

Newton County Elementary School



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J. O. Amis
Superintendent of Education

Jason Roberson
Principal

Jessica Loper
Assistant Principal

John May
Assistant Principal

THIS STUDENT HANDBOOK BELONGS TO:

Name _____

Address _____

Phone Number _____ Lunch Room Number _____

Grade _____ Homeroom Teacher _____

DISTRICT MISSION STATEMENT

It is the mission of the Newton County School District to *Pursue Perfection* in providing a world-class, challenging education as well as developmental guidelines for all students.

BOARD OF TRUSTEES

Glenda Barrett

Jason Cain

Brenda Chaney

Mark Savell

Johnnie Thorne

IT IS THE POLICY OF THE NEWTON COUNTY SCHOOL DISTRICT THAT IF AN INDIVIDUAL IS OTHERWISE QUALIFIED, HE/SHE SHALL NOT BE DENIED THE OPPORTUNITY TO PARTICIPATE IN, DENIED THE BENEFITS OF, OR BE SUBJECT TO DISCRIMINATION UNDER ANY PROGRAM OR ACTIVITY RECEIVING FEDERAL FINANCIAL ASSISTANCE SOLELY BY REASON OF HIS/HER DISABILITY, SEX, RACE, COLOR, CREED, OR NATIONAL ORIGIN.

The Student Handbook is provided as a convenience to the students of Newton County Elementary School. Policies contained within this handbook are constantly being reviewed and if necessary are subject to modification by the Newton County School Board of Education.

SUPERINTENDENT'S REMARKS

Welcome to Newton County School District. This planner and handbook is designed to supply our parents and guardians with useful information about our school district.

Newton County School District is fortunate to have teachers, administrators and staff who are passionate about the success of our students and the success of our district as a whole.

It is our hope that this planner will provide a valuable means of communication with parents and guardians. Our district is committed to making sure you are aware of your child's accomplishments and of the activities that are taking place in our classrooms and on each campus.

Our school district is committed to parental and community involvement. I would invite you to visit any of our campuses at any time. It is our hope that the experiences your student has at Newton County Schools will prepare him or her to be a future leader in our society. Thank you for your support of Newton County Schools.

Sincerely,
J. O. Amis
Superintendent of Education

Newton County Elementary School
Is recognized as a
Model PBIS School.

Little Cougars are:

Safe

Kind

Respectful

Ready to Learn

Newton County Elementary School
2018-2019

Aug 6 – Aug 7	Teacher Professional Development
Aug 6	NCES Registration Day
August 8	Students First Day
September 3	Labor Day Holiday
October 11-12	Fall Break
November 19-23	Thanksgiving Holidays
December 20-21	Merit Holiday
December 21	60% Day – Lunch Served
Dec 24- Jan 4	Christmas Holiday Break
January 7	Teacher Professional Development – No Students
January 8	Students Return – 2 nd Semester Begins
January 21	Dr. Martin Luther King Holiday
March 11-15	Spring Break
April 19	Good Friday Holiday
April 22	Easter Monday Holiday / Weather Make-Up Day
May 22-23	Merit Holiday
May 23	60 % Day
May 24	Professional Development Day Teachers

	December 21- 60% Day	May 24 - 60% Day
Monday - Uniform Day	Tuesday - Uniform Day	Wednesday – Uniform Day
	Thursday – Circus T- Shirt	Friday - Cougar Spirit Day

If you do not have the NCES Circus Theme T-Shirt or a Cougar Spirit T-Shirt for those days, you are to wear Uniform Shirts.

ENROLLMENT PROCEDURES

All students must provide the school with the following information:

1. Certified birth certificate
2. Immunization Record
3. Social Security Number
4. Name and address of former school attended
5. Verification of Residence
6. Section, Township, Range

RESIDENCY REQUIREMENTS

Students who attend Newton County Schools must live with their parents/guardians at an established legal residence on a full time basis. Parents or guardians must live on a full time basis within the boundaries that have been declared the Newton County School District. Students who fall under the auspices of a court appointed guardian must live on a full time bases with said guardian who lives within the boundaries that have been declared the Newton County School District. Legal reference, Mississippi Code A, Section 37-15-31(1993 Supp.) Appropriate legal documentation must be presented at the time of enrollment. If at any time residency changes, new proofs of residency must be brought to the school office. At the beginning of each school year the following must be provided. Students found not in compliance with residence requirements will not be allowed to attend.

RESIDENCY DOCUMENTATION

Two (2) of the following documents must be provided when enrolling as proof of residency:

1. ___ **Filed Homestead Exemption Application Form**
2. ___ **Mortgage Documents or Property Deed**
3. ___ **Homestead Print Out From Tax Assessor/Chancery Clerk**
4. ___ **Apartment or Home Lease**
5. ___ **Utility Bills (electric, gas, water, satellite, land line phone etc.)**
6. ___ **Driver's License**
7. ___ **Voter Precinct Identification**
8. ___ **Automobile Registration**
9. ___ **Affidavit of Residency**
10. ___ **Other Documentation** _____
(Describe)

CURRICULUM

Reporting System

A report of the progress of each student will be sent home during the fifth week of each of the four nine-week grading periods. Report cards will be sent to the parents the week following the nine weeks. Parents may check student's progress online throughout the school year at www.newton.k12.ms.us. Contact the office for password information.

HONOR AWARDS

PERFECT ATTENDANCE: Students must not be tardy or checked out from school at any time during school day.

PRINCIPAL'S LIST: Students must have a 90 or above in EACH subject at the end of each 9 weeks.

HONOR ROLL: Students must have an 80 or above in EACH subject at the end of each 9 weeks.

IMPROVED: (After 1st 9 weeks) one letter grade improvement in any one subject and maintain the same letter grade in all other subjects.

ALL "A's" AWARDS

A yearly average from 1st – 5th Grades is used when determining which students will receive an all A's award at the end of the 5th Grade.

GRADING SYSTEM

- A—90-100
- B—80-90
- C—70-80
- D—60-70
- F—Below 60

Kindergarten Pass-Fail Policy

Kindergarten students must master 85% of the 46 English Language Arts Standards and 85% of the 22 Math Standards in order to be promoted to the First Grade. Standards are in accordance with the Mississippi College and Career Readiness Standards. Our goal is for all Kindergarten students to achieve a scale score of 681 or higher at the end of the school year on the STAR Early Literacy Test.

GRADES 1-5 PASS-FAIL POLICY

It shall be the policy of the Newton County School District to require students to become responsible for his/her success in the classroom. Students shall not pass a class/grade when that student doesn't satisfactorily complete 60% of the course skills. However, a student may pass with a failure in Social Studies, but does not have a failing grade in any other course.

SPECIAL EDUCATION

Grading, Graduation and Definition

Students must successfully complete at least 100% of the objectives written in the Individual Educational Program (IEP) with a grade of at least 60, on his/her assigned or functional grade level, on a teacher made test relating to these objectives for the specified grading period.

"Special education program" shall mean a program for exceptional children as defined and authorized by Sections 37-23-1 through 37-23-9, Mississippi Code of 1972, and approved by the State Department of Education and provided from state and federal funds.

Language/Speech

Language/Speech therapy is offered to students who meet Mississippi Department of Education requirements in the areas of voice, fluency, articulation, and language impairments. Students who are suspected of having a voice, fluency, articulation, and/or language impairments should be referred to the Speech-Language Pathologist. Referrals can be made by NCES personnel and/or parents. Parents of students who have problems in these areas who are 3, 4, and 5 are encouraged to contact the special education director.

GIFTED EDUCATION

"Gifted education program" shall mean those programs for the instruction of intellectually gifted children as defined and provided for in Section 37-23-175 et seq., Mississippi Code of 1972.

BOARD POLICY ON GIFTED PROGRAM TESTING

Students who do not meet eligibility requirements for the intellectually gifted program at the time of the initial referral may be referred and evaluated one more time. To ensure the validity of the intelligence test, it is recommended that the second referral be delayed for a period of at least one year from the date of the initial referral. Students who do not meet the criteria for the intellectually gifted program after a second referral will not be eligible for future referrals to the program. Students who were enrolled in intellectually gifted programs within the state will be placed in the program upon entering Newton County Schools. Students who were previously enrolled in an intellectually gifted program outside the state of Mississippi must be referred and assessed according to the Mississippi and the Newton County guidelines and regulations.

WITHDRAWAL FROM SCHOOL

To be properly withdrawn from school, students should obtain a "withdrawal form" from the office. Upon completion of the withdrawal form, it must be turned in, along with all textbooks, to the office. All students must obtain this clearance before records will be transferred to another school. (MS Code 37-15-3)

MISSED HOMEWORK DURING AN ABSENCE

When a child is absent, please call **before 9:00 A.M.** This gives teachers time to gather this information without interrupting class time. We will appreciate your help with this situation.

EXCUSED ABSENCES

A note signed by a parent or guardian, or medical doctor must be presented **within three (3) days for absence** to be considered excused. This note must state student's name, date and reason for absence. After three (3) absences per semester the note must be signed by a medical doctor for the absence to be excused. The following are acceptable reasons for excused absences:

1. Attendance at an authorized school activity with prior approval of the principal.
2. Illness or injury.
3. Isolation ordered by the County Health Officer or the State Board of Health.
4. Death or serious illness of a member of the immediate family.
5. Medical or dental appointment with prior approval of principal.
6. Proceedings of a court when the student is a party to the action or is under subpoena

7. Observance of religious events
8. Other emergency or unusual conditions subject to the approval of the principal

Students will be allowed to make up class work missed during **excused** absences. This work must be made up in a manner satisfactory by the teacher.

UNEXCUSED ABSENCES

An absence will be unexcused if a note signed by a parent, guardian, or medical doctor is not presented within three (3) days after returning to school. All absences in excess of three (3) during any one semester will be unexcused unless a medical doctor's note is presented. **After a child has accumulated 5 unexcused absences the attendance officer will be contacted.**

When a student is given "at home" suspension, unexcused absence will apply for the number of days suspended. This also applies when a child is suspended from the bus and does not attend school. The student will receive no grade above a 50 for make-up work.

CHECK-IN

Students are expected to be in class by 7:50 AM or they will be considered late. Students who are late to class in the morning due to bus breakdown or to problems related to bus transportation will not be considered a check-in. Teachers and office personnel will keep a record of absences and check-ins. A student who is absent more than **37% of instructional** time within a school day will be considered absent for that entire school day.

CHECKOUT

Students are expected to remain at school all day unless they are sick. Students are allowed **3** checkouts per semester. After **3** checkouts a doctor's excuse must be presented the next day after the checkout, if it is to be excused. Three unexcused checkouts will result in an unexcused absence. Any checkout, even if it is excused, will prohibit a child from receiving perfect attendance. **Students must be checked out prior to 2:30.**

CAR RIDERS

Car riders can not arrive on campus before 7:25 A.M. Car riders should arrive at school no later than 7:40 A.M., if they plan to eat breakfast. This gives them time to eat and get to class before the bell rings. Car riders are to be picked up immediately after the buses leave. Teachers are responsible for students only until 3:15 pm. Anytime a change is made in your child's transportation, a note should be provided to the office. **Unless your child has a note, they will be sent home in the usual way.**

OTHER THINGS TO KNOW ABOUT ATTENDANCE AND POLICIES

- * All visitors must come by the office and get a visitor's pass.
- * A student shall not leave the campus of the school for any reason without expressed permission of principal or official in charge when the principal is absent.
- * A student may not be excused from school at any time unless the parent or guardian makes a personal request as required by the school.
- * Students must be in attendance 180 days for perfect attendance.
- * Students who accumulate twenty (20) absences in a year will be required to appear before a review board with their parents/guardian to determine credit for subjects taken.
- * Student's academic performance and behavior will only be discussed with their parents or legal guardian.
- * Once students are assigned a homeroom they will not be removed from that homeroom and placed in another one.
- * All visitors must report to the office upon arrival at the school. Parents who wish to visit the school are welcome.
- * Regular class work is not to be interrupted during these visits, so please call the office in advance and schedule a time to come.
- * We welcome any opportunity to talk with parents about their children. An appointment is necessary and helpful in having the child's work and records on hand for discussion. **If you wish to make an appointment, call the school office at 601-635-2956.**
- * **SPECIAL OCCASIONS (VALENTINE'S, BIRTHDAY, etc.)** NO flowers, balloons, etc. may be delivered to students at Newton County Elementary School.
 - Kindergarten Parents** may bring goodies for a child's birthday and stay for the party in the classroom. The office is to know about the party before the day of the party.
 - Grades 1 through 5 Parents** may bring birthday goodies for their child to the office and it will be taken to the student's classroom. Parents are not allowed to go to the classroom.
- * The student will be held responsible for the loss or damage to textbooks issued to him/her. Any lost textbook will be assessed at replacement cost.
- * Our library books belong to all of us, and pride should be taken in their preservation. If the library books are willfully marred or defaced, damages will be charged. Full price will be charged for any lost library book. Librarians may charge a fine for overdue books.
- * When regular classes are not in session, students should be on campus only under the supervision of teachers or administrators.

SCHOOL NURSE

Medication must be brought to the school in the original prescription bottle, properly labeled by the pharmacist as prescribed by law. It must be brought to the school by the parent or legal guardian. Medications are not to be brought to the school by the student.

HEAD LICE

When it is determined by examination that student has head lice and/or nits, the Newton County School District principal will exclude from school and refer for treatment, any student with known infestation of head lice. A letter will be provided to notify the student's parent/guardian that the student must receive proper treatment before the student may return to school. The treatment must be an approved medical treatment and not a home remedy.

The student will be allowed to return to school on the following condition:

- a. when the parent/guardian provides evidence of treatment, such as the empty container of the appropriate product with the label intact;
- b. a copy of the notification letter with a parent/guardian signature to verify receipt;
- c. no live lice or nits shall be visible on examination by school staff, i.e. school nurse, principal or principal's designee.

IMPORTANT: A SECOND TREATMENT shall be completed within seven (7) to ten (10) days following the first treatment - no sooner than seven (7), no later than ten (10) days. The parent/guardian shall be required to furnish evidence of a second treatment.

If a student is found to have head lice on three (3) occasions during one (1) school year, as determined by the school nurse, public health nurse, or physician, the principal or administrator will notify the Newton County Health Department of the recurring problem. An approved form will be used to refer the student to the Health Department. The Newton County Health Department will be notified that the student is expected. The parent/guardian will take the completed form and the student to the Newton County Health Department. The school nurse will follow up with the Newton County Health Department and the parent/guardian for release to return to school.

LUNCHROOM

A nutritious breakfast will be served each morning, as well as lunch each day. **Breakfast is Free and lunch is \$2.50. Reduced price for lunch is \$.40.** It is possible for you to pay in advance for your meals. This can be done weekly or monthly. Envelopes will be provided for kindergarten through fourth grade. The fifth grade will pay as they go through the line at either breakfast or lunch. They also can pay by the week or month. Checks are accepted for the price of the meals only. Should we receive the second returned check by the same person, only cash will be accepted.

Free and reduced meal applications will be available on registration day and the 1st day of school.

Should your child have an allergy to specific foods or need a specific diet, you will need to submit a form from your doctor indicating the need. This must be done each year.

NO DRINKS (COKES, ETC.) ARE ALLOWED IN THE CAFETERIA IN A GLASS CONTAINER. IF YOU BRING YOUR LUNCH, THE DRINK MUST BE IN A THERMOS.

STUDENT DRESS AND APPEARANCE

1. Students shall practice good personal hygiene in body and clothing.
2. Students' hair shall be neat and well - groomed.
3. Sunglasses, hats, and bandanas are not to be worn to school or on school trips without the permission of the principal.
4. No hair curlers may be worn.
5. Shoes shall be worn at all times and shoelaces tied.
6. Males shall not wear earrings.
7. No male students will be allowed to wear his pants with the crotch halfway between his thighs or near his knees. Underwear must not be seen. A belt is to be worn to keep pants from sagging. Belt must be black or brown.
8. **ALL 4TH AND 5TH GRADE STUDENTS MUST TUCK IN SHIRTS AND WEAR A BELT.**
9. If a child is sent to the office for improper clothing, parents will be called to bring proper clothing or pick child up.

UNIFORM DRESS CODE COMPLIANCE POLICY

It shall be the policy of the Newton County School District to create an atmosphere that is safe and unobtrusive for students to learn and teachers to teach. All students who were in attendance last year are expected to be in compliance the first day of school. However, new students who move into this district may not be aware of the Uniform Dress Code. Once these students have legally enrolled, a grace period of seven (7) days will be granted to these students to become compliant with the Uniform Dress Code. Once the grace period has concluded, these students will not be allowed on campus until such time as they become compliant with the Uniform Dress Code. After the grace period, every day missed will be unexcused.

During the course of the school year, all students are expected to be in compliance with the Uniform Dress Code. If any student comes to school not in compliance with the Uniform Dress Code, then said student's parents will be notified. The student will be removed from class and picked up by his/her parent. When this occurs, the student will be considered absent from classes missed and will be unexcused. The student will be allowed to return to school and class only when he/she becomes compliant with the Uniform Dress Code. If this offense occurs a second time, then said student will be suspended for one day followed by a parent conference. A third offense will result in a 3-day suspension and a parent conference. Any subsequent offense will result in a parent conference with the superintendent or his designee. Additional suspension days and/or a recommendation for expulsion may result from said meeting.

THE FOLLOWING SCHOOL UNIFORM DRESS CODE APPLIES TO THE NEWTON COUNTY ELEMENTARY SCHOOL:

UNIFORM TOPS: Short/Long Sleeve Polo Shirt--Approved Colors: Royal Blue, Orange, or White—must be worn Monday-Friday unless participating in the Academic Thursday or Spirit Friday.

Spirit Day: During the school year each Friday will be designated as a “spirit day.” On this day, school colors and school organizations will be promoted. Tops may include those listed above, plus any shirt that appropriately displays Newton County School District colors or logos that promote any school organization associated with the Newton County School District. Uniform bottoms will remain the same. All other rules will apply as stated above.

Academic Day: The official **Newton County Elementary School 2017-2018, “Ocean-Themed”** shirt can be worn on Thursdays by students. If students choose not to wear the 2017-2018, academic-themed shirt, the standard dress code for Thursday will remain in effect.

SWEATSHIRTS, SWEATERS, VESTS: Approved Colors: Royal Blue, Orange, White, Gray, Black

LOGOS: Brand logos must not be larger than 2 inches.

UNIFORM BOTTOMS: Pants/Shorts/Skirts/ Skorts/ Jumpers: Approved Colors: Khaki or Navy—Uniform Style

Prohibited: No denim, no cargo pants, flair legs, no spandex, polyester, or other tight fitting pants--pants must fit properly. Clothes cannot be more than one size to big. Shorts and skirts may not exceed **3” above the knee** and must be uniform style. Pants legs must not be cut or frayed.

SHOES: Tennis shoes are preferred—loafers, sandals and boots are allowed.

Prohibited: No flip-flops, platform shoes, spiked heels, Birkenstock, Clogs, Crocs, lighted shoes, Toe Shoes or Skate Shoes (Heely shoes). Shoes must be properly tied or fastened.

APPROVED JACKETS: Zip-up, Button-up or Pull-over Approved Colors: Royal Blue, Orange, White, Gray, Black, Brown, Navy School logo is allowed but not mandatory. Jackets must not exceed below mid thigh.

Jackets: During extreme cold weather, at administration discretion, other jackets may be allowed.

PROHIBITED: RADIOS, CD PLAYERS, GAMES, CAMERAS

To help maintain a learning environment, which minimizes distraction, as well as to protect personal property, students are **not** permitted to have Radios, TV, CD Players, Games, Cameras or other such electronic devices at school unless it is for educational purposes, which have been approved by the principal. Without such approval, radios, etc. will be confiscated. They will be returned to the student's parents when they come to the office to pick them up.

CELL PHONES

The use of cell phones on the campus and in the building during regular school hours will not be permitted. All phones confiscated under this policy must have the SIM card included and no SIM cards will be returned before the required fees or time periods are satisfied.

First Offense – Cell phone will be confiscated and will be subject to a \$25 Administrative /Handling fee or 30 days of confiscation. A parent, guardian or approved checkout person will be required to pick up the device

Second Offence – Cell phone will be confiscated and will be subject to a \$25 Administrative /Handling fee or 30 days of confiscation. A parent, guardian or approved checkout person will be required to pick up the device

Third and Subsequent Offences- The School will take possession of the Cell phone for 60 days or will be required to pay a \$50 Administrative / Handling fee and a parent, guardian or approved checkout person will be required pick up the device.

If a cellular device is used to video, upload or transmit acts of violence, etc. the device will be taken for 30 days and the student will receive suspension.

The District is not responsible for the devices lost or misplaced while in their possession when confiscated from a student.

SOLICITATIONS

Students may not solicit money from individuals or businesses for school activity except when authorization has been given by the principal. Solicitations for other reasons will not be permitted without permission of the principal.

EMERGENCY PROCEDURES:

1. **Monthly Fire Drills:** An announcement over the intercom.
2. **Earthquakes, Tornadoes and Severe Weather:** An announcement over the intercom.
3. **Lockdown (See Crisis Plan)**

CODE OF CONDUCT

Self-Discipline is the desired outcome of any discipline system. However, certain rules and regulations are necessary in school, as in other social institutions, to provide order and an atmosphere that is conducive to the teaching and learning processes. The primary responsibility for the conduct of a student rests with the individual student and his/her parent/guardian. Students have a responsibility for becoming familiar with and for following the established rules and School Board Policies relevant to conduct at school. Parents/guardian have a responsibility to make certain that their children adhere to the established rules and policies.

Teachers and administrators have a responsibility to enforce the established rules and policies relevant to student conduct. Students, who repeatedly violate rules, as set forth in this handbook, will be placed in the custody of their parents.

The teachers and administrators of the Newton County School District will hold students to strict account for disorderly conduct: (1) while at school, (2) on the way to and from school, (3) on the playground or on school grounds before and after school, (4) at school meetings, programs, athletic events, or on buses going to, or returning from such events, or (5) on any school sponsored activity. The principal of the school may suspend any student for good cause for a period of up to ten days without a formal hearing (MS Code 37-9-71). Students subject to suspension of more than ten days shall have their individual cases decided by the local school board following a formal hearing.

Students who are on suspension by order of the school principal shall receive no grade above a 50 for make-up work missed for each class missed while on suspension. Students who are on suspension may not come on the school campus, ride the school bus, participate in, or attend any school sponsored function or athletic event until the suspension has ended, or until a conference with the student's parent/guardian, the student and the principal has been held.

Students who have been expelled from school by the school board may not come on the school campus, ride the school bus, participate in, or attend any school function or athletic event until the expulsion has ended and the student's parent/guardian, the student, and the School Board have held a conference concerning the expulsion and future conduct.

In part, Senate Bill 2239 deals with two forms of behavior. The term "Disruptive Behavior" means conduct of a student that is unruly, disruptive or abusive and it seriously interferes with the teacher's or the administrator's ability to effectively carry on with the operation of a classroom or school activity/function. The term "Habitually Disruptive" behavior refers to the action of a student whose disruptive behavior occurs on more than two (2) occasions during a school year. Any student who is thirteen (13) years of age or older who's actions have been deemed "Habitual" is subject to automatic expulsion on the occurrence of the third (3rd) act of disruptive behavior during a school year. If a student is under the age of thirteen (13), that student may or may not be expelled. However, other disciplinary actions may be applied to these students on a case-by-case situation.

DISCIPLINE PLAN

It is the intention of the Newton County School District to maintain an atmosphere that is conducive to learning and that exhibits that objective through positive student behavior. Any student whose action inhibits this objective will be punished according to the guidelines set forth in this handbook.

The principal or assistant principal is authorized to institute appropriate disciplinary action, including immediate suspension, of any student for disorderly conduct, or misconduct including, but not limited to the following:

FIGHTING

Fighting in school, on the school bus, on the school grounds, on school-sponsored trips, and at athletic events and school-sponsored programs will not be tolerated. Students who engage in fighting shall be subject to a suspension or expulsion by the principal of one to three days for the first offense. Students shall be subject to further suspension and possible expulsion from school for the second offense.

POSSESSION OF WEAPONS

Any student who has in his/her possession, at school or any school sponsored function, any instrument considered by appropriate school official(s), to be a weapon or who willfully displays it in an openly aggressive, or threatening manner, or uses the weapon may be expelled from school for the remainder of the school year.

This policy shall also be applicable to situations where the student has in his/her possession, a weapon and threatens another person with its use, whether actually displaying it or not, or has used it. A student with a pocketknife in his/her possession and not using it in a

threatening manner will surrender the knife to the principal's office for the remainder of the day, or until such time that the parent/guardian of said student comes to the office to pick it up.

POSSESSION OF ILLEGAL DRUGS OR ALCOHOL

The possession of, transfer of, use of, or being under the influence of illegal drugs, or alcohol at school will result in suspension from school for an indefinite period of time, or expulsion for the remainder of the school year. A student may be expelled for the possession, transfer, influence, and or use of alcohol or illegal drugs at any school-sponsored function.

HARASSMENT, INTIMIDATION AND THREATS

Harassment, intimidation and threatening any student, teacher, administrator or other school employee will not be tolerated and will result in possible suspension or expulsion.

BULLYING POLICY

NCES believes that all students have a right to a safe and healthy school environment. The district, school and community have an obligation to promote mutual respect, tolerance, and acceptance. NCES will not tolerate behavior that infringes on the safety of any student and/or disrupts the educational process. A student shall not bully, intimidate or harass another student through words or actions, written, drawn, or spoken. Such behavior includes, but is not limited to: direct physical contact, such as hitting or shoving; threats; verbal assaults, such as teasing or name-calling; and social isolation or manipulation either in person or on the internet, while on the school district's property or as an educational disruption brought to the school district through a personal or commercial internet communication.

This policy applies to students on school grounds, while traveling to and from school in school provided vehicles, while waiting for the arrival of, or immediately following the departure of any school bus at designated school bus stops and at school-sponsored activities whether on or off campus. This policy also includes conduct occurring off campus, which manifests itself at school and results in a disruption of the educational process. **Students who violate this policy are subject to disciplinary action set forth in the student behavior code.**

SPECIFIC INFRACTIONS

The following list of offenses is in **no way** expected to cover all situations that might occur during the course of a school year. All are examples of **Non-Acceptable Behavior** and could result in corporal punishment, suspension, or expulsion.

Profanity	Stealing
Disrespect for fellow students, teachers, administrators, and school staff	Indecent exposure
Damaging or defacing of school property or the private property of others	Insubordination,disrespect,or disobedience
Use or possession of tobacco	Violation of the established dress code
Possession of cards or gambling paraphernalia	Gang activities will not be allowed
Possession of radios, jam boxes, televisions or tape players without staff permission	Fighting
Disrupting lunchroom, throwing food on table, chairs and floors	Disregard of the rights of others
Performing obscene acts or gestures	Breach of bus rules
Possession of fireworks, explosives, or incendiary devices	Malicious mischief
Stealing	Cheating

DISCIPLINE ACTION

Disciplinary action may result in different types of punishment including:

Meaningful work	Suspension
Other non-physical punishment	Expulsion
Corporal punishment	

A record of the punishment shall be made, see Policy, File: JDA-E. Such records of corporal punishment shall be maintained in the school and destroyed in accordance with School Board policy.

If a student or a student's parent, guardian or custodian refuses for a student to receive corporal punishment, the parent, guardian, or custodian will be called to immediately pick up the child. The child will be suspended for a period of 3 days. The time the student is out of school will constitute an unexcused absence.

The Board authorizes professional employees to administer corporal punishment, provided:

- *The teacher is aware of the student's emotional and physical background.
- * Counseling sessions have been in progress to minimize the deviant behavior.
- * At the beginning of each semester and when a new student reports to a school, the homeroom teacher shall inform the student(s) about the Board policy and the reasons why corporal punishment can be administrated.
- *The student understands the breach of rule involved.
- * Corporal punishment may only be administered in private, in the presence of a witness, such witness being either the principal

or another certified staff member.

- a. Suspension
- b. Expulsion

Other methods decided upon by the principal/teacher.

Students whose behavior requires more than a 10-day suspension will be presented to the School Board for review and possible expulsion. Students that are suspended for more than five times during a school year will be presented to the Board for possible expulsion. It is the intent to show those students who receive frequent suspensions that better attitudes and behavior skills are a must, if they wish to remain in school. Leaving school before dismissal or without permission will result in a 3-day suspension and the parent/guardian must accompany the student on the day he/she is to be reinstated. For special education students, suspension or expulsion will be in keeping with the Mattie T. Consent decree.

SCHOOL BUS PROCEDURE AND POLICY

* No person other than students and school employees may ride the buses.

* A student’s privilege to ride the bus is dependent upon proper conduct. The bus driver is expected to report immediately any unbecoming conduct by a student, while riding on the school bus, to the principal or assistant principal of the school by reporting to the office with the student or students who violate the rules of proper conduct.

Students Shall:

- 1. Be ready in the morning at the scheduled time and place for the school bus to arrive.
- 2. Always look in both directions and pass in front of the bus, if necessary to cross the road or street, to mount or after dismounting the bus. **Student should wait for bus driver to signal to cross.**
- 3. Wait until the school bus comes to a complete stop before boarding or unloading.
- 4. Be quiet when the school bus is nearing a crossing.

Conduct considered as unacceptable is as follows:

Weapon possession and/or use	
Get off the bus except at school in the morning	Loud or unnecessary noises
Disobeying and disrespecting the bus driver	Throwing or shooting any object
Smoking, chewing or dipping tobacco – possessing and transferring	Littering the floor
Tampering with the bus, fire extinguisher, or other parts of the bus	Cutting or tearing seats
Standing, walking or running when the bus is in motion	Breaking glass
Head, arms, or legs hanging outside of windows or doors—or any other body part	Vulgar gestures
Opening of the emergency door without authorization or in a non-emergency situation	Drinking or eating on regular routes
Removing screws from seat frames or other parts of the bus	Using profane language
Playing in the road or street while waiting on the bus.	Fighting, pushing, shoving others
Using cell phone or other wireless communication devices on the bus.	

SCHOOL BUS DISCIPLINE

A student is considered to be under the control and supervision of the bus driver from the time that he/she enters the bus until he/she departs from it.

Concerns about routes or drivers should be addressed to **Mike Tingle, Transportation Supervisor at 601-635-2148.**

If more than one child is going home with a child who rides a bus, parents are responsible for picking students up at school to avoid overcrowding the bus.

The right of students’ transportation is conditioned upon their good behavior. Any student who does not abide by the rules as adopted by the State Board of Education will be disciplined as follows:

Step 1- conference with student and administrator; a student may receive the following, but not limited to: a warning, corporal punishment, or suspension from the bus and/or school

Step 2- conference with student, parents, administrator, and/or bus driver; resulting in a warning, corporal punishment, suspension from bus and/or school and notification of future violations

Step 3- warning, corporal punishment, or possible bus suspension/out of school suspension

Step 4- bus suspension up to 10 days/out of school suspension

Step 5- student will be suspended from the bus and/or school until the next regularly scheduled board meeting in which a hearing (due process) with the board will determine whether the student will be expelled from the bus and/or school.

According to the severity of the offense further disciplinary action may be taken. The opportunity to ride buses is a privilege. Your cooperation will be appreciated. It will be for the safety of the children of this school district. The school principal or assistant principal will be responsible for disciplining students reported to him/her by the driver.

If a child is suspended from riding the bus, they are suspended from riding any bus in the district. The parents, guardians or custodians are responsible for getting their child to and from school. Students should not arrive before 7:25 A.M. and must be picked up no later than 3:15 P.M. This is the parent's responsibility.

PREVENTION OF SCHOOL VIOLENCE

The Newton County School District will be subject to the Prevention of School Violence Law passed by the Mississippi State Legislature. Copies of the law, as well as a Crisis Management Plan, are available in the office of the Superintendent and Principals. Each teacher in the Newton County School District has also been provided with a copy. The law includes, but is not limited to the following.

Section 97-37-17

1. It shall be a felony for any person to possess or carry whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite, cartridge, bomb, grenade, mine or powerful explosive on educational property.
2. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years or both.
3. It shall be a felony for any person to cause, encourage, or aid a minor who is less than 18 years old in any of the above (#2), and the same fine shall apply.
4. It shall be a misdemeanor for any person to possess or carry whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.
5. It shall be a misdemeanor for any person to cause, encourage, or aid a minor who is less than 18 years old in any of the above (#4) and the same fine shall apply.

Section 37-11-29

When the principal has a reasonable belief that an act has occurred on educational property or during a school-related activity involving assault resulting in serious physical injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law or the principal shall immediately report the act to the appropriate local law enforcement agency. The law enforcement authority shall immediately dispatch an officer to the educational institution and with probable cause the officer is authorized to make an arrest if necessary as provided in Section 99-3-7.

Section 43-21-605

In delinquency cases the disposition order may include any of the following alternatives or combination of the following alternatives, giving precedence in the following sequence:

- a. Release the child without further action
- b. Place the child in the custody of the parents, a relative or other person subject to any conditions and limitations, including restitution, as the youth court may prescribe
- c. Place the child on probation subject to any reasonable and appropriate condition and limitations, including restitution, as the youth court may prescribe
- d. Order terms of treatment calculated to assist the child and the child's parents or guardian, which are within the ability of the parent or guardian to perform
- e. Order terms of supervision which may include participation in excess of Five Hundred Dollars (\$500.00), or restitution not in excess of actual damages caused by the child to be paid out of his own assets or by performance of services acceptable to the victims and approved by the youth court and reasonably capable of performance within one (1) year
- f. Suspend the child's driver's license by taking and keeping it in custody of the court for not more than one (1) year
- g. Give legal custody of the child to any of the following:
 - i. The Department of Human Services for appropriate placement, or
 - ii. Any public or private organization, preferably community-based, able to assume the education, care and maintenance of the child, which has been found suitable by the court, or
 - iii. The Department of Human Services for placement in a wilderness training program or a state-supported training school, except that no child under the age of ten (10) years shall be committed to a state training school. The training school may retain custody of the child until the child's twentieth birthday but for no longer.

The youth court shall not place a child in another school district that has been expelled from a school district for the commission of a violent act. For the purpose of this subsection, "violent act" means any action, which results in the death or physical harm to another or an attempt to cause death or physical harm to another.

DISCIPLINE PLAN- SECTION 37-11-53

A parent, guardian, or custodian of a compulsory school age child enrolled in a public school district shall be responsible for the following:

1. Financially responsible for his or her minor child's destructive acts against school property or persons.
2. Shall be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in the above #1.
3. Shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds (37-11-29).
4. Persons who refuse or willfully fail to perform any of the duties imposed upon him or her under 37-11-53 shall be guilty of a misdemeanor and upon conviction, shall be fined not to exceed Three Thousand, Five Hundred Dollars (\$3,500.00).

Newton County School District shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age six (6), who maliciously and willfully damages or destroys property belonging to this school district. However, this shall not apply to parents whose parental control of such child has been removed by court order or decree.

DESTRUCTION OF SCHOOL PROPERTY

Any student that defaces, destroys or steals school property shall be required to make restitution and is subject to suspension or expulsion. If the administration deems it necessary, the offender may be turned over to the proper authorities.

GRIEVANCE PROCEDURE

Any grievance must be initiated with the principal. It must be the parent's responsibility to make an appointment with the principal. If a conference is deemed necessary, all parties must be present including the principal, teacher, and parent. If the grievance cannot be resolved, it will be presented to the Superintendent and School Board.

SCHOOL VOLUNTEER POLICY

The Newton County School District, as part of our strategic plan, is continuously striving to include all areas of the community in the educational development of our students. One such area is as a volunteer. It is the District's belief that volunteers add to the instructional area of educating our students through re-mediation, enrichment, and encouragement, therefore, volunteerism is supported by the administration.

All volunteers who participate in the Newton County School District must follow the criteria listed below.

1. All volunteers must be interviewed by the principal and teacher. (The principal will give final participation approval.)
2. All volunteers who agree to participate in a regular activity (i.e. Reading) must be consistent with attendance.
3. A volunteer must be a parent, a grandparent, or a friend of education.
4. Volunteers must accept responsibility in treating all students the same regardless of race and/or gender.
5. No authority is given to volunteers. The teacher shall do all discipline. However, all students and staff treat all volunteers with respect and assist them whenever possible.
6. All volunteers must strictly follow the curriculum guidelines set forth by the Mississippi State Department of Education and the Newton County School District.
7. All volunteers must attend a training session that covers a specific area of functions and methods of classroom activities. This training will be under the advisement of the building level principal.

ALTERNATIVE SCHOOL MS CODE- SECTION 37-13-92

Students can or shall be placed into an alternative school, but not limited to the following categories:

1. Any compulsory school age child who has been suspended or expelled from school, except for any student expelled for possession of a weapon or other felonious conduct.
2. Documented need for placement in the alternative school program by the parent, legal guardian or custodian of such child due to disciplinary program.
3. Referred to by a disparities order of a chancellor or youth court judge with the consent of the principal of child's school.

Any compulsory school age child who becomes involved in any criminal or violent behavior shall be removed from such alternative school program and, if probable cause exists, a case shall be referred to the youth court.

NEWTON COUNTY SCHOOL DISTRICT ALTERNATIVE EDUCATION PROGRAM POLICY

MISSION STATEMENT

The mission of the Newton County School District Alternative Education Program is to promote the following: Academic Performance, Behavior Modification, Functional Skills, Career Education, Character Education, and Employability Skills in a learning environment that offers high expectations and high support.

Through the individualized instruction and education plan (IIP/IEP), students, parents, and school faculty, collaborate to address those six key areas. A commitment is made to provide a safe structured environment that is conducive to helping students to function into today's ever changing society.

PLACEMENT GUIDELINES

1. Placement authority- Mississippi Code Section 37-13-92
2. Placement is based upon a required referral process of each school's Disciplinary Committee. As an intervention a teacher must complete a Function Behavior Plan.
3. The Disciplinary Committee is comprised of the building level principal, teacher, and counselor and a special education teacher, when applicable.
4. The parent/guardian of the student to be placed should be present during the committee's hearing, but it is not required.
5. A student's placement or assignment may be extended due to the following:
 - a. **Academic**- when a student is performing below grade level of his/her peers due to failure, placement may occur.
 - b. **Behavior**- when a student's behavior is to a point where it is disruptive and others cannot learn, placement may occur.
 - c. **Attendance**- when a student has accumulated absences that constitute truancy, placement may occur.
 - d. **Youth Court**- placement automatically occurs when a student is ordered to attend an alternative school by the Youth Court Judge.
 - e. **Parental Referral**- students must exhibit deficiencies in academic, behavior, and/or attendance.
6. Once placement occurs, all students must exhibit appropriated behavior and adhere to the alternative school's rules and regulations.

EXIT CRITERIA

1. A student's exit from the alternative school is contingent upon regular attendance, achieving and exhibiting appropriate behavior and academic progress during their assignment in the alternative school.
2. An evaluation by the alternative staff on the student's behavior, attendance, and academic progress should be made prior to returning a student to the regular school program.
3. If the student's behavior, academic progress or attendance has been unsatisfactory, the student remains in the alternative education program until more favorable progress has been made.

INTERNET POLICY

PARENTAL/GUARDIAN CONSENT

Acceptable use Policy for the Newton County School District's Internet and Other Electronic Communication Devices

Computers are used to support learning and to enhance the school district's instructional program. Computer networks and other electronic communication devices allow individuals to interact with many computers along with accessing information. The Internet, a network or networks, allows people to interact with hundreds of thousand of networks and computers from all over the world. It is general policy that all computer use through the school district's electronic communication devices is to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the district policy and guidelines for the use of the district's computer system, as described below, will result in the revocation of access privileges. Unacceptable uses of the district's electronic communication devices, including computers include:

1. Violation of any state and/or federal laws pertaining to the use of the electronic communication devices, including Internet.
2. Violation of any state and/or federal laws pertaining to the rights and privileges of students and school district employees.
3. Use of profanity, obscenity, or other language that may be offensive to other users.
4. Re-posting (forwarding) personal communication without the author's prior consent.
5. Copying commercial software in violation of federal copyright laws.
6. Using networks for financial gain, for commercial activity or for any illegal activity.

The person to whom an account number/account code is issued by the school officials is responsible for its proper use at all times. This number/code must **not** be given or shared with another individual.

Because access to the Internet provides connections to other computer systems located all over the world, users (school district employees and students) must understand that neither the Newton County School District or any school district employee controls the content of the information available on the Internet or any other electronic communication device.

Some of the aforementioned information is controversial and sometime offensive. Thus, the Newton County School District **does not** condone or endorse such materials.

The account number/account code that is assigned to responsible users is free. However, a responsible user of the Internet and other electronic communication systems may keep their number/code as long as the user is a staff member or student in the Newton County School District.

A responsible user **may** use the Internet to:

Research class assignments and projects
Send electronic mail (E-mail) to other users

A responsible user **may not** use the Internet to:

Use the Internet for any illegal purpose
Use impolite or abusive language

Explore other computer systems	Violate the rules of common sense or etiquette
	Change Computer files that do not belong to the user
	Send or receive copyrighted material without permission
	Share his/her password with anyone

MISSISSIPPI SCHOOL SAFETY ACT OF 2001

The School Safety Act of 2001 is cumulative and in addition to the school district’s existing authority regarding discipline of students. Pursuant to the Act, the school district has adopted policies and procedures that recognize the teacher as the authority in classroom matters regarding the school district’s written discipline code of conduct.

In the event the teacher removes a student who, in the professional judgment of the teacher, is disrupting the learning environment, and the removal is approved by the principal or assistant principal, the student may not be returned to the classroom until a conference has been held with the student’s parent, guardian or custodian. During the conference, the disruptive behavior will be discussed and agreements reached that no further disruption will be tolerated. The conference may be in person, by telephone, by e-mail or by other written communication.

Among other provisions, this act provides that a student 13 years of age or older may be subject to automatic expulsion on the third occurrence of habitually disruptive behavior during a school year. (Students under age 13 may be subject to expulsion for such conduct pursuant to other school policies and procedures.)

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

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

After the second instance of behavior that is determined by the principal or designated administrator to have seriously interfered with the school environment, the parents/guardians will be contacted to help develop a behavior modification plan for the student.

ASBESTOS NOTIFICATION

On October 30, 2002, the Environmental Protection Agency published the Asbestos-Containing Materials in Schools Rule (40 CRF Part 763 Subpart E). This new rule requires all public and private schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, implement response actions in a timely fashion and report results of the assessment studies to school employees and parent/teacher organizations. A copy of the inspection and management plan is available for your examination in the administrative office of your school.