

Natchez-Adams School District

2018-2019 Student Handbook



GREAT STUDENTS  ***GREAT SCHOOLS***  ***GREAT COMMUNITY***

“Where Our Students Come First”

To all new students, we say "Welcome" and hope that you will soon become an integral part of the total school program. To all returning students, we say, "Welcome back." We are confident you will set the example for our new students as good citizens by your actions and consideration of others.

The *Student Handbook* is designed to inform students and parents of policies approved by the Board of Trustees for the Natchez-Adams School District and of the administrative regulations developed to implement the board's policies. Parents are encouraged to reference and to discuss the rules and regulations with their child(ren). Parents are also urged to telephone the school and make an appointment to discuss pertinent issues with teachers, counselors, and the school principal.

It should be realized that when an attempt is made to formalize policies of this nature, there is always the possibility of inadvertently omitting some regulations and that additions and deletions are continuously being made. Therefore, the school district's administration has authority to make adjustments in administrative regulations as deemed necessary. **Refer to official policy and regulation documents for specific information <http://www.natchezschools.org>**

State law requires that the school provide documentation that the students and parents received a copy of the handbook and are aware of its contents. Parents and students are required to sign and return the acknowledgment statement to the school. The signed statement will remain on file for future reference.

Natchez-Adams School District Board of Trustees



- Amos James, Jr., President, ajames@natchezschools.org
- Phillip West, Vice President pwest@natchezschools.org
- Thelma Newsome, Secretary , tnewsome@natchezschools.org
- Dr. Brenda Robinson, brobinson@natchezschools.org
- Dr. Renee Davis-Wall rwall@natchezschools.org

Board meetings are held every third Tuesday of each month in the Board room at the Braden District Office 10 Homochitto. The public is encouraged to attend. District Office: (601)445-2800

Natchez-Adams School District Central Office Administrators

Fred T. Butcher, Superintendent

Zandra McDonald	Deputy Superintendent
Aquetta Butler	Assessment and Accountability Coordinator
Monica Anderson	Business and Finance Manager
Shantoura Spears	Child Nutrition Supervisor
Alice Morrison	Curriculum and Instruction Director
Yamika Thomas	Federal Programs Manager
Susan Brice	Human Resource Supervisor
Larnell Ford	Operations Manager
Ernest “Tony” Fields	Public Relations Coordinator (<i>Interim</i>)
Dr. Ruby As-Sabor	Special Services Director
Tarvis Tennessee	Technology Lead Technician

Elementary Schools		
<p>Frazier Elementary School (Grades K-5) 1445 George F. West Sr. Boulevard Natchez, MS 39120 601-445-2885</p> <p>Orisha Mims, Principal Carmella Wallace, Assistant Principal</p>	<p>McLaurin Elementary School (Grades PK-5) 170 Seargent Prentiss Drive Natchez, MS 39120 601-445-2953</p> <p>Britaney Cheatham, Principal Toni Martin, Assistant Principal (<i>Interim</i>) Carol Williams, Assistant Principal</p>	<p>West Elementary School (Grades K - 5) 161 Lewis Drive Natchez, MS 39120 601-445-2891</p> <p>Jessica Rankin, Principal Shamekia Isaac, Assistant Principal</p>
Middle Schools		
<p>Morgantown Middle School (Grades 6-8) 101 Cottage Home Drive Natchez, MS 39120 601-445-2917</p> <p>Shemekia Bailey-Rankin, Principal Michael Brown, Assistant Principal Dr. La'Toya Scott-Hammett, Assistant Principal</p>	<p>Robert Lewis Magnet School--STEM (Grades 6-8) 1221 Martin Luther King Road Natchez, MS 39120 601-445- 2927</p> <p>Latanya Davis, Principal Angela Reynolds, Assistant Principal (<i>Interim</i>) Tukiya Stephens, Assistant Principal</p>	
9-12 High Schools		
<p>Natchez Freshman Academy (Grade 9) 208 Lynda Lee Drive Natchez, MS 39120 601-445-2941</p> <p>Larry Hooper, Principal Lesley Gaines, Assistant Principal (<i>Interim</i>)</p>	<p>Natchez High School (Grades 10-12) 319 Seargent Prentiss Drive Natchez, MS 39120 601-445-2863</p> <p>Eric Jackson, Principal (<i>Interim</i>) Perry Revels, Assistant Principal Rachel Simmons, Assistant Principal</p>	<p>Natchez Early College @ Co- Lin 30 Campus Drive Natchez, MS 39120 601-445-2881</p> <p>Kesha Broady-Campbell, Principal</p>
<p>Fallin Career & Technology Center 315 Seargent Prentiss Drive Natchez, MS 39120 601-445-2902</p> <p>Cleveland Moore, Director</p>	<p>Ombudsman Alternative School (Grades 6-12) Robert Lewis Magnet School-Annex 1221 MLK, Jr. Road Natchez, MS 39120 601-897-0390</p> <p>Allison Jowers, Principal</p>	

Table of Contents



General Information pages 7-10

- Policy on Non-Discrimination
- Accreditation
- Family Educational Rights and Privacy Act
- McKinney-Vento Homeless Assistance Act

Parent Information pages 11-29

- Active Parent
- Alternative Programs
- Cancellations and Emergency Closings
- Change of Address/Telephone Number
- Communication in the District
- Compulsory Attendance
- Enrollment and Registration
- Grievance/Complaint Procedures
- Uniform Dress Code
- Attendance, Absences, Truancy and Makeup Work
- Bullying
- Contagious or Communicable Disease
- Drug Abuse
- Fliers and Information Brochures
- Fundraisers
- Parent-Teacher Conferences
- Parent Organizations
- Reporting Safety Concerns
- Release of Student Information
- Statewide Testing Requirements
- Student Insurance Program
- Student Use of Technology Resources
- Tobacco-Free Policy
- Visitors to the Building
- Volunteering in Natchez-Adams
- Wellness Policy

Special Services..... pages 30-32

- 504 Designation
- Homebound Instructional Program

Student Information pages 32-51

- Arrival at School
- Breakfast/Lunch Program
- Care of School Property
- Counseling Services
- Deliveries to School
- Dismissal Procedures
- Electronic Devices
- Emergency Drills
- Excused Participation from Physical Education Classes
- Field Trips
- Fundraising Activities
- Grading System
- Promotion/Retention Guidelines
- Health Services
- Honor Roll
- Personal Property
- Personal Vehicles/Transportation
- Pregnant Students
- Public Displays of Affection
- Report Cards
- Sale of Personal Property
- School Resource Officer
- Searches
- Students on Premises After School
- Transportation
- Use of School Cameras
- Withdrawal from School

Mississippi High School Activities Association pages 51-53

Code of Student Conduct..... pages 53-54

Glossary of Terms pages 55-60

Notification of Rights under FERPA..... page 61

Reference to State Law..... pages 62-65



General Information

The *Student Handbook* is designed to inform students and parents of policies approved by the Board of Trustees for the Natchez-Adams School District and of the administrative regulations developed to implement the board's policies.

When an attempt is made to formalize policies of this nature, there is always the possibility of inadvertently omitting some regulations and that additions and deletions are continuously being made. Therefore, the school district's administration has authority to make adjustments in administrative regulations as deemed necessary. Updates and changes will be placed in **bold type**.

Parents are encouraged to keep the handbook for reference and to discuss the rules and regulations with their child(ren). Parents are also urged to telephone the school or make an appointment to discuss pertinent issues with teachers, counselors, or the school principal.

To all new students, we say "Welcome" and hope that you will soon become an integral part of the total school program. To all returning students, we are glad that you are back for another school year. Please set the example as a good citizen – by your actions and consideration of others – to all students who have enrolled in our school district for the first time.

State law requires that the school provide documentation that students and parents have received a copy of the handbook or are provided electronic access and are aware of its contents. Parents and students are required to sign and return the acknowledgment statement to the school. The signed statement will remain on file for future reference.

The Natchez-Adams School District adheres to a policy of nondiscrimination in educational programs/activities and employment, and strives affirmatively to provide equal opportunities for students and staff. Specifically, the district provides employment and educational opportunity without discrimination and without regard to sex/gender, race/ethnicity, national origin, age, religion, disability, or any other legally protected status.

<u>Title IX</u>	<u>504/Americans with Disability Act (ADA)</u>	<u>Hate Crimes</u>
Susan Brice Human Resources Manager 10 Homochitto Street Natchez, MS 39120 601-442-2105	Doris Malone 10 Homochitto Street Natchez, MS 39120 601-445-4973	Robert Laird Director of Safe Schools 359 Northwest Street Jackson, MS 39205 601-359-1028

POLICY ON NON-DISCRIMINATION



The Natchez-Adams School District (NASD), Natchez, Mississippi, adheres to a policy of nondiscrimination on the basis of race/ethnic group, sex/gender, national origin, creed, religion, age, or disability in educational programs/activities and employment, and strives affirmatively to provide equal opportunities for students and staff. The following federal legislation is referenced:

- TITLE VI and TITLE VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, religion, or national origin.
- Occupational Safety and Health Act of 1970, as amended, which provides specific regulations regarding a safe working and learning environment.
- TITLE IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of gender.
- §504 of the Vocational Rehabilitation Act of 1973 (PL 93-112), as amended, which prohibits discrimination against the handicapped.
- Family Education Rights and Privacy Act of 1974, as amended, which provides protection regarding student records and release of information from said records.
- The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101, which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.
- The Civil Rights Restoration Act of 1988 which provides that four federal civil rights statutes (§504 of the Rehabilitation Act, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Act of 1964) apply to an entire institution if any part of it receives federal financial assistance.
- PL108-466 -- Individuals with Disabilities Educational Improvement Act of 1997, signed into law on 12/3/2004, which provides regulations for screening, placement and services to handicapped students.
- PL101-645 -- McKinney-Vento Homeless Assistance Amendments of 1990, as amended.
- §35.130 of the American with Disabilities Act of 1990, built upon the Civil Rights Act of 1964 and the Vocational Rehabilitation Act of 1973, which provides "a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities."
- Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905 (§9525 of NCLB, PL 107-110), which requires equal access for the Boys Scouts of America and other designated youth groups to meet at public schools.

The human resources department has been designated to handle inquiries regarding the non-discrimination policies.

Office Address:

**Natchez-Adams School
10 Homochitto
P.O. Box 1199
Natchez, MS 39120**



Accreditation

All schools in the Natchez-Adams School District are accredited by the Mississippi Commission on School Accreditation and the Southern Association of Colleges and Schools.

English Language Learners

Students identified as ELL (English Language Learners) shall receive English Language tutoring services as required under section 1112 (G) and 3302 of the Elementary and Secondary Education Act and school board policy. Services for students are determined individually based on the Home Language Survey, completed at the time of the student's enrollment, and the research-based English Language Proficiency Test, as mandated by the Mississippi Department of Education. For assistance, contact the Federal Programs department.

Parents of all new students enrolling in the Natchez-Adams School District must complete the home language survey found in the enrollment packet for their school.

1. If a language other than English is indicated on the form, the student(s) will be administered an assessment to determine possible placement into the program.

Family Educational Rights and Privacy Act of 1974 (Policy JRAB)

The Family Educational Rights and Privacy Act of 1974 (FERPA) (§1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

FERPA, a federal law, is designed to protect the privacy of a student's education records. The law gives parents certain rights with respect to their child(ren)'s education records. These rights' transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have been transferred are called *eligible students*.

1. Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school.
2. Parents and eligible students have the right to request that a school correct records believed to be inaccurate and misleading. If the school decides not to amend the record, the parent or eligible student has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
3. Generally, schools must have written consent from (See "Forms") the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need to know.
 - Other schools to which a student is transferring.
 - Certain government officials in order to carry out lawful functions.

- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for the school.
- Accrediting organizations.
- Individuals who have obtained court orders or subpoenas.
- Persons who need to know in case of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law.
- U. S. military recruiters (P.L. 107-107, §544, *National Defense Authorization Act for Fiscal Year 2002.*)

Disclosure of student information and to whom it may be disclosed must be documented, in writing, and placed in the student's cumulative folder.

McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act requires each school district to designate an appropriate staff person as the district's homeless liaison. The homeless liaison's responsibilities are to help identify, enroll, and ensure that homeless students receive the same educational support services that non-homeless students receive.

The McKinney-Vento Homeless Assistance Act defines unaccompanied youth as "youth not in the physical custody of a parent or guardian." The McKinney-Vento Act requires school districts to immediately enroll unaccompanied students and provide them the same opportunity to participate in all educational programs that non-homeless students have.

A youth under 21 years of age is considered a minor. The District's homeless liaison(s) or other school staff members need to keep the above mandatory reporting requirement in mind before discussing shelter arrangements with homeless students. However, mandatory school attendance requires that a student be enrolled in an educational program-public, non-public, or home schooling-until s/he has reached the age of 17. (*Refer to NASD Policy JFABD*)

Parent Information



Active Parent

Active Parent is a web-based student information system that allows educators, parents and students to share information. Active Parent allows parent access to their student's grades online anytime. For information on how to set up your free Active Parent account, please contact your child's school.

Privacy and security are our highest priority. User information is never sold or shared with organizations outside of Active Parent. Students and parents can access student information at <https://natchez.activeparent.net/Login.aspx?ReturnUrl=%2f>

Alternative Programs

Alternative Education Programs are designed to meet the needs of students who have failed to benefit from behavior management programs utilized in the regular school setting. The school district provides an alternative school setting for students who experience difficulty with social adjustment in the regular school program. Decisions concerning a re-entry into the regular school program are made on an individual basis. (*Refer to NASD Policy JCD*)

Cancellations and Emergency Closings

When school is closed or canceled due to inclement weather or emergency situations, an official announcement will be issued through local news outlets, social media and automatic call system. Parents should monitor local media outlets to determine if school has been canceled or closed early. Whenever possible, the district will also use the school alert notification system to notify community members by email and text-messaging. Please keep telephone information updated at your student's school.

Change of Address/Telephone Number

Please notify your student's school immediately if you have a change of mailing address, email address or telephone number (home, work, mobile).

Communication in the District

If you have a question concerning your child, please follow the chain of command below:

1. Teacher
2. Building Administrator
3. Deputy Superintendent
4. Superintendent
5. Board of Education

The majority of questions can be addressed at the building level. If further assistance is needed, contact the appropriate individual at the district office at (601) 445-2800.

Compulsory Age/Attendance

“Compulsory school age child” means a child who attained or will attain the age of 6 years on or before September 1 of the calendar year the child wishes to enroll in first grade. Kindergarten attendance is not compulsory; but in accordance with Miss. Code Ann. Section 37-13-91, students who attain the age of 5 years on or before September 1 of the calendar year may attend Kindergarten in the District. If a compulsory school age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year, or such child is habitually absent without excuse, the principal or designee shall report the child to the school attendance officer of the youth court or family court for investigation.

Registration/Residency Verification

The Mississippi State Board of Education requires a *Verification of Residence* for each student enrolled in a public school. Students approved on a District-to-District transfer from another school district are exempt from the residency process. Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by the school board. After the initial enrollment, parents of continuing students whose residency has not changed shall sign a Declaration of Residency form. (*Refer to NASD Policy JBC*)

DEFINITION OF RESIDENCY Definition of “residency” for school attendance purposes: the student and the parent/guardian physically reside full time, weekdays, weeknights and weekends, at a dwelling located within the boundaries of the Natchez-Adams School District Schools. The school district administrative staff will verify the residence of each student. Residency requirements are strictly enforced. The residency requirements outlined below are minimum requirements. **The District reserves the right to require additional documentation and verification at any time.** Principals are empowered to determine at any time that a child is not legally enrolled and may not attend classes.

In accordance with the requirements of the Mississippi State Board of Education’s *Verification of Residency* procedure, each parent/legal guardian, or other adult with whom a student lives, must provide two proofs of residency. The documents provided must include two of the following:

- A. Filed Homestead Exemption Application Form
- B. Mortgage Documents or Property Deed
- C. Apartment or Home Lease
- D. Utility Bill (1)
- E. Driver’s License
- F. Voter Precinct Identification
- G. Automobile Registration
- H. Affidavit of Residency
- I. Personal knowledge/Visit by designated school official

DOCUMENTATION

A parent or legal guardian must accompany each student seeking to enroll in the District. No student will be officially enrolled in the Natchez-Adams School District until all of the following requirements have been fully satisfied.

- Present proof of residency within the Natchez-Adams School District;
- Present a certified birth certificate (not a copy);
- Present a certified court order of guardianship when enrolling a student as his/her legal guardian;
- Present a certificate of health compliance (immunization form) issued by the Mississippi Department of Health or a local physician as required by Mississippi law;
- Present address of previous school attended;
- Present withdrawal information from the previous school attended;
- Present a report card (elementary, middle school), or a transcript (high school);
- Passports will be accepted for out-of-country students pending receipt of a certified birth certificate within 30 days.

Note: Providing false information or false documents in order to register a student within the District may result in immediate withdrawal of the student from the school s/he is attending. Any suspicious information will be turned over to the District's security office for investigation.

Address/Telephone Number

It is the parent's responsibility to report change of address or telephone number to the attendance clerk's office. Any changes in address or telephone number should be submitted in writing. The note can be mailed to the school or brought to the principal's office. Proof of residency shall be required when the address changes.

Immunization Requirements for Admission

It is unlawful for any child to attend school without first being vaccinated with at least one dose of diphtheria, whooping cough, tetanus, red measles, rubella, and polio vaccine and completing the entire series within ninety (90) days of enrollment. Every student in Kindergarten through Grade 12 must present a certificate of immunization compliance from his/her physician or from the health department. If the immunization form has not been submitted at the end of ninety (90) days, the student, by law, must be suspended until compliance is achieved (suspension will begin immediately after the 90-day period).

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

Enrollment

Students who were residents of the school district and who were enrolled during the previous school year are automatically enrolled, provided, of course, they did not graduate, and must be in attendance on the announced starting date of school. The absentee policy will be applied to those students previously enrolled and have not attended school. Students will be reported to the attendance officer according to state law unless a proper withdrawal has been made by the parent/legal guardian of the student.

Transfer Students

Students not previously enrolled in the school district are not being considered permanently enrolled until proper records have been received from the previous school district and all other admission requirements have been submitted and verified. Documents which must be provided include:

1. Receipt of an official transcript/cumulative record from the previous attended school.
2. Receipt of a withdrawal form (if the enrollment occurs during the school year.)
3. Proof of residence in the school district.
4. Completion of the student information profile/emergency card.
5. Presentation of a valid certificate of compliance for immunizations.
6. Presentation of a copy of the birth certificate and social security number.

Parents/legal guardians are required to accompany a student enrolling in the district for the first time. Any guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized.

If the last school attended is not appropriately accredited, the student seeking enrollment shall be required to take test(s) to determine the grade/class assignment and validate high school credit. [§37-15-33 Mississippi Code 1972] (*Refer to NASD Policy JBAB*)

Enrollment of Expelled Students

Parents/guardians or students must indicate on the registration information if the student requesting enrollment has been expelled or is currently a party to an expulsion proceeding from a private, parochial, or public school. State law and accreditation standards stipulate that a student cannot be accepted for enrollment if s/he has been expelled (or no longer eligible to attend) or is a party to an expulsion proceeding. Students enrolling in school from an alternative school/facility shall be assigned, initially, to the alternative school. Students expelled from Natchez-Adams School District must apply to the board of trustees for readmission.

Migrant Students

When a student has been determined to be migrant as set forth under Title I, Part C, Public Law 103-382 of the Elementary and Secondary Education Act, enrollment action that is in the best interest of the student shall be taken, pursuant to federal guidelines and board policy.

Grievance/Complaint Procedures

In order to assist parents and students with concerns or grievances they may have, the Natchez-Adams School District has established the following procedures to assist in resolving concerns or grievances.

The District encourages students and parents to discuss their concerns and grievances first through informal conferences with the appropriate teacher, principal, or other campus administrator in accordance with Board policy KL-R (LOCAL).

Concerns should be expressed as soon as possible to allow resolution at the lowest possible administrative level beginning with the teacher or campus administrator closest to the situation. Grievances must always begin at the level in which the concern occurred.

If an informal conference regarding a grievance fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described in Policy KL-R (LOCAL) by timely filing a written grievance form. Even after initiating the formal grievance process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal grievance at any time. If informal attempts at resolution fail, the formal grievance procedures begin with a Level One grievance filed at the campus level. Forms are available at the end of this document.

Grievance Resolution Process

- STEP 1: In order to help the campus administrators better understand your concern and most importantly, what resolution you are seeking, please fill out the District's Parent Concern Form. The form can be picked up at the front office of any campus.
- STEP 2: Schedule an information conference/discussion with appropriate teachers, staff or campus administrator to share your concerns and what resolution you are asking. This can be done in person, by phone or by email.
- STEP 3: If informal attempts do not bring resolution, a [Level One Grievance Form](#) may

be filed with the campus principal. Grievances must be filed within **5** days of the date the student or parent first knew or should have known of the decision or action giving rise to the concern or grievance.

- STEP 4: The appropriate campus administrator shall hold a conference with the student or parent within three days after receipt of the written Level One grievance form. The administrator shall have three days following the conference to provide the student or parent a written response.
- STEP 5: If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision. The Level Two Grievance must be filed in writing, on a [Level Two Grievance Form](#) provided by the District, within five days after receipt of a response or, if no response was received, within five days of the response deadline at Level One.
- STEP 6: The Superintendent or designee shall hold a conference within five days after the grievance notice is filed. At the conference, the Superintendent or designee shall consider only the issues and documents presented at Level One and identified in the Level Two grievance notice. The Superintendent or designee shall have five days following the conference to provide the student or parent a verbal or written response.
- STEP 7: If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board. The appeal notice must be filed in writing, on a [Level Three Grievance Form](#) provided by the District, within ten days after receipt of a response or, if no response was received, within ten days of the response deadline at Level Two. The Superintendent or designee shall inform the student or parent of the date, time and place of the Board meeting at which the grievance will be on the agenda for presentation to the Board.

The decision of the Board at Level Three is final. If for any reason the Board fails to reach a decision regarding the grievance by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two. (NASD Policy KL-R).

Natchez-Adams School District 2018 Mandatory Student Uniform Dress Code



The Board of Trustees has adopted a Mandatory Student Uniform Dress Code, for students in grades K-12. The school logo shall be placed on the left front panel of a shirt, sweater, sweatshirt or windbreaker, at the area where the left pocket would normally be positioned.

Top (Shirt)	Bottom		Coat/Jacket	Sweaters Sweatshirts	Shoes, Belts, Caps
	Male Students	Female Students			
Shirt style should be Polo/golf style (3-button with collar) Oxford Style or Turtleneck District Colors (K-12) White Royal Blue Navy Blue Undershirts must be solid white Shirts must be tucked in No sleeveless or cap sleeve shirts	Light-colored Khaki Sand-Colored Khaki Navy Blue bottoms Shorts allowed for K-5 only	Light-colored Khaki Sand-Colored Khaki Navy Blue bottoms Jumper, Skirts, Shorts and Skorts – knee length while standing (K-5 only) No visible labels	(Jacket/Coats) Sweater/ Sweatshirt May be worn as long as the uniform shirt collar is revealed underneath. Colors—Students are allowed to wear any color jacket EXCEPT RED NASD issued athletic jacket or sweater No sorority or fraternity logos or paraphernalia No patches, pins, lettering that display lewd, profane, obscene, suggestive, vulgar or illegal merchandise or contraband material Zippered Hoodies only allowed in the classroom	District Colors White Royal Blue Navy Blue Sweaters & sweatshirt must be long sleeved and solid color with no writing. Must be worn over school shirt No shirts can be worn as outer jackets	Shoes with closed toe and heel Rain boots may be worn if weather permits No slippers, house shoes, thongs, or gang-identifiable shoe-laces, or steel toe shoes No spikes/cleats Belts must be worn. Belts must be appropriately sized with a standard size buckle No head covering (i.e. no wraps, scarves, bandanas, or hoods); Hair free of rollers, combs, picks, or nets No rolling book bags (except with doctor’s excuse) No Sunglasses, unless prescribed by physician
Natchez Early College ONLY Royal blue and Gray polo shirts Professional Wednesdays Blue oxford shirts with navy blue cross bow ties	No visible labels No cell phone pockets No cargo, jean or bell bottom style pants Pants must fit – not too loose or too tight; worn at the waist (“No Sagging”) No joggers or drawstring pants No elastic bands at ankles	No visible labels No cell phone pockets No cargo, jean, capri, or bell bottom style pants Must fit – not too tight or too loose No jumper or skirt 6-12 (except for documented religious reasons) No elastic bands at ankles			
Natchez Freshman Academy Royal blue shirts only					

Board Approved: 5/15/2018

Attendance, Tardiness, Absences, Truancy and Make-Up Work



The District believes that regular school attendance is necessary for students to obtain **maximum** benefits from this educational institution. The District is committed to working with the student as well as the parents when the student's attendance is affected by extenuating circumstances. Through collaboration, the student's level of success is greatly enhanced.

Compulsory Attendance – All persons between the age of six and seventeen are required by state law to attend school for the minimum number of scholastic days prescribed by the State Board of Education unless the person holds a certificate of exemption issued by the Superintendent. Any student enrolled in the Natchez-Adams School District is required to attend school each school day, regardless of the student's age.

Mississippi law requires students to attend 63% of the instructional day in order to be considered present.

PERFECT ATTENDANCE. A perfect attendance certificate will be awarded only to those students who have not been absent, tardy or withdrawn from any class for any reason during the entire school year. Absences due to religious holidays may be excused.

GRADES K-6 ATTENDANCE. To receive credit in a class or be promoted to the next grade level, the student must attend at least 90% of the days the class is offered. Therefore, students are allowed a maximum of **12 unexcused absences for the year**. Failure to meet the attendance requirement will result in students being retained.

GRADES 7-12 ATTENDANCE. The Mississippi Public School Accountability Standards, 2009, Process Standards, Section 19-3, (Miss. Code Ann. § 37-17-3) states that a school district must ensure that during the academic school year a minimum of 140 hours of instruction are provided for each Carnegie Unit of credit offered and 70 hours for each ½ Carnegie unit offered.

140 hours of instruction in Natchez-Adams School District is 168 days of instruction per class (**12 or fewer unexcused absences for the year**). 70 hours of instruction is 84 days of instruction per class (**6 or fewer unexcused absences for the year**). Students who fail to meet this state accountability standards requirement may not receive a passing grade or Carnegie unit credit in the course. A notation of inadequate attendance (IS) will be recorded on the report card and on the transcript.

If the principal determines that credit should be withheld based on attendance, the parent will be notified in writing. Parents have the right to appeal the decision under the General Grievance Procedure published in the Student Handbook.

ATTENDANCE REVIEW. If a (K-6) student attends less than 90% of the days a class is offered or if a (7-12) student enrolled in a credit bearing course failures to meet the minimum required instructional hours, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there are extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences whether excused or unexcused must be considered in determining whether a student has attended the required percentage of days;
- If makeup work is completed, absences listed as exemptions to compulsory attendance will be considered days of attendance for this purpose;
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the District;
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student;
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences;
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control;
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills and maintained passing grades in the course or subject;
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit; and
- The parent may appeal the committee's decision to the Board of Trustees by filing a written request with the Superintendent in accordance with policy.

Absences

The Board of Education of the Natchez-Adams School District, in compliance with the *Mississippi Compulsory Attendance Law*, classifies all absences as unexcused except for the following reasons:

- illness or injury which prevents the student from being physically able to attend school;
- isolation ordered by county health officials or the State Board of Health;
- death or serious illness of a member of the immediate family (defined as parent, grandparent, brother, sister, including stepbrother/sister, child, or spouse);
- medical or dental appointment, which is approved by the administration prior to the absence, except in cases of an emergency;
- required appearance in court or an administrative tribunal;
- observance of a religious event (absence must be approved by the administration prior to the student being absent);
- field trip or other valid educational opportunity sponsored by the school, including participation in events sponsored through the Mississippi High School Activities Association;
- a limit of two days per semester, approved in advance by the principal, for visits to college campuses by a senior classified student, provided the student submits documentation of the visit; and,
- valid educational opportunity approved by the Superintendent of Education, or designee, prior to the absence.

No absence will be excused when it is due to a suspension, expulsion, or other disciplinary action (§37-13-91(4) Mississippi Code). However, to avoid implementing an administrative rule that will insure a student's failure, the district, in compliance with rulings from the Mississippi Supreme Court, will permit the suspended student, who is not immediately placed in an alternative school program, to make up work within specified deadlines. ***It shall be the responsibility of the student to discuss options available with the principal and teachers. (See Make-Up Work.)***

A student who is absent from school should not trespass on any school campus. No student, if absent from school that day, unless previously approved by the principal, will be permitted to take part in any school-sponsored extracurricular practice, rehearsal, program, or event. A student under suspension and I.S.S. is not permitted to take part in any school-sponsored extracurricular activity.

Steps to Follow When Absent from School

Upon returning to school, the student has three (3) days to present an explanation (other than suspension), in writing to the attendance clerk or designee, from the parent or guardian explaining the reason(s) for the absence.

- The excuse must contain the student's name, the current date, the dates of absence, the reason for the absence, the parent/legal guardian's signature, and a phone number for verification purposes.
- A parent/guardian note will be accepted for absences of 1-2 days. A maximum of five excuses per semester may be written by a parent/guardian for students in grades K-12. Students in credit bearing courses are allowed three parent excuses for a ½ credit course per year per class. All other absences must be accompanied by official documentation.
- Excuses for absences in excess of two days must be written by a health care provider or official documentation. (Refer to the nine certifiable reasons, by state law, for an absence to be considered excused.)
- Absences due to death in the immediate family will be excused with a parent note and a funeral announcement or obituary. They must be submitted within 3 days of the absence.

Make-Up Work

It is the student's responsibility to make up work that is missed. A student who needs to make up work after an absence must contact each of his/her teachers immediately upon returning to school to make arrangements for making up the work. **All work must be made up for any absence.**

ELEMENTARY STUDENTS (K-5). All work missed during an excused absence must be made up within the time allowed by the "one day plus" rule. For example, if a student missed school on Wednesday, then all make up work will be due Friday, (1 day + 1 day missed). If a student misses Wednesday and Thursday, then all make up work will be due the following Wednesday (1 day + 2 days missed).

SECONDARY STUDENTS (6-12). All work missed during an absence must be made up by the second class meeting after the absence. On school sponsored trips assignments should be secured ahead of time and are due on the day the student returns to class.

SUSPENSIONS AND MAKEUP. A student who is suspended from school shall be allowed to make-up any *graded* work missed during the time of suspension at a time designated by school officials. The student will receive a failing grade for any graded work not completed (made up) within the specified time.

OFFICIAL SCHOOL BUSINESS. Student absences resulting from officially approved school business will not be counted against the student. Students must obtain assignments and arrange for make-up work and/or tests prior to an official absence.

If the student fails to see the teacher about make-up work or fails to complete the make-up work within the time allotted, **a zero will be recorded.**

TESTS. All students will be expected to take a test or turn in school work on the appointed day if the test/work was announced prior to the student's absence. If the student is absent on the day a test is given, the student will be expected to take the test on the day he/she returns to school.

Check-In/Check-Out Procedures

- **Check-In** – Students arriving on campus after the tardy bell must report to the attendance clerk. Students who are tardy will not be permitted to check-in without the presence of a parent or legal guardian.
- **Check-Out** – If it becomes necessary for a student to leave school before the end of the regular school day, the student must report to the attendance clerk who will contact the parent/legal guardian by telephone. The student, in the presence of the office personnel, will be signed out by the parent/legal guardian, or designee who has been specified on the student registration form. **ID is required for check out.**

No student will be permitted to check-in/out of school simply on the basis of a telephone call as the school is unable to verify the person with whom s/he is speaking. Parents/legal guardians must come to the school to check a student in/out of school. Students may not be checked in/out of school by anyone other than parents, legal guardians, or other authorized persons listed on the student's registration form (maximum of three individuals).

Tardy to Class/Truancy

Tardies should be reported to the office daily, and consequences are based on cumulative tardies computed on a semester basis. Students arriving after the official beginning of a class are tardy.

Students are considered truant when he/she is absent without the knowledge or consent of parents and school officials. Absences because of truancy are unexcused and students will be referred to an administrator who has the option of placing the student in In-School Suspension (ISS) or suspension from school. (*See NASD Discipline Matrix; NASD Policy JBAC.*)

Students who earn seven or more tardies in a semester will be required to appear before the district attendance review committee to discuss reasons for excessive tardies and supports that are needed.

Students (Grades 6-12) will not be permitted to make-up work missed when truant/cutting classes.

Bullying

The Natchez Adams 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 characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, 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 Natchez Adams School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students.

Anyone who is subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor, or other school official. The report shall be made promptly after the alleged act or acts occurred. 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. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. *(See NASD Discipline Matrix for Bullying; NASD Policy JDDA, JDDA-P.)*

Contagious or Communicable Diseases

State law provides the school district with the power to exclude from school any student suffering from contagious or infectious diseases. Each staff member has the responsibility to observe students and notify

the principal of any suspected infectious or contagious disease. Parents of a student with a communicable or contagious disease are asked to telephone the school nurse and/or principal so that other students who have been exposed to the disease can be alerted. A student who has certain diseases is not allowed to come to school while the disease is contagious.

<u>Disease</u>	<u>Exclusion from School</u>
Chicken Pox	7 days after eruption appears or until vesicles become dry
Hepatitis A	One week after onset of jaundice; clearance by a physician
Impetigo	24 hours after beginning proper medical treatment
Influenza (flu)	When free of fever and feeling well
Lice (Pediculosis)	Until nits are gone
Measles, Red	7 to 10 days after onset of rash
Measles, German	4 days after onset of rash
Mononucleosis	Clearance by a physician
Mumps	9 days after glands swell
Pink Eye (Conjunctivitis)	Until under proper medical treatment
Ringworm	Until under proper medical treatment
Scabies	Until under proper medical treatment
Strep Throat (streptococci)	24 hours after treatment has started; free of fever
Tuberculosis	Clearance by the Mississippi Department of Health

The principal may require a written note from the student's family doctor or public health department before a student can return to school after having a communicable or infectious disease. If, during the school day, a student in attendance is suspected of being infected with a contagious disease or condition, the school will call the student's parent/guardian to pick up the student.

Upon returning to school, the student must present a note from the parent/legal guardian and, as appropriate, a physician stating the medical reason for absence in order for the absence to be considered excused. (See also NASD Policy JGCC)

Drug Abuse (Natchez-Adams School District)

Students in the Natchez-Adams School District are prohibited from carrying, possessing in any manner, selling alcoholic beverages and/or illegal drugs as defined in state law (§41-29-101 through 41-29-123), including, but not limited to, morphine, marijuana, cocaine, opium, heroin or their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drug, barbiturate, substance ingredient or compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence thereof or any other controlled substance regulated by law, including any substance that is falsely represented to be a controlled or counterfeit substance.

The state legislature enacted the *Mississippi Adult Tobacco Use on Educational Property Act of 2000*, stipulating that students are not to use (smoke, chew, or dip), nor have in their possession, tobacco in any form on school campuses, in all school buildings, on school-operated or a chartered vehicle, or at school-sponsored events. This ban extends to all employees, students, and patrons attending any school-sponsored event or meeting.

The provisions of this policy shall not apply to any student who is taking prescription medications under a licensed physician's supervision and direction unless the student is illegally selling or distributing medications.

The provisions of this policy shall apply to all students during all of the period of time that they are under and subject to the jurisdiction of this school district, while participating in or going to or from any school-related activity, while under the supervision and direction of any teacher, principal or other authority of this school district or when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others.

Any student violating any of the provisions of this policy shall be automatically suspended and recommended for expulsion, as provided in §37-11-18 *Mississippi Code*, by the superintendent or principal of the school in which the student is enrolled. The suspension shall be effective immediately subject to the procedures of due process. In the event of violation of this policy, all reporting requirements shall be applicable.

This policy is for the discipline and protection of the students of this school district and their general welfare. Nothing herein contained shall be construed to avoid any prosecution under any pertinent criminal statute of the State of Mississippi.

Flyers and Informational Brochures

Fliers and informational brochures from agencies or individuals outside the school district must be approved by the superintendent prior to distribution to students. Typically, approved brochures are not sent home with students, but rather are made available for student pickup in the office.

Fundraisers and Solicitation

All fund raising activities must be approved by the **Superintendent or designee** prior to any agreement entered into with a vendor. Under no circumstances may anyone conduct any kind of sale on school property for personal gain. All clubs and organizations, including the PTA and booster clubs, which are associated with the school district and conduct fund raisers, must follow the school district policy in order to conduct a school-related fundraiser. Food items included in a fundraiser must meet the requirements of the school district's *School Wellness Policy JG*.

Parent-Teacher Conferences

Parent-teacher conferences are held throughout the school year for students in grades K-12.

Parents are encouraged to attend a conference with their child's teacher(s) during parent-teacher conferences. Schools will facilitate the scheduling of conferences. Additional individual conferences may be held to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference with their child's teacher should contact the school office or teacher to schedule an appointment.

Parent Organizations

All buildings have a parent organization(s) that provides an important link between home and school. These associations sponsor a number of activities to improve and support education and build school community. All parents are encouraged to join and support their school's parent organization(s). For more information, please contact your child's school.

Reporting Concerns Regarding School Safety

Students, parents and staff members are highly encouraged to report all dangerous and potentially dangerous situations and or events directly to an administrator or to the school resource officer (SRO) or school security officer (SSO). Such situations include, but are not limited to: threats, harassment, bullying, acts of violence, drug activity or the possession of weapons on school property.

Release of Student Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information:

- **General Directory Information:** The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:
 - Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.
- **Limited Directory Information:** In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:
 - The student's address, telephone number and email address and the parents' addresses, telephone numbers and email addresses.

Statewide Testing Requirements

Statewide assessments will be administered to all eligible students enrolled in Kindergarten and grades 3-8, Algebra I, U.S. History, Biology I and English II. This next-generation assessment system will provide students, educators, policymakers and the public with the tools needed to identify whether students — from grade 3 through high school — are on track for postsecondary success and, critically, where gaps may exist and how they can be addressed well before students enter college or the workforce.

The Elementary and Middle Grades Science Assessments are criterion-referenced assessments in grades 5 and 8 that allow Mississippi to be in full compliance with the requirements of the federal legislation. These assessments provide a snapshot of a student's mastery of the 2018 *Mississippi College and Career Standards for Science*. The results of these assessments will provide information that will be used for the purpose of improving student achievement; the results will also be used in Mississippi's school accountability system.

Student Insurance Program

The Board recommends that all students have accident insurance for their own protection and for their parents' and/or guardians' protection. Students participating in interscholastic athletics will

be required to have insurance coverage. This may be in the form of family coverage. The by-laws of the Mississippi State High School Activities Association (MHSAA), of which the district is a member, require that a student be covered through athletic insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in practice until a letter signed by the student athlete and parent, which indicates that the student has accident insurance, is received in the athletic director's office.

Student Use of Technology Resources

Students will have access to web-based tools, digital resources and applications that support curricular objectives, and these online services may collect, use and disclose personal information (such as student names and email addresses), but only for the use and benefit of the school for the purpose of student learning. In accordance with Board policies and regulations, students will be strongly discouraged from providing any other personal information. Parents and guardians should contact their child's teacher if additional information is needed about websites and online services being used for learning in their child's classes.

Tobacco-Free Policy

Students, staff members and visitors are prohibited from possessing or using tobacco, tobacco products, and smoking-related products (including, but not limited to, e-cigarettes) in accordance with Board policy. This includes, but is not limited to, all district buildings, on or about district grounds, on school buses, in district vehicles and at all Natchez-Adams School District activities. No student may leave the school campus during the school day to engage in the activities prohibited by this paragraph.

Visitors to the Building

Parents/guardians are welcome to request a visit to the school. When planning to visit, please contact the office at least one day in advance so the building principal can set a schedule. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. **Unauthorized persons found on school property may be subject to arrest or other legal action.**

1. Check in at the office to receive a visitor's pass.
2. Conferences with school personnel may be made through the secretary in the principal's office. However, conferences will not be held during the teacher's instructional time.
3. Persons wishing to visit teachers or observe classes must secure permission from the principal or designee.
4. Small children cannot accompany parents to classrooms for conferences or visits.

5. Students are advised not to converse with visitors unless the visitor has a school pass.
6. Students are not permitted to bring visitors, relatives, children, or friends to school without prior written approval from the principal.
7. No pets may be brought on campus unless they are used for instructional purposes and prior approval from the principal has been obtained.
8. Visitors are asked to turn off his/her cellular telephones and other electronic devices.

Friends of students may not be brought to school as visitors. Unruly or disruptive conduct by visitors which interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

In most cases, parents/guardians are allowed to visit school and eat lunch with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances. Parents/guardians planning to eat lunch with their child should notify the school office one day in advance. Bringing outside restaurant food is not allowed.

Due to allergies, asthma or other health related concerns, animals of any kind are not permitted on school property, except for approved service animals.

Volunteering in Natchez-Adams

The Natchez-Adams School District's volunteers make valuable contributions to our schools. In order to keep students safe, we screen all volunteers who might ever serve with students unsupervised by district staff. If you would like information about volunteering in our schools, please contact the district's public relations office at the district office for more information.

Wellness Policy

The Board of Trustees has approved a district-wide Wellness Policy, which focuses on school health, safety and nutrition. 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. Schools have a responsibility to help students learn, establish and maintain lifelong, healthy eating and activity patterns.

All students in the Natchez-Adams School District shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. (See also NASD Policy JG).

SPECIAL SERVICES

Special Education

The Special Education Department provides individual evaluation and educational planning for students with disabilities who would benefit from special education assessment, instruction, and/or related services to support their education. In general, students with disabilities have one or more of the following impairments: learning disability, speech difficulties, emotional disturbance, autism, intellectual disability, visual or auditory impairment, orthopedic or other health impairments. Referral information is provided by parents and school staff. Students are automatically referred who do not show academic growth at Tier 3 of the Teacher Support Team assessment. Evaluation specialists administer tests which include measures of the student's intellectual ability, educational achievement, behavioral and learning needs. If the student is placed in special educational services, an individual education plan (IEP) is developed. Whenever possible, the student will be served in the regular class environment.

1. Special education students who are placed in a least restrictive environment, i.e. *inclusion*, shall be required to meet the same requirements as regular education students: a grade of D (65) or higher as the final grade in each course. The district shall provide appropriate and allowable accommodations and/or modifications for such students specified in the IEP on the student's disability.
2. Students who are enrolled in a self-contained special education program shall be required to successfully complete the *Individual Education Plan* (IEP) for grade-level promotion.

Questions or requests for additional information should be directed to the Director of Special Education at 601-445 - 2995 or by writing to: Natchez-Adams School District,

Special Educational Services
P.O. Box 1188
Natchez, MS 39121-1188

Gifted Students

The SOAR Program serves the intellectually gifted students of the Natchez-Adams Schools in grades second through eighth. The mission of the Natchez-Adams SOAR Program is to provide a differentiated learning environment that develops each student's potential and enhances intellectual ability, creativity and decision-making. SOAR stands for Seminars, Options, Alternatives and Research.

Children enrolled in SOAR classes are encouraged and challenged to excel to the best of their ability. Activities are geared to stimulate creativity and develop thinking skills. Students must score in the 90th percentile on an achievement test and achieve a score of at least 120 on an IQ test to be eligible for the SOAR program. Students may be referred by teachers, administrators, guidance counselors, parents, or peers to the Local Survey Committee.

For more information on the SOAR Program for the Intellectually Gifted, please contact Special Services at (601) 445-2995.

504 Designation

The *Individuals with Disabilities Education Act* (IDEA) lists specific types of disabling conditions that qualify a student to receive special education services. §504 is broader than IDEA – there is no categorical listing of disabling conditions. The Act defines a person with a disability as anyone who

- Has a mental or physical impairment, which substantially limits one or more major life activities (e.g., caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.);
- Hidden disabilities, which are physical or mental impairments, that are not readily apparent to others (They include such conditions and diseases as specific learning disabilities, diabetes, epilepsy, cancer, kidney disease, liver disease, arthritis, tuberculosis, and allergy.); and/or
- Has a record of such impairment or is regarded as having such impairment. (Socio- economic status and cultural environment are considered as determiners.)

The school district will evaluate, identify and provide a free, appropriate education (an education comparable to the education provided to students without a disability) to all students who are individuals with disabilities under §504 or the American with Disabilities Act (ADA). Parents of these students are entitled to procedural safeguards, including individual notice and an impartial hearing.

Parents are required to produce validation of a child’s handicapping condition when the condition is beyond the parameters of assessment/evaluation that can be legally performed by public school personnel (i.e., medical evaluation, psychological, etc.) A student with disabilities who is protected by 504 but who has no educational need and can function in the regular learning environment does not have to be evaluated. However, the school district ensures that the student has access to the programs and is not subject to discrimination.

504 requires periodic re-evaluations. Unlike IDEA, there is no specified time frame. The school district, in compliance with federal law, re-evaluates the student every three years or if there is a significant change in placement.

The school district will provide reasonable accommodations and services to students in accordance with the students’ written 504 Plan developed and agreed upon by the school district and the parent/guardian.

Homebound Instructional Program

Homebound instruction [Board Policy IDDC] shall be provided, within budgetary limitations, to those students who are unable to attend school due to mental, emotional, or physical illness or injury. The following guidelines shall be used in determining eligibility for homebound instruction:

1. Any student with a health or physical impairment which, in the opinion of a licensed medical provider, will cause the student to be absent from school for more than two consecutive weeks and school personnel determine can benefit educationally from such a program.
2. Any student whose educational needs, as determined by a case study and reviewed in a multi-

disciplinary staff conference, are met most appropriately and effectively by such a program. Class work is provided in the basic, required courses. Work in laboratory-based courses shall be modified and the student is expected to complete the lab phase of the course requirements when full-time attendance resumes.

3. The homebound instructional program shall be coordinated through the alternative school program. The amount of instructional and supportive services provided through the home and hospital program will be determined based on the student's educational, physical, and mental health.



Student Information

Arrival at School

Students may arrive at school up to 30 minutes before the start of the school day and are to report to assigned areas. All students are to be in class by the school’s designated start time.

School Daily Schedule

	Drop-off		Regular School Day			60% Day (Last Day of Semester)		
	Do not drop off before		Start	End	Vacate	Start	End	Vacate
	Bus	Car						
Elementary	7: 00	7:15	7:45	2:45	3:15	7:45	12:00	12:30
RL Magnet School	7:15	7:30	8:00	3:15	3:45	8:00	12:20	12:50
Morgantown Middle School	7:15	7:30	8:00	3:15	3:45	8:00	12:20	12:50
Natchez Freshman Academy	7:30	7:30	8:15	3:15	3:30	8:15	12:35	1:05
Ombudsman Alternative School	7:15	7:30	8:00	3:15	3:45	8:00	12:20	12:50
Natchez High School	7:15	7:30	8:15	3:40	4:10	8:15	12:35	1:05
Natchez Early College	7:30	7:45	8:00	3:30	4:10	8:00	12:20	12:50

Breakfast/Lunch Program

All Natchez-Adams School District schools offer a state and federally approved breakfast and lunch program. Menus are distributed monthly and can be found on the district website.

Students are encouraged to participate in the free lunch program. Students may also bring lunch. Please label lunch boxes with your child’s name. No carbonated drinks in cans will be allowed in the cafeteria. No food items will be sold on the school campus from one (1) hour before through one (1) hour after meals are served. This restriction includes food/drink items from vending machines. Fast food (e.g., McDonald’s, Popeye’s, Burger King, Wendy’s, etc.) will not be delivered to students. (See also NASD Policy JGHR).

Free and Reduced Lunch: Students may be eligible for free or reduced price breakfast and lunch based on federal income guidelines. Forms are available in the school office and on the district website. Applications must be submitted for each household annually, and they may be submitted at any time during the school year should the need arise. Disclosure of free and reduced

price meal application and eligibility information will be limited in accordance with applicable law.

Care of School Property

Students will be held responsible for the proper care of all books, supplies, devices, accessories or equipment furnished them by the district. Students who deface, damage or lose school property shall be required to pay for the damage or loss.

All textbooks and instructional resources (including student planners) are furnished by the school and are the student's responsibility. The school is not responsible for textbooks or resources that are either lost or stolen from a student. If a student does not return a textbook or resource, the student who was issued the resource is responsible for its replacement cost.

The teacher and student will note condition of books before checking them out. Students are then responsible for the condition of the books until they are returned to the teacher. If a book is damaged, the student will be assessed the cost of repair or replacement of the text. Students with outstanding fines may incur consequences in the form of loss of privileges as determined by the school on a case-by-case basis.

Counseling Services

The Natchez-Adams School District's counseling and Guidance program implements a comprehensive counseling and guidance program that supports the academic, career and personal and social development of 21st century learners. The following program components, as delineated by the American School Counseling Association (ASCA), organize the work of professional school counselors into direct and indirect services to collaborate with students, parents and staff members.

Deliveries to School

Delivery of flowers, balloons or other gift items are not allowed at school.

Dismissal Procedures

Safe dismissal procedures will be established at the building site. Students should be picked up at dismissal time. If a student is not picked up within 30 minutes of the end of the school day and the parent cannot be contacted, the police department may be called.

Electronic Devices

Allowable Uses: As information technology evolves, the use of cell phones, eBooks, iPhones, and iPads provides outstanding educational opportunities. Cell phone use is site specific, and may be allowed as

determined by the building principal. **With teacher and administrator permission** students may use cell phones, eBooks, iPhones, iPads, and headphones in instructional environments.

Unallowable Uses: **CELL PHONES are to be in the off mode at all times during the school day hours (7:30 – 4:00).** These devices, including headphones and other electronic devices with similar functionality as cell phones, are not to be used on the campus for personal use.

- The devices must be put away and turned off at all times, including class change.
- Headphones may only be used in the classrooms with teacher approval.
- Cell phones may not be carried on the student in pockets, sweatshirts, etc.
- If a student chooses to bring his/her cell phone on campus, cell phones must be in off mode in book bags/backpacks at all times.

Confiscation: A campus administrator, in the exercise of reasonable discretion in response to student misbehavior, abuse of the privilege, or other reasonable cause, may seize an electronic device. If a student refuses to give his/her electronic device to the administrator or his/her designee upon request, this will be viewed as insubordination and the appropriate consequence will apply.

The District does not accept responsibility for lost or misplaced electronic devices and the District will not be held responsible for any fees associated with the use of personal devices.

Consequences of Unacceptable Use:

- If a student is found using his/her electronic device inappropriately, a staff member will direct the student to surrender the device – the student will be expected to comply, or face consequences for defiance/noncompliance as defined in the Student Code of Conduct.
- **First violation:** All forfeited devices will be turned in to the office, and a parent may retrieve the device after 7 days or pay a \$25 fine.
- **Second violation:** A parent/guardian must meet with an administrator and a parent may retrieve the device after 14 days or pay \$50 fine.
- **Third or Subsequent violation:** Any further breaches of this policy will be dealt with as defiant/non-compliant behavior as defined in the Student Code of Conduct. A parent may retrieve the device after 14 days or pay \$50 fine.
- **If an electronic device is confiscated for unauthorized use, it will be returned only to the parent or legal guardian.**

Improper Use: Improper use of the electronic devices that violates the *District Acceptable Use Policy* may result in immediate and possible permanent loss of use of electronic devices on campus and disciplinary action for insubordination as defined in the Student Code of Conduct.

Improper use includes but is not limited:

- recording and/or transmitting campus activities or fights,
- bullying other students,

- posting to social media during instructional time, or
- violating privacy of students and/or employees

- If a phone is taken away from a student and with reasonable suspicion of behavior in violation of district policy or local/state laws, the school reserves the right to search the phone.

Possession of cell phones and other electronic equipment is strictly prohibited in any room during testing. Violation of this policy during state mandated testing shall invalidate the student's test and result in disciplinary action according to the district's behavior matrix .

Parents should refrain from using any electronic devices when they are visiting the school.

Emergency Drills

Students will be informed of the appropriate action to take in an emergency. Drills for fire, weather and other emergencies shall be conducted each school year in accordance with the requirements of counties, municipalities or fire protection districts in which school buildings are located. Each school will conduct at least one fire drill per month, one earthquake drill per year, and two tornado drills per year (one per semester). Students in grades K-12 will participate in two bus evacuation drills per year (one per semester).

Excused Participation from Physical Education Classes

If your child is to be excused from activity participation in physical education classes for health reasons, a written doctor's recommendation is required. Students will be required to attend the classes for the instructional component and complete an alternative assignment or the class activities missed when physically able to participate.

Field Trips

The Natchez-Adams School District will only endorse field trips that are directly related to the instructional program and designated as a segment of the division or grade level's ongoing curriculum program. Supervision is the responsibility of certified staff member(s) sponsoring the activity. There will be supervision at a student to teacher ratio of 10:1. The disciplinary rules pertaining to students on the school campus also pertain to students during school field trips. Students who engage in inappropriate behavior on field trips may be required to be escorted by a parent/guardian for future field trips or may be subject to loss of field trip privileges. Non-school-age children are not allowed on field trips. (*NASD Policy JGFB*)

Fundraising Activities

All school fundraising must be approved by building and district administration using the district fundraising approval form. Fundraising must have a designated purpose prior to the beginning of sales. The projects must be planned and carried out in cooperation with building administration and follow Board Regulations.

Grading System

The established grading system is to communicate to parents a periodic evaluation summarizing significant factors of the student's adjustment in the total education program. The grading system is based upon student achievement and performance, bearing in mind that any system incorporates both subjective and objective considerations in student evaluation.

Objectives

1. To motivate students to exert their best efforts in the learning process;
2. To provide a uniform technique for converting numerical values to letter grades;
3. To monitor each student's progress to evaluate student performance for the purposes of promotion, retention, or alternative programs.

The following numerical values shall be used in determining letter grades:

Term Grades

Grades K:	based on standards based report card requirements
Grades 2-5:	based on all assignments such as class work, quizzes, process grades, writings, products, projects and homework.
Grades 6-12:	based on all assignments such as class work, quizzes, process grades, writings, products and projects, and homework.



Grading Scale

	Grades K-5	Grades 6-12
A	90 – 100	90 – 100
B	80 - 89	80 - 89
C	70 - 79	70 - 79
D	65 - 69	60 - 69
F	64 - below	59 - below

Grade Distributions

	Grades K-5	Grades 6-12
Daily	50%	50%
Major	30%	30%
Nine Weeks Test	20%	20%

Grading Expectations:

Grading Period—Elementary

	Daily Grades	Major Grades
Reading	7	4
Mathematics	7	4
Science	4	2
Social Studies	4	2

Grades 6-12

	Daily Grades	Major Grades
English	7	4
Mathematics	7	4
Electives	7	4

- ❖ There shall be four grading periods of nine weeks each.
- ❖ The first nine weeks only, the lowest average that a student will receive is a 55. The student's true average will be recorded in SAMS but a default grade will be given. For the second through fourth nine weeks, student averages will be averaged as earned. No default grade will be given.
- ❖ Progress reports will be completed by the teacher and sent to the parents/guardians, as scheduled on the district calendar, beginning with the end of the first four and half weeks of school.
- ❖ A semester grade shall be the average of the two nine week periods. The yearly grade shall be the average of the two semester grades.
- ❖ No mark (NM) is required on a progress report or report card if the student has been

enrolled in the school fewer than 20 school days of the grading period and/or there have been no grades received from the previous school for that time period.

- ❖ Students coming from another school system or private school are given the grade the sending school indicates. The final grade is determined by combining the transfer grade and the grades earned in this district's school.
- ❖ Students withdrawing from a school within this district are given the grades they have earned in each subject up to the date of withdrawal.
- ❖ Teachers should make every effort to grade and report student work as fairly and accurately as possible. However, a student and/or parent who believe that an error has occurred may ask the teacher to review the grade or report and to modify it if an error is found. If the student and/or parent are not satisfied with the teacher's response, he/she may ask the principal for a review. The principal's decision is final.
- ❖ Student conduct shall not be considered when computing the nine week grade. Assessments shall be reflective only of academic performance.

Promotion/Retention Guidelines

The Natchez-Adams School District Board of Trustees is dedicated to the total and continuous development of each student. The professional staff is expected to place students at the grade level best suited them academically, socially, and emotionally. Therefore, the board sets forth the following conditions for academic promotion and retention of students.

Student promotion from grade-to-grade shall be determined annually, at the end of the regular school year. School year for this purpose is defined as August to July. The school shall report to the parent via report card or letter whether the student has been promoted to the next grade-level.

Parents shall be notified if the student can correct the deficiency (ies) by attending and successfully meeting the requirements for grade-level promotion in either a summer school program (failure of course/class requirements) or in an extended school year program.

Kindergarten

1. Promotion and retention shall be based upon the mastery of objectives.
2. For promotion, students will be required to master 70% of all English/Language Arts and math standards.

Process for retention of a kindergarten student will be:

1. Review of student's yearly progress and growth,
2. Documentation of parent notification,
3. Kindergarten assessment,
4. Recommendation of retention to school principal, and
5. Review and concur/deny of retention by teacher and school principal.

GRADES 1-5

1. Students in Grades 1-2 who do not demonstrate mastery of the exit skills and have a final grade average below D (65) in the major subjects of reading/language arts and/or mathematics will be retained.
2. Student in Grade 3 must meet the following requirements to be promoted to the next grade: (a) a minimum yearly average of D (65) in English/language arts and mathematics and (b) successful completion of the 3rd grade literacy assessment as outlined in Senate Bill 2347.
3. Students in Grades 4-5 who do not demonstrate mastery of the exit skills and/or have a final grade average below D (65) in the major subjects (i.e. English/language arts, mathematics, social studies, and science) will be retained.

The building principal has the authority to recommend exceptions to the above policy. The principal's recommendation will be reviewed by a panel consisting of the Natchez-Adams elementary school principals, who have the authority to approve/disapprove the recommendation of the principal.

Requirements for Graduation. (See Policy IKF for graduation requirements, which includes demonstrated competency on an end-of-school test administered by the Mississippi Department of Education.)

SPECIAL EDUCATION STUDENTS

For information on the awarding of a special diploma or an occupational diploma, please refer to MS Code ' 37-16-11.

1. Students enrolled in a self-contained special education program shall be required to complete successfully the Individual Education Plan (IEP) for grade-level promotion. Self-contained special education students shall, upon completion of the district's IEP, be awarded a special education diploma that reads, in part, "has completed the district's special education program as outlined in the individual education plan."
2. Special education students who are placed in a least restrictive environment, i.e., mainstreamed or inclusion, shall be required to meet the same requirements as

regular education students. The district shall provide appropriate accommodations and/or modifications for such students based upon the handicapping condition and specified in the IEP.

3. The State Department of Education shall establish goals for the performance of children with disabilities that will promote the purpose of IDEA and are consistent, to the maximum extent appropriate with other goals and standards for children established by the State Department of Education. Performance indicators used to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, dropout rates, and graduation rates shall be developed. Every two years, the progress toward meeting the established performance goals shall be reported to the public. Senate Bill 2506 (1999 Legislative Session) and MS Code '37-23-1 (1999)

Exemptions from Final Exams

All graduating seniors with an 80 average or above in a subject for the year may be exempt from the final examination in that subject.

Students in the ninth through eleventh grades with a 90 average or above in a subject for the year may be exempt from the final examination in that subject.

- Students in the 9th -12th grades who have perfect attendance and an average grade of 85 or above may be exempt from final examinations. A student who is tardy cannot be considered for perfect attendance or exemption.
- Students in the 9th -12th grades with missing work are ineligible for exemption from taking exams.
- Students shall not be informed of their exemption status until the day prior to the exam schedule begins. Students are expected to attend class on review days.

Promotion and Retention of Students, 6-12

The school district is dedicated to the total and continuous development of each student enrolled. The professional staff is expected to place students at the grade-level best suited them academically, socially, and emotionally.

Course/Class Requirements

- Successful completion of a course shall be based upon mastery of the *Mississippi College and Career Readiness Standards* and/or competencies, objectives, and skills in the *Mississippi Curriculum Frameworks* with a grade average of D (60) or higher as the final grade in the course, and, as appropriate, performance on the state assessment program.

- Student promotion from grade-to-grade shall be determined annually, at the end of the regular school year. School year for this purpose is defined as August 1 to July 31. The school shall report to the parent via report card or letter whether the student has been promoted to the next grade-level. Parents will be notified if the student can correct the deficiency(ies) by attending and successfully meeting the requirements for grade-level promotion in either an extended school year program or a summer school program.

The report card shall serve as notice to parents of the student's progress throughout the school year. The school shall notify parents in person, by phone, or by letter of non-graduation status.

ALTERNATIVE EDUCATIONAL PROGRAMS

1. Students enrolled in any of the district's alternative school programs must demonstrate competency on district skills for promotion.
2. Decisions concerning re-entry into the regular school program will be made on a case by-case basis.

NOTIFICATION TO PARENTS OF PROMOTION/RETENTION STATUS

The report card shall serve as notice to parents of the student's progression throughout the school year. The school shall notify parents in person, by phone, and/or by letter of retention or non-graduation.

Extended School Year

The purpose of Extended School Year (ESY) is to provide additional instructional time to students who failed the core subjects by five (5) points. Extended School Year (ESY) allows students to recover a unit or minimal core objectives needed for promotion. Students in grades 9-12 (Extended School Year Credit Recovery) are only allowed two (2) core subjects during the summer. Extended School Year will be offered based on fund availability.

Grades 7-8

- Students in grades 7-8 must have a final grade average of a D (60) or higher average in the four major discipline areas of English, mathematics, science, and social studies for promotion.
- Students in grades 7-8 failing any three (3) subjects shall be retained in the current grade. ESY will not be an option; the entire grade-level must be repeated.

Grades 9-12

- Ninth grade classification shall be based upon successful completion of the eighth grade, as verified by the school record.

- Successful completion of grade-level English is required for grade-level promotion.
- Students in grades 9-12 will be awarded Carnegie Units Credit based upon a grade of D (60) or higher as the final grade in each course. Several high school courses offered in the 8th grade carry credit.

Carnegie Units Credit required for grade-level promotion

Grade-Level	Units Credit
10	6.0 + Completion of English I
11	12.0 + Completion of English II
12	18.0
Graduation	
Traditional Option	24.0
District Option	21.0
Career Pathway Option	21.0

Each student receiving a standard diploma of graduation must pass each of the required high school exit examinations (English II, Algebra I, Biology I, and U. S. History from 1877 to the Present) as required by the Mississippi Department of Education.

Health Services

The purpose of the Natchez-Adams School District student health services program is to help each student attend school in optimum health and benefit from the school experience. All student health services employees serve under the direction of the building principal and director of student services. All parent/guardian contacts regarding student health will be made by the principal, a registered nurse or district administrator.

Health Condition(s) Information: The following guidelines should be followed concerning any students with special health conditions/concerns:

1. The Emergency Contact and Confidential Health Information form should be completed by parent/guardian at time of enrollment and updated annually.
2. Parent/guardian should notify the school nurse or principal of any health concern that could require emergency services, interfere with the student's education process or require interventions throughout the school day.

3. Students requiring medical accommodations throughout the school day (including, but not limited to, physical education, dietary conditions, physical limitations and medical interventions) must submit a statement from their licensed medical provider stating the need for such accommodations each school year.
4. It is strongly encouraged that parents/guardians follow a pattern of having regular medical and dental screenings for their child.

Illness and Injury

A student should not be in attendance and will be sent home with any of the following:

- Temperature 100.4 degrees or greater, or with incidents of vomiting and/or diarrhea. Student may return to school when free of above symptom(s) for 24 hours without any fever reducing medication or other medication to relieve symptom(s).
- Symptoms related to possible communicable diseases (skin rashes, redness of eyes, swollen glands, etc.)
- Excessive drainage from eyes, ears, persistent earache, constant cough or painful sore throat accompanied by enlarged lymph nodes.
- Students with (or having the potential to transmit) an acute infectious disease or parasite (e.g. live head lice and/or nits present within a ¼ inch of the scalp).

Students excluded from school for health reasons may return once the reason for the exclusion is no longer present. Students returning to school after injury or surgery, and who are thereby temporarily incapacitated (e.g. crutches, casts, or slings), should present a physician release to return to school along with a statement of any modifications or accommodations that need to be made to the principal or designee.

Students becoming ill or injured at school should ask the staff in charge to send them to the school health room. Parents/guardians or emergency contact individuals of students who become seriously ill or injured during the school day will be notified. Emergency telephone numbers must be available and kept current. In the event of a serious accident or illness where the parent/guardian or other emergency contact individuals cannot be reached, an ambulance will be called and the student will be transported to the nearest hospital emergency room. When advisable, the student will be accompanied by a staff member. Additional staff will continue to attempt to reach the student's parent/guardian. Parent(s)/guardian(s) are held responsible for any costs involved.

Administering of Medication

If under exceptional circumstances a student is required to take medication during school hours and the parent/guardian cannot be at school to administer the medication, the school nurse will determine the safest, most effective administration of that medication. The parent/guardian is responsible for providing the medication, completing a Medication Administration Guideline form and making arrangements for the medication to be delivered/picked up from school. Elementary students are not allowed to transport medication (prescription or over-the-counter) to or from school. Middle school students are not allowed to transport prescription medication. All prescription medication requires a licensed prescriber order (see details under prescription medication). The school district will not knowingly administer any medication not deemed safe by district reference guidelines. Unless absolutely necessary, district personnel will not administer the first dose of any medication.

Consequences: Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. For complete Board Policy, see Policy JHCD, Administering Medications to Students at School.

Honor Roll

The honor roll, based on academic achievement, is announced each nine-week grading period. The school has two levels of honors:

- **Superintendent's Scholar** - an average of 90 or higher in each course for which a grade is given.
- **Principal's Scholar** - an average of 80 or higher in each course for which a grade is given.

In-School Suspension

ISS is a disciplinary, educational tool that puts students under supervision of a school authority. It's a positive setting that allows teachers, administrators, and counselors to reach out in preemptive ways to help students who may be struggling with issues that are social, emotional, or behavioral. The goal of ISS is to help the student stay on top of his or her work, while helping them figure out what may be causing the behavior that keep him or her from succeeding.

Students placed in ISS will be required to serve the entire placement before being released. Additionally, parents will be required to sign ISS contract of behavior and provide transportation for their students to ISS for the entire duration of placement. Students are not allowed to ride the bus.

Personal Property

The Natchez-Adams School District is not responsible for recovery, reimbursement or replacement of lost, stolen or damaged personal property brought to school by students and strongly recommends that valuable personal property remain at home. Personal property should never be left. Examples of personal property include but are not limited to: purses, wallets, watches, jewelry, band instruments, electronic devices, credit cards, cash, checks, books, notebooks and book bags.

Personal Vehicles/Transportation

The school district provides transportation for all students who reside a mile or more from school. Students who elect to provide their own transportation should realize that such is a privilege which may be revoked if violations occur.

Student Vehicles (Natchez High School and Fallin Career and Technology Center)

Students who drive or who are passengers in/on a vehicle are governed by school regulations once they enter upon school property, and they are subject to all regulations and jurisdictions thereof. The school is not responsible for the health and well-being of a student who uses transportation other than that provided by the school district. The school does not accept any reason for being tardy to nor absent from school for students who ride to/from school in/on a private vehicle.

All vehicles must have appropriate parking decals, which are purchased at Fallin Career and Technology Center at a cost of \$10.00. In addition to the decal, students are required to park in assigned parking spaces.

1. Students must provide evidence of a valid driver's license and vehicle insurance certificate.
2. Speeding, reckless driving, "spinning wheels," playing loud or disruptive music, or any other misuse of the vehicle is prohibited.

3. Students must vacate their vehicle upon arrival on campus; they are not allowed to sit in, stand by, nor enter into or sit on any vehicles at anytime during the school day (with the exception of entering/exiting the campus.) Students are not permitted to return to their vehicle during the school day for any reason other than departing from the campus for the day.
4. State law permits school personnel to search vehicles when there is a reasonable basis to do so. School authorities may conduct periodic general inspections of student vehicles at any time for any reason. Searches of specific vehicles may occur when there is a reasonable basis to do so.

Only students enrolled in and attending school at Natchez High School or Fallin Career and Technology Center are permitted to drive a vehicle to school; transportation for all other students must be by bus service or provided by parent/legal guardian.

Discipline Procedures Concerning Vehicular Infraction(s) on Campus

- 1st Offense: Denial of driving privilege for 20 days.
- 2nd Offense: Denial of driving privilege for 45 days.
- 3rd Offense Denial of driving privilege for a semester.

Pregnant Students

Pregnant students shall be governed by the same attendance policies, rules, and regulations that govern all other students. Although the pregnant student's school absence immediately preceding and following the delivery shall be an excused absence, the student will be eligible to earn course credit only if minimum course requirements are met as determined by the principal through consultation with the student's teachers. The pregnant student who remains in school during the pregnancy should be under the direct care of a licensed physician/health care provider. Also, the pregnant student is expected to fulfill the following responsibilities:

1. Notify the school principal or guidance counselor once the pregnancy is confirmed.
2. Provide the principal or guidance counselor with a written statement from the physician. The statement should include the physician's recommendation concerning school attendance for the pregnant student, limitations with respect to physical activity and confirmation of the expected date of delivery.
3. Participate in a joint conference with the principal and the pregnant student's husband/father of the child, or, if the student is unmarried, the student's

- parent(s). This required conference shall be held for the purposes of determining delivery, based on the physician recommendation, and how to best accomplish the academic requirements during the time the student is out of school.
4. Consult monthly with the school counselor and social worker.
 5. In the later stages of pregnancy, when the school uniform no longer fits, the student should wear maternity tops and pants or skirts in school colors. Administrative approval is required for any deviation from the dress code to accommodate an expectant mother.
 6. **Because of possible complications or early-onset of labor, pregnant students are discouraged from participation in field trips in the latter months of pregnancy. A statement from the doctor may be required for participation.**
 7. While on maternity leave, the student must request for course work to be sent home on a weekly basis to be completed by the student and sent back to school for grading. Every opportunity will be provided so that the pregnant student can remain in the academic program if she is unable to maintain a regular schedule during the delivery term. (See *Absences*)
 8. Before returning to school after delivery, the student must present, to the guidance counselor, a written statement from her physician certifying her readiness for readmission.

Public Displays of Affection (PDA)

The Natchez-Adams School District strives to maintain an educational atmosphere conducive to responsible and appropriate behavior. Public displays of affection are not appropriate to the environment we promote for Natchez-Adams School District students, and this behavior is not permitted. A student's failure to comply with a staff or an administrator's request can be subject to disciplinary action.

Report Cards

Parents may access student grades and attendance through the online Active Parent student information system throughout the year. Hard copies of report cards will be sent home with students at the end of each quarter. The final report card of the year must be picked up at school by a parent/guardian on a day specified by the child's school.

The report card shall serve as notice to parents of the student's progress throughout the school year.

Sale of Personal Property

Students are not allowed to sell non-district fundraising items of clothing, candy, personal property or other goods while at school. Students who violate this rule will be subject to disciplinary action, including possible suspension from school.

School Resource Officer (SRO)

Local law enforcement agencies have placed uniformed officers in some of the district's school. The school resource officer (SRO) performs the regular duties of a law enforcement officer, makes classroom presentations, serves as a resource to parents, students and staff and assists in mediations.

Searches

All searches must be pre-approved by the superintendent, principal, or assistant principal. At least two district employees must be present while a search is conducted. All searches must be reasonable in scope.

1. School officials may conduct searches of persons, possessions, desks, and/or lockers if there is reasonable suspicion that a student has violated or is violating school district policy, rules or regulations, or the state or federal law and that the search will result in discovery of evidence of such violation.
2. Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted.
3. Metal detectors may be employed to provide and maintain a safe and secure learning environment.
4. The school district may use surveillance equipment to provide and maintain a safe and secure learning environment. Equipment will not be used where there is an expectation of privacy (e.g., restrooms, gym/locker rooms). Any information obtained through the use of surveillance equipment shall be used only for school safety, disciplinary matters, law enforcement or other lawful purposes.
5. The district may, at any time, utilize canines to search vehicles, possessions not on the student's person, desks, lockers, and other school property, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted at the direction of the principal.

Students on Premises After School

All students must vacate the premises at the end of the school day unless participating in

an approved extracurricular activity, receiving after-school tutoring or participating in other activities properly scheduled in advance. All students must be under the direct supervision of a staff member. Students should have transportation available within 15 minutes after all student activities and are to wait in the designated area.

Transportation

School bus transportation is a privilege which is provided by Durham School Services for those students who qualify under state regulations and who follow bus rules (§37-41-3, *Mississippi Code*). The school bus driver is authorized and responsible to the school district to maintain student order and to ensure safety at all times. Therefore, he/she is authorized to instruct and otherwise control students while they are on the bus.

Students are allowed to ride only the bus to which they have been assigned. A student may not ride another bus unless in an emergency situation and prior approval/notification is given. The parent/guardian must write a note stating the emergency. The principal must approve the note prior to the student riding the bus.

- Students are to be at assigned bus stops in the morning and at designated loading zones in the afternoon on time.
- Bus drivers may assign seats on buses. Students should be seated in their assigned seats at all times when on the bus.
- Students will not be allowed to take large objects on a school bus; exceptions are provided for academic materials/objects (example: band instruments or class projects).

NASD recognizes that students who regularly ride the school bus may present disciplinary problems. Students who exhibit adverse behavior while being transported via school bus are subject to the disciplinary actions outlined in the *Student Discipline Decision Matrix/Student Code of Conduct*, and Board Policy: Student Conduct on School Buses (JCDAD).

Questions and inquiries regarding discipline should be directed to the school principal. Questions and inquiries regarding stops, routes, and student eligibility must be directed to the director of transportation.

Restitution for Damage to a School Bus

Students are assigned seats on the bus and are responsible for seat damage. Seat damages as a result of graffiti, cuts, tears or other malicious damage will incur a repair fee/fine of not less than \$25.00 per seat. This fee will be in addition to suspension from the bus and must be paid before reinstatement of riding privileges. Fines not paid by the end of a school year will carry over into the following year and must be paid before transportation privileges are reinstated.

If you have concern regarding your bus service, please contact First Student or your student's building administrator.

**Durham Bus Services:
Jeremy Sutherland, Manager
206 Lynda Lee Drive
Natchez, MS 39120
Phone: (601) 445-2907**

Use of School Cameras

There are school cameras in use in a number of locations throughout the Natchez-Adams School District. The cameras are intended to be used for supervision and safety purposes. Information obtained via a school camera may also be used in the course of disciplinary procedures.

Withdrawal from School

Parents of children who are leaving the district or are moving to another school attendance area within the Natchez-Adams School District should notify the school a few days prior to the last day of attendance.

Library materials, texts and other school property must be returned before the transfer is complete. Failure to follow these procedures may make it difficult for a student to be enrolled and classified properly in another school. He or she will also be required to pay for books or other equipment that is lost or damaged.

Mississippi High School Activities Association (MHSAA)

The school district participates in activities governed by the Mississippi High School Activities Association, Inc. (MHSAA). To be eligible for participation in interschool activities, a contestant must be a bona fide student, having enrolled not later than the 15th day of any semester of participation, and having a satisfactory discipline record. The State Board of Education has endorsed "no pass, no play" academic standards for all public school students in grades 9-12, who participates in extracurricular activities governed by the MHSAA, including athletics, cheerleading, band, choir, drill team, etc.

To be eligible to participate in athletic competition and cheerleading, a student must present a certified copy of the birth certificate; participate in the school insurance program or provide proof of a family insurance policy, which includes a provision for injury resulting from any form of sports activity; have a physical examination; must have earned five (5) units credit that count toward graduation for the year preceding participation, including an accredited summer school; and, be promoted to the next grade-level for classification. Accredited correspondence and MVS course work may be accepted for establishing athletic eligibility, provided the course has been completed and recorded by the first day of the school year. Correspondence work is not recognized in computing QPA by the NCAA.

Once a student enters the seventh grade, s/he has 12 semesters of eligibility. If an eligible student drops out of school for one or more semesters, the student is ineligible to participate in a MHSAA sanctioned activity until credit is received in five (5) subjects during the semester, provided the maximum number of semesters of eligibility has not been exhausted.

Academic Rule (6th, 7th, and 8th Graders)

To be eligible for participation as a seventh grader, a student must have been promoted from sixth grade; and for participation as an eighth grader, a student must have been promoted from seventh grade. A student must pass his/her grade by achieving at least an average of **70** in four basic courses the previous year in order to be eligible to participate during the present year.

A student who is not eligible at the beginning of the school year may become eligible the second semester only once during the student's junior high school career by passing four basic courses with a **70** in each course.

**Basic courses - any subject that the student meets five days a week.*

Students in the 7th and 8th grade participating in high school extracurricular activities must pass their grade level by achieving at least an average of **70** in three of the four core courses of English, math, science, and social studies the previous year in order to be eligible to participate during the present year.

Academic Rule (9th -12th Graders)

To be eligible for athletics and activities, beginning with Natchez Freshman class of 2010-2011, students must pass five credits toward graduation with one year of six credits. The five units will be averaged as a whole, and the overall average must be **70** or higher in order to maintain eligibility. This will be done on a yearly basis.

A student athlete may become eligible only once during his/her high school career if he/she fails the last semester of the previous year, by passing five units with a **70** average the first semester of the following year. This will be done in order to keep the student on track for graduation.

A student who is enrolled in any grade higher than Grade 6 must be suspended from participation in an extracurricular or athletic activity sponsored or sanctioned by the school district after a semester in which the student's cumulative grade point average is below 2.0 on a 4.0 scale. {MS Code 37-11-65}

NOTE: The Carnegie units increased from 20 to 24 units by the State Department of Education in 2008-2009. The students are required to pass 6 units of credit during the school year with a **60** average or better in order to maintain eligibility. Those students who opt out of the Mississippi school's curriculum and need 21 credits to graduate, will be required to pass five credits toward graduation to be eligible. However, they must pass six credits one of those four years of eligibility.

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

A student ejected from a sports activity for unsportsmanlike conduct shall be suspended, as a minimum, from participation in that sport for no less than one week. According to the MHSAA, the principal or designee shall be responsible officers of the school. Both at home and on trips, school officials shall be responsible for the conduct of those connected with their school (i.e., students, school officials, and partisan fans) regarding any acts of violence, including verbal and physical abuse. The MHSAA will recognize no plea of extenuation which suggests that those officers are not responsible.

Any student who is absent for any part of the school day shall not be permitted to practice nor participate in any school-sponsored event without prior approval from the principal.

Sports & Activities

<i>Natchez Early College</i>	<i>Natchez Freshman Academy</i>	<i>Natchez High School</i>	<i>Morgantown Middle School Robert Lewis Magnet</i>
Baseball			Football

Football	Girls' Basketball
Girls' Fast Pitch	Boys' Basketball
Varsity Girls' Basketball	Track
Varsity Boys' Basketball	Band
Boys' JV Basketball	Choir
9 th Grade Football	Soccer
Boys' Track	Golf
Girls' Track	Tennis
Girls' Cross Country	
Boys' Cross Country	

CODE OF STUDENT CONDUCT AND DISTRICT DISCIPLINE PLAN

Introduction

The school district looks upon discipline primarily as a means of building enlightened self-control within the student, and secondarily, as a force to secure external control of the student. The latter, while necessary for some students, is educative only as it promotes the development of self-control.

Discipline is asserted on the belief that all students must follow basic rules of behavior. Consequently, a violation of rules constitutes a willful and conscious act on the part of the student. All students will be expected to follow the NASD Discipline Plan.

The school district believes that disciplinary actions should be minimized while assuring that an orderly learning environment is maintained. The rules and regulations impose no hardship on those who earnestly seek an education; the rules and regulations inconvenience only those who would confuse and disrupt the learning environment and thereby deny others their opportunity to obtain an education.

In order to maintain a school and classroom environment conducive for learning and student achievement, any student who accumulates three or more suspensions may be subject to a recommendation of expulsion or placement at an alternative school.

The faculty and staff will exert every effort to maintain an orderly, educational atmosphere; however, the final disposition of discipline resides with the administration. All procedures of due process will be observed in administering the school's rules and regulations.

State Law

Mississippi law (§37-11-53) states that each school shall have published a **CODE OF STUDENT CONDUCT**, listing rules and regulations, including disciplinary action that will be taken by the school when there is a verifiable violation of the code. The law is quite explicit with regard to (1) violations that may result in suspension, expulsion, or reassignment to alternative school program; (2) violations of a specific nature that require notification to the court and law enforcement agencies; and (3) parental responsibility with regard to student enrollment and attendance, attending a discipline conference, restitution for damage to school property or property of others, and criminal fines brought against the student for unlawful activity occurring on school grounds.

The Mississippi Department of Education requires the school district report, within 24 hours of the incident, certain violations of the Code, which, upon first offense, results in expulsion: assault, bomb threat, possession of controlled substances (drugs), extortion, homicide, kidnapping, mayhem, poisoning, rape, robbery, staff assault, stalking, sexual battery, and possession of firearms and other weapon possession. See State Laws in the appendix.

In-School Suspension

ISS is a short-term disciplinary, educational tool that puts students under supervision of a school authority. It's a positive setting that allows teachers, administrators, and counselors to reach out in preemptive ways to help students who may be struggling with issues that are social, emotional, or behavioral. The goal of ISS is to help the student stay on top of his or her work, while helping them figure out what may be causing the behavior that keeps him or her from succeeding.

Students who are assigned to in-school suspension (K-12) for more than one day will not be allowed to ride the bus. Parents will be required to drop students off at designated ISS locations.

Glossary of Terms (In Reference to the K-12 Educational Setting)

Aggravated Assault: Intentionally or knowingly causing great bodily harm or permanent disfigurement, or using a deadly weapon.

Alcohol: The violation of board policy prohibiting the possession, sale, transfer, distribution or use (or under the Influence) of alcoholic beverages of any amount, including, but not limited to, beer, wine or wine coolers and liquor.

Alternative School: (Grades 6-12) May be alternative to external suspension or expulsion. Students in alternative school are not allowed to participate in school-sponsored activities. Under certain circumstances, bus transportation to alternative school may be denied at the discretion of school authorities. Student must be suspended for at least nine consecutive school days to attend alternative school.

Arson: Setting a fire on or in school property.

Assault: An intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in such other person that such violence is imminently.

Battery: An actual and intentional touching or striking of another person against his/her will or intentionally causing bodily harm to an individual.

Bomb/Explosive: Any chemical compound, mixture or device, the primary purpose which is to function by explosion. The term “explosion” is defined as a rapid buildup of gases that overcome the structural or material resistance of its container and a blast.

Breaking/Entering: The unlawful entry into a building or other structure or vehicle with the intent to commit a felony or theft (Vandalism).

Bullying: Is any hurtful or aggressive act toward an individual or group that is unprovoked, intentional or repeated. Bullying includes a real or perceived imbalance of physical power, a social network, or verbal skills that favor the perpetrator, when a person who perceives a power imbalance, willfully subjects another person (victim) to an intentional, unwanted and unprovoked hurtful verbal and/or physical action that results in the victim feeling oppressed (stress, injury, discomfort).

Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team. **Bullying:** Any form of aggression which involves one or more students verbally, physically, and/or psychologically harassing another student repeatedly over a period of time.



Cheating: The act of or the intent to fraudulently deceive.

Computer Misuse: Inappropriate use including, but not limited to, breaking into restricted accounts or networks, modifying files without permission, illegally copying software and entering or distributing inappropriate or unauthorized files (for example, pornographic files); vandalism of computer equipment

Controlled Substance: Any medication, drug or substance that is regulated by law. Prescribed medications must be registered and distributed by school personnel using school board procedures.

Corporal Punishment: Deliberate, intentional infliction of pain on the body of a child as a penalty for disapproved behavior that is intended as correction or punishment.

Counseling: Discussion of behavior with the students and/or parents by a school guidance counselor or school psychologist.

Defiance: Blatant refusal to follow legitimate and reasonable directives.

Detention: Supervised before or after school activity; A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed or to receive specific instruction in behavior modification. Detention may require the student's attendance before school, after school, or during scheduled class or school activity time if school officials deem removal of the student from his/her regular school schedule essential to the well being of the student or school.

Disrespect: Gross display of a lack of respect, regard or esteem toward a school board employee or agent

Disorderly Conduct: Any act which substantially disrupts the orderly conduct of a school function, behavior substantially disrupting the orderly learning environment or poses a threat to the health, safety and/or welfare of students and/or staff.

Drugs (excluding alcohol): Violation of the board's prohibition of the possession, sale, transfer, or distribution of controlled substances excluding alcohol: drugs which require a physician's prescription or the possession of which is prohibited by law, or those classified as "designer drugs" under MS statutes. Also, prohibited is the sale or distribution of any substance represented by the student to be a controlled substance, the use or any legal substance to attain a mood-altering effect and the possession of any equipment or device for preparing or taking drugs.

Due Process: Due process is a legal term, which implies procedural fairness. Students who are accused of violating the Code of Student Conduct will be provided with minimal due process, which includes the following steps:

- a. Tell the student what he/she is alleged to have done and mention the school rule prohibiting such action.
- b. Tell the student the evidence against him/her and hear his/her side of the story. If it becomes necessary to pursue the matter beyond simple in-school discipline, the responsibility for assuring the student's right to adequate due process (District Due Process Review Hearing) will be assumed by the administration.

Electronic Devices: No radios, tape players, beepers, laser pointers, electronic games, cellular phones or any unnecessary devices deemed potentially disruptive shall be allowed at school. Students bringing any of these for a class project must make arrangements with the teacher or assistant principal for safekeeping. The school shall not accept the responsibility for personal property or money.

Expulsion or Change of Placement: The removal of the right and obligation of a student to attend a public school for a period of time not to exceed the remainder of the term or school year and one additional year of attendance. Expulsions may be imposed with or without continuing educational services.

False Fire Alarms or Bomb Threats: Intentionally activating a false fire alarm or reporting a false bomb threat.

Fighting: The intentional physical contact of an insulting or provoking nature with another person resulting in physical injury.

Firearms: Violation of the board's prohibition of firearms of any kind (operable or inoperable, loaded or unloaded). Included in this list are pellet or BB guns and starter pistols. (See Weapons)

Forgery: False or misleading written communication with the intent to deceive.

Gambling: Any participation in games (or activities) of chance for money and/or other things of value.

Gang-related Activity: Any activity or behavior that indicates involvement with a gang, (for instance, hand signals, graffiti, gang attire, wearing of colors).

Habitual Disruptive Behavior: Behavior, which disrupts a classroom or school, continually engaging in behavior which jeopardizes the health, safety and welfare of others on campus, or school-sponsored transportation.

Harassment: Using repeated unwelcome remarks to annoy, demean or ridicule another.

Hazing: An organized form of bullying. Bullying is most form is an attempt to exclude a person from an activity while hazing is often done in an attempt to complete a rite of passage into a group.

Homicide: Killing of one human being by another human being through negligence.

In-School Suspension (ISS): The temporary removal of a student from the student's regular school program and placement in an alternative program, under the supervision of school district personnel, for a period not to exceed ten school days.

Kidnapping: The unlawful seizure, transportation and/or detention of a person against his or her will, or of a minor without the consent of his or her custodial parent(s) or legal guardian.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle, including, but not limited to, cars, trucks, motorcycles and mopeds.

Murder: The unlawful and intentional killing of one person by another.

Out-of-School Suspension: The temporary removal of a student from instruction from school and all school-sponsored activities for a period of time not to exceed 10 days and the remanding of the student to parental custody.

Plagiarism: An act of stealing or passing off the ideas or words of another as one's own; the use of a created production without crediting the source; literary theft; present as new and original an idea or product derived from existing source.

Possession: For purposes of the Code of Student Conduct, possession shall be defined as the actual control or custody of anything which may be the subject of property for one's use. This definition shall embrace the concept of actual possession as well as constructive vehicle, or on one's person.

Profanity/Obscenity: Disrespectful language or gestures that are deemed vile, vulgar or debasing.

Restitution: Restoring or paying for damaged or stolen property.

Robbery/Extortion (using force): The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody or care of another person by force, or threat of force or violence and/or by putting the victim in fear.

Sexual Battery (includes attempted): Any sexual act directed against another person, forcibly and/or against the person's will, or not forcibly or against the person's will, where the victim is incapable or giving consent because of his or her youth or because of temporary or permanent mental incapacity.

Sexual Offenses: Sexual behavior or conduct without force or threat of force and where the victim is capable of giving consent includes, but is not limited to, consensual sexual acts, indecent exposure, obscenity and the possession or distribution or pornographic materials.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical contact of a sexual nature when such conduct substantially interferes with a student's academic performance or creates an intimidating, hostile or offensive school environment, including, but is not limited to, verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implication, unwelcome or inappropriate touching or suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Smoking Tobacco: Violation of board policy prohibiting the use, possession, distribution and sale of tobacco products on school property, at school functions, on school-sponsored transportation or at extra-curricular activities.

Suspension: See Out-of-School Suspension.

Suspension (Categories):

- a. **External Suspension (Suspension; Out-of-School Suspension):** Denial to a student of the right to attend school. Absences will be unexcused. Students who have been externally suspended or expelled are not permitted on any school campus or at any school function. Expelled or externally suspended students who return to school or attend a school function while under suspension may be considered to have criminally trespassed and may be prosecuted according to law.
- b. **In-School Suspension:** Temporary removal from classes by placing students in a designated area. Students will continue to do classroom work and receive credit for completed assignments.
- c. **Long-term Suspension:** An out-of-school suspension of more than 10 days.
- d. **School Bus Suspension:** Denial of the privilege of bus transportation as the result of the safety of students, bus drivers and/or materials being threatened. Discipline will be administered according to the Code of Student Conduct.
- e. **Parking Privilege Suspension:** Parking is a privilege bestowed by permit, which can be suspended or revoked. Suspended and expelled students are denied parking privileges for the term of their suspension.
- f. **Special Education Suspensions:** The school's manifestation committee determines placement decisions for special education students.

Tardy: Late for school or class.

Theft/Larceny (Personal or school property): The unlawful taking of property from the possession of another person.

Threat/Intimidation: Forcing another to do something, preventing another from doing something by threatening, bullying or making him or her afraid, or making statements or acts of threat that place students, staff or facilities at risks.

Trespassing: To enter or remain on school property without the authorization or invitation and with no lawful purpose for entry, including student under suspension or expulsion.

Truancy: Absence without a valid excuse as identified in Board Policy JEA. Truancy also includes absence without permission from any class, study hall or school-related activity for which a student is scheduled during the school day.

Vandalism: The willful and/or malicious destruction, damage or defacement of public or private property without the consent of the owner or the person having custody or control of it including, but not limited to, graffiti (Breaking and Entering).

Weapons (Other than firearms): Violation of the board's prohibition of any pointed, sharp or blunt instrument which has no legitimate educational purpose for the student at school and items that closely resemble weapons (look-a-likes) or operate similarly, such as pellet guns, BB guns and starter pistols. Toy guns, water pistols, facsimiles or gun look-a-likes that are used in a threatening or disruptive manner shall be considered weapons. Also prohibited is the use as a weapon of any article or substance not normally considered to be a weapon, but used as a weapon, for instance, rocks, pens, pencils, scissors, and/or laser pointers. (See Firearms)

Willful Disobedience: Defiance; Deliberate failure to follow directions given by a school board employee, agent, or established rules and regulations of a school.

Notification of Rights Under FERPA for Elementary and Secondary Schools



The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School 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 School official 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 rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School 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 School 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 School 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.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the record's request unless it states in its annual notification that it intends to forward records on request.]

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

In an effort to prevent the escalation of school violence, the Mississippi Legislature has enacted several laws which severely impact the responsibilities of both parents and students. This section of the handbook is designed to highlight some of these laws.

Parental Responsibilities

According to state law, if any student shall willfully destroy, cut, deface, or damage, any school building, equipment or other school property, s/he shall be liable for suspension or expulsion and the parents/guardians shall be liable for all damages.

A parent, guardian, or custodian of a compulsory school-age student enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding the student's disciplinary problems or destructive acts against school property or persons. Any parent, having been summoned by proper notification by the superintendent, or designee, shall be required to attend such discipline conference. A parent, guardian, or custodian of a compulsory school-age student who willfully fails to attend a disciplinary conference may be guilty of a misdemeanor and fined up to \$250.00.

A parent, guardian, or custodian of a compulsory school-age student enrolled in a public school district shall be responsible for any criminal fines brought against the student for unlawful activity occurring on school grounds as defined in §37-11-29 Mississippi Code. Unlawful activity means any of the following:

1. Possession or use of a deadly weapon.
2. Aggravated assault.
3. Possession, sale, or use of any controlled substance.
4. Kidnapping.
5. Simple assault upon any school employee.
6. Rape, sexual battery, or murder.
7. Fondling, touching, or handling a minor for lustful purposes.

A parent, guardian, or custodian of a compulsory school-age student enrolled in a public school district that refuses or willfully fails to perform any of the duties imposed upon him/her under the provisions of this section of state law shall be guilty of a misdemeanor, and, upon conviction, shall be fined an amount not to exceed \$3,500.00.

A public school district is entitled to recover damages in an amount not to exceed \$20,000.00, plus necessary court costs from the parents of any minor child between the ages of 7 and 17 who maliciously and willfully damages or destroys property belonging to the school district. This section of the law does not apply to parents whose parental control of such child has been removed by court order or decree. These damages are in addition to any other recovery. Legal References: §37-11-19, 37-11-53, 97-37-1, 97-3-7, 37-11-29, 37-11-59, Mississippi Code.

Automatic Expulsion

Any student in any school who possesses any controlled substance in violation of the Uniform Control Substances Law, a knife, handgun, other firearm, or any other instrument considered dangerous and capable of causing bodily harm or who commits a violent act on school property shall be subject to automatic expulsion for one calendar year. Such expulsion shall take effect immediately subject to the constitutional rights of due process. However, the superintendent may, in conjunction with the school board, modify the period of time on a case-by-case basis. §37-11-18 Mississippi Code.

The superintendent or his designee must immediately report to law enforcement agencies when there is a reasonable belief that an unlawful activity has occurred on school property or during a school activity. The superintendent or his designee may be fined up to \$1,000.00, jailed for six months, or both, for failure to report. When a report is received, law enforcement must immediately dispatch an officer and an arrest may be made if there is probable cause. §37-11-29 Mississippi Code.

Reporting Requirements for Unlawful Activity

Any school employee who has knowledge of any unlawful activity which occurred or may have occurred on educational property or during a school-related activity must report such activity to the superintendent, or designee, who shall notify the appropriate law enforcement officials. The principal may make the report if the superintendent or designee is unavailable.

When the superintendent, or designee, has a reasonable belief that an act has occurred on educational property or during a school-related activity involving the possession or use of a deadly weapon, possession, sale or use of any controlled substance, aggravated assault, simple assault of a school employee, rape, sexual battery, murder, kidnapping, or fondling, touching or handling a minor child with lustful purposes, the superintendent, or designee, shall immediately report the act to the appropriate law enforcement agency. School property shall include any public school building, bus, public school campus, grounds, recreational area, or athletic field. Reports required under this law shall be made on a form prescribed by the Mississippi Department of Education. §37-11-29 Mississippi Code.

The law enforcement agency shall immediately dispatch an officer to the educational institution and with probable cause, the officer is authorized to make an arrest. §37-11-29 Mississippi Code.

Any superintendent, principal, teacher, or other school employee who participates in the making of the required report or who participates in any judicial proceeding resulting there from is presumed to be acting in good faith. Any person reporting an act in good faith shall be immune from any civil liability that might otherwise be incurred or imposed. §37-11-29 Mississippi Code.

A superintendent, or designee, must notify, in writing, the parents, guardians or custodian, the youth court, and the local law enforcement agency(ies) of any expulsion or a student for criminal activity as defined in § 37-11-29 Mississippi Code. The superintendent, or designee, must also notify the youth court and local law enforcement agencies by affidavit of the commission of any crime by a student who committed the crime. §37-9-14 Mississippi Code.

Law enforcement agencies, judges, and courts must notify the superintendent of the school district when a student is arrested, or lawfully charged with, or convicted of a crime. If the charge upon which the student was arrested or any other charges against him/her are dismissed, or if upon trial, the student is either convicted or acquitted, this disposition shall also be reported to the superintendent of the school district. The report must be made within one (1) week after the arrest, dismissal, conviction, or acquittal. This reporting requirement does not apply to ordinary traffic violations involving a fine of less than \$50.00. §37-11-29 Mississippi Code.

The law enforcement report to the school district must contain the student's name, address, and school, place, date, and time of arrest, the charge against the student, the bail status, and disposition, if any. §37-11-31 Mississippi Code.

Release of Law Enforcement Records

Law enforcement records of students taken into custody for committing a felony or offense involving the use or possession of a dangerous weapon may be released to appropriate school officials, upon written request by the school district, without a court order.

Prohibition of Weapons on School Property

All schools must post in public view a copy of §97-37-17 Mississippi Code. The following definitions apply to §97-37-17:

1. "Educational property" is defined as a public or private school building, bus, campus grounds, recreational area, athletic field, or other property owned, used, or operated by any local school board; educational property does not include any sixteenth section or lieu land on which is not located a school building, school campus, recreational area, or athletic field.
2. "Student" is defined as a minor or adult who is 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.
3. It shall be a felony for any person to possess or carry, either openly or concealed, a gun, rifle, pistol or other firearm of any kind, any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. Conviction carries a fine of up to \$5,000.00, imprisonment for three years, or both. Possession of a BB gun, air rifle, or air pistol is not a felony.
4. It is also a felony for any person to cause, encourage, or aid a minor who is less than 18 years old to possess or carry, either 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. The penalty is a fine up to \$4,000.00, imprisonment for three years, or both. BB guns, air rifles, or air pistols are not included.
5. A "misdemeanor" is defined as the crime of any person possessing or carrying, either openly or concealed, any BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, sling shot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors, or 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. A person who violates this subsection of the law shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$1,000.00 or imprisoned for six (6) months, or both.

6. It is also a misdemeanor for any person to cause, encourage, or aid a minor who is less than 18 years old to carry any of the foregoing enumerated weapons. Any person who violates this section shall be fined up to \$1,000.00, imprisoned for six (6) months, or both. §97-37-17 Mississippi Code.

Exceptions to the violations specified in § 97-37-17 include weapons used solely for educational or school-sanctioned ceremonial purposes, carried by persons as are authorized by law, kept in a home school, used in organized shooting events, as well as certain non-prohibited weapons in vehicles under parental control and used to transport a student and carried, concealed in whole or in part, if going or returning from a legitimate weapon-related sports activity. §97-37-17 Mississippi Code.

A parent may be guilty of a misdemeanor and fined up to \$1,000.00, imprisoned for six (6) months, or both for knowingly allowing a student under the age of 18 to have, own, or carry a concealed weapon, unless otherwise exempted by law. §97-37-15 Mississippi Code.



GREAT STUDENTS 🐾 *GREAT SCHOOLS* 🐾 *GREAT COMMUNITY*

“Where Our Students Come First”