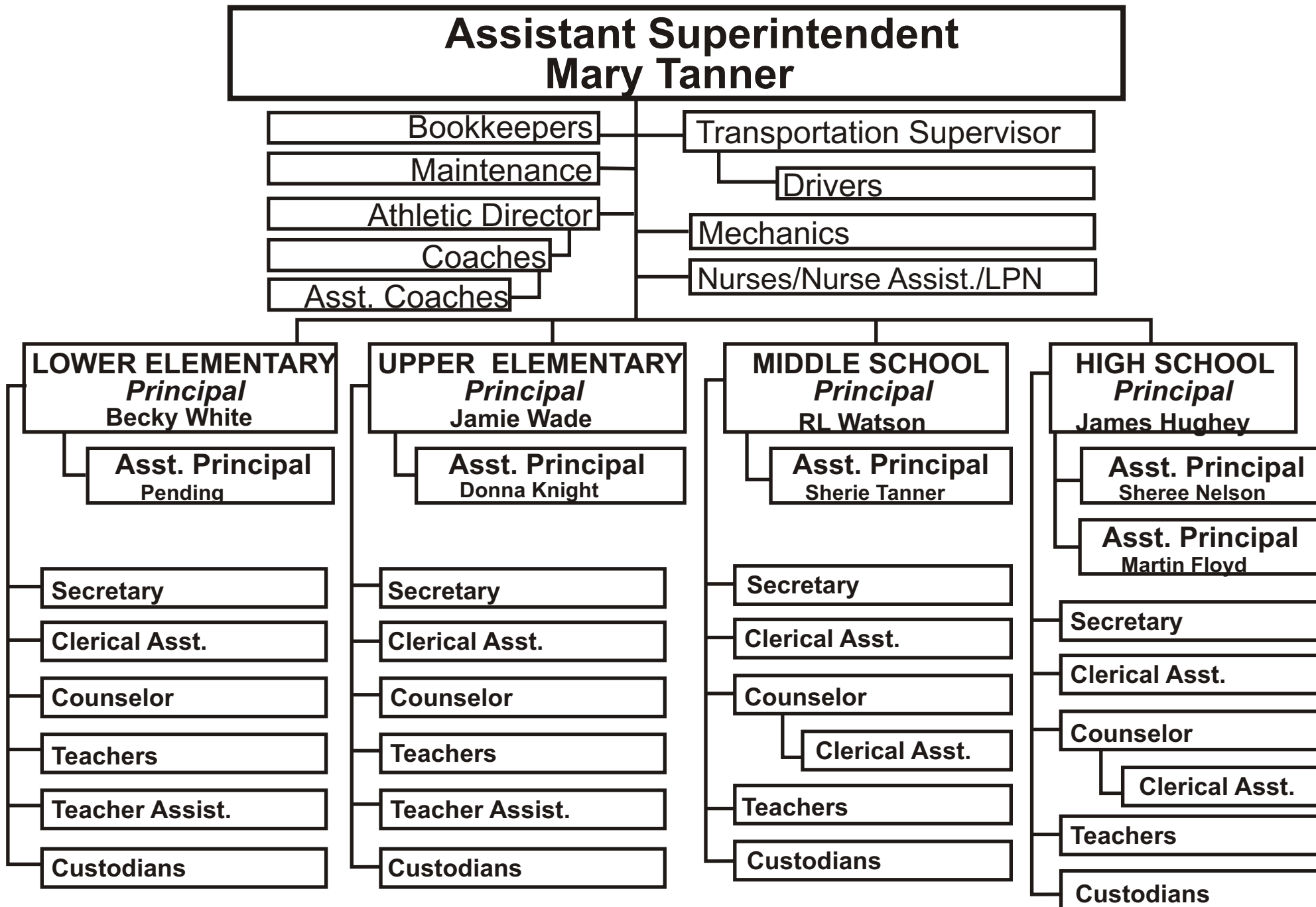
Troy E. Frisbie, Vice Chairman

Karen R. Tolbert, Secretary; Glenn A. Dickerson, Member; J. Keith Lee, Member



EAST CENTRAL ATTENDANCE CENTER

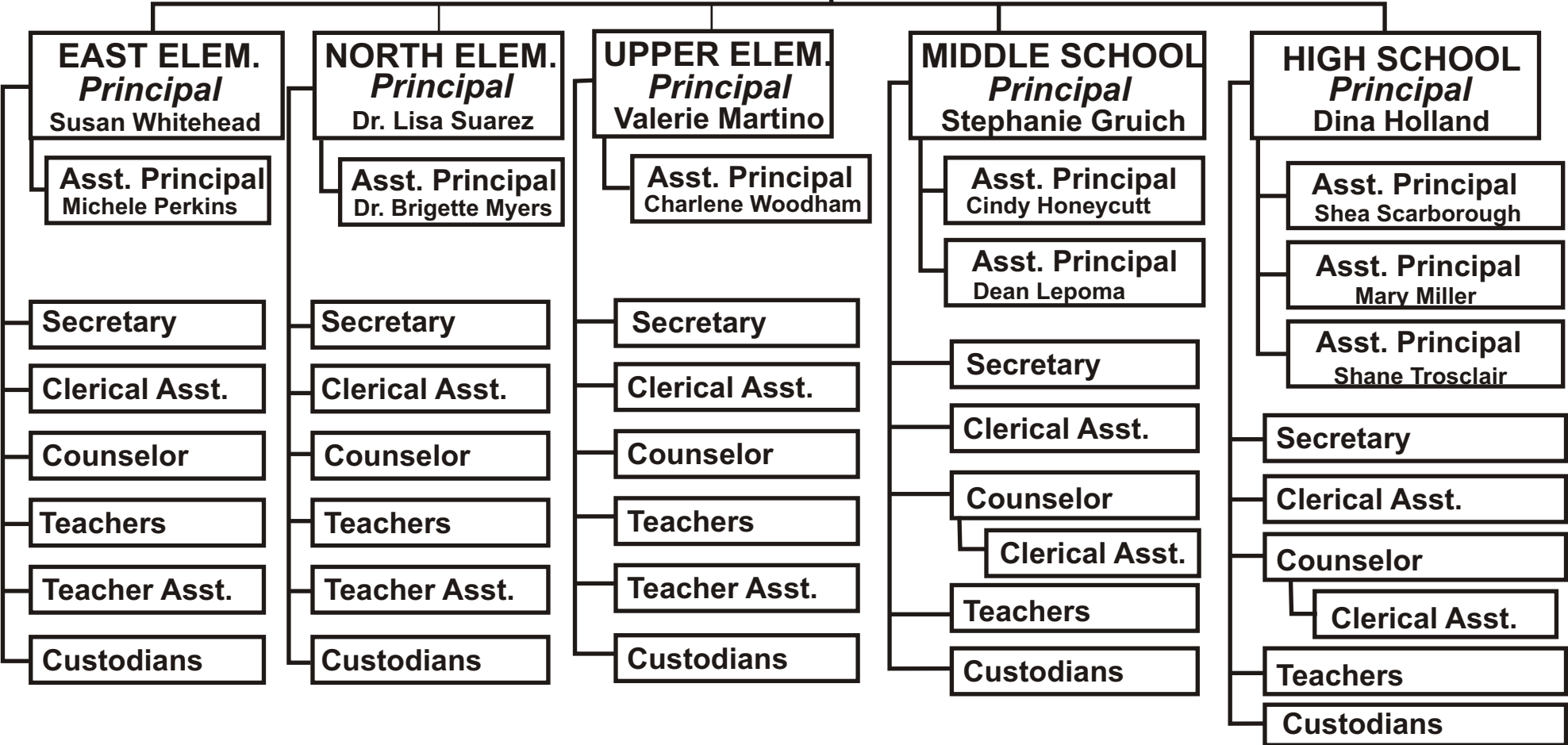
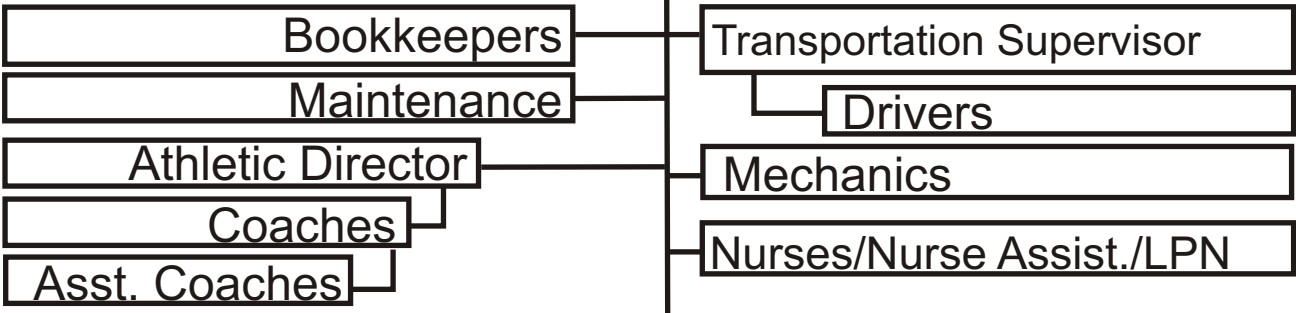
2014-2015 Organizational Chart



ST. MARTIN ATTENDANCE CENTER

2014-2015 Organizational Chart

**Assistant Superintendent
Dr. Michael Van Winkle**



VAN CLEAVE ATTENDANCE CENTER

2014-2015 Organizational Chart

**Assistant Superintendent
Todd Knight**

Bookkeepers

Maintenance

Athletic Director

Coaches

Asst. Coaches

Transportation Supervisor

Drivers

Mechanics

Nurses/Nurse Assist./LPN

**LOWER ELEMENTARY
Principal
Tanya Rasa**

**Asst. Principal
Stephanie Lesley**

Secretary

Clerical Asst.

Counselor

Teachers

Teacher Asst.

Custodians

**UPPER ELEMENTARY
Principal
Karen Glass**

Asst. Principal

Secretary

Clerical Asst.

Counselor

Teachers

Teacher Asst.

Custodians

**MIDDLE SCHOOL
Principal
Jill Davis**

**Asst. Principal
Robert McRaney**

Secretary

Clerical Asst.

Counselor

Clerical Asst.

Teachers

Custodians

**HIGH SCHOOL
Principal
Anthony Gruich**

**Asst. Principal
Dr. John Mundy**

Secretary

Clerical Asst.

Counselor

Clerical Asst.

Teachers

Custodians

Table of Contents

Board of Education	4
Administration	4
District Policies	6
Foreword	6
Message from the Superintendent	6
Mission Statement	7
Mississippi Department of Education Reading Initiative	7
Title IX and VI	7
Title I	7
Parents Right to Know	8
Parent Involvement Policy	8
Section 504	9
Intervention Process	9
Enrollment Procedures	10
Requirements for Registration	10
Compulsory School Age Attendance	10
Transferring Students	11
Homeless Children	12
Home Schooled Children	12
Health and Medical Procedures	12
Fever	12
Medications	13
Illnesses/Communicable Diseases	14
Exclusion from School	14
Head Lice	15
Medical Emergencies	15
Academic Guidelines	16
Permanent Record	16
Progress Reports and Report Cards	16
Report of Grades	16
Promotion and Retention	16
Extended School Guidelines (Grades 1 - 5)	17
District Assessments	18
Homework/Assignments	18
Conferences	19

Attendance Policies	19
Attendance	19
Make-Up Work	20
Extended Absences/Religious Absences	20
Student Arrival and Departure Time	21
Late to School/Checkout	21
Changing Afternoon Transportation	22
Transportation Services	22
Interference with School Buses	23
Buses	23
Safety Regulations	23
Loading the Bus	24
Riding the Bus	24
Departing the Bus	24
Extracurricular Trips	24
Student Conduct Procedures	24
Mississippi School Safety Act of 2001	24
Code of Conduct	26
Addendum to Code of Conduct	28
Assertive Discipline Program	28
Discipline Ladder	28
Discipline Ladder and Consequences	30
Threat Procedures	31
Prevention of School Violence	32
Sexual Harassment - Employees and Students	38
General Information	39
School Dress Code	39
Students Not in Compliance with Dress Code Policy	44
Financial Hardship	44
Care of Property	45
Supplies	45
Textbooks	45
Library Books	45
Video Policy	45
Student Insurance	45
Parent/Teacher Organization	46
Visitors	46
School Messenger	46
Emergency Operations	46
Cellular Phones	47

Electronic Device Policy	48
Phone Use	49
Student Emergency Information	49
Student Liability	49
Grievance Procedure	49
Notifications of Rights Under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Institutions	49
Computer/Internet Appropriate Use Policy	51
Introduction	51
Overview	51
Personal Safety	52
Illegal or Unacceptable Usage	52
User Rights	53
Food Services	57
Local School Wellness Policy	58
Commitment to Nutrition	58
Commitment to Physical Activity/Physical Education	60

Board Of Education

Kenneth A. Fountain Chairman
J. Keith Lee Member
Karen R. Tolbert Secretary
Troy E. Frisbie Vice Chairman
Glenn A. Dickerson Member
Jack Pickett Board Attorney

Superintendent

Dr. Barry Amacker

Administration

Central Office

228-826-1757

Dr. Susan Benson, Ext. 315 Assistant Superintendent
Penny Westfaul, Ext. 303 Curriculum Director
Patricia Keaney Ext. 320 Director of Special Education
Lark Christian, Ext. 310 Director of Food Service
David Besancon Ext. 318 Technology Director
Laura McCool, Ext. 306 Director of Human Services and Risk Management
Stuart White, 228-826-4842 Business Manager
TBA, 228-826-4842 Assistant Business Manager

Technology Center

Diane Novak, 228-826-5944 Director of Vocational-Technical Education

St. Martin Attendance Center

Dr. Michael Van Winkle, 228-872-0256 Assistant Superintendent
Dina Holland, 228-875-8418 Grades 9-12, High School Principal
Stephanie Gruich, 228-818-4833 Grades 6-8, Middle School Principal
Valerie Martino, 228-818-2849 Grades 4-5, Upper Elementary School Principal
Dr. Lisa Suarez, 228-392-1387 Grades K-3, North Elementary School Principal
Susan Whitehead, 228-875-3204 Grades K-3, East Elementary School Principal

St. Martin Attendance Center (cont.)

Shane Trosclair.....Assistant Principal, 9-12 High School
Shea Scarborough.....Assistant Principal, 9-12 High School
Mary Miller.....Assistant Principal, 9-12 High School
Cindy Honeycutt.....Assistant Principal, Middle School
Dean Lepoma.....Assistant Principal, Middle School
Charlene Woodham.....Assistant Principal, Upper Elementary School
Dr. Brigette Myers.....Assistant Principal, North Elementary School
Michele Perkins.....Assistant Principal, East Elementary

Vancleave Attendance Center

Todd Knight, 228-826-3626.....Assistant Superintendent
Anthony Gruich, 228-826-4701.....Grades 9-12, High School Principal
Jill Davis, 228-826-5902.....Grades 6-8, Middle School Principal
Tanya Rasa, 228-826-5982.....Grades K-2, Lower Elementary School Principal
Karen Glass, 228-826-4581.....Grades 3-5, Upper Elementary School Principal
Dr. John Mundy.....Assistant Principal, High School
Robert McRaney.....Assistant Principal, Middle School
Stephanie Lesley.....Assistant Principal, Lower Elementary
TBA.....Assistant Principal, Upper Elementary

East Central Attendance Center

Mary Tanner, 228-588-7025.....Assistant Superintendent
James Hughey, 228-588-7000.....Grades 9-12, High School Principal
R.L. Watson, 228-588-7009.....Grades 6-8, Middle School Principal
Rebecca White, 228-588-7060.....Grades K-2, Lower Elementary School Principal
Jamie Wade, 228-588-7019.....Grades 3-5, Upper Elementary School Principal
Sheree Nelson.....Assistant Principal, High School
Marty Floyd.....Assistant Principal, High School
Sherie Tanner.....Assistant Principal, Middle School
TBA.....Assistant Principal, Lower Elementary School
Donna Knight.....Assistant Principal, Upper Elementary

District Policies

Foreword

A student who is informed concerning the rules and regulations, policies, and other important matters of school life will probably encounter few embarrassing situations and is more likely to succeed in school.

The student handbook is published in order that the students and parents may become familiar with the objectives of school life and the way they are carried out at the elementary schools. Each student should study the student handbook, and it should be used as a reference throughout the year.

The rules and regulations contained in the handbook are necessary for the best interest of all concerned. If they are observed carefully, old and new students alike will have a much happier and more interesting experience in school.

Message from Superintendent

It is the goal of our Student Handbook to provide policies, procedures, and information to guide students and inform parents. We believe by providing this information in the following format, an informative overview of both individual school and school district procedures is available for students and parents.

Our staff encourages and expects students and parents to read this handbook. This knowledge will help ensure the success of our students in school by enabling pertinent rules and regulations to be followed.

Our school culture encourages and welcomes questions from students and parents in regard to policies and/or procedures. The teachers, counselors, and principals are available and willing to answer any questions or address any concerns about our policies.

By encouraging open communication among parents, students, and staff, and cooperating to provide what is best for our students, we will have an excellent school year. We wish each of you the very best in the 2014-2015 school year.

This handbook has been prepared for the purpose of presenting information that will help students know their opportunities and responsibilities as they attend the elementary schools of Jackson County. The book should be of interest to all students; it is hoped that the information supplied in it will be of assistance. The purposes are listed as follows:

1. To acquaint pupils and parents with the organization of the Jackson County Elementary Schools.
2. To prevent loss of time and to reduce confusion to a minimum in getting the schools organized for this year's work.
3. To put in writing the policies and procedures which the School Board has set up as guides for the students.
4. To systemize the school for students.

Parents should get acquainted with their child's teacher as soon as possible. A spirit of cooperation between the teacher and the student will do much toward making this school year one of the best.

Mission Statement

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

Mississippi Department of Education Reading Initiative

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

Goal One: All children will exit kindergarten with the appropriate readiness skills.

Goal Two: All first through third grade students will demonstrate a growing proficiency in reading so that they will exit third grade as readers.

Goal Three: All fourth through ninth grade reading scores will increase.

Goal Four: Mississippi students will demonstrate a growing proficiency in reading and reach or exceed the national average in reading within the next decade.

Title IX & VI

The Jackson County School District does not discriminate on the basis of sex, race, color, religion, national origin, or disability, and is in compliance with Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. The Title IX & VI Coordinator of the Jackson County School District is Dr. Susan Benson, P.O. Box 5069, Vancleave, Mississippi 39565-5069.

Title I

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

Currently the district's Lower and Upper elementary schools are school wide Title I schools. Each Title I school has a school wide plan on file at the local building. The district office has a copy of the school wide plans from each school on file in the Assistant Superintendent's office. All students at these schools are eligible for Title I services.

The goal of Title I is to provide intensive, individualized instruction in an encouraging, supportive, environment. Participation by parents of Title I students in the program is encouraged through workshops, meetings, and programs improvements activities.

Parents Right to Know

On January 8, 2002, President Bush signed into law the *No Child Left Behind* Act of 2001. This law provides extensive federal funding to local school districts through programs such as Title I, Title II, Safe and Drug-Free School, etc. The largest of these programs is Title I, which is the reauthorized compensatory education program, first started in 1965, to help increase the performance of educationally disadvantaged students.

Each of our elementary schools receives Title I funds which provide valuable programs and services in our district. Many of the technology, reading and mathematics programs that offer learning opportunities for our students are a result of Title I funding.

One of the requirements of the law is that parents have the right to request the qualifications of the teachers and teacher assistants at their child's school. Each school has a list of all staff and their qualifications available in the school office. If you wish to review this information, please contact the office of your child's school and a copy of this list will be provided.

Parent Involvement Policy

Per school district policy BBFA, activities and procedures by the schools of the Jackson County School District to increase parental involvement are a vital, integral part of the Title I program. To accomplish this goal, the district shall:

1. Convene a district wide or building level annual meeting of the parents of participating children to:
 - a. Discuss with the parents the activities and programs available through Title I funding.
 - b. Inform parents of their right to consult in the design and implementation of the Title I program.
 - c. Solicit parent's input.
 - d. Provide parents an opportunity to establish mechanisms for maintaining a continuous communication among parents, teachers, administrators, and Title I personnel.
2. Make copies of this policy available to parents of participating children.
3. Make Title I LEA education personnel available to parents.
4. Provide opportunities for regular meeting of parents of participating children.
5. Provide timely information about the program and its requirements to parents.
6. Provide parents of participating children with reports on the children's progress.
7. Actively solicit parental input in the planning, design, and implementation of the Title I program.
8. Support the training of parents to work with their children in the home and to participate in activities, which build good home and school partnerships.
9. Assess annually the effectiveness of the parental involvement policy in improving academic quality of the schools served and to determine if modifications are needed to increase parental participation.
10. Coordinate, to the extent possible, Title I parental involvement with programs such as Head Start, state-run preschool programs and other programs for early intervention.
11. Adopt parental compacts.

Section 504

Nondiscrimination On The Basis of Disability Policy

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

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

Section 504/ADA Coordinator
Dr. Susan Benson, Assistant Superintendent
4700 Colonel Vickrey Road
P.O. Box 5069
Vanceleave, Mississippi 39565-5069
Phone: 228-826-1757

Each School has a Team in place to review all 504 requests. Parents should contact the principal of their respective schools if their child has a disability, which substantially limits the student's ability to learn (and the student is ineligible for services under IDEA).

Special Education for Children with Disabilities

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

Intervention Process

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

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

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

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

ENROLLMENT PROCEDURES

Requirements for Registration

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

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

In order to register your child, you will need the following:

1. **Birth Certificate:** According to State Law, an original birth certificate is required upon registration. This certificate must be examined and recorded on school records before any student may be officially enrolled in school. Each student must have this information on file prior to the first day of school.
2. **Social Security Number:** Must be provided to the school at the time of registration.
3. **Proof of Immunization:** A certificate of compliance shall be presented to the school when a child initially enters the school upon registration. This certificate shall be issued by the local health officer or physician on forms specified by the Mississippi State Board of Health. Effective August 1, 2007, children entering school for the first time will be required to have two doses of the Varicella Vaccine (chicken pox) or a history of chicken pox. All students entering, advancing, or transferring into 7th grade will need proof of an adolescent whooping cough (pertussis) booster, aka Tdap vaccine, before entry into school in the fall. Tdap vaccine given on or after the 7th birthday meets the new school requirement.
 - a. If a child offers to enroll at a school without having completed the required vaccinations:
 - (1) The local health officer (not school official) may grant a period of time up to 90 days for such completion. No child shall be enrolled without having at least one dose of each specified vaccine.
 - (2) Any child not in compliance at the end of 90 days from the opening of school must be suspended until he/she is in compliance unless the health officer attributes the delay to the lack of supply of the vaccine.
 - b. **Exception:** Reason must be verified by a duly-licensed physician to the local health officer. The Mississippi Supreme Court has ruled that religious exemptions are not acceptable.

- Two (2) Proofs of Residency: Items must reflect a street address or designated road address. All documents must be for present day residence only.
 - Filed Homestead Exemption Application Form
 - Mortgage documents or property deed
 - Apartment or home lease
 - Homeowners Insurance
 - Utility bills
 - Driver's license listing present address
 - Voter precinct identification (only if address is printed on card when issued)
 - Automobile registration
 - Affidavit of residence and/or personal visit by designated school district official at district option
 - Any other documentation that in the determination of the School Board will objectively and unequivocally establish that the parent or guardian reside within the school district We will not accept cellular phone or automobile insurance statements as proof of residency.

- Court papers: If one is the legal guardian of the student, he/she must also provide a copy of the court order signed by a judge appointing him/her as guardian. Any changes in custody must be given to the school in the form of a legal document signed by a judge.

If a parent/guardian fails to provide the necessary documentation, his/her children will not be allowed to attend schools in the Jackson County School District. No temporary enrollment will be processed.

NOTE: Any legal guardianship formed for the purpose of establishing residency for school district purposes shall not be recognized by the Board. (Legal reference: Mississippi Code Ann. Section 37-15-31,1989 Supplement.)

If the Jackson County School District receives a complaint regarding the residence of a student, the district is required to take action to further verify residence, including but not limited to follow-up visits to the resident's address by school officials.

- Age of Entrance: To enter kindergarten, the student must be five (5) on or before September 1st. To enter first grade, the student must be (six) 6 on or before September 1st.

- A student who is not in good standing from the previous school shall not be enrolled.

Transferring Students

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

- Students in grades 1-5 will be administered a standardized test in reading and math.
- Students will be administered an evaluation to determine proper placement in the school site reading program.
- Parents of students transferring or withdrawing to another school should notify the school principal at least one day in advance.

Homeless Children

When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431(l), 11432(e)(4) and 11302(a), this school district shall consider and take enrollment action that is in the best interest of the child, pursuant to 42 USC II 432(e)(3).

- The requirements of Section 11 above are minimum requirements and this school district may require additional documentation and verification at any time.
- At the minimum, this school district shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.
- The provisions of this policy do not apply to students who reside outside the school district but who have legally transferred into the school district.
- Any court-ordered procedure shall take precedent over any procedure contained herein.

Home Schooled Children

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

Elementary: (Grades K-8)

- The student shall not be placed more than three (3) grades above or below the grade or class that the pupil would have been assigned to, had the pupil enrolled during the year the child reached his sixth birthday on or before September 1.
- The student shall be required to take a test deemed appropriate by the Jackson County School District. This test will be a primary determining factor in the student's grade/class placement. No enrollment of the home school student shall be considered official until the test has been given.
- The pupil will be assigned to the grade or class for which the test shows the student is best suited in accordance with the age limitation as set forth above.

<h2 style="margin: 0;">Health and Medical Procedures</h2>
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Fever

When school officials are aware that a child's temperature is 100 degrees, an attempt will be made to contact the parent/guardian. If the temperature reaches 101 degrees, a school official will request that the parent/guardian pick up the child. This procedure is followed to insure the safety of the child and the well being of the other students. Students may return to school when they have been free from fever for a period of at least 24 hours.

Medications

Students are not allowed to bring medicine to school.

In the event a medication is brought to the school by a student, the medicine will be immediately confiscated and the student may be referred to the building administrator for disciplinary action.

The parent/guardian shall:

1. Provide the school with a health plan for their child who has a special medical problem (i.e. allergic reactions, asthma, etc.)
2. Present a medical consent form signed by the parent to the principal or his/her designee.
3. Bring medication in the original prescription bottle properly labeled by a registered pharmacist as prescribed by law. The medication should be given to the school official responsible for administering the medication to the child. Pills will be counted in the presence of the parent. The number of pills received shall be documented. Prescription liquids should be documented as to amounts of cc's and ml's. Medications will not be given after the expiration date.
4. The school will administer only the over-the-counter medicine provided to the school by the parent/guardian or for which the parent/guardian gives consent for the school to administer. Medical personnel licensed by the State of MS employed by the school district must have a written physician's order to administer medication to the student.
5. Forgotten doses of medication which were to be given at home may not be administered at school.
6. If a physician orders a dosage other than indicated on the label, the physician's orders would be required. An updated prescription bottle will be required at the time the new prescription is filled.
7. Documentation from the doctor must be provided if the child is to be given sample medications.

A "Medical Release/Consent Form" may be requested to allow communication between the medical provider and the school nurse or designee. (Legal Ref: MS Code 37-7-301(i); 41-23-37, and Guidelines Mississippi State Board of Health.)

Proof of physician diagnosis with release to return to school may be requested per school nurse and/or administration for any illness.

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

Illnesses/Communicable Diseases

The Board of Education of the Jackson County School District has the power, authority, and duty to exclude from the schools students with what appears to be infectious or contagious diseases; provided, however, such students may be allowed to return to school upon presenting a certificate from a public health officer, duly licensed physician or nurse practitioner that the student is free from such disease. (MS Code Section 37-7-301(h) 1995)

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

This information is not intended to be used to diagnose an illness or infection. It should not replace a diagnosis by physicians or a nurse practitioner.

Disease	Exclusion from School
Chicken Pox	Six (6) days after eruption appears
Conjunctivitis (Pink Eye)	Children may return to school after a physician has been seen, or when redness/discharge is improving.
Fifth Disease	Children with Fifth Disease may attend school, since by time the rash begins, they are no longer contagious.
Flu and H1N1 (Swine Flu)	The student may return to school when free of fever and feeling well.
German Measles or Red Measles	Free of fever and the rash is fading.
Hepatitis A	May return to school one (1) week after the onset of jaundice
Impetigo	The child may return to class 24 hours after treatment has started.
Mononucleosis	The child need not be excluded from class, unless requested for medical reasons, but may return when feeling well enough. Children should not share food or utensils.
Mumps	Nine (9) days after glands swell
Ringworm	The child may return to class when the treatment is started.
Scabies	The child may return to school as soon as treatment has been administered.
Staph	Student will return to school after being treated by a doctor and wound must be covered.
Strep Throat	The child may return to class 24 hours after treatment has been started if free of fever.
Tuberculosis (TB)	Those who have a positive TB skin test only may attend school since they have no disease process that is contagious. Persons diagnosed with active TB disease will need written permission from the MS State Dept. of Health Tuberculosis Control Program to return to school.
Whooping Cough	The student may return to school five (5) days after treatment has begun.

For these or other communicable diseases, the principal may require a written note from the student's family doctor or public health department for a student to return to school after having a communicable or infectious disease.

This information is not intended to be used to diagnose an illness or infection. It should not replace a diagnosis by trained medical personnel.

Head Lice

Identified infected students will be sent home immediately with a letter and information sheet.

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

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

After the third occasion of a student having head lice or nits, a “no-nit policy” will be in effect. Any student who has had lice or nits on four occasions will be required to be free of all nits before being readmitted to school. House Bill 737, passed in the 2007 Legislative Session states:

If a student in any public elementary or secondary school has had head lice or nits on three (3) occasions during one (1) school year while attending school, or if the parent of the student has been notified by school officials that the student has had head lice or nits on (3) occasions in one (1) school year, as determined by the school nurse, public health nurse or a physician, the principal or administrator shall notify the county health department of the recurring problem of head lice or nits with that student. The county health department then shall instruct the child's parents or guardians on how to treat head lice or nits from household items, and prevent the recurrence of head lice or nits. The county health department shall charge the child's parents or guardians a fee to recover its costs of providing treatment and counseling for head lice or nits. The school principal or administrator shall not allow the child to attend school until proof of treatment is obtained and the child is clear of lice or nits. Treatment of Head Lice – Prescribed or over-the-counter anti-lice treatments are considered appropriate. Back comb hair with a fine-tooth comb to remove all the nits.

Medical Emergencies

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

Academic Guidelines

Permanent Record

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

Educational records may be forwarded upon request of another school with the written consent of parent or guardian.

Progress Reports and Report Cards

At the 4 ½ week mark of each nine-week grading period, a progress report will be sent home indicating each child's academic status. This report will indicate the progress he or she is making in the different subject areas. This may not indicate that the student is failing. Conferences may be set up at this time if needed. A formal report is sent at the end of each nine weeks. Dates for progress reports are listed in the front of the handbook on the school calendar.

Report of Grades

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

An explanation of the grading system is as follows:

A-----90-100	Excellent
B-----80-89	Above Average
C-----70-79	Average
D-----65-69	Below Average
F-----64 and below	
I-----Incomplete	
S-----Satisfactory	
N-----Needs Improvement	
U.....Unsatisfactory	

Honor Roll: Superintendent's Honor Roll – All A's
Principal's Honor Roll – All A's and B's

Promotion and Retention

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

- B. In order to be promoted from one grade level to the next in grades 1-3, a student must maintain a passing grade in language, math, and reading. The yearly average shall be determined by averaging the two semester numerical grades.
- C. In order to be promoted from grade 4 to 5, students must maintain a passing grade in math, reading, and language, plus either science or social studies.
- D. In order to be promoted from one grade level to the next in grades 5-6, students must maintain a passing grade in math, reading, English, science, and social studies.
- E. To be promoted from grade 7 to 8, a student must maintain a passing yearly average in English, math, science, social studies, and reading and successfully complete the minimum reading level for the seventh grade.
- F. To be promoted from 8th grade to 9th grade a student must have a passing yearly average in English, math, science, and social studies. Students may be promoted to grade 9 who participate in school remediation and/or credit recovery programs. Participation in these programs must have parent and principal approval.

Extended School Guidelines (Grades 1-5)

- 1. Extended school year programs provide the means by which elementary school students (grades 1-5) may be taught content and objectives not mastered during the regular school session.
- 2. To be eligible to attend extended school, a student must meet all of the following criteria:
 - A. Have a yearly average of not less than 60.
 - B. Students must complete reading level required for each grade in the reading series used at respective school site.
 - C. Grades 1-3 have not failed more than one (1) subject.
 - D. Grades 4-5 no more than two (2) subjects
- 3. In an extended school session, the number of courses in which a student may enroll is determined by his/her grade classification.
 - A. Grades 1-3 no more than 1 subject
 - B. Grades 4-5 no more than 2 subjects

The tuition is \$150.00 per subject. A fee may be charged to the parent/guardian.

- 4. The number of students registering for specific courses will be the determining factor as to which courses will be offered in the extended school session.
- 5. The extended school session will end on the last working day in June.
- 6. For each student enrolled in extended school, there will be a copy of prescribed objectives/content to be mastered by that student. Core skills are not the only skills the student will be required to master. The prescribed objectives/content will be provided by the classroom teacher(s) for whom the student did not master the objectives/content as part of the teacher's end-of-year checkout process.

7. Students who have not completed mastery of required skills/content by the end of the extended school term will be retained in the grade in which they were enrolled at the end of the school year.
8. Out of district students are not allowed to attend. Before transfer students from within the district are officially enrolled in the extended year session, parents of the transfer students must bring to the receiving school documentation that reflects approval of the principal of the home school and a copy of the prescribed objectives/content to be mastered by the students.
9. The extended school year program will comply with the guidelines established by the State Department of Education and contained in the Miss. Public Schools Accountability Standards.
10. All Jackson County School Board policies apply to extended school where applicable.
11. The Assertive Discipline Plan followed by the Jackson County School District during the regular school year will be the one used during the extended school session. Each student will receive a copy of the teacher's classroom rules and the consequences for not following them.

If a student is sent to the office, the following actions will be taken:

- A. The first time-Parents will be notified of the misbehavior and the fact that if the student is referred to the office a second time, he/she will be dismissed from extended school and will forfeit any fees paid.
- B. The second time- He/she will be dismissed from extended school and will forfeit any fees paid.

District Assessments

Grade levels 2-5 will administer assessments periodically throughout the year to assess mastery of state/local objectives. Results of the assessments will be analyzed to determine strengths and weaknesses of individual students. This data will also be used to plan remedial and/or accelerated activities as needed.

Homework/Assignments

Homework is a very important phase of the educational program for the child. It serves as a connection between home and school. It is used to supplement the class work and strengthen the student's understanding of what he/she is studying. Parents are encouraged to cooperate with the school in seeing that assignments are completed on time.

Students are expected to exhibit virtuous behaviors such as, but not limited to honesty, integrity, and trustworthiness. Therefore, any student caught cheating or plagiarizing on a test or other school assignment will receive a grade of 0 (zero), and the parent will be notified by the teacher.

Student's work will be graded and returned within five (5) school days. Parents should review these papers.

Conferences

At various times during the school year and for many reasons, teachers and parents should confer concerning students. These conferences should be prearranged during school hours. To prearrange a conference, parents may write the teacher requesting a conference, or it may be arranged through the school office. The school office personnel do not give out teacher's home telephone numbers.

Teachers are not available by phone or in person for parent/teacher conferences during instructional time. *Parents are not to go to the teacher's room during school hours to schedule a conference.* Trying to meet with teachers at unscheduled times is disruptive and unfair to the teacher and the students.

In order for all students to receive maximum instruction during the school day, all parents are required to wait in the office when waiting for a conference or when picking up their children or their children's work.

Attendance Policies

Attendance

1. School attendance is ultimately the responsibility of the students and families. Students should remain out of school **ONLY WHEN ABSOLUTELY NECESSARY**. Mississippi's Compulsory attendance law provides legal penalties for parents or guardians who neglect their child's attendance. When the child has five (5) unexcused absences, the law provides that charges of "Education Child Negligence" may be brought against the parent or guardian. Students missing 5, 10, and 12 unexcused days will be referred to the Attendance Officer. Upon the 10th unexcused absence the student will be referred to TST for attendance intervention.
2. A student who is absent more than 37% of his/her instructional day must be considered absent the entire day. (MS Code 37-13-91)
3. Absences will be considered excused or unexcused.
4. Excused Absences:
Absences will only be excused according the MS Compulsory Attendance Law for the following reasons:
 - a) Child's attendance at an authorized school activity with the prior approval of the Superintendent of the school district or his/her designee. These activities may include field trips, athletic contest, student conventions, musical festivals and any similar activities.
 - b) Illness or injury, which prevents the compulsory-school-age child from being physically able to attend school.
 - c) When isolation of a compulsory-school-age child is ordered by the county health officer, by the State Board of Health or appropriate school official.

- d) The death or serious illness of a member of the immediate family of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers, and sister, including stepbrother and stepsisters.
- e) When it results from a medical or dental appointment of the compulsory-school-age-child where an approval of the superintendent of the school district or his/her designee is gained before the absence, except in the case of emergency.
- f) When it results from the attendance of compulsory-school-age child at the proceedings of a court or an administrative tribunal if the child is a party to the action under subpoena as a witness.

5. Unexcused Absences

- All absences other than for the reasons listed above will be unexcused.
- Parent notes for illness will be accepted for absences 1–10. Any additional absences beyond 10 will be unexcused unless the student has a medical excuse from a physician.
- Vacations are unexcused absences.

6. Returning to School

When the student returns to school, the student must bring a note from his/her parent to verify the parent's knowledge of the absence. The specific reason for the absence must be stated. A parent must follow the guidelines of # 3 to be considered an excused absence. Excuses will be accepted up to two (2) days after a student's return to school. If an excuse is provided by a doctor's office, it may be faxed; however, it is the parent's responsibility to ensure the excuse was received within two (2) days after a student returns to school.

Make-Up Work

When a student is absent and has missed class assignments, the student has until the second day upon returning to school to make up the work missed. (Example: A student is absent on Monday and returns to school on Tuesday, the missed assignments are due on Wednesday.) If a student misses consecutive days, then the student will be allowed one additional day for each absence to make up the work. (Example: If a student is absent on Monday and Tuesday and returns to school on Wednesday, the student would then turn in Monday's assignments on Thursday and Tuesday's assignments on Friday.)

For excused absences due to religious observances, students must contact his/her teachers to find out assignments for the day(s) of absences. All work shall be due the day the student returns to school, to include making up any test given during the absence.

For unexcused absences, students can NOT make up work missed. The student will receive a grade of "0" for any graded work missed on the day of the unexcused absence. If no grade was given to the students, then a "0" cannot be given for a student's unexcused absence.

Extended Absences/Religious Absences

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

1. Prior to the absence the student shall contact his/her teachers to find out assignments for the day(s) of absence.
2. Make-up work guidelines are the same as previously stated.
3. The day(s) allowed for a religious event or extended absences will count as part of the total number of absences allowed for the student.

Attendance recognition awards shall be given at the end of the year based on the following:

- Perfect Attendance: No absences, and no more than five (5) late to school/checkouts
- Attendance Recognition Award: No more than 2 absences, and no more than five (5) late to school/checkouts.

Student Arrival and Departure Time

1. In order to provide supervision for students, parents shall not leave their children at school earlier than 30 minutes prior to the start of the school day.
2. Students are to leave the school campus at the end of the school day unless they are participating in a supervised school activity and under the direct supervision of a teacher.
3. Students are not to be on the playground before/after school hours.
4. The school will not assume responsibility for any child on campus before or after the school day. It is the responsibility of the parent to provide supervision before and after school.
5. Students are encouraged to ride buses.
6. Parents who bring their children to school must adhere to school procedures for dropping off and/or picking up students.

Late To School/Checkout

Late to School: It is recognized that an elementary school child may occasionally be late or may be checked out of school due to an unforeseen emergency. Parents who bring their child to school late must bring the child in to the office to check him/her in.

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

Late arrivals due to a medical appointment will be excused (and work can be made up) if a doctor's excuse is presented the day of the late arrival. No late medical excuses will be accepted for lateness.

Students will not be subject to consequences if they arrive late on a district school bus.

Students are allowed up to five unexcused late arrivals per semester (with work allowed to be made up).

After 5 unexcused late arrivals and/or check-outs to school in one semester a letter may be sent home from the school informing the parents of possible referral to the Department of Human Resources and the local School Attendance Officer. In addition, students will not be allowed to make up missed work.

After 10 unexcused late arrivals and/or check-outs to school in one semester a referral may be made to Department of Human Services and local School Attendance Officer. Students will not be allowed to make up missed work.

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

Before the student may be released from school, a parent, legal guardian, or person authorized by a parent must come to the school office and sign the student out. Students will only be released to authorized persons listed on the checkout list/contact sheet. *Appropriate picture identification may be required to check out a student.* For safety of students, checkouts must be made 30 minutes prior to dismissal time.

Please refer to the previous page that indicates the policy regarding late arrivals/checkouts to see how this will affect the attendance award given at specified times.

In the event the child's parents are divorced and the parent with custody does not want the other parent to pick up the child, the school will attempt to notify said parent. The school cannot deny a parent access to his/her child unless there is a court order prohibiting one parent access to the child. If such a court order exists, it should be brought to the principal/guidance office in order that a copy can be made and inserted in the child's cumulative folder.

Changing Afternoon Transportation

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

1. The parent must send a note to the school if the student is going to ride a different bus or will be picked up instead of riding the bus.
2. If a student misses the bus in the afternoon, he has to be signed out in the office by the individual picking up the student.
3. Students will not be allowed to ride a bus, other than their own bus, without a note signed by a parent and/or principal/transportation supervisor.
4. In the case of a true emergency that arises during the school day, parents should notify the school before 1:30 p.m. to request a change in how the student will go home.

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

Transportation Services

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

East Central	Charlie Stallings	228-588-7032
St. Martin	Crystal Savoy	228-875-2434
Vancleave	David Owens	228-826-3626

Riding the school bus is a privilege. This privilege carries with it some responsibilities on the part of the student. Behavior which prevents the driver and student from having a safe trip to and from school will not be tolerated.

Any violation of conduct by students, performed while on the school bus, waiting to board the school bus, or departing from the school bus, shall be addressed by utilizing the assertive discipline steps prescribed for elementary or secondary levels in the respective handbooks.

Students may be denied the privilege of riding the bus because of improper behavior, including the suspension of the privilege of riding the bus for the remainder of the school year; in these matters the principal determines the action that is necessary for the safety of the other students on the bus. (MS State Code 37-7-301,e) The Administrator, according to the severity of offense, will determine consequences for misconduct on the bus. Questions involving disciplinary actions should be directed to the school principal. Action requiring suspension shall be the responsibility of the school administration. The administration shall notify the transportation director and the student's parents when a student's bus riding privileges are suspended. The transportation director will notify the appropriate bus driver.

Interference with School Buses

It is unlawful for any individual (including parents) to board a school bus, other than a student scheduled to, a member of the public school administration or faculty, or a law enforcement official. State laws prohibit unauthorized boarding of school buses or interference with passengers boarding or leaving, under penalties of fines and/or imprisonment. (State Code 37-41-2)

Buses

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

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

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

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

Safety Regulations

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

Floral or balloon arrangements are not allowed and should not be sent to the school.

Loading the Bus

- Students should arrive at the designated bus stop on time. Students should stand away from the street or roadway a minimum of 15 feet. Students should wait until the bus comes to complete stop before approaching and attempting to enter the bus.
- Students should board the bus quickly and quietly, as directed by the bus driver.
- Students will be held to the same rules and regulations, listed on the district discipline ladder.

Riding the Bus

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

Departing the Bus

- Drivers will not discharge riders at places other than regular bus stops, unless proper authorization from school officials has been given.
- When necessary to cross a street or roadway after getting off the bus, students should cross a minimum of ten (10) feet in front of the bus. Students should carefully look both ways to make certain that no traffic is approaching from either direction. Students are required to cooperate with the flag.
- Students should not stop to pick up any items dropped in front of the bus.

Extracurricular Trips

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

STUDENT CONDUCT PROCEDURES

Mississippi School Safety Act Of 2001

The Mississippi School Safety Act of 2001, provides additional disciplinary procedures to the school district's existing authority regarding the discipline of students. In conformity with the Act, the school district has adopted policies that recognize the teacher as the authority in classroom matters regarding the school district's written discipline code of conduct, and the right of the teacher to remove from the classroom any student who in the professional judgment of the teacher is disrupting the learning environment, subject to the immediate review of the principal or assistant principal.

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

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

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

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

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

Students with disabilities are responsible for adhering to the same rules of conduct as non disabled students. State and federal regulations relating to students with disabilities will be followed when implementing discipline procedures.

The Superintendent or principals are authorized to institute appropriate disciplinary action including immediate suspension and /or recommendation for expulsion, if warranted, of any student for disorderly conduct or misconduct including but not limited to, the following:

a. Fighting	l. Unauthorized entry on school premises
b. Disorderly Conduct	m. Loitering
c. Harassment, intimidation or threats (bullying)	n. Use of tobacco or electronic cigarettes
d. Disruption of school operations, functions, purposes or activities	o. Student attempting to sell or distribute an object or substance, which has not been authorized for sale or distribution by the administration.
e. Disobedience	p. Public display of affection
f. Disrespect	q. Chewing gum on campus
g. Insubordination	r. Other misbehavior on school buses
h. Insulting language	s. Theft or damage to public or private property. Restitution shall be made within a reasonable period of time. If restitution is not made, students will not be allowed to attend school until complete restitution is made, the days missed will be unexcused, and work missed cannot be made up.

i. Insulting behavior	t. Unauthorized use of school property
j. Obscene language	u. Malicious mischief
k. Vandalism	

Possession of:

a. Fireworks	g. Other disruptive materials
b. Knives, firearms, slingshots, or any item which would readily lend itself for the use as a weapon	h. Noise making devices (this includes radios, tape players, and televisions)
c. Pornographic materials	i. Other materials, possession of which is punishable by law
d. Contraceptives	j. Chewing gum
e. Stolen property	k. Cards or gambling paraphernalia
f. Tobacco or electronic cigarettes	l. All listed will apply to students who are transported on a school bus.

Students will be recommended for expulsion for the remainder of the semester for the following offenses:

a. Use of alcoholic beverages	f. Possession of alcoholic beverages
b. Under the influence of alcoholic beverages	g. Possession of drug paraphernalia
c. Use of illegal drugs	h. Indecent exposure
d. Under the influence of illegal drugs	i. Public indecent displays or actions (including in cars parked in the vicinity of any school building or activity).
e. Possession of illegal drugs	

Code of Conduct

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

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

1. The Board of Education of the Jackson County School District is dedicated to maintaining a secure and educationally sound environment for its students and staff. Therefore, to ensure safety, security and an atmosphere conducive to teaching and learning on all campuses, it shall be the policy of this board that upon entering the campus of any school within this district, all visitors must report immediately to the office of the school principal and obtain his/her permission before visiting any part of the campus.

Each visitor must sign a visitor list in the principal's office. A visitor's badge will be issued and must be worn at all times while on the school campus. The badge will be returned to the principal's office when the visitor departs the campus.

2. A teaching situation, which is conducive to learning, must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be sent to the principal's office. The administrator will review the case and try to resolve the problem.
3. The Board of Education will support and protect its teachers and administrators when they are making a conscientious professional effort. The code of conduct shall take effect and be in force from and after its adoption and does not change any previous codes.

When discipline is necessary, it becomes a problem for home and school. By working together, most problems can be avoided and others readily solved. A well-disciplined child makes a good citizen. Teachers must maintain good discipline in order to teach.

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

1. Courts have ruled that teachers must maintain their effectiveness and respect in order to perform their duties as a teacher. The effectiveness and respect must be maintained on or off the school premises and during or after school hours. (Ref. MS. Code 37-11-21)
2. The superintendent or the principal/school administrator of the school shall have the power to suspend a pupil for any reason for which such pupil might be suspended, dismissed or expelled by the Board of Education, but such action of the superintendent or principal shall be subject to review by and the approval or disapproval of the Board of Education.
3. Administrators and teachers shall hold students to strict account for disorderly conduct or misconduct at school, on the way to and from school, on the playgrounds during recess, at school meetings, programs, functions and activities, and upon school buses. The superintendent or principal/school administrator of any school may suspend any pupil from school for good cause.
4. Other disciplinary action may consist of loss of privileges, lower grade in citizenship, denial of participation in school activities, probation, or a combination of any one or more of such actions, including appropriate constructive assignments, depending on the seriousness and circumstances of the offense and the attitude of the student.
5. Student Search and Seizure – Courts have ruled that teachers and school administrators are in "*loco parentis*" of students. This means that teachers and administrators are acting in place of parents during the school day and may do anything a parent would do to maintain discipline. In addition, school officials must protect all students from possible harm. Therefore, courts have ruled that school officials may conduct searches of students when there is reasonable suspicion that

the student might possess drug paraphernalia, alcohol, weapons, stolen items, tobacco, electronic cigarettes, or any other items that might cause harm to that student or other students.

6. These court rulings were made in order to protect all students from possible harm. “Emerging First and Fourth Amendment Rights of the Student”, 1 J. Law and Education 449,451 (1972) “Inre Donaldson”, 269 Cal. App. 2nd 509, 75 Cal. Rptr. 220 (1969) “Mercer v. State”, 450 S. W. 2d 715 (1970).

Student discipline is the shared responsibility of parents, students, and school personnel. School personnel are expected to keep order and discipline at all times.

Note: Students who consistently abuse the first steps in the discipline ladder may have a discipline ladder developed to best meet the needs of the individual student. This new ladder will be in effect for the student when the parent has been contacted and informed of the new discipline ladder.

Addendum to Code of Conduct

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

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

Assertive Discipline Program

Discipline Ladder	Consequences
1. Use, sale, possession, or under the influence of drugs or alcohol on school grounds or while under the supervision of school personnel. (This includes the sale of “fake” drugs, depressants, stimulants, unauthorized inhalants, and any other unauthorized substance.)	Step 6
2. Use or possession of firearms (Student will be arrested)	Step 6
3. Use or possession of fireworks	Step 2-5
4. Use or possession of dangerous objects	Step 2-6
5. Indecent exposure	Step 2-5
6. Fighting at school, on the way to or from school (May result in student being arrested for disturbing the peace.)	Step 2-6

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

Bus Discipline Ladder Follows All The Rules Above Plus The Following Ladder:

Any violation of safety regulations may result in assertive discipline steps 1-6 as listed on the district discipline ladder.

1. At no time are students to put heads, arms, legs, bodies, or hands out of the windows of the bus.	Step 1-6
2. Students are not to throw any objects on the bus or from the bus.	Step 1-6
3. Students must sit in the seat assigned by the driver. Drivers have the option of reassigning students to a different seat when necessary	Step 1-6
4. Loud talking and other noises are not permitted on the bus.	Step 1-6
5. No beverages or food may be consumed on the school bus.	Step 1-6
6. Intentional littering of the bus is prohibited.	Step 1-6

A student who is recommended for expulsion will be suspended out of school a minimum of three (3) days or until the next school board meeting as determined by the building principal. The parent has three (3) days in which to contact the superintendent's office to request to be placed on the agenda.

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

Campus Discipline Ladder and Consequences

Step 1

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

Step 2

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

Step 3

- a. 2-3 days ISI. Contact parent or legal guardian. (In writing or by phone)
- b. Intervention referral/possible behavior improvement plan. (School safety code 37-3-81, 37-3-83, 37-11-53, 37-11-54, 37-11-55)
- c. Remove from ladder if not referred to the office for 15 school days. If the student is referred to the office during the probationary period, he/she will move to the next step on the discipline ladder on the discipline ladder.

Step 4

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

Step 5

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

Step 6

Referral to school board or Superintendent for further action.

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

Bus Discipline Ladder and Consequences

Step 1 Student will receive a written warning.

Step 2 1-3 days off school bus. Contact parent or legal guardian.

Step 3 3-5 days off the bus. Contact the parent or legal guardian

Step 4 5-10 days off school bus. Contact the parent or legal guardian.

Step 5 Loss of bus privilege for remainder of school year. Contact the parent or legal guardian. If a student misbehaves during the final days of school, the punishment may continue into the next school year.

Threat Procedures

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

1. Students making threats to other students, teachers, administrators, and other school personnel or in the community that they would like to do bodily harm to someone else or themselves on the school campus or at a school function will be reported to the sheriff's department. Students making these threats will be recommended to the school board for expulsion. Before the student returns to school they will need to provide school officials with documentation that they have undergone counseling and/or have been evaluated and that they pose no threat to students or school personnel.
2. Students who hear other students making threats to do bodily harm to students, teachers, administrators or other school personnel are encouraged to report this to a teacher or a school administrator. The names of students making such reports will be kept in confidence. In addition, a toll-free number is available to report any situation that could put your school's safety at risk. This number, 1-888-827-4637, is provided by the State of Mississippi, Department of Safe and Orderly Schools. All calls are confidential and no one will ask for your name.

3. School personnel are aware of the unwritten code that you do not “tattle” on a fellow student, but feel that, when the lives of one or more students, teachers, administrators or other school personnel are threatened, this code does not apply. Students who withhold such information could face disciplinary action.

Prevention of School Violence

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

1. The following definitions apply to this section:
 - (a) “Education property” shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, college or university board of trustees, or directors for the administration of any public or private educational institution or during a school related activity; provided however, that the term “educational property” shall not include any sixteenth section school land or lieu land on which is not located a school building, school campus, recreational area or athletic field.
 - (b) “Student” shall mean a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college or university, whether the person is an adult or a minor.
 - (c) “Switchblade knife” shall mean a knife containing a blade or blades, which open automatically by the release of a spring or a similar contrivance.
 - (d) “Weapon” shall mean any device enumerated in subsection (2) or (4) of this section.
2. It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.
3. 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. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.
4. 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, razor and razor blades (except solely for personal use), and any sharp-pointed or edged instrument except

instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property.

Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.

5. 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, 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 of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.
6. It shall not be a violation of this section for any person to possess or carry, whether openly or concealed any gun, rifle, pistol or other firearm of any kind on educational property if:
 - a. The person is not a student attending school on the educational property;
 - b. The firearm is within a motor vehicle; and
 - c. The person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.
7. This section shall not apply to:
 - a. A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;
 - b. Armed forces personnel of the United States, officers, and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by an educational institution, State Militia or Emergency Management Corps and any guard or patrolman in a state or municipal institution, when acting in the discharge of their official duties;
 - c. Home schools as defined in the compulsory school attendance law, Section 37-13-91, Mississippi Code of 1972;
 - d. Competitors while participating in organized shooting events;
 - e. Any person as authorized in Section 97-37-7 while in the performance of his official duties;
 - f. Any mail carrier while in the performance of his official duties; or
 - g. Any weapon not prescribed by Section 97-37-1 which is in a motor vehicle under the control of a parent, guardian, or custodian, as defined in Section 43-21-105, which is used to bring or pick up a student at a school building, school property or school function.
8. All schools shall post in public view a copy of the provisions of this section.

Student Bullying Policy

The Jackson County School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristics that (a) places a student or school employee in actual or reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the alleged victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The Jackson County School District makes every reasonable effort to ensure that no student or school employee is subjected to bullying and harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against an alleged victim, witness, or a person with reliable information about an act of bullying or harassing behavior. The District requires anyone who has witnessed or has information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The Jackson County School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures are appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions". Furthermore, the Jackson County School District defines one "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior. The policies and procedures must recognize the fundamental right of every student to take reasonable actions as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. [Ref: SB 2015; Miss. Code Ann. 37-7-301(e)]

Procedures for Bullying or Harassing Behavior

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

Definitions of Bullying or Harassing Behavior

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

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

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

Procedures for Processing a Complaint

Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee, or volunteer has been subjected to bullying or harassing behavior shall immediately report such conduct to a teacher, principal, counselor, or other school or district official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. All witnesses and alleged victims shall complete a "Bullying/Harassing Report Form" (available in this handbook under the section Bullying/Harassing Report Form, from any school or district office, and on the district website), which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the alleged victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal, assistant superintendent, or superintendent who shall institute an immediate investigation. Complaints against a principal or director shall be made to the proper assistant superintendent for each attendance center or central office. Complaints against an assistant superintendent shall be made to the superintendent. Complaints against the superintendent shall be made to the Board chairman.

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

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

If the alleged victim is not satisfied with the decision of the assistant superintendent, a written appeal may be filed with the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the decision of the assistant superintendent. The Superintendent shall, within twenty (20) working days, review all documentation and decisions of other actions and render a decision in writing to the alleged victim regarding the appeal.

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

Resolving Complaints

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

Bullying/Harassing Report Form

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

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

Sexual Harassment – Employees and Students

Part 1

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

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

Part 2

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

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

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

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

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

Part 3

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

Therefore, should violation prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination of employment.

Students who engage in sexual harassment of other students shall be subject to disciplinary action, including suspension and expulsion.

Part 4

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

Part 5

Relationships between individuals who occupy different levels of authority are banned.

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

Legal Reference: Title VII Civil Rights Act 1964, as amended in 1972, Section 703.2000

GENERAL INFORMATION

School Dress Code

The Jackson County School Board has defined the minimum standards of dress and grooming which will be acceptable for participants in the school system. The board has adopted these standards expecting the support by parents and students in the spirit for which the standards are intended. Students are expected to dress and groom within the limits set by the standards. Students are expected to obey the rules and directions of their teachers and principals in charge of their educational programs. The personal appearance code will be positively enforced by teachers, principals and administrators.

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

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

SHIRTS	Allowed	Not Allowed	Comments
Styles	Oxford Knit Polo (very small trademark allowed) Button Up Shirt (Peter Pan Collar) Long or Short Sleeve	Crop Tops Fitted Lace/Sequins Midriff Shirts Pleats Ruffles Trim T-Shirts Zip Closures Tight fitting	SOLID colors only. All shirts must have a collar and remained tucked in at all times. No more than two buttons can be undone. Team and club shirts must meet uniform shirts must meet uniform guidelines. VISIBLE UNDERSHIRTS must be SOLID SCHOOL COLORS ONLY.
Colors	Blue - (All schools) White (All Schools) Yellow/Gold (SM only) Gray (EC and VC) Maroon (EC only) Khaki/Tan (EC only)		
Logos	School, mascot, or school club logo allowed.		Logo is limited to shirt pocket, collar, or sleeve. Size is not to exceed the normal pocket size.
TURTLENECKS	Allowed	Not Allowed	Comments
Colors	Blue (All Schools) White (All Schools) Khaki/Tan (EC only) Gray (EC and VC)	Trim Lace Pleats Ruffles Sequins	May be worn only underneath a uniform shirt, jumper or sweater.
Styles	Long or short sleeve Plain front Pockets Very small trademarks allowed. School, mascot, or school club logo allowed		

JUMPERS DRESSES	Allowed	Not Allowed	Comments
Styles	Round Neck V-Neck Box Pleat Knife Pleat Kilt Style Flared Style Straight	Denim Stretch Fabric Tight Fitting No lace or other embellishments	Jumpers, skirts, and dresses are not to be shorter than 3" above the knee. Dresses should be uniform style and quality. Very small trademarks are allowed.
Colors	Blue Khaki (tan) Plaid (Royal Park) Plaid (Maroon: EC Only)		
BELTS	Allowed	Not Allowed	Comments
Colors	Black Blue Brown Khaki (tan)		
Styles	Cloth Leather		
JACKETS COATS	Allowed	Not Allowed	Comments
Styles	Pullover Zipper Button-Up Hoods	No TRENCH Coats	Coats and jackets are NOT to be worn tied around the waist, shoulder, or any other part of the body. Coat length is limited to approximately mid-thigh.
Logos	Approved logos are allowed. Very small trademarks are allowed.		

PANTS SHORTS SKIRTS SKORTS	Allowed	Not Allowed	Comments
Colors	Navy Blue Khaki (tan) * Solid colors only.	Bell bottoms Denim Lace Pants of spandex or tight fitting fabric	All pants, skorts and shorts must be hemmed. A belt must be worn with pants, shorts, skirts, and skorts that have belt loops. (Optional for K-3)
Styles	Cuffed Elastic Waist Flat Front Pleated Capri Cargo (Pockets should not be excessive in size.)	Pedal Pushers Trim Low riding Sagging Flare bottoms Carpenter pants Wind pants Zip-off pants Parachute pants Sweat Pants Athletic Shorts	Shorts, skirts, and skorts are not to be shorter than 3" above the knee in the front and back.
SHOES	Allowed	Not Allowed	Comments
Styles	Athletic/Tennis Shoes Boots Dress Shoes Lace Up Shoes Loafers Closed Toe and Heel	Cleats Flip flops Shoe Skates Open Toe Sandals Open Heel High Heel Shoes	Elementary students can wear shoes with cartoon characters, racecars, etc.
SOCKS TIGHTS LEGGINGS HOSE	Allowed	Not Allowed	Comments
Styles	Solid SCHOOL Colors Only	Mix-matched socks Legging cannot be worn as pants.	Socks must be worn.

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

SWEATERS VESTS	Allowed	Not Allowed	Comments
Styles	Cardigan (Button-Up) Pullover (Scoop) Pullover (V-Neck)	Not to be worn tied around the waist, shoulders, or any other parts of the body.	Uniform shirt must be worn underneath the sweater and the collar must be visible.
Colors	Blue (All schools) White (All schools) Gray (EC and VC) Maroon (EC Only) Khaki/Tan (EC Only)		
Logos	Very small trademarks allowed. School, mascot, or school club logo allowed		Logo is limited to shirt pocket, collar, or sleeve. Size is not to exceed the normal pocket size.
SWEAT-SHIRTS	Allowed	Not Allowed	Comments
Colors	Solid Colors Only Blue - All schools White - All schools Gray (EC and VC) Khaki/tan (EC only) Maroon (EC only)	Trim Not to be worn tied around the waist, shoulders, or any other parts of the body.	Uniform shirt must be worn underneath the sweater and the collar must be visible.
Logos	Very small trademarks allowed. School, mascot, or school club logo allowed		

Additional Dress Code Requirements:

- Cleanliness of dress, body, and hair is mandatory.
- Undergarments must be worn.
- Shirts must be buttoned.
- NONE of the following are allowed:
 - Visible body piercing (other than ears)
 - Tongue piercing
 - Midriffs exposed
 - Headwear shall not be worn at school during school hours
 - Sunglasses shall not be worn in the building
 - Clothing that is in poor taste, immodest, or offensive because of reference to race, sex, ethnic group, etc.
 - Oversized clothing, 'sagging' and/or 'low-riding' clothing

- Unnatural hair colors (only natural hair colors permitted, (i.e., blonde, brunette, etc.)
- Clothing or appearance styles that are deemed as a distraction by the administration
- Tight clothing

**Measures Which Will Be Employed For Students
Not In Compliance With the Dress Code Policy**

1. Students new to the district and enrolling on or after the first day school will have five (5) school days to comply with the dress code (mandatory uniform). Principals may exercise discretion for grades K-3 (St. Martin North and St. Martin East Elementary Schools) and K-2 (East Central Lower and Vancleave Lower Elementary Schools).
2. The administration at the 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.
3. Steps for non-compliance are as follows:
 - A. First offense-Student will be placed in In-School Suspension until the parent/guardian can bring the required clothing for the student or checks the student out of school for the day.
 - B. Second Offense-Student will be placed in In-School Suspension until the parent/guardian picks up the student, and the student will receive One (1) day Out-of-School Suspension to be served on the next school day.
 - C. Third Offense-Student will be placed in In-School Suspension until the parent/guardian picks up the student, and the student will receive a three (3) day Out-of-School Suspension to begin on the next school day.
 - D. Fourth Offense-Student will be placed in In-School Suspension until the parent/guardian picks up the student, and the student shall be suspended from school until a disciplinary review hearing is held before the Jackson County School Board at its next regularly scheduled meeting.
4. If a suspension is issued for non-compliance, the remainder of the suspension will be revoked upon compliance (for the 1st and 2nd offenses only, during the suspension period).

Financial Hardship

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

Care of Property

Beauty and practical use of school property depends upon the care given it. Deliberate destruction or destruction due to misbehavior must be compensated by the offending parties. Students should be taught responsibility for both private and public property. The care of furniture, books, playground equipment and all other school properties must be considered a public responsibility. With this in mind students will not be permitted to chew gum at school.

Supplies

The Jackson County School District will not require fees for curriculum materials and other supplemental instructional materials and supplies. Students will be required to have paper, pencils, erasers, etc.

Textbooks

State furnished textbooks are issued by the teacher for each subject. The state-owned textbooks are estimated to last five years. The condition of the book issued to a student is checked at the beginning of the school year and again at the close of the session.

Parents may be required to sign a statement assuming full responsibility for the books and their proper care until the books have been returned to the school. Textbook checks may be made at different times during the school year by a school official.

In accordance with House Bill 1063, if a textbook is lost, damaged beyond use, or not returned by a student who drops out of the district, the parent or legal guardian will be required to compensate the district for the list value of the book(s). A lost textbook must be paid for before another one is issued. Students who do not pay book fines will not be issued books for the following school year.

Good care of books and equipment is an indication of good citizenship.

Library Books

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

Video Policy

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

Student Insurance

Student insurance enrollment and claim forms are available in the principal's office at each school. Telephone numbers are available for additional information concerning benefits or enrollment procedures. Parents are encouraged to enroll their children in this policy.

Parent/Teacher Organization

The education of each child is a cooperative enterprise. Close cooperation and understanding between the home and school is most important. To help achieve this, there is an organization of parents and teachers on each of the school's campuses.

Visitors

The Board of Education of the Jackson County School District is dedicated to maintain a safe, secure, and educationally sound environment for its students and staff. Therefore, to ensure safety, security, and an atmosphere conducive to teaching and learning on all campuses, it shall be the policy of this board that upon entering the campus of any school within this district, all visitors must report immediately to the office of the school principal and obtain his/her permission before visiting any part of the campus.

Each visitor must sign a visitor's list in the principal's office. A visitor's badge will be issued and must be worn at all times while on the school campus.

To ensure the safety, security, and an atmosphere conducive to teaching and learning, neither parents nor students are to bring brothers, sisters, or friends to school for any reason.

School Messenger

The Jackson County School District is excited to introduce the School Messenger® service, which will enable the district to personally communicate with parents, and staff, regarding emergency situations, school events and other important issues impacting you and your children.

It will allow the district personnel to send personalized voice messages to your family's home, work or cell phones, and also by e-mail. We will be able to reach everyone in the district within minutes. Based on the system's proven track record, we know that this messaging service will improve school and district-wide communication with parents and school system employees. The administrators firmly believe that a more informed and involved parent leads to a higher achieving student.

Please help us by ensuring we have your current phone numbers. Please be aware that the School Messenger® service cannot dial an extension, so be sure the numbers you include are direct lines. Also, we recommend that high school and middle school attendance messages be routed to a number other than the home telephone number.

Emergency Operations

To provide a safe and secure environment for all students, each school will develop a Crisis Management Plan that will be followed in emergency situations. Emergency drills are a part of the Crisis Management Plan to ensure that students are aware of the proper procedures for an emergency. Students are expected to learn the procedures, and to cooperate fully with the supervising teacher during the drill or emergency.

Parents should listen to local radio or television stations for announcements.

Cellular Phones and Electronic Cigarettes

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

Electronic Devices and Testing:

The school prohibits the possession and/or use of any electronic communication device, including but not limited to Ipod's, MP3 players, Bluetooth devices, cell phones, and/or other personal digital assistance devices during the administration of scheduled statewide tests. If an electronic device is in possession during a test, the test will be invalidated as mandated by the Mississippi Department of Education.

Cell phone use and electronic cigarette possession or use will result in the following consequences:

First Offense:

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

Additional offenses:

Further offenses will result in the student being disciplined according to the assertive discipline policy (beginning with one day of ISS) and the phone will be returned after school on the last school day of the given semester.

*If a cell phone or electronic cigarette is taken up in ISS, the student will be given additional days of ISS and the phone will be returned after school on the last school day of the given school year.

Note: If it is determined that a cell phone was used in a drug transaction, promoting a disturbance, texting answers, or any illegal or immoral activity, the student will be suspended and the phone will be returned on the last school day of the given school year.

There is no probationary period for cell phone or electronic cigarette use.

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

Electronic Device Policy

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

Electronic possession or use will result in the following consequences:

First Offense:

If a student has an electronic device taken up during the instructional day as cited above, the device will be secured by the administration until released to the student's parent/guardian. Parent's will be given a copy of this policy and asked to sign a form of acknowledgement.

Additional Offenses:

Further offenses will result in the student being disciplined according to the Assertive discipline policy (beginning with one day of ISS) and the electronic device will be returned after school on the last school day of the given semester.

**If an electronic device is taken up in ISS, the student will be given additional days of ISS and the device will be returned after school on the last school day of the given school year.

There is no probationary period for electronic device use.

Student Notification of Prohibition of Electronic Communication Devices During Statewide Tests

- *The Mississippi Public Schools Accountability Standards, 2010, Standard 22,* prohibits the possession and/or Use of any electronic communication device, Including but not limited to IPod's, MP3 players, Bluetooth devices, cell phones, and/or other personal digital assistance devices, by students during the administration of scheduled Statewide Tests.
- Possession of any such device, even if is not being used, is a violation of State Policy. Example: A student having a cell phone in his/her possession anywhere on his/her person during the test administration is a testing violation.
- The consequence of this testing violation is that the test results for the student will be invalid; therefore, the score of any student in possession of these prohibited devices during the test administration will be invalid. No score is reported for an invalid test, therefore, resulting in a non-passing score for a state test.

Electronic Devices and Testing

The school prohibits the possession and/or use of any electronic communication device, including but not limited to Ipod's, MP3 players, Bluetooth devices, cell phones, and/or other personal digital assistance devices during the administration of scheduled statewide tests. If an electronic device is in possession during a test, the test will be invalidated as mandated by the Mississippi Department of Education.

Phone Use

Students will not be permitted to call home, except in an emergency and under supervision of the principal or school secretary.

Student Emergency Information

A student's personal information should be kept up to date at all times. The parent's correct home and work telephone numbers, parent's place of employment, home address, etc., is extremely important in helping the student in an emergency situation. Please inform the school office in writing whenever there is a change.

Student Liability

Students should not be on school campus before/after school hours, except to attend functions. Students are not to be on the playground before/after school hours except in school-approved functions.

Grievance Procedure

Any student/parent who may have a problem during the course of the school year should go first to the person with whom he/she disagrees. If the problem cannot be resolved at this level, he/she should go next to the building principal. If he/she is still not satisfied, he/she should continue to the Assistant Superintendent for the Attendance Center, Superintendent, and finally the School Board. To appear before the School Board, the grievant must submit the request to the Superintendent.

This procedure should be followed if there is a problem with transportation, food service, or any other division of the school system. For example, if there is a problem with transportation, the person would go first to the bus driver, transportation supervisor, the administrator, and then continue through the chain of command as listed above.

Notifications of Rights Under The Family Educational Rights and Privacy Act (FERPA) For Elementary and Secondary Institutions

The Family Educational Right and Privacy Act (FERPA) afford parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal or appropriate school official, a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Jackson County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to

amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request to officials of another school district in which a student seeks or intends to enroll, the district discloses educational records without consent.

The district discloses directory information regarding its students. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It may include, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The parent or eligible student has the right to refuse to let the district designate any or all types of information about the student as directory information. The parent or eligible student must notify the principal (or designee) in writing within five (5) days of receipt of the *Handbook and Code of Conduct for Students and Parents* that he or she does not want any or all of those types of information about the student designated as directory information. Otherwise, consent is implied for the Jackson County School District to release directory information to others including military recruiters as outlined below.

In the event that the school district provides either post secondary educational institutions or perspective employers of secondary student's access to its school campuses, it must also provide military recruiters the same type of access. The school district must also provide, upon request of military recruiters, the names of students, their addresses, and telephone numbers unless the secondary school student or the parent has requested that the school not release this information without prior written parental consent. The district may disclose directory information about former students without meeting these conditions.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-460

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

Computer/Internet/Network Appropriate Use Policy Introduction

The Internet is an electronic communications network that provides vast, diverse, and unique resources. The goal of the Jackson County School District in providing this service to teachers, staff, and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Jackson County School District provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing these resources is to improve learning and teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources.

The system administrations (authorized faculty members) are employees of the Jackson County School District and are authorized and required to monitor all activity on school network facilities.

The Internet is a vast, global network, linking computers at universities, high schools, science labs, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading from the Internet, many of which are of educational value. Because of its enormous size, the Internet's potential is boundless. It is possible to speak with everyone from prominent scientists to world leaders to a friend at college. However, with such great potential for education also comes some potential for abuse. The purpose of this list of guidelines, as well as the contract for Internet use, is to make sure that all who use the Internet use it in an appropriate manner.

Overview

Jackson County School District is CIPA (Children's Internet Protection Act) compliant. CIPA requires schools and libraries to put into place Internet safety policies. The Internet safety policy must include filtering or otherwise blocking access to "visual depictions" of obscene material, child pornography and material that is "harmful to students" when students are accessing the computer. Online activities of students will be monitored by the technology department. Any inappropriate activity by students will be reported to the appropriate school authority for appropriate action.

Internet Safety

Jackson County School District will educate students in the appropriate use of online behavior. This will be addressed in the district Internet Safety Policy.

Personal Safety

1. Users will not disclose use, disseminate or divulge personal and/or private information about himself/herself, students or any others including personal identification information, etc. Jackson County School District will not disclose personal information about students on websites – such as their full name, home or email address, telephone number, and social security number.
2. Users will immediately report to the Jackson County School District authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.

Illegal and/or Unacceptable Usage

1. User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state, or federal law or regulations and/or school district policy.
2. User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to students.
3. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
4. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
5. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive, (e.g., “cyberbullying”).
6. User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
7. User shall not access, transmit or retransmit information that harasses another person or causes distress to another person, (e.g., “cyberbullying”).

System Resource Limits

1. User shall only use the Jackson County School District system for educational and career development activities and limited, high quality self-discovery activities as approved by the Jackson County School District. Users shall not use the JCSD Internet for commercial or for profit purposes (ex. eBay).
2. User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at a time when the system is not being heavily used.
3. User agrees not to send, forward, or post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to large numbers of people), send/forward

mass email files that do not contain educational/instructional content across the district network.

4. User shall not access or read other employees e-mail unless approved by a school administrator, superintendent, and /or the district technology director.
5. User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist in protecting user against a claim or intentional violation of this policy.
6. User agrees not to provide access to the Jackson County School District's technology for third parties without prior agreement of Jackson County School District.
7. User agrees not to attempt to damage computer equipment or software or attempt to alter software configuration.
8. User agrees not to allow anyone to work on Jackson County School District computers and network equipment without permission of the district technology staff. Students are NOT to be allowed to work on equipment or download software on computers without the supervision of the Jackson County Technology Staff.
9. User agrees not to use the district network with deliberate activities that are considered a waste of staff effort (computer/network support staff) and or network resources such as:
 - play on-line games, music, run websites resident (weather, etc.) chat and/or ANY instant messenger service (ex. AOL, MSN, Yahoo, etc.). All use should serve an instructional purpose and be educational in nature.
 - download any software that allows peer-to-peer sharing, movies, music, etc., to be viewed or played on the Jackson County School District network (ex. Frostwire, Kazaa, Napster, WinMX, Morpheus, etc.)
 - use of proxies to bypass the content filter for use of social networking sites or other sites specifically blocked by the filter which are deemed inappropriate for student use.

User Rights

1. Users shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration, an administrative check of social network sites, and YouTube safe video requests.

The JCSD uses Lightspeed Total Traffic Control to filter websites. The filter is provided to assist in the protection of our students due to inappropriate content on the Internet. Even though the district makes every effort to block inappropriate and offensive content, this is not an appliance that can guarantee 100% of such content via the Internet. In the event inappropriate content is accessed, the District will not be held liable.

Sites are blocked due to settings in an appliance and monitored by the Lightspeed company. Many times sites can be incorrectly categorized. Teachers, staff, and/or administrators may e-mail the technology department to review the site. If the site is blocked due to being categorized incorrectly, the site will be re-categorized for educational use.

YouTube has many videos that are instructional along with content that is NOT appropriate for educational use. Jackson County School District via Lightspeed has the ability to allow certain YouTube videos to be used in the classroom. A teacher may request a YouTube video via e-mail to be placed on the "safe video" site. The exact YouTube URL or the subject/title being requested should be included in the e-mail.

The site will be reviewed, and if the video is appropriate for educational use, it will be placed on the "safe video" site for approval by the principal of the school. The principal will send the link to the teacher so the video can be used in the classroom.

Teachers, staff, or administrators should not be using an outside internet connection (MiFi, Wi-Fi card, etc.) on school premises that could be accessed by students whether with or without permission. This is totally against CIPA regulations to be used on a school campus. The technology department will work with the school administrators to allow access to sites they need for school business.

2. Jackson County School District will fully cooperate with local, state, or federal officials in any investigation related to illegal activities or any other electronic evidence required that would be conducted through the user's Internet account, e-mail accounts, and school computers.

- A. The school district does not provide server space for teacher and student data storage use. Each teacher is provided a PC for classroom use and some teachers have a laptop computer for classroom use. Computer labs are provided for student use. Data is stored both on the teacher computer and student computers, but there are no backups performed by the school or district on a regular basis on any of the individual computers or laptops.

The computer of any staff member terminated by the district is isolated by the administration until it is determined there has been no data stored on the machine that would be required for evidence in legal proceedings by or against the district.

- B. The school district provides e-mail accounts for every staff member with computer access. E-mail accounts are provided for students on a very limited basis for special needs students. The student accounts are monitored by specified teacher requesting the accounts. Some technology classes that teach computer skills have e-mail accounts with an on-line service.

The district e-mail server is backed up once a week for replacement purposes. This backup is overwritten each week with the current backup. Jackson County School District has an e-mail archive system in place. All in-bound and out-bound e-mail is being archived and stored for eDiscovery purposes for a period of five years. All in-district e-mail will be archived and stored by the beginning of the 2009-2010 school year. Any e-mail tagged as SPAM will not be saved and archived.

Jackson County staff members should use district e-mail to conduct all school related business rather than personal e-mail accounts. By federal law, the use of personal e-mail accounts to conduct school business is subject to discovery.

3. Under no conditions should a user provide his/her password to another person or use another person's password.

4. User should not expect files stored on a school-based computer to remain private. Authorized staff may periodically inspect folders and logs or network usage may be kept. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of student users shall have the right to inspect the contents of their child's user files.

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

6. Use electronic mail (email) only in response to educational curriculum requirements as assigned by the teacher. Personal use of email for correspondence is not allowed on school computers for Jackson County School District students.

7. User shall report a virus message found on a computer system to the building/school technology assistant or an administrator and disconnect the system from the network immediately.
8. User shall close the Internet browser and e-mail program when not actively in use.
9. User shall report any security issue of a questionable nature to the proper building administrative authority and/or the system administrator.
10. Use of the Jackson County School District computers and Internet is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension and/or cancellation of the user's privileges, as well as disciplinary action imposed by school officials.
11. When computer equipment utilized by teachers, staff, and administration has become unusable or obsolete and must be reformatted or replaced by the technology staff, **school related data** in the My Documents folder will be backed up and restored on the new image or system. Any large amount of **personal data**, pictures, etc., should not be stored on school equipment; therefore, will not be backed up or restored.
12. The school district may include a process for the student to appeal the decision to deny, suspend, revoke or cancel Internet privileges.
13. Teachers may use their personal Apple iPad for instructional purposes. They may connect to the district wireless by submitting a technology helpdesk request. The district will not be responsible for theft or any damages that may occur to the personal iPad while on school property.

Teachers, staff, and administrative personal PCs or laptops will not be connected to the district network due to virus issues. Visitor notebook computers may be connected to the district network after a technology staff member has examined the device for updated virus protection.

14. Use of social media sites such as MySpace, Facebook, forums, blogs, etc., is prohibited at all times utilizing district equipment.

Employees should also understand the posting of content on social networking sites during hours of employment on personal devices is prohibited.

Employees should understand fraternizing with students via the Internet/Social Media is prohibited.

The district realizes these sites are very popular and want to remind employees who choose to post to these sites on their personal time should do so with extreme caution. These sites are not as private as they may seem and once information is posted, it is there for anyone with specific contact information to view and often share with others.

All Jackson County School District employees should understand that inappropriate material and/or conduct posted on social media sites can adversely affect the employee's ability to carry out the responsibilities of his or her job.

Consequences for Failure to Follow Terms and Conditions of the Jackson County School District Appropriate Use Policy

Users of any Jackson County computer system should be aware that they are accessing property of the Jackson County School District and that system is intended for educational purposes. Users agree to the terms and conditions of the Internet Acceptable Use Policy. Users agree to avoid any violation of state or federal laws*. Users are alerted that they are entitled to no expectation of privacy in their use of this computer and access of the Internet.

Users' computer usage and Internet access may be monitored at any time for unacceptable and illegal use.

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

State Statutes:

Ms. Code, 1972, SEC 97-5-27. Disseminating sexual material to children, penalties; SEC 97-29-45. Obscene electronic and telecommunications, penalties; SEC. 97-45-3. Computer fraud, penalties; SEC. 97-45-5. Offense against computer users, penalties; SEC/ 97-45-7. Tampering with computer equipment, penalties; SEC. 95-45-9. Offense against intellectual property, penalties.

Federal Statutes:

18 USCS 2510 (1988) Electronic Communications Privacy Act
18 USCS 1030 (1991) Computer Fraud and Abuse Act

Federal Legislation:

S652: Telecommunications/Communications Decency Act
S984: Parental Rights and Responsibilities Act

Signatures

1. Each user will read the Jackson County Computer/Internet Appropriate Use Agreement that states that they understand and will abide by the terms and conditions as stated.

I understand that some Internet violations are unethical and may constitute a criminal offense resulting in legal action. I understand that access to the Internet will be supervised by Jackson County School District personnel and that provisions of the agreement will be reviewed with students. I further understand that the Jackson County School District is not responsible for the actions of individual users or the information they may access.

2. The AUP will be signed by the student, a student's parent, any teacher, administrator, staff, and parent or community member using computers on campus.

3. The AUP must be dated and signed each year.

4. This Computer/Internet Appropriate Use Policy is a legal and binding document between the Jackson County School District, its students, faculty and staff, and the administration.

Food Services

The school district has a Food Service Program in order that students have the opportunity of receiving well-balanced, nutritious, lunch and breakfast meals at school. A computer system has been implemented in all cafeterias to help with accountability and to protect the identity of those students who receive free or reduced price meals. The system provides each student with an account to be used to pay in advance for meals. Every student is issued a number to activate his or her account when they are enrolled in school. This number will remain the same each year regardless of the school they attend. Advance payments can be received for any amount of time—weekly, monthly, for the semester, or for the entire school year. All meal purchases will be deducted from the balance until it is gone.

Money can be added to the account on Monday mornings or through the breakfast or lunch lines daily. Any extra sales items must be paid for in cash, including milk purchases.

Meal Prices

Breakfast	Reduced Price	\$ 0.30
	Paid	\$ 1.50
Lunch	Reduced Price	\$ 0.40
	Paid	\$ 2.50
Milk		\$ 0.50
Adult Breakfast		\$ 2.00
Adult Lunch		\$ 3.00

If a student wishes to purchase a second meal, the student must pay adult price (\$3.00). Only one meal per child can be claimed for reimbursement; therefore, the price of the second meal must cover total costs.

A free/reduced meal application will be provided to each student at the time of registration or during the year. Per school district policy, no charges are allowed by students. Students may purchase extra sale items only after a complete meal has been purchased. Milk and water products may be purchased by students without purchasing a complete meal.

Apply for meal benefits online: The Food Service Department has implemented a new online system to apply for free and reduced meals. This new system will provide faster, easier benefit determination. Families can apply online at any time with complete privacy and convenience. Benefits can be applied for through the online school registration process by visiting the school district web site at: www.jcsd.k12.ms.us. Eligibility for a free and reduced meal price is not retroactive. School meals must be paid for until the free and reduced application is approved. If you have any questions or concerns, please call the Free and Reduced Eligibility Clerk at 228-826-1757 extension 341.

Well-documented research indicates that nutrient consumption is higher among students who eat in the school cafeteria. The Jackson County School District operates via closed campus concept, which means that students may not leave the campus to purchase lunch without being checked out of school for the day.

The State and Federal Competitive School Food Rules restrict sales of all food sold on campus beginning one hour before school lunch is served and until the last student is fed on campus.

No food deliveries from commercial establishments will be received or consumed on school property during serving periods as defined above.

Jackson County School District Local School Wellness Policy

Rationale

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases, like Type 2 diabetes. Schools have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment, since school staff can be daily role models for healthy behaviors.

Goal

All students in the Jackson County School District shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in the Jackson County School District are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Jackson County School District adopts this school wellness policy with the following commitments to nutrition, physical activity, comprehensive health education, marketing, and implementation.

This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture.

Commitment to Nutrition

The Jackson County School District will:

- Offer a school lunch program with menus that meet the meal patterns and nutrition standards established by the U.S. Department of Agriculture and the Mississippi Department of Education, Office of Child Nutrition Programs.
- Offer school breakfast and snack programs (where approved and applicable) with menus that meet the meal patterns and nutrition standards established by the U. S. Department of Agriculture and the Mississippi Department of Education, Office of Child Nutrition Programs.
- Encourage school staff and families to participate in school meal programs.
- Operate all Child Nutrition Programs with school food service staff who are properly qualified according to current professional standards (Mississippi Board of Education Policy, Code EE-2E).
- Follow State Board of Education policies on competitive foods and extra food sales (Mississippi Board of Education Policy, Code EEH) Attachment A, and Local Competitive Food Sales Policy (Code EECA) Attachment B.

- Implement nutrition standards as adopted by the State Department of Education in accordance with the Mississippi Healthy Schools Act (Policy 4011).
- Establish guidelines for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. See Appendix A.
- Provide adequate time for students to eat and enjoy school meals (a minimum of 10 minutes after receiving meal for breakfast and at least 24 minutes for lunch).
- Encourage students to make food choices based on the 2005 Dietary Guidelines for Americans, by emphasizing menu options that feature baked (rather than fried foods), whole grains, fresh fruits and vegetables, and reduced-fat dairy products.
- Establish a cafeteria environment conducive to a positive dining experience, with socializing among students and between students and adults; with supervision of eating areas by adults who model proper conduct and voice level; and with adults who model healthy habits by eating with the students.
- Make school meals accessible to all students with a variety of delivery strategies, such as breakfast in the classroom, grab-and-go lunches, or alternate eating sites.
- Offer nutritious and appealing options (such as fruits, vegetables, nuts, trail mix, beef jerky, reduced-fat milk, reduced fat-yogurt, reduced-fat cheese, 100% juice, and water) whenever foods/beverages are sold or otherwise offered at school, including vending machines, school stores, concessions stands at sporting and academic events, parties, celebrations, social events, and other school functions. See Appendix A for example of guidelines and options.
- Restrict use of foods as rewards for student accomplishment to acceptable snacks as described in this policy.
- Eliminate the withholding of food as punishment (e.g., restricting a child's selection of flavored milk at mealtime due to behavior problems). See Appendix B for non-food reward ideas.
- Encourage all school-based organizations to use services, contests, non-food items, and/or healthful foods for fundraising programs. The sale of candy as a fund-raiser is prohibited. See Appendix C for alternative fundraising ideas.
- Provide nutrition information for parents, including nutrition analysis of school meals and resources to help parents to improve food that they serve at home.
- Use marketing, pricing, and nutrition education to encourage healthy extra sale selections.

Commitment to Food Safe Schools

The Jackson County School District will:

- Implement a food safety program based on HACCP principles for all school meals, as required by the U.S. Department of Agriculture and the Mississippi Department of Education, Office of Child Nutrition Programs and ensure that the food service permit is current for the school site.
- Develop a food safety education plan for all staff and students, consistent with Fight Bac® (www.fightbac.org) and other national standards for safe food handling at home and in school.
- Ensure that all staff have viewed the video developed by the Office of Healthy Schools to support food safety on the school campus. For compliance with the Nutrition Standards all staff must complete and sign pre and post test developed by the Office of Healthy Schools and maintain documentation of completion. The video and Pre/Post Test can be downloaded at:
http://healthyschoolsms.org/ohs_main/instructionalvideo.htm.

- All school personnel (school board members, administrators, teachers, school nurses, instructional and health services paraprofessionals, foodservice staff, custodians and facilities managers, and administrative support staff) will receive copies of the Local School Wellness Policy to include food safety policies and procedures and relevant professional development. Examples of professional development include, but are not limited to, the video developed by the Office of Healthy Schools and *Eating Safely at School*, (<http://schoolhealth.nsba.org/site/docs/42400/42324.pdf>) developed by the National School Boards Association.
- Adequate access to hand washing facilities and supplies will be available whenever and wherever students, staff, and families prepare, handle, or consume food.
- The food safety assurance plan must address strategies that minimize risks for students and staff who have food allergies and intolerances.
- Encourage parents, caregivers, vendors, and any other community members who provide or are likely to provide foods prepared for consumption at school events to review appropriate information about safe food preparation and storage.

Commitment to Physical Activity / Physical Education

The Jackson County School District will:

- Provide 150 minutes per week of activity-based instruction for all students in grades K-8 (in accordance with Section 37-13-134, Mississippi Code of 1972, ann., reference 2004 Mississippi Public Schools Accountability Standards 32, Appendix B and 33).
- Kindergarten students will participate in physical activity for a minimum of 40 minutes per school day. The 40 minutes does not have to take place continuously. This time should be used to help the child increase the skills involved in physical coordination (Kindergarten Guidelines).
- Provide Physical Education/Activity in accordance with the Physical Education Rules and Regulations as approved by the State Board of Education in compliance with the Mississippi Healthy Students Act (State Board of Education Policy 4012).
- Require fitness testing for all 5th grade students.
- Require fitness testing for high school students; during the year they acquire the ½ Carnegie unit in physical education as required for graduation by the Mississippi Healthy Students Act (State Board of Education Policy 4012).
- Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
- Instruction must be based on the 2006 Mississippi Physical Education Framework.
- Implement the requirements of the Mississippi Healthy Students Act of 2007 (Senate Bill 2369).
- Graduation requirements for 9th through 12th grade students shall include ½ Carnegie unit in physical education.

Commitment to Comprehensive Health Education

The Jackson County School District will:

- Provide ½ Carnegie unit of comprehensive health education for graduation (2004 Mississippi Public School Accountability Standard 20, Appendix A).
- Instruction must be based on the 2006 Mississippi Comprehensive Health Framework for grades 9-12 (2004 Mississippi Public School Accountability Standard 20, Appendix A).

- Implement the requirements of the Mississippi Healthy Students Act of 2007, which requires 45 minutes per week of health education instruction as defined by the State Board of Education for grades K through 8.
- Graduation requirements for 9th through 12th grade students shall include ½ Carnegie unit in physical education.

Commitment to a Healthy School Environment

The Jackson County School District will:

- Ensure that there are no pad locks or chains on exit doors; exits should never be obstructed (in accordance with Mississippi State Fire Code). Ensure that all exit signs are illuminated and clearly visible.
- Ensure that all chemicals are stored properly (in accordance with the Material Safety Data Sheet www.msdssearch.com).
- Refer to the U.S. Consumer Product Safety Commission's *Handbook for Public Playground Safety* (www.cpsc.com); for federal guidelines for playground safety.
- Ensure that fire extinguishers are inspected each year and properly tagged.
- Complete yearly maintenance of the heating and cooling system in your school; check coils, filters, belts, etc. in order to maintain safe operation and healthy air quality.
- Conduct at least one emergency evacuation drill per month.
- Ensure that two means of egress are available in each classroom in case of an emergency; if there is only one door, designate a window (properly sized) as a means of egress.
- Never use extension cords as a permanent source of electricity anywhere on a school campus.
- Comply with the applicable rules and regulations of the State Board Education in the operation of its transportation program (in accordance with the MS Code 37-41-53; State Board of Education Policies 7903, 7904, and 7909; and Accreditation Standard #35).
- Inspect all buses on a quarterly basis and ensure that they are well maintained and clean.
- Require that all bus drivers have a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. Maintain a record of yearly motor vehicle reports on each bus driver and evidence that each driver has received two hours of in-service training per semester. (SB Policy 7903)
- Ensure arrival of all buses at their designated school sites prior to the start of the instructional day.
- Conduct bus evacuation drills at least two times each year. (SB Policy 7904)
Provide facilities that meet the criteria of: (MS Code 37-7-301 (c) (d) (j); 37-11-5, 49 and 45-11-101; and Accreditation Standard #36).
- Provide facilities that are clean.
- Provide facilities that are safe.
- Provide proper signage that explains tobacco, weapons, and drugs are prohibited on the school campus and at school functions.
- Provide operational facilities that are equipped and functional to meet the instructional needs of students and staff (in accordance with the Mississippi School Design Guidelines at www.edi.msstate.edu).
- Provide air conditioning in all classrooms, Code §37-17-6(2) (2000).
- Comply with the requirements for Safe and Healthy Schools.

- Maintain a comprehensive School Safety Plan on file that has been approved annually by the local school board. (MS Code 37-3-81 and 37-3-82(2); and Accreditation Standard #37.1); see the School Safety Manual and the MDE School Occupational Safety and Crisis Response Plan at: http://www.healthyschoolsms.org/healthy_school_environment/school_safety.htm.
- State Board Policy EBB (1990) prohibits the possession of pistols, firearms or weapons by any person on school premises or at school functions. Code §37-11-18 (1996) requires any student who possesses a knife, a handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commit a violent act on educational property be subject to automatic expulsion for one calendar year. The superintendent of the school is authorized to modify the period of time for expulsion on a case-by-case basis.
- Prohibits students from possessing tobacco on any educational property, Criminal Code §97-32-9 (2000). Code §97-32-29 (2000) further prohibits the use of tobacco on any educational property for adults who, if in violation, would be subject to a fine and issued a citation by a law enforcement officer. Educational property is defined as any public school building or bus, campus, grounds, athletic field, or other property used or operated during a school-related activity.

Commitment to Quality Health Services

Minimum requirements:

The Jackson County School District will:

- Ensure all school nurses are working under the guidelines of the *Mississippi School Nurse Procedures and Standards of Care*.

Commitment to Providing Counseling, Psychological and Social Service

Minimum requirements:

The Jackson County School District will:

- Adhere to the details outlined in the Licensure Guidelines (451) when hiring guidance counselors and psychologists. The state does not have a policy specifically outlining the requirements for a school social worker. For licensure as a social worker in the state of Mississippi, a candidate must provide verification of a baccalaureate degree in social work from a college or university accredited by the Council on Social Work Education (CSWE) or Southern Association of Colleges and Schools (SACS) and scores a minimum of 70 on the ASWB basic exam.
- Provide at a minimum, a ½ time licensed guidance counselor for high school and ensure that all elementary school students have access to qualified student support personnel such as: guidance counselors, social workers, nurses, psychologists, psychometrists, and others (as required by the Mississippi Public School Accountability Standards, Process Standards 6.1 and 6.2).
- Hire school guidance counselors with a minimum of a Master's Degree in Guidance and Counseling, or in an emergency situation, an appropriate certification as determined by the Commission on Teacher and Administrator Education, Certification and Licensure and Development.
- Hire school counselors who agree to abide by the American School Counselor Association Code of Ethics.
- Ensure that all school guidance counselors provide comprehensive counseling services such as:
 - Academic and personal/social counseling;
 - Student assessment and assessment counseling;

- Career and educational counseling;
- Individual and group counseling;
- Crisis intervention and preventive counseling;
- Referrals to community agencies;
- Educational consultations and collaborations with teacher; administrators, parents and community leaders;
- Education and career placement services;
- Follow-up counseling services;
- Conflict resolution; and/or
- Other counseling duties or other duties as assigned by the school principal.

Commitment to Family and Community Involvement

Minimum requirements:

The Jackson County School District will:

- Give parents and community the opportunity to serve on the School Health Council (SHC).

Commitment to Marketing a Healthy School Environment

The Jackson County School District will:

- Provide positive, motivating messages, both verbal and non-verbal, about healthy lifestyle practices throughout the school setting. All school personnel will help reinforce these positive messages.
- Involve students in planning for a healthy school environment. Students will be asked for input and feedback through the use of student surveys, and attention will be given to their comments.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events (e.g., school registration, parent-teacher conferences, PTA meetings, open houses, health fairs, teacher in-services, and other events).
- Eliminate advertising and other materials on the school campus that promote foods of minimal nutrition value.
- Work with local media, like newspaper, TV and radio, to inform the community about the health problems facing Mississippi children, as well as the need for and benefits of healthy school environments. See Appendix D for marketing resources.

Commitment to Implementation

The Jackson County School District will:

- Implementation of the school wellness policy will become effective with school board approval.
- The principal will be designated to insure that the school wellness policy is implemented as written.
- Measurement and Implementation of plan is through discussion and documentation during district principal meetings. Annual Office of Healthy Schools Monitoring Tool will be kept on file at each school.
- The School Health Council will also serve as the District Wellness Advisory Committee.
- Prepare and submit a yearly report to the school board regarding the progress toward implementation of the school wellness policy and recommendations for any revisions to the policy as necessary.

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Appendix A: Nutrition Guidelines

Goal

The goal of establishing guidelines for all foods and beverages served or sold during the school day (outside of Child Nutrition Programs that follow USDA guidelines) is to improve the nutritional intake of Mississippi children. This can be done with a combination of two strategies.

1. Offer more nutrient-rich, appealing options whenever foods and beverages are sold (or otherwise offered), including vending machines, school stores, parties, celebrations, social events, concessions stands at sporting and academic events, , and other school functions. Possible options include fruits and vegetables (fresh, canned, and dried); nuts, seeds, and trail mix; beef jerky and peanut butter; reduced-fat dairy products (milk, cheese, yogurt, frozen yogurt, and smoothies); 100% juice, and water.
2. Limiting intake of discretionary calories (in the venues described above). These are calories from fat and added sugar that provide few if any important nutrients (like protein, vitamins, minerals, fiber, etc.). As described in the 2005 Dietary Guidelines for Americans, discretionary calories include intrinsic fats in the basic food groups (like the fat in whole milk versus low-fat milk), most solid fats (like butter and margarine), and all added sugars.

Marketing

The goal of improving nutritional intake can also be accomplished by applying basic marketing strategies to sales of healthful options. Schools can consider the four P's when establishing guidelines for foods and beverages served or sold during the school day:

- Product: Vendors and companies have increasing numbers of products available – many with a more healthful profile than traditional snack foods and beverages.
- Placement: The sales of more nutrient-rich foods and beverages can be increased by placing them in “prime” locations –like at students' eye level in a vending machine.
- Price: Another way to increase the sales of healthful items is to offer them at a lower cost.
- Promotion: There are many creative ways to promote healthy options – like offering samples of new healthful products or giving discount coupons during the introductory period.

Example of Nutrition Standards for Vending

Suggested Items for Vending Machines and Concession Stands

Organizations operating concessions at school functions should include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students.

SNACKS - Criteria Per Package

Nutrients	Calories	Fat	Saturated/Trans Fat	Added Sugar
At least 5% of the recommended Daily Value (DV) for three or more nutrients (fiber; vitamins A, C, D, E, thiamin, niacin, riboflavin, calcium, iron, and zinc).	No more than 200 calories per pkg.	No more than 35% of total calories from fat and 7 grams max.	No more than 10% calories from saturated fat and/or trans fat and 2 grams max.	No more than 35% added sugar and 15 grams max.

See Mississippi Department of Education List of Approved and Denied Items for Vending posted at the CN website or under Food Service at the JCSD Website.

BEVERAGES

Grade Level	Approved	Denied
Elementary	Bottled water, 8 oz. low fat, flavored and unflavored Milk, and 100% Juice	Sports Drinks, Carbonated Soft Drinks
Middle	Same as Elementary except 10 oz. of Juice and Milk	Sports Drinks, Carbonated Soft Drinks
High School	Bottled Water, 12 oz. of Milk, 100% Juice, Light Juice and Sports Drinks. At least half of the beverages must be water or low calorie drink option.	Carbonated Soft Drinks

Appendix B: Non-Food Rewards

Kids naturally enjoy eating nourishing foods and being physically active. Schools and teachers can provide them with an environment that supports these healthy behaviors by using non-food rewards. Here are effective alternatives – from outstanding educators across the country – to offering food as a reward to individual students or entire classes.

- Be a helper in another classroom.
- Be first in line when the class leaves the room.
- Dance to favorite music in the classroom.
- Earn play money for privileges.
- Eat lunch outdoors with the class.
- Eat lunch with a teacher or principal.
- Enjoy class outdoors.
- Get a “free choice” time at the end of the day.
- Get a no homework pass.
- Have a teacher perform special skills (i.e. sing).
- Have a teacher read a special book to the class.
- Have extra art time.
- Have an extra recess.
- Listen to music while working.
- Listen with a headset to a book on audiotape.
- Make deliveries to the office.
- Play a favorite game or puzzle.
- Play a computer game.
- Read a book.
- Read to a younger class.
- Read outdoors.
- Sing a silly song together.
- Sit by friends.
- Start and maintain a vegetable garden.
- Teach the class.
- Walk with a teacher or principal.
- Take a trip to the treasure box (filled with stickers, pencils, erasers, bookmarks, etc.).

Additional online resources are available at the JCSD website, Food Service Department.

Appendix C: Healthy Fundraising

Fundraising Alternatives

Food Items:

- Fresh and exotic fruit, like cases of citrus fruit
- High quality potatoes, onions, or other produce items
- Nuts and trail mix
- Popcorn
- Frozen Cookie Dough

Non Food Items:

- Gift wrap
- Magazine subscriptions
- Garden seeds
- Candles
- Discount coupon books
- Raffles of gift baskets
- Plants and flowers
- School spirit items

Non-Traditional Fundraising Events:

- Car washes
- Walk-a-thons, bike-a-thons, jog-a-thons, skate-a-thons, etc.
- Family game nights
- “Hire a student day” for odd jobs (with proceeds going to the school)
- 3-on-3 basketball tournaments
- Silent auctions
- Talent shows

Additional online resources are available at the JCSD website, Food Service Department.

Appendix D: Marketing

Promoting Healthy School Meals

Marketing Strategies that Work

There are many reasons to do promotions for school food and nutrition programs. First and foremost, the students, faculty, and staff are customers. They have choices to make in deciding what to purchase and what not to purchase. Promotions are powerful marketing tools that have a direct, meaningful impact on customers and their purchasing decisions.

Promotions do not necessarily have to promote one particular product or event. After all, nutrition is something to promote all of the time. Some effects promotions might have:

- Show customers that the school food and nutrition department cares about them.
- Get customers excited or interested in the programs so that they keep participating.
- Highlight specific services or products.
- Introduce new items on a continual basis, for instance to highlight a new recipe on the menu. Perhaps one new item might be featured each month.
- Introduce or reinforce an identity or a marketing theme, such as National School Lunch Week or School Breakfast Week.
- Celebrate a nutrition and health awareness event, such as National 5 A Day Month or National Diabetes Month.
- Establish a distinctive image or “brand” for the school food and nutrition department.
- Reinforce the school food and nutrition departments’ role in the total school environment through promotions around special school activities and events.

Keep in mind that promotions do not make a poorly run operation better. If promotions are poorly planned or done at the wrong time, they may create problems or make problems worse.

Measure Your Promotion Success

Promotions are designed to cause action. Ultimately, a promotion is designed to change some attitude or belief and/or cause customers to buy something. For instance, a promotion may be designed to convince students that the fruits and vegetables on the school salad bar are good for them or just that they want to eat breakfast at school. National School Lunch Week and School Breakfast Week, for example, are designed around annual themes to promote the value of school meals to the entire school community. A promotion may strive to influence students to buy the reimbursable meal in general or to try a new product in particular.

Because promotions are supposed to change attitudes or behaviors, the effect of promotions should be evaluated -- that means that they need to be measured. How might a promotion be measured? That depends on what the goals of the promotion are. In general, the school nutrition department might measure:

- Sales, overall or of a particular product
- Participation
- Customer satisfaction
- Customer attitudes or customer perceptions

Reference: www.asfsa.org/newsroom/sfsnews/promotemeals.asp

Additional Marketing Resources: <http://schoolmeals.nal.usda.gov/Training/lesson10.pdf>

Attachment A: State Policy Competitive Foods

State Policy on Competitive Foods and Extra Food Sales

Federal Regulations and State Board Policy restrict food sales in competition with the National School Lunch and School Breakfast Programs. On February 22, 1985, the State Board of Education passed the state's policy on the selling of foods in competition with the National School Food Service Programs and on the nutritional quality of foods sold as extra items. This purpose is to ensure that students are not in the position of having to decide between non-nutritious and nutritious foods immediately before or during any meal service period. Mississippi's competitive food sales policy is provided in Exhibit 3.4. On October 19, 2007, the State Board amended the policy to allow the purchase of water along with milk and milk products without the purchase of a tray.

- No food is to be sold on the school campus for one (1) hour before the start of any meal service period.
- The school food service staff shall serve only those foods that are components of the approved Federal meal patterns being served (or milk products) and such additional foods as necessary to meet the caloric requirements of the age group being served.
- With the exception of water or milk products, a student may purchase individual components of the meal only if the full meal unit also is being purchased.
- Students who bring a lunch from home may purchase water and milk products. This policy should be viewed as a minimum standard. Local boards of education are encouraged to develop more comprehensive restrictions

Exhibit 3.4 Mississippi Board of Education Policy on Competitive Food Sales

Clarification Interpretation of Competitive Foods Rule

The State policy is clarified/interpreted below, as follows:

- No food is to be sold on campus for one hour before breakfast or one hour before lunch and until the end of either serving period. Any food may be sold after breakfast, until one hour before lunch, and any time after the end of the last lunch period.
- School food services shall sell only those foods that are components of the approved Federal meal patterns being served (or milk products). With the exception of water and milk products, a student may purchase individual components of the meal only if the full meal is being served. After the full meal has been served, a student may purchase individual components or milk products as extra food sales. A food must be a component of the meal pattern to be sold extra.

Examples are as follows:

- Orange juice is a component and can be sold extra.
- Hamburger is a component and can be sold extra.
- Any fruit or vegetable is a component and can be sold extra.
- A dessert that qualifies under the fruit or bread/grain requirement as component can be sold extra; the dessert that doesn't qualify as a fruit or bread/grain component cannot be sold extra.
- Ice cream is a milk product. It is not a component but is exempt and can be sold extra.

The state policy is a minimum requirement.
A local school board may adopt a more restrictive policy.

Students who bring lunches can purchase only water, milk and ice cream.

Attachment B: Competitive Foods Policy

Descriptor Term:

EECA

COMPETITIVE FOODS POLICY

ISSUE DATE: **11-15-07**

To ensure that students are not in the position of having to decide between non-nutritious and nutritious foods before or during meal service periods:

- A. No food items will be sold on the school campus of any elementary school before 1:00 p.m. of any school day. High Schools and Middle Schools shall be allowed to have one break each morning. It shall be the responsibility of the sponsor of any snack or drink machines at the elementary schools that they not be at the students' disposal before 1:00 p.m. Middle/Junior High and High Schools with organized breaks shall adhere to such regulations other than at the time of a specified break designated by the Assistant Superintendent for the particular school. Any violation of this rule will result in the removal of such mentioned equipment from the school campus and/or the termination of the organized break. Schools will be allowed to forego this policy for field days, etc., provided the function is organized in advance and approved in writing by the District Superintendent at least two weeks prior to the function. However, state law shall prevail in that no food items will be sold on the school campus for one hour before the start of any meal period (breakfast and lunch).
- B. The school food service staff shall serve only those foods, which are components of the approved federal meal patterns being served (or milk products) and such additional foods as necessary to meet the calorie requirements of the age group being served.
- C. With the exception of water and milk products, a student may purchase individual components of the meal only if the full meal unit is being purchased and the item to be purchased is a component of the federal meal pattern. An additional dessert item cannot be purchased at any time since dessert is not a component of the USDA meal pattern. Adults are allowed to purchase desserts at the price approved by the School Board each school year.
- D. Students who bring a lunch from home may purchase water and milk products.
- E. No food deliveries from commercial establishments will be received or consumed by adults or students on school property during serving periods as defined in paragraph A. This does not pertain to adult staff members consuming food in areas other than the cafeteria.