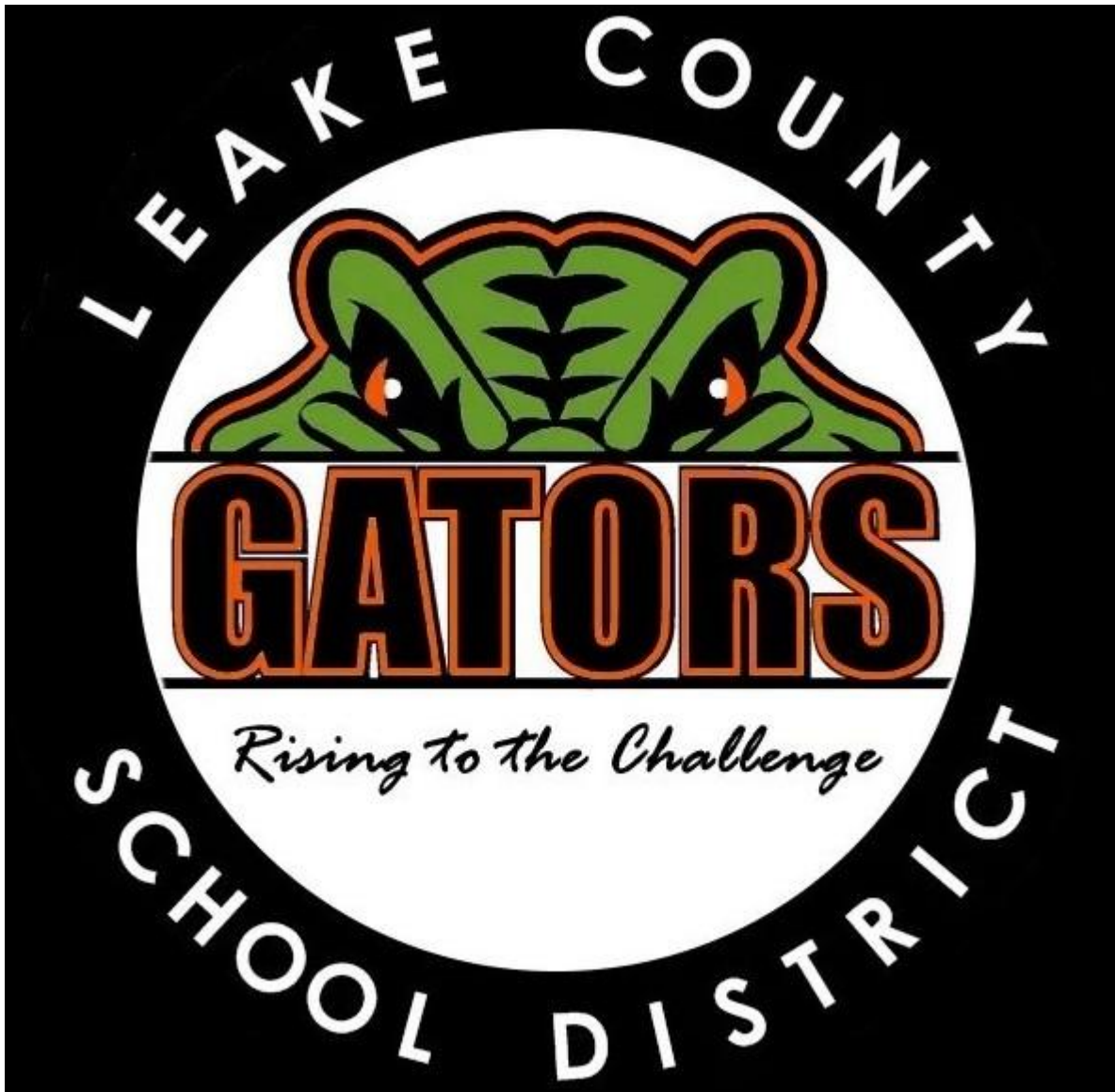


**Student/Parent Handbook  
2023-2024**



*"The mission of the Leake County School District is to provide a high quality education that will increase the learning of all students."*

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## **Leake County School Board**

Samuel Hoyer President  
Charlotte Brown Secretary  
Deborah Hayes Vice President  
Debra Payton Member  
John Smith Member

<b>LEAKE COUNTY SCHOOL DISTRICT ADMINISTRATION</b>	
Dr. Joe Nelson	Superintendent of Education
	Assistant Superintendent
Tia Little	Special Education Director
Dr. Florence Cocroft	Federal Programs Director
Michael McDonald	Human Resources Director
Rondie Morgan	District Test Coordinator
Greg Beard	MTSS Coordinator
Paige Rudolph RDN, LD,	School Nutrition Director
Caleb Thompson	Transportation Director
Deneshia Haralson	Business Manager
Jackie Ward	EL Coordinator
Danny Hutchison	Maintenance Director
<b>LEAKE CENTRAL ELEMENTARY SCHOOL</b>	
Quintana Steen	Principal
William Boyle	Assistant Principal
Sam McLaurin	Assistant Principal
<b>LEAKE CENTRAL JUNIOR HIGH SCHOOL</b>	
Jeremy Stewart	Principal
Frankie Blackmon	Assistant Principal
<b>LEAKE CENTRAL HIGH SCHOOL</b>	
Felecia Ruffin	Principal

Marsha Hodges	Assistant Principal
John Sallis	Assistant Principal
<b>LEAKE COUNTY ELEMENTARY SCHOOL</b>	
Keith Moss	Principal
Beverly Easley	Assistant Principal
<b>LEAKE COUNTY HIGH SCHOOL</b>	
Gerry Anderson	Principal
Kimberly Ricks	Assistant Principal
<b>LEAKE COUNTY CAREER AND TECHNICAL CENTER</b>	
Alfred Brandon	Director
<b>LEAKE COUNTY ALTERNATIVE SCHOOL</b>	
Dr. Billy King	Director

**Leake County School District  
School Calendar  
2023-2024**

Date	Event
July 28	New Teacher Orientation
July 29-August 1-3	Teacher Professional Development <b>(No Students)</b>
August 4	First Day for Students
September 5	Labor Day Holiday
October 6	End of First Nine Weeks
October 10-11	Fall Break for Teachers and Students
October 19	First Nine Weeks Report Cards-Parent/Teacher Conferences-Report Card Pick-up
November 21-25	Thanksgiving Holidays
December 21	End of Second Nine Weeks (60% Day)
Dec 22-Jan 6	Christmas Holidays
January 9	Professional Development/Teachers return
January 10	Students Return
January 16	Martin L. King Holiday
February 3	Third Nine Weeks Progress Reports
February 20	President Day Holiday (Inclement Weather Make Up)
March 10	End of Third Nine Weeks
March 13-17	Spring Break
April 7	Good Friday Holiday
April 10	Easter Monday (Inclement weather Make-up Day)
April 21	Fourth Nine Weeks Progress Reports
May 18	Leake Central High School Graduation
May 19	Leake County High School Graduation
May 25	Last Day for Students
May 26	Last Day for Teachers
<b>**This calendar is subject to change for reasons of inclement weather and/or state testing. All holidays are subject to be used for make-up weather days if necessary.</b>	

## FOREWARD

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

This handbook has been prepared for all students and parents as a guideline to procedures, policies, and practices governing the operation of our schools. By taking advantage of each instructional day, students will have opportunities to acquire knowledge, develop physical skills, and develop socially. Let's work cooperatively in making our school district a successful learning community.

The School Board and administration work closely together to establish sound and reasonable goals for our schools, to anticipate the district needs, and to provide an environment conducive to learning. The primary purpose to providing this handbook is to help make your school experiences more satisfying. It will tell you what you need to know and what you need to do to make this year pleasant and successful.

### **Philosophy of Education**

The purpose of the schools of the Leake County School District is to maximize the learning of all students. The district encourages a high-quality education that is both nurturing and challenging while advocating positive attitudes and respect.

The district's goal is to graduate self-sufficient, self-disciplined learners who succeed in life. Our graduates are critical thinkers with the skills, knowledge, and understanding of successful work relationships, civic affairs, and global stewardship. This philosophy is the shared responsibility of the students, parents, teachers, other school staff, the board of education, and the community.

### **Philosophy of Instruction**

The instructional philosophy of the Leake County School District ensures that quality teaching and meaningful, purposeful learning takes place in a safe, positive, and pleasant environment. Teachers serve as positive role models, mentors, and contributing team members who adhere to and enforce district and school policies.

Instruction is student-centered and focused on the goal of mastering the Mississippi College and Career Readiness Standards and creating an analytical thinker who will be a contributing member of society. Important elements of quality instruction include, but are not limited to, facilitating learning so that each student can take ownership in his/her learning, utilizing effective methods of evidence-based best practices for delivery, assessing, re-teaching, and providing expanded opportunities for learning.

### **Mission**

The mission of the Leake County School District is to provide a high quality education that will increase the learning of all students.

### **Vision**

The Leake County School District's vision will be to graduate critical thinkers with the skills and knowledge to succeed in life.



## ATTENDANCE

It is the intent of the Mississippi Legislature that every child who attained or will attain the age of six (6) years prior to being enrolled in school in accordance with section 37-15-9, Mississippi Code of 1972, and who is not above the age of seventeen (17) years in the state of Mississippi, and not excluded by section 37-13-97, should attend school or receive schooling at home for a period of instruction sufficient to train the student in basic education skills adequate enough for the student to take his or her place in society and make a contribution as a citizen of this state, and that all children should be encouraged to continue their education until they have completed high school. (MC-37-13-91) It is the duty of parents to secure the attendance of their children in school. (MC-37-13-91)

The Leake County School District urges students to be in school each day. However, the district recognizes that there are situations in which it is necessary for a student to be absent.

House Bill 1530 (enacted by the legislature during the 2013 session) provided that a compulsory-school-age child who is absent more than 37% of the instructional day must be considered absent the entire day. Each student must be present for 63% of his/her individual instructional day, as fixed by the school board, in order to be considered in full-day attendance.

Parents need to be aware that each class the child misses is irreplaceable. Students are exposed to concepts, information, and various techniques in class. Many of these lessons and learning experiences may be lost forever if the student is not present. Assignments can be made up, but the school experience consists of much more than written assignments.

A student shall not be absent from his/her scheduled classes once he/she arrives at school, except by permission of the administration. Regular and punctual attendance on the part of the student is expected. Any absences from school shall be classified as excused or unexcused. The principal and teachers shall set forth requirements for establishing these classifications for absences and tardiness.

In order for a student's absence to be excused, the parent must provide a **written excuse within two (2) days** of the student's return to school. The district will recognize three types of excuses: parental, medical, and court-related.

The excuse should provide the following information:

1. The date written.
2. Full name of student.
3. The date(s) the student was absent.
4. The cause of the absence.
5. The signature of the parent, or guardian.
6. The phone number where parent, guardian, or custodian may be reached.

Parents may excuse four (4) absences per semester. It is the responsibility of the student to arrange for making up missed work. Requirements shall be set forth by principals and staff for all "make-up" work. This make-up work must be initiated within two (2) days after the student returns to school and all make-up work must be completed within two (2) weeks of the student returning to school. If assignments are not made up, they will be counted as a zero.

Extended illnesses are defined as absences prescribed by a medical doctor for four or more continuous days. Chronic illness is defined as absences prescribed by a medical doctor for a recurring health problem for four or more days.

Students in grades K-5 will not miss more than sixteen (16) days. Students in grades 6-8 will not miss more than sixteen (16) days. Students are allowed eight (8) absences per semester. For grades 6-8, these limits apply to class meetings. Students in grades 9<sup>th</sup>-12<sup>th</sup> will miss no more than eight (8) days per semester (excused or unexcused) in a semester course (½ unit course) and no more than sixteen (16) days in a yearly course. Excuses must be reported within two (2) days. This applies for all grades.

The Compulsory Attendance Law of Mississippi requires that principals or the principal's designee report to the

Attendance Officer the names and addresses of any child and his/her parents should said child be of an age falling under the Compulsory Attendance Law and if such child should miss five or more unexcused days. The School Attendance Officer is required by law to investigate the reasons a child has accumulated these unexcused absences, and if sufficient reason is found for these accumulated absences, the Attendance Officer must report to the Youth Court Judge.

### **Holidays**

The holidays are arranged to give us some leisure time away from our studies and to observe customary occasions. Invariably, some of our students want to begin the holiday season one or two days prior to the beginning of the holiday season. Special permission will not be granted for these absences.

### **Enrollment**

#### **Residence Verification Procedure Policy- JBCCA**

The Leake County School District will strictly enforce attendance zones. All students will be required to attend the school to which they are zoned. Parent(s) or guardian(s) of all students will provide two (2) forms of residency. The Leake County School District requires (2) of the following documents to prove residency:

- a. Filed Homestead Exemption Application Form
- b. Home Mortgage Documents or Property Deed
- c. Rental/Lease Agreement for a House or Apartment (**Must be your primary residence and principal can enforce**)
- d. Utility Bill (Only one may be submitted)
- e. Automobile Registration
- f. Food Stamp Certification
- g. Medicare or Medicaid Information
- h. Insurance Policy on a House or Apartment
- i. Certified Copy of Filed Petition for Guardianship (if pending and final decree when granted)
- j. Land Roll Maintenance Form
- k. Social Security Benefits
- l. Driver's License
- m. Voter Identification Form

Residency will have to be proven annually. Only items on the list are acceptable as proofs of residency.

The Leake County School District will consider requests to attend school outside attendance zones on a case by case basis only, generally only for a documented hardship (i.e. medical necessity) or for children of instructional personnel that work in the requested school. Requests based solely on child care needs shall be denied. The District may allow inter-district and intra-district transfers from children of instructional personnel and certified employees that either work in the Leake County School District or outside the Leake County School District to the attendance zone or district to which that instructional personnel or certified employee is employed. Proper documentation and paperwork must be provided.

### **Tardiness to School**

Students are expected to arrive at school before the bell rings for class to begin and should not be tardy. Students are allowed two free tardies per semester. Upon receiving a third tardy for being late to school, discipline procedures will be implemented.

- 3<sup>rd</sup> tardy – Warning, parent contacted:
- 4<sup>th</sup> tardy – ISS or Detention, parent contacted
- 5<sup>th</sup> tardy – Parent Conference in person
- 6<sup>th</sup> tardy – Suspension, parent contacted:
- 7<sup>th</sup> tardy – Longer Suspension, Parent Conference
- 8<sup>th</sup> tardy – Student will be referred to the Leake County School District's Discipline Committee

### **Tardiness to Class**

Students are allowed time to exchange from one class to the next and should not be tardy except in cases of emergency. If an emergency should arise and a student is tardy to class, the teacher in charge of the class when the tardy occurs will decide if the emergency is excusable. Students are allowed two free tardies per semester. Upon receiving a third tardy for being late to class, discipline procedures will be implemented.

3<sup>rd</sup> tardy – Warning, parent contacted:

4<sup>th</sup> tardy – ISS or Detention, Parent contacted

5<sup>th</sup> tardy – Parent Conference in person

6<sup>th</sup> tardy – Suspension, parent contacted:

7<sup>th</sup> tardy – Longer Suspension, Parent Conference

8<sup>th</sup> tardy – Student will be referred to the Leake County School District's Discipline Committee after Documentation supporting student was not successful in Tier III for behavior interventions.

### **Check-In / Check-Out from School – Policy JBD**

When a student arrives on campus, he/she becomes the responsibility of the school, and under no circumstances may he/she leave without proper check-in/check-out through the office. A parent must go inside and sign a student in the main office if the student is tardy for school (hand-written notes from parents will not be accepted for late arrivals to school).

When a student becomes ill or an emergency arises during the school day which warrants early check-out, the student must report to the office. Before the student may be released from school; a parent, legal guardian, or authorized person on the student's check-out form must come to the office and sign the student out.

The same procedure will be followed in the event of an appointment with a doctor, dentist, or other necessary cause.

*Once a student checks-out from school, he/she is not to come back on campus unless he/she is checked back into school.*

Any unauthorized leaving of the school grounds during the school day will result in disciplinary action.

### **Early Release**

Early release is the practice of allowing students who have earned most of their graduation credits being allowed to leave campus for part of the school day to work in the community during their senior year.

For seniors to be eligible for early release, they must have:

- Met Mississippi's IHL and Community College readiness benchmarks (ACT sub score 17 in English and ACT sub score 19 in Math or SAT equivalency or earned a Silver level on ACT WorkKeys).

Alternately, a student must meet ALL of the following:

- Have a 2.5 GPA
- Passed or met all MAAP assessments requirements for graduation
- On track to meet diploma requirements
- Concurrently enrolled in Essentials for College Math and/or Essentials for College Literacy

## **DRESS CODE -Policy JCDB**

Dress and grooming codes should be based on sound foundations such as laws surrounding indecent exposure, equal rights, conditions necessitating safety and personal well-being, health, and sanitation. Learning must not be impaired because of temporary and individualized fads. Students must also learn to cope with restrictions, responsibilities, and basic regulations set forth for the group as a whole.

Students are encouraged to take pride in self. Cleanliness of both dress and body is mandatory. Leake County students must wear clothing that is comfortable, clean, in good repair and school appropriate. Clothing and other items that students wear to school must not disrupt the educational process, be embarrassing to others, nor create any form of school disturbance. In addition, but not limited to the list below, the student must follow these guidelines:

### **Body**

1. Neither clothing nor personal grooming shall in any way disrupt/distract from the normal operation of the educational process of the school.
2. Hair, mustaches, and/or goatees shall be clean, neat, well-trimmed and well-groomed.
3. Earrings must be worn in earlobes only. For student safety, no other body piercings will be exposed.
4. All immodest tattoos will be covered at all times.

### **General Clothing**

5. No items that reference, symbolize, or indicate gang or cult association/activity may be worn.
6. Clothing with logos or wording promoting/referring to alcohol, tobacco, sex, drugs, and controversial/offensive issues is not allowed.
7. Spiked accessories, chains including those attached to wallets, belt loops, jewelry or other accessories/items are not permitted.
8. All school activity related clothing (uniforms, costumes, etc.) that do not conform to the dress code policy, may only be worn at designated times.
9. Oversized clothing is absolutely not allowed.

### **Headwear**

10. Hats, caps, bandannas, visors, sunglasses, curlers, or other headwear are not permitted at school; however, hats, caps, and visors may be worn during or in preparation for sporting events and when permitted by the principal for classes that require these items for safety or educational reasons.

### **Undergarments**

11. Appropriate undergarments must be worn; under garments may not be visible.

### **Upper Body**

12. All upper body garments must have sleeves.
13. Buttoned up shirts must be buttoned.
14. No clothing top shall be low in the front as to expose any part of the breast or shall not be excessively low in the back.
15. Mid-Drifts shall not be exposed.
16. No hoods may be worn on the head inside the building.

### **Lower Body**

17. Unacceptable outerwear for the lower part of the body includes:
  - a. Pants/shorts that are split, frayed, cut (exposing any skin above the knee) unhemmed, or ragged-end
  - b. Running/gym shorts
  - c. Spandex pants/shorts

18. Any article of clothing designed to cover the lower part of the body must come no higher than four (4) inches above the center of the knee. This includes dresses, skirts, shorts, skorts, etc.
19. Jeans, shorts and other garments with holes that expose the skin (above the knee) or any undergarment shall not be worn.
20. Pants must be worn at the waistline and should be no more than one size too large with absolutely **NO SAGGING!!!!**
21. Leggings, tights, and jeggings may be worn, with a top at least four inches above the knee.
22. No sleepwear shall be permitted at any time.

#### **Belts**

23. Belts must be properly fastened and worn through belt loops and fit with no excess hanging down.
24. Belt buckles should be in proportion to the size of the belt.

#### **Shoes**

25. Safe and appropriate footwear must be worn at all times. Shoes with eyelets must have laces and be properly tied. House shoes, sliders, crocks, shoes with wheels, and flip-flops are not allowed.

**\*All school dress code regulations will be interpreted at the principal's discretion.**

Compliance with the student dress and grooming code shall be the responsibility of the individual and parents within the guidelines established. Teachers may at any time counsel with students about attire that may not be acceptable. When there is any doubt students are not adhering to the standards of dress, the principal or his designee will render the final authority.

#### **Consequences for Violating Dress Code:**

- 1<sup>st</sup> Violation – Warning, parent contacted:
- 2<sup>nd</sup> Violation - ISS or Detention, parent contacted:
- 3<sup>rd</sup> Violation - Parent Conference and referral to the Teacher Support Team for a behavior intervention
- 4<sup>th</sup> Violation - Suspension, parent contacted:
- 5<sup>th</sup> Violation – Longer Suspension, Parent Conference.
- 6<sup>th</sup> Violation - Student will be referred to the Leake County School District's Discipline Committee after student has not been successful in Tier III for behavior interventions.

**\*In each step for violating LCSD Dress Code, students may be placed in ISS until parent brings approved clothing for their child.**

# STUDENT DRUG TESTING FOR EXTRA-CURRICULAR ACTIVITIES

## Policy Code: JCDAB Student Drug Testing Program Extracurricular Activities

The Leake County Board of Education. In an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of this school district, has adopted the following policy for drug testing of students participating in extra-curricular activities.

### Purpose and Intent

Participation in school-extracurricular activities such as interscholastic athletics, band, choir, cheer, and school sponsored clubs is a privilege. Illegal drug use of any kind is incompatible with participation in any extracurricular activities on behalf of the school district. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible example of conduct, which includes avoiding the use or possession of illegal drugs. This policy is intended to complement all other policies, rules and regulations of the Leake County School District regarding possession or use of illegal drugs.

This policy has been adopted to promote the safety, health and well-being of the students of the district. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of this policy. This policy shall apply to all participants in grades 7-12.

### Definitions

1. Student Participant – a member of band, choir, cheerleader, a school sponsored; sports team, or school sponsored club.
2. Extracurricular – those activities that take place outside the regular course of study in school and participants are those student involved in those activities.
3. Drug use test – a scientifically substantiated method to test for the presence of illegal or performance enhancing drug or metabolites in a person's urine. (hair samples or oral swats will be used if urine sample cannot be obtained).
4. Random tests – a minimum of four (4) random drug use tests will be given throughout the school year to participants from the whole group of students (pool).
5. Random selection basis – a mechanism for selecting students for drug testing that;
  - a. Results in an equal probability that any student from a group of students (pool) subject to the selection mechanism will be selected, and
  - b. Does not give the school district discretion to waive the selection of any student participant selected under this mechanism.
6. Follow up test – weekly, at random, or any time a student who has tested positive may be under suspicion of being under the influence.
7. Illegal drugs – any substance which an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but are not limited to, all controlled drugs as defined by federal and state law, all prescription drugs obtained without authorization, and all prescription and over the-counter drugs being used for an abusive purpose.
8. Performance-enhancing drugs – include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term “performance enhancing

drugs” does not include dietary or nutritional supplements such as vitamins, minerals, and proteins which can be lawfully purchased in over-the-counter transactions.

9. Positive – when referring to drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
10. Reasonable suspicion – a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student participant, and reasonable inferences based on experience drawn from those observations. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.
11. Self-referral – when a student participant who believes she/he will test positive for illegal or performance enhancing drugs, prior to submission for a drug use test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

### **Procedures**

1. Consent form – student participants in extracurricular activities shall be provided with a copy of this policy and an “extracurricular activities student drug testing program consent form”. The consent form states that a student participant shall provide a urine sample (hair samples or oral swats will be used if a urine sample cannot be obtained) to be tested for illegal or performance-enhancing drugs.
  - a. At the beginning of each school year or when the student enrolls in an extracurricular activity; or
  - b. As chosen by the random selection basis; or
  - c. At any time requested based on reasonable suspicion

The consent form must be read, signed, and dated by the student, parent/custodial guardian, and coach/sponsor before a student participant shall be eligible to practice/participant in any extracurricular activity.

No student shall be allowed to practice or participant in any extracurricular activity unless the student has returned the properly signed consent form.

2. Urine Sample – All extracurricular activities participants shall be required to provide a urine sample (hair samples or oral swats will be used if a urine sample cannot be obtained) for drug use testing for illegal drugs and/or performance-enhancing drugs.
3. Selection – Drug use testing for student participants will also be chosen at random from a list of all extracurricular student participants (pool). The school district will determine the number of students’ names to be drawn at random, each time a drug use test screening is scheduled, to provide a urine sample for drug use testing for illegal or performance enhancing drugs.

In addition, any extracurricular student participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, principal, sponsor, or coach of the student.

4. Fees – The Leake County School District will bear the cost of all the initial drug and alcohol tests required by the school district for extracurricular participation. The student participant or her/his parent/guardian will pay for the cost of any retest requested by the student participant or required by the guidelines of this policy. All retest will be performed by the company contract with by the school district and will be conducted at the school of the student participant.

5. Drug Use Testing – Any drug use test required by the school district under this policy will be administered by or at the direction of a professional laboratory chosen by the school district that uses scientifically validated toxicological methods. The professional laboratory shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.
6. Testing Monitor – All aspects of the drug testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility with an enclosed stall(s). The athletic director/sponsor shall designate a school employee of the same sex as the student to accompany the student to a restroom or other private facility.

If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the athletic director/sponsor who will then determine if a new sample should be obtained.

The monitor shall give each student a form on which to list any medication(s) she/he has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug use test. The medication list shall be submitted to the lab in a sealed confidential envelope.

7. Test Results – if the initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the chromatography/mass spectrometry procedure is positive for the presence of illegal drugs or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six (6) months or to the end of the school year, whichever occurs first. Student records will be retained until the end of the school year.

### **Confidentiality**

If the drug use test for any student participant has a positive result, the laboratory will contact the principal or designee with the results. Procedures for maintaining confidentiality will be practiced. The principal will contact the athletic director, the student, the head coach or sponsor, and the parent/custodial guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the athletic director/sponsor or to the lab. The school district will rely on the opinion of the laboratory which performed the drug use test in determining whether the positive test result was produced by other than consumption of an illegal drug or performance-enhancing drug. Under no circumstances will results from a drug use test under this policy be turned over to any law enforcement officer or agency.

### **Appeal**

A student who has been determined to be in violation of this policy shall have the rights to appeal the decision to the superintendent or designee. Such appeal must be filed within five (5) business days of notice of the initial report to the offense as stated in this policy, during which time the student will be ineligible to participate in any extracurricular activities.

The superintendent or designee shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and the decision shall be conclusive in all respects.



Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and not subject to appeal.

### **Consequences**

1. First positive test – The student will be suspended from participation in all extracurricular activities for 28 days. Before being reinstated to participation in extracurricular activities, the student must attend a drug counseling or rehabilitation program during suspended period. Proof of attending an approved drug counseling or rehabilitation program must be provided to the principal or his/her designee. The student must also provide a negative drug retest result to the principal or his/her designee in order to be reinstated to any extracurricular activity.
2. Second positive test – The student will be suspended from participation in any extracurricular activity for one calendar year. Before being reinstated to participation in extracurricular activities, the student must attend a drug counseling or rehabilitation program during suspended period. Proof of attending an approved drug counseling or rehabilitation program must be provided to the principal or his/her designee.

The student must also provide a negative drug retest result to the principal or his/her designee in order to be reinstated to any extracurricular activity.

3. Third positive test – The student will be suspended from participation in any extracurricular activity for the remainder of their Leake County School District career.
4. Self-referral – A student who self refers to the athletic director/sponsor, principal, or coach before being notified to submit a drug use test will accept the appropriate consequences for a drug test violation. The consequence will be based on whether the drug offense is a first, second, or third offense.
5. Refusal to submit to a drug use test – If a student participant refuses to submit to a drug use test, he/she will be considered as having a positive test under this policy.

Such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, and competitions for 180 school days, upon completion of which, the student participant shall again be subject to this policy.

OR

Any student refusing to submit a specimen or evading submission of a specimen or caught cheating during a random testing will be removed from all extracurricular activities for one full calendar year and his/her parent/guardian notified of the situation. A second such violation of random testing will result in the student participant being permanently removed from all extracurricular activities and his/her parent/guardian notified of the situation.

## ACADEMICS

### Scholastic Recognition

Scholastic recognition is announced at the end of each nine-week term. In order to be recognized for scholastic recognition, a student must meet grade requirements. The Leake County Schools will recognize student achievement in the following categories:

□ **Superintendent's List** will be students who maintain a 90 and above in all subjects, not an average of all subjects.

□ **Principals List** will be students who maintain an 80 and above in all subjects, not an average of all subjects.

### Eligibility of All Candidates for Office

All candidates for office must meet the requirements of schools and/or offices they are representing. A student's conduct and citizenship record must be satisfactory during the school year, and his/her conduct must continue to be satisfactory for him/her to remain in office.

### Eligibility for Athletics – Policy IDFA

The athletic program of our school aims to provide for participation in some sport by as many students as possible. The primary objectives of athletics are the physical development and the development of attitudes and habits of good sportsmanship.

A participant in inter-school sports must abide by all regulations set up by the Mississippi High School Activities Association and the Leake County School District. Athletes are expected to attend school regularly and conduct themselves in a polite and sportsmanlike manner at all times.

Eligibility for extracurricular activities is determined by the Mississippi High School Activity Association. A student who is enrolled in any grade higher than grade 6 in the Leake County School District must be suspended from participation in an extracurricular or athletic activity sponsored or sanctioned by the school 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). Details of eligibility are available at each school.

### Scholastic Honors

#### For Graduating Classes 2017-2018 and beyond

For a student to graduate with Honors from the Leake County School District, they must:

1. Complete one of the Graduation Pathway Options.
- 2.. Must maintain a 90.00 overall average (no rounding) for all credit bearing courses.

### Valedictorian and Salutatorian

For a student to be Valedictorian and or Salutatorian he/she adhere to the following:

The criteria for selection of the valedictorian and salutatorian will be based on all credit courses taken towards graduation. The student having the highest and second highest grade point average during his/her school period shall be recognized as Valedictorian and Salutatorian, respectively. A student must have attended the respective LCSD high school for a minimum of eight semesters, which is inclusive of their senior year (not including summer school), and must be completing a 4-year course of study, to be considered for valedictorian or salutatorian. To be eligible for the valedictorian or salutatorian, the student should have started ninth grade during the same cohort year as the graduating class

The average for the valedictorian, salutatorian and honor students shall be calculated the week following progress reports of the last reporting period of the school year. Students transferring to or within a school in the district shall have the right to compete for valedictorian and salutatorian. Seniors competing for the position of valedictorian or salutatorian must have attended the district to which he/she transferred for the entire 9th through 12th grade years.

The Star Student is the senior who earns the highest ACT score (minimum of 25) and the highest scholastic average in the 10th, 11th and 12th grades (minimum average of 93) at the school of enrollment/attendance in the year of award.

### **Promotion and Retention Policy-IHE**

Promotion and retention decisions shall be based on the individual student's ability to show mastery of the basic and essential skills set forth by the Leake County School District Curriculum. Basic and essential skills are based on the state curriculum framework, as well as those skills identified as essential by the teachers of Leake County Schools and passed by the Leake County Board of Education.

#### **Minimum Requirements for Promotion for Grades K-8**

Grade K: Should achieve a grade of 70% of the district objectives in language arts and math.

Grade 1-2: Must achieve a grade of 70% of the district objectives in language arts and math and exhibit an adequate level of reading proficiency as measured on a standardized instrument.

Grade 3: Must pass language arts and math with a 60 or above and exhibit an adequate level of reading proficiency as measured on the state approved reading assessment. If either of these is not passed, the student is retained unless a good cause exemption is approved for the state reading assessment.

Grade 4-6: Must pass language arts, science, math and social studies with a grade of 60% or above.

Grade 7-8: Must pass language arts, math, science and social studies with a grade of 60% or above.

A student shall not be retained for the purpose of maturing in order to participate in competitive sports. Retention shall be based only on failure to show mastery of the Mississippi College and Career Readiness Standards.

Promotion for high school students shall be based upon satisfactory completion of the required high school credits and successful completion of the assessment options as set forth by the MDE Policy 3804.

Students must successfully complete the course requirements for both the state and district in order to receive a diploma. If a student passes the state scale score on the subject area test, but does not pass the district's 60% mastery level for the coursework, then the student may be considered for credit recovery. If a student passes the district's 60% mastery level, but fails to meet the state's scale score or fails to meet one of the assessment options as set forth by the MDE Policy 3804, then the student must re-take and pass the subject area test or meet one of the assessment options as set forth by the MDE Policy 3804. Students are highly encouraged to be at school, participate in class, and study the necessary skills in order to be successful in their participation in the Subject Area Test Program. The district will, however, provide remediation as necessary to support student success.

#### **Classification of Secondary Students**

Classification of secondary students for Leake County Schools is as follows:

9<sup>th</sup> Grade Promotion from 8<sup>th</sup> Grade

10<sup>th</sup> Grade 7 units earned

11<sup>th</sup> Grade 13 units earned

12<sup>th</sup> Grade 19 units earned

A student who meets all requirements prescribed in subsection (1) of this section shall be awarded a standard diploma in a form prescribed by the state board. The State board of Education may establish student proficiency standards for promotion to grade levels leading to graduation 37-16-7.

#### Special Education Students

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

#### **Credit Recovery**

Credit Recovery Program (IDCAB, 7/13/2023)

Credit recovery is defined by the Mississippi Department of Education as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive high school course credit.

#### **Leake County School District has established the following guidelines for credit recovery:**

1. Counselors, teachers, and administrators shall identify students appropriate for participation in the credit recovery program offered at the local school, with the recommendation based on aptitude, motivation, and need. All student requests should be considered.
2. In order to be eligible for credit recovery, a student must have failed an LCSD course or a statewide high school end-of-course assessment. If a student has successfully completed a course but failed the corresponding end-of-course assessment, the student may enroll in credit recovery for remediation only. The grade earned for the course remains unchanged.
3. A high school student, with principal approval and parent consent, can earn credit in courses previously failed. More than one course may be taken during the school year but only one course should be taken at a time.
4. Courses taken for credit recovery during the school year must be completed by a defined date. This defined date cannot exceed the last day of the current school year.
5. Course content shall be based on the College- and Career-Readiness State Standards or Mississippi Curriculum Frameworks competencies and objectives.
6. Upon enrollment in a credit recovery course, a determination of the student's strengths and weaknesses in regard to the course content can be made. The student will complete assignments only in the course objectives that have not been mastered. Upon successful demonstration of mastery of these objectives, the student will receive credit for the course.
7. The method of instruction will be determined by the local school based on available resources and can include use of an on-line, computer-based, or a teacher delivery system. The district curriculum department must approve the use of any online-program other than district-approved programs.
8. All testing associated with on-line instruction will be monitored by school personnel designated by the school principal.
9. Upon completion of the credit recovery course, a grade of 60 will be recorded on the credit history, thereby becoming part of the grade point average.
10. In order to qualify for credit recovery courses, the student's failing average must be within 5 points of the district's

lowest passing score. Any exceptions to this must be approved by the Superintendent or his/her designee.

### **Grading System Policy**

It is the policy of the Leake County School District that grades be reported to parents at the end of each nine week grading period. At the midpoint of each nine week grading period, all students will receive a progress report from their teacher(s) in each graded subject area. Grades will be indicative of the students' academic achievement. Behavior, attendance, or attitude shall not be considered in deriving grades. Grades may include daily work, daily tests, weekly and unit tests, assigned reports and papers, recitation, homework, and projects. There shall be a comprehensive semester test in each subject for which the students receive a final grade. The semester test will be given at the end of the second and fourth nine weeks grading periods.

Students are to be informed prior to evaluation how grade calculations will be determined. If an essay question, oral or written report is to be used, the criteria for grading shall be explained to students. Teachers are to inform students of grades received on work completed and teachers must keep graded materials on file for nine weeks after the grading period. No students will receive a grade of less than 50% in any subject.

The nine weeks' grade for grades 1-6 shall be derived by averaging test grades (70%) and daily grades (30%).

The nine weeks' grade for grades 7-12 shall be derived by averaging test grades (60%) and daily grades (40%).

The semester grades for each course will be a numerical average of the two nine week's grades and semester exams (10%). The yearly grade will be an average of the two semesters. Fractions will be rounded to the nearest whole number. Teachers shall not issue nine weeks grades on less than a minimum of nine grades (four of which must be major test grades).

### **Leake County School District Grading Scale**

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 0-59

### **Exemptions**

The Leake County School District will exempt students at the end of the first and second semester grading periods. Students in 7<sup>th</sup>-12<sup>th</sup> grades are the only grades eligible for exemptions.

• Exemptions will be as follows:

- 90-100 average 5 absences or less in the semester
- 80-89 average 3 absences or less in the semester
- 70-79 average 0 absences or less in the semester

- Students may not be eligible for second semester exemptions unless the first semester average is 65 or above.
- Students who have any out of school suspension during the school year, will forfeit all exemption privileges.
- Exempted students may elect to take the exam to improve their grade point average in a class, however, their exam grade cannot lower their grade point average.

### **Report Cards**

Report Cards will be issued on the week following each nine-week test. These report cards will contain the term grades and attendance report. An accurate attendance record cannot be overemphasized. No report will be sent to parents of students who owe library fines, or other monies to the school. Final report cards are available five school days after the end of the school year. Parents are encouraged to contact the school to obtain the final report card.

### **Weighted AP Courses – Policy IHA**

Effective the 2015-2016 school year, all AP classes will be weighted at 1.05 x the numerical grade. Dual credit courses (English Composition I & II, College Algebra, Music Appreciation, and Trigonometry) will be weighted at 1.10 x the numerical grade. Weighted scores will be placed on student transcripts and report cards.

### **Dual Enrollment/Dual Credit**

The Leake County School District and the Institute of Higher Learning have established dual enrollment /dual credit programs which allow high school students the opportunity to enroll in state institutions of higher learning while attending high school.

#### **Dual Enrollment**

A “dual enrollment course” means a post-secondary level course offered by a state institution of higher learning or community or junior college, which, upon successful completion, qualifies for academic credit in the post-secondary institution.

To be eligible for dual enrollment students must meet the individual institution’s stated dual enrollment admission requirements.

In the event the district sponsors the cost of Dual Credit and the student does not meet mastery (C or above) or drops the course, the parent or legal guardian is responsible for reimbursement of the course costs to the district. For more information, please contact the school counselor.

#### **Dual Credit**

A dual credit student is a student who is receiving high school credit for post- secondary coursework. The Leake County School District and East Central Community College (ECCC) have an articulation agreement for dual credit for CCR Mathematics Plus (1 credit) and College Algebra. To receive dual credit the student must:

- Score 19 or better on the math section of the ACT to be enrolled in College Algebra and College Trigonometry
- Have a “B” average and earn 14 core academic high school units
- Provide a written recommendation for the high school counselor
- Be enrolled at East Central Community College

The Leake County School District and East Central Community College (ECCC) have an articulation agreement for dual credit for English Composition I and II. To receive dual credit the student must:

- Score 17 or better on the English section of the ACT to enroll in English Composition I

For more information, please contact the high school counselor.

### **Graduation Requirements**

Beginning in 2020-2021 Students graduating in the Leake County School District shall graduate from this district utilizing one of the following graduation options and by meeting all other requirements as defined by the Mississippi Department of Education.

Beginning with school year 2014-2015, students shall graduate by passing the course and meeting one (1) of the following options:

- Passing the applicable end-of-course Subject Area Test
- Using one of the options outlined in State Board Policy 3804\* (below)
- Using the end-of-course Subject Area Test score with the overall course grade based on the SBE approved Concordance Table for each of the four (4) end-of-course Subject Area Tests as provided to school districts by the Mississippi Department of Education. (Students must be enrolled in school in order to utilize this option)

Beginning with school year 2015-2016, in addition to the options above, all students enrolled may achieve a combined minimum score from the end-of-course Subject Area Tests to meet the requirement for graduation in lieu of passing the applicable end-of-course Subject Area Test.

Beginning with school year 2018-2019, all students enrolled in an end-of-course Subject Area Test course for the first time must participate in the assessment in order to earn the Carnegie Unit. The assessment score will constitute 25% of the student’s final grade in the course.

**\*State Board Policy 3804**  
Assessment Options

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

DIPLOMA OPTIONS - next three pages

## TRADITIONAL DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>English I</li> <li>English II</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Algebra I</li> </ul>
Science	3	<ul style="list-style-type: none"> <li>Biology</li> </ul>
Social Studies	3½	<ul style="list-style-type: none"> <li>1 World History</li> <li>1 U.S. History</li> <li>½ U.S. Government</li> <li>½ Economics</li> <li>½ Mississippi Studies</li> </ul>
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> <li>See the Mississippi Public School Accountability Standards for implementation options.</li> </ul>
Technology or Computer Science	1	
Electives	5 ½	
<b>Total Units Required</b>	<b>24</b>	

### Requirements

- Student should identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.
- For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:
  - Have a 2.5 GPA
  - Passed or met all MAAP assessments requirements for graduation
  - On track to meet diploma requirements
  - Concurrently enrolled in Essentials for College Math and/or Essentials for College Literacy OR another higher-level mathematics course and/or another higher-level English Language Arts course; or currently enrolled/earned credit for Comp. I and/or College Algebra

### Recommendations

- For early graduation, a student should successfully complete an area of endorsement.
- A student should take a math or math equivalent course the senior year.

## ALTERNATE DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>Alternate English I-IV</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Alternate Math I-III</li> <li>Alternate Algebra</li> </ul>
Science	2	<ul style="list-style-type: none"> <li>Alternate Biology</li> <li>Alternate Science II</li> </ul>
Social Studies	2	<ul style="list-style-type: none"> <li>Alternate History</li> <li>Alternate Social Studies</li> </ul>
Physical Education	½	
Health	½	<ul style="list-style-type: none"> <li>Alternate Health</li> </ul>
The Arts	1	
Career Readiness	4	<ul style="list-style-type: none"> <li>Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)</li> </ul>
Life Skills Development	4	<ul style="list-style-type: none"> <li>Life Skills Development I-IV</li> </ul>
Electives	2	
<b>Total Units Required</b>	<b>24</b>	

### Requirements

- Students who have met the criteria of having a Significant Cognitive Disabilities (SCD) may participate in a program of study to earn the Alternate Diploma.
- Students are required to participate in the Mississippi Academic Assessment Program-Alternate Assessment (MAAP-A) and achieve a level of Passing or Proficient.
- The state defined Alternate Diploma is included in graduation rates in the same manner as a traditional diploma.
- Students with an Alternate Diploma must contact the postsecondary institution to determine eligibility for Ability to Benefit (ATB).



## ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II + two (2) additional above English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	3	• Biology + two (2) additional science courses above Biology
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	• See the Mississippi Public School Accountability Standards for implementation options.
Technology or Computer Science	1	
Electives	7 ½	• Must meet two (2) advanced electives of the College Preparatory Curriculum (CPC) requirements for MS IHLs
<b>Total Units Required</b>	<b>26</b>	

## Additional Requirements

- Earn an overall GPA of 2.5.
- Two (2) elective courses must meet MS IHL CPC requirements.
- Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges or IHL college-ready courses in senior year, or the SAT equivalency subscore).
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One AP course with a C or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a C or higher and take the appropriate IB exams
  - One dual credit course with a C or higher in the course

## Traditional Diploma Endorsement Options

Students pursuing a Traditional Diploma should identify an endorsement prior to entering 9th grade. There are three endorsement options: Career and Technical, Academic, and Distinguished Academic Endorsement.

## CAREER AND TECHNICAL ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I
Science	3	• Biology
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	• See the Mississippi Public School Accountability Standards for implementation options.
Technology or Computer Science	1	
CTE & Technical	4	• Must complete a four-course sequential program of study
Electives	3 ½	
<b>Total Units Required</b>	<b>26</b>	

## Additional Requirements

- Earn an overall GPA of 2.5.
- Earn Silver level on ACT WorkKeys.
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One dual credit
  - Work-Based Learning
  - Earn a State Board of Education-approved national credential
  - One (1) AP, Diploma Program-IB, or Cambridge (AICE) course aligned to their career pathway. Students must earn a C or higher and take the appropriate exam

## DISTINGUISHED ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II + two (2) additional above English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	4	• Biology + two (2) additional science courses above Biology
Social Studies	4	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	• See the Mississippi Public School Accountability Standards for implementation options.
Technology or Computer Science	1	
Electives	8	• Must meet two (2) advanced electives of the College Preparatory Curriculum (CPC) requirements for MS IHLs
<b>Total Units Required</b>	<b>28</b>	

## Additional Requirements

- Earn an overall GPA of 3.0.
- Two (2) elective courses must meet MS IHL CPC recommended requirements.
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency subscore as defined by IHL.
- Earn four additional Carnegie Units for a total of 28.
- Must successfully complete one of the following:
  - One AP course with a B or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a B or higher and take the appropriate IB exams
  - One dual credit course with a B or higher in the course

## CAREER AND TECHNICAL CENTER

The purpose of the Leake County Career and Technical Center is to provide career and technical education and services to students in grades 10-12. The two-year courses offer four (4) elective Carnegie Units and provide students with the adequate training necessary to enter a trade upon graduation from high school or to enroll in post-secondary career training. Some classes offered at the high schools are one-hour courses that may serve as elective credits for graduation. Completion of Cyber Foundations I and II and STEM at the middle school level meets the technology requirement for high school graduation. ICT II and STEM courses earn one Carnegie Unit credit each.

### CAREER & TECHNICAL PROGRAMS:

#### 2-year Programs

Automotive Service I & II  
Construction I & Carpentry II  
Law and Public Safety I & II  
Health Sciences I Core &  
Healthcare & Clinical Sciences II  
Teacher Academy I & II

#### 1-hour Classes

Concepts of Agricultural Science  
Science of Agricultural Plants  
Science of Agricultural Animals  
Resource Management  
Science of Agricultural Mechanization  
Science of Agricultural Environment

Family Dynamics  
Child Development  
Contemporary Health  
ICT I  
STEM  
ICT II

### SAFETY

Incoming students must score 100% on a general safety test to evidence understanding and demonstration of safety skills needed to enter a CTE classroom/shop area. Three (3) attempts are allowed.

### Grading, Credit, and Course Selection

1. The CTE end of year test will be used as the final exam.
2. CTE programs offer one (1) and two (2) Carnegie Unit credit classes. No partial credit will be awarded. Completion of some programs may count as a science credit.
3. Program enrollment should reflect the student's iCAP Career Pathway plan. Students should discuss class selection with the school counselor to plan program completion.
4. Admission is based on pre-requisites, Universal Screening in reading and math, and review of student attendance and discipline history.
5. Some CTE programs may require a student interview for Year 2 admission.
6. Exceptions may be presented by the high school counselor for director approval on a case by case basis.

### Career and Technical Program Prerequisites – Beginning SY2016-2017

#### Automotive Service Technology – Year 1

C or higher in English (previous year) C or higher in Math (last course taken or specified by instructor)

Or

TABE Reading Score (8th grade or higher)

Instructor approval

Or

Instructor approval

#### Automotive Service Technology – Year 2

Pass Year 1 with average of 70 or higher

Adhere to JBD Attendance Policy

Score 50% or higher on CTE end of year test.

Or

Instructor Approval

Construction Core – Year 1

C or higher in English (previous year) C or higher in Math (last course taken or specified by instructor)

Or

TABE Reading Score (8th grade or higher)

Instructor approval

Or

Instructor approval

Carpentry – Year 2

Pass Year I with average of 70 or higher

Complete all Year 1 NCCER modules

Adhere to JBD Attendance Policy

Score 50% or higher on CTE end of year test

Or

Instructor Approval

Law & Public Safety – Year 1

C or higher in last English & Math

Or

TABE Score (8<sup>th</sup> Grade) & Instructor approval

Or

Instructor Approval

Law & Public Safety – Year 2

Pass Year 1 with average of 70 or higher

Or

Instructor Approval

Health Science – Year 1

C or higher in Biology

C or higher in English (previous year) C or higher in Math (last course taken or specified by instructor)

Or

TABE Reading Score (8th grade or higher)

Instructor approval

Or

Instructor approval

Healthcare and Clinical Services – Year 2

Pass Year 1 with average of 70 or higher

Score 50% or higher on CTE end of year test

C or higher in English (previous year) C or higher in Math (last course taken or specified by instructor)

Application and Interview

C or higher in Biology (or last course taken as approved by instructor)

Or

TABE Reading Score (8th grade or higher)

Instructor approval

Or

Instructor approval

Teacher Academy – Year 1

C or higher in English (previous year) C or higher in Math (last course taken or specified by instructor)

Or

TABE Reading Score (8th grade or higher)

Instructor approval, Or

### Instructor approval

#### Teacher Academy – Year 2

- Pass Year 1 with average of 70 or higher
- Score 50% or higher on CPAS summative assessment
- Attendance rate of 92% or better in Year 1
- Successfully complete a grade, discipline, and work ethic review by the teacher
- Present an updated portfolio during the review-by-teacher session, or
- Instructor Approval

### Mississippi Scholars Tech Master

The Mississippi Economic Council (MEC) along with an influential group of leaders from some of the state's largest employers, have joined forces to create a program that will help Mississippi move forward to improve its workforce readiness. The Mississippi Scholars Tech Master program will encourage students to pursue and meet specific standards in a CTE course of study. Their achievements will be recognized at graduation, just as the Mississippi Scholars program currently distinguishes those who pursue a college bound study, with a particular emphasis on science, technology, engineering and math (STEM). Requirements include:

- 40 hours of community or volunteer service
- 18 ACT composite score or 36 ASVAB
- 2.5 high school GPA
- 95% four (4) year high school attendance
- No out of school suspension
- Pass end of program tests and all high school graduation requirements
- Tech Masters will be recognized at graduation.

### Career Pathway Option Diploma

CTE students may choose this as a graduation option.

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I, English II
Mathematics	3	Algebra I or Integrated Math I
Science	3	Biology I
Social Studies	3	U.S. History, U.S. Government, Mississippi Studies
Health or Physical Education	½	Contemporary Health or Physical Education
*Career and Technical	4	(Selected from the student's Program of Study)
Business and Technology	1	Technology Foundations, Information and Communication Technology (ICT) II, Science, Technology, Engineering, and Mathematics (STEM), or Computer Applications and Keyboarding
Electives	2 ½	Courses selected from the student's approved program of study
Total Units Required	21	

\*Four (4) CTE Credits in the same area of study required (non-negotiable)

# DISCIPLINE POLICY

## Student Conduct and Discipline

The administration of the Leake County School District is based on the theory that students should be capable of conducting themselves in accordance with accepted standards of conduct. Every student is expected at all times to keep in mind that his/her conduct should not disrupt the learning process of others, rather that it should be an example to others.

The primary emphasis of this school system is to provide the best quality education for the students in the district. A basic prerequisite for any successful instructional program is that a clear understanding that the policies and resulting rules are to be followed without exception.

In the education process, good discipline must be maintained. The school that fails to recognize this fact, fails to meet this responsibility. Little or no learning takes place when students are permitted to waste their own time and that of other students. Discipline should have the qualities of understanding, consistency, fairness and firmness. Considerations should be given to the age of the students, cause, nature, condition and frequency of misconduct.

The small routine instances of misconduct inherent in every classroom are the responsibility of the teacher. Their causes and treatment should be fully investigated through faculty meeting and workshops where ideas may be freely exchanged as to the best solution for correction and prevention.

The Board of Education delegates to school officials and teachers the authority to enforce regulations regarding conduct of students; however, the Board reserves the right to determine the type of punishment and how it is to be applied for misconduct if, in its judgment, the violation warrants direct Board participation.

### Student Conduct:

1. Student are expected to conduct themselves in all school activities in such a manner that will promote development rather than inhibit it.
2. A teaching situation that is conducive to learning must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be sent to the principal's office. The principal will review the case and try to resolve the problem. The teacher shall be recognized as the person in authority with the responsibility of maintaining decorum in his/her classroom and building. A student who has been sent from class repeatedly may be suspended from school.
3. Any student who starts a disturbance or who participates in one may be suspended from school immediately and will be able to re-enter only after satisfactory assurance has been given to the principal by the student and by his parents or guardians that there will not be a recurrence of the behavior. A student's parents or guardian shall be held responsible and shall pay for any damages willfully done to school property by those in their custody.
4. Any student who has in his/her possession an object that would be classified as a weapon while on school grounds or going to or from school may immediately be suspended by the principal and may be subject to placement in the alternative program or to expulsion. State and federal laws will be upheld.
5. Profanity, cheating, stealing, and gambling can never be accepted by the schools of this system. Such offenses can result in suspension, placement in alternative education, or expulsion.
6. Radios and/or other sound reproducers shall be forbidden on campus unless specifically requested by the teacher in charge and approved by the principal.
7. Any student who has in his/her possession, uses or is under the influence of any alcohol or drugs will be given suspension for a minimum of three (3) days and a maximum period of five (5) days and may be subject to placement in the alternative program or expulsion. The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication under the supervision and direction of such physician. Any and all prescription medications shall be kept in the school office in the numbered and labeled bottle provided by the drug store. Before dispensing any medication, the parent/guardian must fill out a medical permission form provided by the school at the request of the parent.

### **Special Education Students**

Special Education students may be suspended for a total of ten (10) days to the Alternative School. Serial suspensions are prohibited. In each case, for any suspension, the student's Individualized Education Plan (IEP) shall be reviewed and revised, if necessary. All discipline will be handled in accordance with IDEA.

### **Corporal Punishment**

Corporal Punishment may be used only after other corrective measures have been attempted without success. Corporal punishment shall be defined as spanking (Striking the buttocks with a paddle one to three times). MS. Code prohibits the use of corporal punishment to discipline a student with a disability who has an individualized education plan (IEP) under the Individuals with Disabilities Education Act (IDEA) or a Section 504 Plan under the Rehabilitation Act of 1973. .

### **Detention, Suspension, Expulsion of Students**

Recess/Break Detention: Recess/Break Detention is served during recess/break or an elementary activity period. Students will report to the assigning teacher or administrator at the beginning of their recess/break or elementary activity period and remain until recess/break or the activity period is over or until dismissed by the assigning teacher or administrator. Students lose the privilege of purchasing snacks during detention if applicable.

After School Detention (ASD): Students may be assigned after school detention by the administration. After school detention will last for a duration assigned by the administration. Student must report to after school detention at the time and place listed on the discipline referral. Students who report late to after school detention will be considered absent and another level of punishment will be assigned. Extra-curricular activities or practices will not excuse students from an after school detention. Students will be assigned school work or work detail. Work detail will consist of picking up trash and/or cleaning the school building. Students may not come dressed in athletic practice clothing. It is the responsibility of the school official who made this decision to keep students after normal hours to supervise them. The administration shall provide parents with prior notice before students are kept after hours. Parents must pick their child up at the time after school detention is over. After school detention can and will be used at the discretion of the administration.

### **Suspensions**

In-School Suspension (ISS): ISS is used as a step in the discipline process to try and keep students in school. Students assigned to ISS will report to the ISS room as soon as the bell rings to begin school. The administration will determine the length of stay in ISS. Failure of a student to abide by the rules of ISS will result in an out of school suspension to the Alternative School. Students in ISS may not attend any school function or activity until his/her assigned time in ISS is over. ISS can and will be used at the discretion of the administration

Out of School Suspension (OSS): The administration will determine the length of the out of school suspension. Usually 1 to 5 days and can be up to 10 days, more than 5 days require approval from the superintendent, depending on the severity of the behavior. Students will be assigned to the Alternative School. Students assigned OSS will lose their exam exemption privileges. The suspended student (if suspended from the Alternative School) may not be on any Leake County School District campus nor can the suspended student attend any Leake County School District activity or school function on days that they are suspended from the Alternative School. Out of school suspensions can and will be used at the discretion of the administration.

Expulsion: Students of the Leake County School District may be subject to a recommendation for expulsion because of the severity of their behavior and/or for repetitive misbehavior. Student will be recommended for expulsion for any weapon, drug, or alcohol violation. Depending on the severity of the behavior the student will be sent to the Alternative School for academic recovery expulsion. The student and his/her parent/guardian are entitled to due process. All recommendations for expulsion will be referred to the Leake County Discipline Committee for an initial hearing. If the Leake County Discipline Committee upholds the expulsion recommendation, then a final hearing will be held with the Leake County School Board. The decision of the Leake County School Board is final.

### **Other Disciplinary Action:**

This may consist of loss of privileges, denial of participation in school activities, probation, or combination of any one or more of such actions, including appropriate constructive assignments, depending on the seriousness and circumstances of the offense and the attitude of the student.

### **Due Process:**

In case of suspension –temporary termination of attendance for not more than 10 days:

1. The student is entitled to a hearing before the administration.
2. Administration notifies parents by telephone, if they can be reached with reasonable effort, and by letter sent on the day of suspension.
3. Upon written request of the pupil, signed by parent or guardian, administration may take necessary action to reinstate pupil by arranging a meeting with the pupil, his parents or guardian, and other school personnel selected by the administration.

In case of indefinite suspension – the temporary termination of attendance for the remainder of a term, semester, or school year and/or in case of expulsion – termination of enrollment.

1. The student has the right to a hearing before an impartial body.
2. Parents will be notified in writing that an indefinite suspension or expulsion is being recommended to the Superintendent.
3. Written notice of the time and place of the hearing must be given with adequate time to prepare a defense.
4. The accused will have the right to present his/her case, see the evidence against him/her, know which witnesses are to testify against him/her, and cross-examine.
5. The accused will be informed of his/her right to have legal counsel.
6. A report of the written findings of fact and decision will be made to the appropriate school authorities and to the accused.

### **Discipline Ladder**

- |                                                                                                                                                              |                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1. Open defiance of teacher (insubordination)                                                                                                                | Step 1 – 5           |
| 2. Profanity or vulgarity (to include acts, gestures, or symbols) directed toward another student, teacher, or other staff member.                           | Step 1 – 5           |
| 3. Possession of tobacco or tobacco related products, matches, or lighters and vaping products at school or while under the supervision of school personnel. | Step 4-5<br>Step 3-5 |
| 4. Smoking and vaping at school or while under the supervision of school personnel.                                                                          | Step 4-5             |
| 5. Use, sale or possession of drugs or alcohol on school property or while under the supervision of school personnel.                                        | Step 5*              |
| 6. Under the influence of drugs or alcohol on school property or while under the supervision of school personnel.                                            | Step 4 - 5           |
| 7. Defacing or otherwise damaging property that belongs to the school district, teachers, or other students. (To include restitution for damages).           | Step 1 - 5           |
| 8. Fighting at school or while on the bus.                                                                                                                   | Step 4 – 5           |
| 9. Use or possession of dangerous objects.                                                                                                                   | Step 2 – 5           |
| 10. Use or possession of fireworks.                                                                                                                          | Step 2 – 5           |
| 11. Improper behavior in the cafeteria or on the campus.                                                                                                     | Step 1 – 5           |
| 12. Improper behavior at assemblies or at other school activities.                                                                                           | Step 1 – 5           |
| 13. Stealing (to include restitution for damages).                                                                                                           | Step 1 – 5           |
| 14. Cutting classes.                                                                                                                                         | Step 1 – 3           |
| 15. Tardiness to class.                                                                                                                                      | Step 1 – 3           |
| 16. Leaving campus without authorization (may contact parent/guardian and local authorities)                                                                 | Step 4 - 5           |
| 17. Gambling or possession of gambling device.                                                                                                               | Step 1 – 3           |
| 18. Harassment, intimidation, or threatening of students, teacher or other staff members.                                                                    | Step 4 – 5*          |



19. Refusal to identify oneself properly when requested to do so by any faculty or staff members.	Step 1 - 5
20. Late to school – two free tardies are allowed per 9 weeks	Step 1 – 3
21. Chewing gum.	Step 1
22. Misbehavior on the school bus (may include loss of bus privileges).	Step 1 – 5
23. Continuous disobedience.	Step 1 – 5
24. Other misbehavior as determined by the administration.	Step 1 – 5
25. Pornographic, profane, or vulgar materials, or possession of such .	Step 1 – 5
26. Indecent exposure.	Step 4 – 5
27. Public display of affection, fondling, or inappropriate actions (including in cars parked in the vicinity of any school building or activity).	Step 1 - 5
28. Referral to the office for reaching the designated level of a classroom discipline plan.	Step 1 - 5
29. Any offense resulting in suspension after having been suspended on three (3) prior occasions.	Step 4 - 5
30. Use of electronic devices unless pre-approved by the administration except in designated areas/times for educational purposes.	Step 1 - 5
31. Possession of firearms.	Step 5*
32. Provoking or instigating a fight or disturbance.	Step 1 – 5
33. Falsifying documents.	Step 1 – 5
34. Any behavior or situation that immediately threatens or endangers the overall safe and Orderly environment. (Local authorities may be contacted).	Step 1 - 5
35. Gang activity.	Step 1 – 5

\*Disruptions indicated with an asterisk require recommendation of expulsion, as mandated by Mississippi Law. Administration reserves the right for discipline ladder placement for severe disruptions not specifically addressed in this policy, as deemed appropriate.

\*Student behavior that harasses or threatens other students or school personnel will not be tolerated. This district shall treat hazing, bullying, and threatening, as serious offenses. Further, the district prohibits sexual harassment of or by any student.

It is the express policy of the LCSD to encourage victims of bullying or harassment to report such claims as described below:

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee, or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor, or other school official. The report shall be made promptly but not later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a “Bullying/Harassing Behavior” complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

### **Discipline Ladder**

Students shall be referred to the administration in cases where the teacher has exhausted his/her options on the classroom Assertive Discipline Plan, or when a behavioral disruption is so severe that immediate attention is needed. The administration shall afford due process rights, and if the student is found guilty of misbehavior he/she will be placed on the discipline ladder. The above disruptions/consequences list shall serve as the guideline for placement. The administration will take into consideration such factors as age of the student, previous disciplinary record, severity of the behavior, and steps the teacher has taken in order to correct the problem, in making a final determination as to which step on the ladder the student will be placed.

When a student is placed on the discipline ladder, he/she will move up the ladder on subsequent referrals. However, in each of the steps one through four, there is provision for students to earn their way off the ladder for good behavior.

**Step 1**

- Contact parent or legal guardian with reasonable effort.
- Corporal punishment, written or work assignment, ISS or other.

**Step 2**

- Contact parent or legal guardian with reasonable effort.
- Corporal punishment, written or work assignment, ISS or other.
- Loss of privileges during normal school day or school related activities.

**Step 3**

- Contact parent or legal guardian with reasonable effort.
- ISS, one to three days of out of school suspension to the Alternative School, or other. • Students under suspension are not allowed to participate in school activities or be allowed on campus

**Step 4**

- Contact parent or legal guardian with reasonable effort.
- Three to five days of out of school suspension, or may refer to the Discipline Committee for placement in the Alternative Program.
- Students under suspension are not allowed to participate in school activities or be allowed on campus.

**Step 5**

- Five to ten days of out of school suspension
- Referral to the Discipline Committee for placement in the Alternative Program.
- May recommend for expulsion.
- A student may be recommended for expulsion at any time if the administration feels that the student's actions warrant such recommendation.

**Student Infractions**

The following infractions must be reported to the State Department within 72 hours:

- Assault, verbal or physical that results in a court prosecution
- Bullying
- Extortion
- Firearms possession
- Fighting
- Gang-related incidents
- Homicide
- Kidnapping
- Mayhem
- Poisoning
- Rape
- Robbery
- Staff Assault
- Stalking
- Sexual Battery
- Weapon Possession \*

The following infractions must be reported to the State Department:

- Alcohol purchase, sale, use, or possession \*

- Drug purchase, sale, use, or possession\*
- Disorderly Conduct
- Drug purchase, sale, use, or possession \*
- Harassment, Intimidation, or Threatening of Students, Teachers, or other staff members. •
- Theft
- Trespassing
- Vandalism

The following infractions are considered non-criminal behaviors by the State Department and will be handled by the school principal or his/her designee. They include, but are not limited to:

- Aggression
- Blatant Refusal
- Chewing Gum
- Defiance
- Defacing or damaging property that belongs to the school district, teachers, or other students (included restitution for damages)
- Displays of Affection, Fondling, or Inappropriate Actions (including in cars parked in the vicinity of any school building or activity)
- Firework possession
- Fourth minor infraction
- Gambling or possession of gambling device
- Indecent exposure
- Instigating a disturbance or fight
- Insubordination
- Late to School – 3 parent excuses per semester
- Leaving campus without permission
- Leaving class without permission
- Pornographic, profane, or vulgar materials, or possession of such
- Profanity/Vulgarity (including act, gestures, or symbols)
- Refusal to identify oneself properly when requested to do so by any faculty or staff member •
- Smoking or Vaping (including smoking or vaping related products)
- Tardies

\*Infractions indicated with an asterisk require recommendation for expulsion, as mandated by Mississippi Law.

Administration reserves the right to take disciplinary action for severe disruptions not specifically addressed in this policy, as deemed appropriate.

### **Cell Phones**

Cell phones, cell phone ear buds, and other electronic devices are not to be used during the school day. The school day is defined as the time a student arrives on school campus or steps onto a school bus until they leave campus or exit off the school bus. At their own risk, students may bring their cell phones to school, however, the phone must remain on silent at all times so as not to distract from instructional time. If a student is found to be using a cell phone without permission (including making/receiving a call, making/receiving a text message, taking a picture, etc.) the student will be assigned the following consequences:

1<sup>st</sup> Violation – warning and cell phone taken up and parent MUST pick up phone from the school office the following school day.

2<sup>nd</sup> Violation – cell phone taken up and parent MUST pick up phone from the school office the following school day.

3<sup>rd</sup> Violation – Five days of out-of-school-suspension assigned to student and cell phone taken up and parent MUST pick up cell phone the following school day.

4<sup>th</sup> Violation – Ten days of out- of- school- suspension and cell phone taken up and parent MUST pick up phone from the school office the following school day.

5<sup>th</sup> Violation – Student will be referred to the Leake County School District Disciplinary Committee.

\*\*\*Any student who refuses to give up their phone to a teacher or administrator may be suspended from school.

\*\*Any communication device used during the administration of statewide tests will be confiscated for the duration of the school year and may result in suspension or termination of student from the regular school environment for the remainder of the year and into the alternative school setting.

\*\*\*Any student who uses a cell phone to take a picture or video a fight or any incident on school property (including buses, ballgames, etc) or take a picture or video in a classroom will be suspended from school.

**Note:** Teachers WILL NOT allow the use of cell phones in the classroom as part his/her planned instructional activity. Cell phones WILL NOT be allowed to be used during lunch, breaks, programs, etc. Cell phones WILL NOT be returned to students. Parents must pick up phones from the school office.

### **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

In addition to the Leake County School District discipline policy, the Leake County School District also utilizes Positive Behavioral Interventions and Supports (PBIS) to analyze student discipline data and implement processes and procedures that address issues concerning behavior.

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavior supports and social culture needed for all students in a school to achieve social, emotional, and academic success. There are different levels of PBIS:

- School-Wide – procedures and processes intended for all students in specific settings and across the campus.
- Classroom – processes and procedures that reflect school-wide expectations for student behavior coupled with pre-planned strategies applied within the classroom.
- Target Groups – processes and procedures designed to address behavioral issues of groups of students with similar behavior problems or behaviors that seem to occur for the same reason. (Tier II)
- Individual Student – processes and procedures reflect school-wide expectations for student behavior coupled with team-based strategies to address problematic behaviors of individual students. (Tier III)

Features of PBIS include:

- Creating a continuum of behavior supports from a systems perspective
- Utilizing effective, efficient, and relevant data-based decision making systems
- Giving priority to academic success
- Clearly defined and communicated expectations and rules
- Consequences and clearly stated procedures for reinforcing appropriate behavior and for teaching appropriate replacement behaviors
- Implementing a “Targeted Support Plan (TSP)” to address the needs of students with chronic, challenging behaviors.
- Improving supports for students behaviorally

# TRANSPORTATION

**Bus transportation is a privilege and can be taken away at any time.** It is the duty of passengers, transported in school buses owned or operated by public school districts, to conduct themselves in an orderly manner. The passengers shall abide by rules and regulations of the Mississippi Board of Education, and rules and regulations adopted by the Board of the LCSD.

MS Code SEC. 37-11-18.1. Expulsion of habitually disruptive students aged 13 years or older upon third occurrence of disruptive behavior within school year.

Students will unload each morning at a place designated by the administration. When you get off the bus you are not to leave the campus. Teachers will be on duty in this area each morning. All students who ride the bus to school will be expected to observe the following regulations:

## BUS CONDUCT

Rules and regulations of the Mississippi Board of Education governing conduct upon public school buses as authorized by section 37-41-1, Mississippi Code of 1972, as amended:

### INSTRUCTIONS FOR PUPILS WHEN LOADING AND UNLOADING

1. Be at your assigned loading zone at the assigned time.
2. Exercise extreme caution in getting to and from your assigned bus stop.
3. Look in both directions before stepping from behind parked cars.
4. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates it is safe to board.
5. Do not play on or near the road while waiting for the bus to arrive.
6. Look in both directions before crossing any roadway.
7. Always walk on the left side of the road to on-coming traffic and step off the road when a motor vehicle approaches.
8. Wait until the bus comes to a complete stop before trying to load or unload.
9. Use the handrail while getting on and off the bus.
10. If possible, wear white or light colored clothing or carry a flashlight when you walk on the roadway at night in order that the motoring public may be aware of your presence.
11. When you must cross the road to enter the bus or after leaving the bus, always cross in front of the bus and walk approximately ten (10) feet ahead of the bumper.

### Interference with School Buses

It is unlawful for any individual other than a member of the public school administration or faculty or a law enforcement official to interfere in any way with the operation of a school bus. State law prohibits unauthorized boarding of school buses or interference with passenger boarding or leaving, under penalties of fine and/or imprisonment.

### Pupil Rules – Bus Conduct Disciplinary Guidelines

1. Pupil shall follow directions of the driver the first time given.
2. Pupil shall arrive at the bus stop before the bus arrives.
3. Pupil shall wait in a safe place, clear of traffic, and away from where the bus stops.
4. Pupil shall walk in an orderly line and avoid horseplay.
5. Pupil shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver.
6. Pupil shall go directly to an available or assigned seat when entering the bus.
7. Pupil shall remain seated and keep aisles and exits clear.
8. Pupil shall exhibit classroom conduct at all times.

9. Pupil shall refrain from throwing or passing objects on, from, or into buses.
10. Pupil is permitted to carry only objects that can be held on his/her lap.
11. Pupil shall refrain from the use of profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the bus.
12. Pupil shall refrain from eating and drinking on the bus.
13. Pupil shall not carry hazardous material, nuisance items, and animals onto the bus. Exception: If the Individualized Educational Plan requires a special needs student to use an animal, such as a "seeing-eye" dog for mobility purposes, then the assigned animal will be permitted on the bus.
14. Pupil shall respect the rights and safety of others.
15. Pupil who does not have the written consent of a parent/guardian and approval by school administration, will not be allowed to leave or board the bus at locations other than the assigned stops.
16. Pupil shall refrain from extending head, arms, or objects out of the bus window.
17. Pupil shall refrain from hitching rides via the bumper or other parts of the bus.

### **BUS DISCIPLINE**

Bus transportation is a privilege and can be taken away at any time. It is the student's responsibility to conduct themselves properly and to following all bus conduct rules. It is the parent's responsibility to reinforce with their child that misbehavior on the bus will not be tolerated.

#### **Consequences for Bus Misbehavior:**

- 1<sup>st</sup> Referral – Warning, parent contacted.
- 2<sup>nd</sup> Referral – Corporal punishment, ISS, Detention, or suspension, parent contacted.
- 3<sup>rd</sup> Referral – Suspended 10 days off the bus, Parent Conference Required before student is put back on bus.
- 4<sup>th</sup> Referral – Suspended 20 days off the bus, Parent Conference required before student is put back on bus.
- 5<sup>th</sup> Referral – Suspended off bus for remainder of the school year.

**\* School administrators at his/her discretion, reserves the right to place a student on any step of the consequences for a bus referral based on the severity of the incident.**

#### **Fighting On School Bus**

Fighting on the school bus (Elementary grades K – 5). Out of school suspensions will report to the Alternative School.

1. 1<sup>st</sup> time – corporal punishment/ISS/Required Parent conference or suspension off the bus (administrator Discretion 1-3 days).
  2. 2<sup>nd</sup> time – suspension off the bus for 3-5 days.
  3. 3<sup>rd</sup> time – suspension off the bus for 30 days or remainder of school year.
- \*Students may also be suspended from school for fighting on the school bus. This will be at the discretion of the administration.

Fighting on the school bus (Grades 6-12)

1. 1<sup>st</sup> time – suspended out of school for 3-5 days and suspended off the bus for 10 days. Students will report to the Alternative School for suspension.
2. 2<sup>nd</sup> time – suspended out of school for 3-5 days (Students will report to the Alternative School) and suspended off the bus for 30 days or for the remainder of the school year.

**\* School administrators at his/her discretion, reserves the right to place a student on any step of the consequences for fighting on a bus based on the severity of the incident.**

## GENERAL INFORMATION

### **Late Days**

The Superintendent or his/her designee may at his/her discretion delay the start of school. School may be delayed until 10:00 A.M. and will dismiss at regular times. Announcement of a late day schedule will be made, from the Office of the Superintendent, through the media (Breeze 101, Kicks 96.7, WJTV TV, and WLBT TV) and through each schools REMIND App.

### **Early Dismissal Days**

The Superintendent or his/her designee may dismiss school early due to weather situations or other unforeseen reasons. Announcements of early dismissal days will be made through the media; (Breeze 101, Kicks 96.7, WJTV TV, and WLBT TV) and through each schools REMIND App.

### **Student Medication**

Students shall not take medications, whether prescription or other drugs while at school, unless such medicine is given to them by the proper school authority acting under the specific written request of the parent or guardian and under the written direction of the student's personal physician, with the exception of self-administered asthma medications.

Self-administration of asthma medications will be permitted providing the student's parent/guardian has provided: (1) written authorization for self-administration;

- (2) a written statement from the student's health care practitioner stating that the student has asthma and has been instructed in self-administration of asthma medications. Forms for the above will be provided at the school upon request.

Limited over-the-counter medicines may be available for students if the student returns the school medication form that must be signed by the parent. Without this form, no over-the-counter medications will be administered unless the situation is considered an emergency. Parents requesting that medicine be given at school must complete the necessary form. This form is available at the school and provided at parents' request.

\* Prescription medications that must be given at school must be brought to school by a parent or guardian in the original container as dispensed by the pharmacist or physician. Students are not allowed to transport any medications.

\*It is the student's responsibility to come to the nurse's office/school office for the medication unless he/she is unable to do so.

### **Care of School Property**

The walls of the building, the furniture in the classroom, auditorium, library, lunchroom, gymnasium, etc., in fact the buildings and whatever they contain in the way of equipment are provided at great expense by the taxpaying citizens of Leake County. This is your school. Protect your school property just as you would your home. This is both reasonable and right. Parents of students causing damage to school property, either intentionally or through any neglect, will be liable for such damages.

### **Regulations Pertaining to Automobiles and Motorcycles**

Automobiles and motorcycles brought to school by students are to be parked on arrival at school and left until dismissal. No students are to sit in cars or on motorcycles or loiter around them during school hours. Any damage to parked cars or motorcycles, speeding or use of loud mufflers comes under the jurisdiction of the sheriff or police department, and violators will be accountable to them. However, any student who fails to cooperate in this matter will lose the privilege of bringing an automobile or motorcycle to school, in addition to being accountable to the traffic authorities. Students must have a valid driver's license and provide proof of insurance to bring a vehicle on campus. Principals can limit who can and who cannot drive to school. A student must provide a copy of their driver's license and proof of insurance to drive to school.

### **School Searches**

Circumstances will arise where searches of students' persons, possessions, lockers, desks, and vehicles will be necessary. Administrators have the authority and obligation to exercise discretion in the implementation of this policy, balancing the District's responsibility to maintain discipline, order, and a safe environment conducive to education with the student's legitimate expectation of privacy.

Searches are permitted as follows:

1. Searches of a student's person, possessions or lockers may be conducted if a District employee has prior individualized reasonable suspicion that a student has violated or is violating a District policy, school rules or regulations or the law and that the search will result in discovery of evidence of such violation.
2. Searches of desks and other school property, except lockers, may be conducted at any time, with or without reasonable suspicion of a violation.
3. Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. A more intrusive search of the vehicle may be conducted at the discretion of the administration with reasonable suspension.
4. 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 administration.
5. Caution shall be exercised when a search involving a number of students is conducted. In most instances, in order to justify a search, the District's reasonable suspicion must be particularized to an individual student. Exceptions to this requirement are appropriate only where the intrusiveness of the search is minimal, such as canine searches of lockers, desks, or book bags or automobile searches, etc.

If a search reveals grounds for reasonable belief that a violation of a district policy, school rules or regulations, or the law, the student will be subject to disciplinary action as provided by the District policy.

### **Textbooks**

Textbooks are instructional resources and they will not be the sole source of instructional material. Books are issued by the teacher. Not every course will require a textbook or an issued book. Students must exercise every precaution to protect books by not writing in them, keeping pencils and other items from within their covers, and storing them properly. If a book is lost or damaged, the student will be held responsible.

### **Library Services**

Library services are provided in each school and are essential to academic development and high levels of student achievement. Students have the opportunity to check out materials from the library and are expected to return the materials in good condition. In signing for receipt of this handbook, the parent agrees to be responsible for any and all fines incurred by the student for loss or damage of library books.



## SCHOOL SAFETY

The Leake County School District is committed to ensuring the safety of its employees and students while they are at school; also while they are being transported on school buses to and from school and school-related activities. As a component of its safety plan, the School District randomly places surveillance cameras with video and audio capabilities on school buses, in hallways, and in classrooms (as needed) to detect and deter student misbehavior. Security systems will be in place for security and monitoring purposes.

### **Fire Drills**

Fire drills are of importance in training students to conduct themselves in an emergency which might affect the entire student body. In order to comply with all safety and fire precaution rules, it is necessary that definite signals and rules of conduct, in case of fire, be set up and understood by all students and faculty members. The following rules will apply to this situation:

1. Signal for fire drill will be given.
2. When the alarm is sounded, the teacher will be the person responsible to identify it. Students will leave their classroom in an orderly fashion under supervision of the teacher. To be sure this is done properly and without delay, the teacher, upon hearing the signal, will remind the students of the door to exit and then leaving the room he/she, will accompany the group to maintain order. There should be no talking except by the teacher.
3. Groups will file out in columns at a quick walk, no running. Students will exit from the door as indicated by the instructor. Teachers will take roll books and call roll once they reach the designated area to account for all students.
4. After each drill, the “all clear” signal will be given by sounding a very long ring on the regular bell system. This will be the signal for students to return to the place from which they came at the time of the alarm. This should be done with as little confusion and delay as possible.

### **Tornado Drills**

An orderly procedure will be followed when severe weather warnings are issued. The following steps should be followed:

1. Signal for a tornado drill will be given.

2. Faculty members will be responsible for students under their direction and open all doors to their room. Students are to sit in the designated place for their classroom and in the recommended position required for tornados. They are to stay as far from doors and windows to avoid flying glass.
4. Principals will check the buildings before students are to move from their designated places of safety.
5. Signal for the end of a tornado drill will be an extended ringing of the regular bell system.

### **AHERA Compliance Notification**

In accordance with AHERA regulations, school districts are required to perform several activities with regards to Asbestos in schools. These activities include an initial asbestos inspection and development of a Management Plan. The Management Plan addresses how identified asbestos containing materials (ACM) will be handled (abated or managed in place).

As part of the Management Plan, schools are also required to provide notification to all parents, teachers, and employees of our ongoing management of ACM's.

To provide continuing management of the asbestos in our schools, all asbestos containing materials (ACM) are inspected every six months by an environmental consulting firm from Jackson, Mississippi. Any changes in the ACM are being recorded in a surveillance report as part of the management plan.

A copy of this surveillance report, along with a copy of the management plan, and all supplementary information is located in the Local Education Agency (LEA) Designee office at each school. In addition, a copy of all management plans for all district schools is maintained in the LEA's office located at 123 Main Street, Carthage, MS. These documents are available for review at either of these locations.

## **FOOD SERVICES**

### **Courtesies in the Cafeteria**

The teacher will go to lunch with students and remain with them during the lunch period. When students and teachers have finished lunch, they will return to class as a group. Each teacher is responsible for the conduct of his/her students. Get your tray quietly and quickly so that you will not delay the line.

1. Respect the place of others. Never crowd or try to get ahead of others.
2. Get all necessary items the first time through the line.
3. Clean up after yourself and keep your area clean.
4. Take your tray to the receiving window so the tables will be cleared for those who follow.

\*No one except food service employees shall be admitted to the kitchen during preparation and serving hours except repairmen, deliverymen or persons in possession of a current health card.

### **School Lunch Applications**

All students may apply for free/reduced lunch status. Applications are available at each school site or from the School Nutrition Office. Families need to complete only ONE application per household. Applications may be returned to the school cafeteria manager. All applications are then sent to the School Nutrition Office to be processed. This year, the Leake County School District will be implementing "Provision II" non-pricing meal program to breakfast and lunch for students. Therefore, students lunch and breakfast meals will be at no cost. The success of this program relies on each household providing a completed meal application for the 2017-2018 school year.

A la carte items are not included in the non-pricing program, therefore these items must be paid. An a la carte item is defined as a serving of food that can be ordered as separate items, rather than part of the school meal. Such as extra entrees, chip, ice cream, etc. No a la carte items may be charged for anyone at any time.

### **Competitive Foods/Vending Regulations**

To ensure that students are not in the position of having to decide between non-nutritious foods immediately before or during the meal service period.

- No food item will be sold on the school campus for one (1) hour before the start of any meal services period.
- The school food service staff shall serve only those foods which are components of the approved federal meal patterns being served (or milk products) and such additional foods as necessary to meet the caloric requirement of the age group being served.
- With the exception of water and milk products, a student may purchase individual components of the meal if the full meal unit also is being purchased.

Students who bring their lunch from home may purchase water and milk products.

No a la carte items may be charged for anyone at any time. An a la carte item is defined as a serving of food that can be ordered as separate items, rather than part of the school meal, such as chips, ice cream, extra entrees, etc.

### **Student Account Balances**

Parent(s)/Guardian(s) of students who have transferred, graduated and/or unenrolled from Leake County School District may request to be reimbursed if their child's account has a positive balance of \$10.00 or more. This request shall be made within thirty (30) days of the student's last school day and must be approved by the Leake County School District's School Board. After the thirty (30) day holding period, all positive balances from students who have transferred, graduated and/or unenrolled from Leake County School District will be donated to the Food and Nutritional Services Department.

## **SPECIAL EDUCATION**

### **Child Find**

The Leake County School District is participating in an ongoing statewide effort to identify, locate, and evaluate children birth through age 21 who are physically, mentally, communicatively and/or emotionally disabled. Early identification of children in need of special educational experiences is most important to each child. Furthermore, this information gathered from contacts with parents and other agencies will be used to help determine present and future program needs as progress is made toward the goal of providing a free appropriate public education to all disabled children.

Information which could identify an individual child will be maintained by this agency and will be provided to other agencies only in accordance with the Family Rights and Privacy Act and EHA-B. As a parent, you are guaranteed the right to inspect any such information about your child and to challenge its accuracy. Access to this information is forbidden to any unauthorized person without informed consent. If you have any questions regarding the collection, maintenance and use of this data about your child, please contact Ms. Tia Little, Child Find Director for the Leake County School District, by calling 601-267-8667 or writing to her at the following address:

Leake County School District  
Ms. Tia Little, Child Find Director  
P.O. Drawer 478, Carthage, MS 39051

The Child Find Director implements child identification, location and evaluation of children birth through 21 who are disabled, regardless of the severity of their disabilities, and who are in need of special education and/or related services. The Child Find Director works with the local Headstart, Human Services, Health and Mental Health agencies, as well as local education agencies, and physicians, and other individuals to identify and locate children out of school and in school who may be in need of special education services.

Once a referral is made, it is the responsibility of the Child Find Director to insure that the Referral-to-Placement procedures are followed. The director works with the Teacher Support teams at each school to implement this procedure. The following activities briefly describe the procedures:

- If a child is of school age, the child's teacher and school must develop and implement research-based instructional interventions to address the learning difficulties. If the difficulties still exist after this implementation, the child is referred to a Multidisciplinary Evaluation Team for a possible evaluation.
- Prior to this evaluation, a copy of Procedural Safeguards is given to parents. District personnel explain and insure that the parents understand the Procedural Safeguards.
- After parental consent for testing is obtained, a nondiscriminatory evaluation is conducted, and students are evaluated in all areas related to the suspected disability by qualified personnel.
- Parents are notified when a student is ruled eligible for a special education program.
- An Individual Educational Plan is developed for the student before the student is placed. Parents, teachers, Agency Representatives and students, where appropriate, participate in this process.
- All students receiving special education services are reassessed at least once a year, and reevaluated at least once every three years.

### **Accessibility for Americans with Disabilities (504/ADA/IDEA)**

In the provision of services to students and employees with physical and learning disabilities, the Leake County School District complies with section 504 of the Rehabilitation Act, the Individuals with Disabilities Education Act, and the Americans with Disabilities Act. The Leake County School District does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities.

### **Section 504 Coordinator**

The Section 504 Coordinator for the Leake County School District is the Special Education Director., P.O. Drawer 478, Carthage, MS 39051, 601-267-8667. The Leake County School District does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities.

## **GUIDANCE AND COUNSELING SERVICES**

### **Philosophy**

The guidance services are organized around the needs of the students, and administered to the individual's need. These services exist to facilitate the growth and development of students as they progress through school. They are designed to help all students in their educational planning, vocational and career decision making, and personal-social adjustment. The counselor is committed to working with parents, teachers and the students themselves to help them profit most from the school experiences.

Guidance services, which complement both instructional and administrative functions, provide opportunities for students to develop self-understanding, self-evaluation and self-direction. The counselor's goal is to assist the student in the understanding and the development of his/her aptitudes and abilities to the highest potential. The philosophy of the guidance program is based on the worth and dignity of the individual and the positive contributions which can be made to self and to the society of man.

### **Primary Functions**

The primary role of the counselor is counseling. Although counseling is the very "heart" of the program, it is only a part of the overall guidance program. Other activities include individual and group guidance; administering and interpreting tests; working with faculty and parents in the cumulative role, and providing needed information; working with students in the planning of a program of studies based upon future career plans; assisting in the development of a four-year plan of study, subject selection and scheduling students into their subject area of study; making necessary referrals to individuals within other agencies; conducting research evaluation and research in the total school program; and assisting the students in both academic and vocational placement as they plan to leave high school. It is the aim of the guidance program to help each student profit as much as possible from their school experiences and to assist in plans for further employment or further educational study after completing high school.

The counseling process is based upon a clear understanding of each student gained from student conferences, the cumulative folder (school record), a study of each individual's background, and from analysis of available test results. Students are encouraged to plan for the future through surveying vocational and educational opportunities and interests. Students are encouraged to make their own decisions and to solve their problems independently so that they can grow and mature, making their own unique contributions to society in a positive manner.

The counselor has a major responsibility in the registration of students. He/She issues subject choice forms to the students, assists them in course selections and schedules each student in a course of study in accord with his or her own ability, aptitude and interests. He also makes the necessary schedule adjustments and schedules all incoming students into the school throughout the school year. Specifically, your counselor may be able to help you to:

1. Select your program of studies and develop a four-year plan of study. Parents are encouraged to work with the counselor and student in mapping out a plan of study.
2. Participate fully in the school's extra-curricular programs.
3. Identify abilities, interests and special aptitudes by use of tests and other sources of information.
4. Improve social and academic adjustments.
5. Obtain information on college entrance requirements and available scholarship programs.
6. Obtain information on job requirements, job opportunities, and make job referrals.
7. Seek better college and vocational placement.
8. Seek and identify solutions to problems which may occur in school life.
9. Achieve maximum growth and development and become a worthy and productive citizen of our society.

## FEDERAL PROGRAMS

The Leake County School District's Federal Programs Department provides additional resources and materials to all schools within the district. Based on the percentage of low income families within the district, Federal Programs support is school-wide. All schools within the district are eligible to receive additional services and resources to assist with meeting federal and state standards as required by "Every Student Succeeds Act (ESSA)". The Leake County School District receives the following federal grants:

- Title I – Part A / Instruction
- Title II – Part A / Highly Qualified Teachers and Administrators
- Title III – Part A / English Language Learners
- Title IV – Part A / Rural Education

### **Title I – Part A / Instruction**

- Smaller classes or special instructional spaces
- Additional teachers and aides
- Professional development
- Extra time for teaching Title I students
- Supplementary teaching methods
- Additional teaching materials to supplement regular instruction
- Contact Person: Florence Cocroft – Federal Programs Director

### **Title II – Part A / Highly Qualified Teachers and Administrators**

- Recruit, hire, and retain highly qualified teachers and principals
- Provide research-based, high quality professional development activities
- Support the acquisition of advanced degrees consistent with LEA's needs
- Provide training activities to enhance the involvement of parents in their child's education
- Pay the costs of state tests required of new teachers (Praxis I, Praxis II)
- Purchase supplies or instructional materials used a part of professional development
- Contact Person: Assistant Superintendent

### **Title III – Part A / English Language Learners**

- Implement high-quality educational programs in language instruction to increase English proficiency and student academic achievement
- Provide high quality professional development for teachers, administrators, and other personnel to improve the instruction and assessment of LEP students
- Annually assess the English proficiency of all LEP students served
- Contact Person: ELL Coordinator

### **Title IV – Student Support and Academic Achievement**

- Providing students with a well-rounded education
- Supporting safe and healthy students
- Supporting effective use of technology

### **Title V – Part B / Rural Education**

- Educational technology
- Parental engagement activities
- Contact Person: Federal Programs Director

### **Title IX Coordinator**

The Title IX Coordinator for the Leake County School District is the Superintendent of Education, P.O. Drawer 478, Carthage, MS 39051, 601-267-4579. The Leake County School District does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities.

### **McKinney-Vento Act / Homeless Education (Title X, Part C)**

The McKinney-Vento Act defines “homeless children and youth” as individuals who lack a fixed income, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
  - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);
  - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodation;
  - Living in emergency or transitional shelters;
  - Abandoned in hospitals; or
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

District: Leake County School District

Section: L-Inter-organizational Relations

Policy Code: LAA-Title I Parental Involvement

### **Parent and Family Engagement**

The Leake County Board of Education endorses the parent involvement goals of Title I and encourages the regular participation of parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word “parent” also includes guardians and other family members’ involvement in supervising the child’s education.

#### **PART I: General Expectations**

The Leake County School District agrees to implement the following statutory requirements:

Leake County School District will have operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs consistent with Every Student Succeed Act (ESSA) of 2016. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

- Leake County School District will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of ESSA and each will include a school-parent compact. • Leake County School District will incorporate a district wide parental involvement policy into its LEA plan. The Leake County School District will take the following actions to involve parents in the joint development of its district-wide parental involvement plan.
- In carrying out the Title I, Part A parental involvement requirements, the Leake County School District and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children. This will include providing information and school reports in an understandable format, alternative formats upon request, and, to the extent practicable, in language that parents understand.
- If the Leake County School District Parental Involvement Policy for Title I, Part A, is not satisfactory to the parents of participating children, the Leake County School District will submit any parent comments with the plan when the Leake County School District submits the plan to the Mississippi Department of Education.
- Leake County School District will involve the parents of participating children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is utilized, and will ensure that no less than 90 percent of the one percent reserved goes directly to the schools.
- Leake County School District will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-*

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities, such as those outlined in ESSA*

## Part II: DESCRIPTION OF HOW LEAKE COUNTY SCHOOL DISTRICT WILL IMPLEMENT REQUIRED DISTRICT-WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. Leake County School District will take the following actions to involve parents in the joint development of its district-wide parental involvement plan:

- ☐ Annual Parent Title Meetings to inform parents of their participation in the Title I involvement requirements and their rights to be involved
- ☐ Need for School-Parent Compact
- ☐ Provide all parents with copy of school district/LEA parent involvement policy each year
- ☐ Include survey with policy to obtain feedback from parents
- ☐ Meeting with Parent Advisory Team (PAT) to discuss survey results
- ☐ Holding parent meetings to discuss and implement any policy changes
- ☐ Providing information to participating parents in such areas as understanding the state and local content standards, state and local academic assessments, monitoring individual student achievement, the requirements of Title 1, and working with school staff to improve the achievement of students.
- ☐ Providing requested training such as literacy training and using technology, as appropriate, to help parents work with their children to improve their children's achievement.
- ☐ Providing resource materials and activities such as school wide parent nights, maintain a school website, and newsletters in order to provide information on a wide variety of topics including child development and reinforcing academic skills at home.
- ☐ Coordinating and integrating parental involvement strategies and activities with other district programs and grants such as Head Start, Migrant Program, and Drug Free.
- ☐ Assisting schools in identifying barriers to greater parental participation in order to maximize the opportunities for parents to participate in school related activities.

2. Leake County School District will take the following actions to involve parents in the process of development of the Schoolwide Program Plan:

- ☐ Hold meeting with School Parent Advisory Team to review draft of Schoolwide Program Plan
- ☐ Implement recommendations by Parent Committee
- ☐ Share Plan with district parents
- ☐ Complete review process annually with Parent Committee

3. Leake County School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- ☐ Working with existing Leake County School District Parental Involvement Advisory Team to ensure district is providing necessary learning tools and educational programs in accordance with guidelines of Title I Part A and ESSA.
- ☐ Meetings between School Advisory Team, Invited Parents, Administration and Staff for professional development needs and training to provide most effective teaching tools and resources to increase student achievement. Discussion to include state and local assessment data and results.
- ☐ Convene Parent meetings and parent conferences at a convenient time for parents during the day and offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many

parents as possible are able to attend. Invite to this meeting all parents of children participating in Title I, Part A programs, and encourage them to attend.

4. Leake County School District to the extent feasible will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool and Day Care Center programs by:

- ☐ Inviting program members to participate in parent night meetings held during the school year.
- ☐ Inviting program members to participate in professional development activities.
- ☐ Organizing and participating in joint transition-related training of school staff, Head Start staff and other early childhood development programs including the districts Pre-Kindergarten staff.
- ☐ Conduct meetings involving parents and programs participants to discuss development and assessments needs of individual children.

5. Leake County School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The Leake County School District will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement and to revise, if necessary (and with the involvement of parents), its parental involvement policies.

- ☐ Working with existing Leake County School District Parent Advisory Team to ensure that the district is providing necessary learning tools and educational programs in accordance with guidelines of Title I Part A and ESSA. ☐ The Instructional Team will facilitate the alignment of current curriculum with developed Title I Programs. The catalyst for integration will be innovative technology to assist the needs of all children.
- ☐ The program/policy will be evaluated initially by the Leake County School District Parent Advisory Team on meeting the needs of all students with concentrations in the areas of reading, writing, speaking, listening and mathematics.
- ☐ Program/policy evaluation findings will be shared with parents via meetings, surveys and other means of communication to work collectively to update and improve policies as needed.
- ☐ Policy(s) will be reviewed at a minimum annually by the Leake County School District Parent Advisory Team.

6. Leake County School District will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. Leake County School District will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by

undertaking the actions described in this paragraph –

- ☐ Provide assistance to Title I parents as appropriate in understanding standards, state and local assessments, the requirements of Part A, monitoring a child's educational programs and working with educators by conducting workshops at local schools
- ☐ Provide parents with access to Leake County School District website and Department of Education Websites specific to academic standards, assessments, ESSA, and Title I Part A.
- ☐ Hold Parent Meetings to discuss academic standards, types of assessments, ESSA, Title I after school and extended school year tutoring programs.
- ☐ Parent Meetings and conferences will be held at different times during the day.



B. Leake County School District will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement.

- To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Home Instruction Programs, Adult Literacy Training, and training on software applications for remediation and assessment to support needs of children.
- If feasible, provide after school tutoring and extended school year (summer) for children failing and not reaching proficiency levels.

C. The Leake County School District will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- Annual Parent Title Meetings to inform parents of their participation in Title I, the Title I involvement requirements and their rights to be involved.
- Additional meetings that are devoted specifically to addressing an understanding of academic standards, assessment, enrichment and remediation for parents to support their children.
- Communicate to parents updates and changes to Federal and State policies, assessments and mandates of ESSA.
- Jointly with parents, review school-parent compact outlining how parents, the entire school staff and students share in the responsibility for improved student achievement.

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Day Care Centers, public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents to more fully participate in the education of their children, by:

- Inviting program members to participate in parent night meetings held during the school year.
- Inviting program members to participate in professional development activities.
- \Organizing and participating in joint transition-related training of school staff, Head Start staff and other early childhood development programs.
- Conducting meetings involving parents and programs participants to discuss development and assessment needs of individual children.

E. The Leake County School District will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:

- Mailings
- Phone call reminders
- Emails
- Remind 101
- Postings on District website
- Newsletters

The Leake County School District will establish a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.

**Leake County School District**  
**Annual Parent Notice**  
**Right to Request Teacher Qualifications**

Dear Parent or Guardian:

All of our schools within the Leake County School District receives federal funds for Title I programs that are part of the Elementary and Secondary Education act of 1965 (ESEA), as amended (2015) Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year and we are prepared to give your child a high-quality education. As a district, we must meet federal regulations related to teacher qualifications as defined in ESEA/NCLB. Under these regulations, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s) or paraprofessional(s). If you request information, the district or school will provide you with the following as soon as possible:

- a. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. If state licensing requirements have been waived (is not being required at this time) for the teacher on a temporary basis;
- c. The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and-If the teacher is teaching in the field of discipline for which they are certified or licensed; d. If the teacher has met State approved or State recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- e. If your child is receiving Title I or Special Education services from paraprofessionals and, if so, his/her qualifications.

Our district is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request this information or if you have any questions about our child's assignment to a teacher or paraprofessional, please contact the principal at your child's school.

**Family Education Rights**

The Leake County School District is in compliance with provisions granted under the Family Education Rights and Privacy Act of 1974. Under this law, the parents of students enrolled in any educational institution receiving federal funds are given certain rights concerning the school records of their children. The following rights are accorded to you under this act:

1. You are entitled to have access to your child's school records upon request.
2. You are entitled to inspect and review the contents of your child's school records, and to challenge the contents if you feel they are inaccurate, misleading, in violation of the privacy or other rights of the student, or if they contain inappropriate data.
3. Before any school record will be released to third parties (college, potential employers, etc.) who have requested copies of your child's school records, the school must have your written consent.
4. Upon receipt of a subpoena or judicial order, the principal will relinquish control of the records.
5. Whenever your child seeks to enroll in another elementary or secondary school, you must approve transfer of the record.
6. The law allows "directory information" about students to be made public without permission from the parents. You are entitled, however, to request the deletion of certain information about your child from school directories.

7. The school will maintain a list containing the signature, the date and the reasons for all persons receiving access to your child's record. The law, however, allows school officials, including your child's teachers, to have access to school records without signature. You are entitled access to this list.
8. When your child becomes 18 years of age, the rights formerly accorded to you as parents (with respect to school records) will become the sole rights of the student.
9. One copy of a transcript is sent free of charge. Additional copies will be sent from the school for \$1.00 per additional transcript.

**PARENTAL OPT OUT INFORMATION FOR PARENTS OF ALL NINTH THROUGH TWELFTH GRADE STUDENTS**

Federal law requires each Local Educational Agency (LEA), upon request of a military recruiter or an institution of higher education, access to names, addresses, and telephone numbers of high school students. A parent may submit a request in writing to the LEA that such student information not be released without prior written consent of the parent. If you wish to provide written consent prior to the release of this information, you may use the below example and return it to your child's school. However, please be aware that if you choose not to return the form at this time, you may do so any time during your child's school career. The request will be honored and it will be saved as a student record.

**PARENTAL REQUEST FOR PRIOR WRITTEN CONSENT**

You may complete the following if you do not consent to the release of your child's information (name, address, and telephone number) without first providing written permission to military recruiters and institutions of higher education that request this information. You must do so in writing and this is a example;

Student's Last Name: \_\_\_\_\_

Student's First Name: \_\_\_\_\_

Student's Official Class: \_\_\_\_\_

Name of School: \_\_\_\_\_

I am requesting that my child's name, address, and telephone number not be shared with the below without my express written consent:

\_\_\_\_\_ Military Recruiters

\_\_\_\_\_ Institution of Higher Education

Parent/Guardian: \_\_\_\_\_

\_\_\_\_\_

Print Name

Signature

\_\_\_\_\_

Date

# **TECHNOLOGY**

## **Technology Acceptable Use Policy Policy Regarding the Legal and Ethical Use of Technology Resources, Electronic Mail, and the Internet**

### **MISSION**

The mission of the Leake County School District is to provide a high-quality education that will increase the learning of all students.

### **INTRODUCTION**

The Leake County School District is CIPA and COPPA compliant in its Technology Acceptable Use Policy. The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress that schools and libraries adopt a policy to address a) access by minors to inappropriate matter on the Internet and World Wide Web; b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; c) unauthorized access including so-called "hacking", and other unlawful activities by minors online; d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and e) restricting minors' access to materials harmful to them. CIPA does not require the tracking of Internet use by minors or adults. The Children's Online Privacy Protection Act (COPPA) regulates unfair and deceptive acts and practices in connection with the collection and use of personal information from and about children on the Internet. This Technology Acceptable Use Policy is a legal and binding document.

### **POLICY STATEMENT**

The primary goal of the technology environment is to support the educational and instructional endeavors of the students and employees of Leake County Schools. To this end, the Leake County School District encourages the responsible use of computers and computer networks which includes internet usage, email, web applications and other electronic resources in support of the mission and goals of the Leake County Schools.

All Leake County Schools technology resources, regardless of purchase date or location, are subject to this policy. Any questions about this policy, its' interpretation, or specific circumstances shall be directed to the Local School Administrator and/or District Technology Coordinator. Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary action.

### **General Information**

Intranet (internal) and internet (external) connections are provided to staff, students, and faculty of the Leake County School District for the purposes of learning, teaching/instruction, research and communications. In order to access district services, such as the intranet and the internet via the district network, each user must sign the Technology Resources Agreement to acknowledge agreement with this Technology Acceptable Use Policy.

The operation of the Leake County School District Network is guided by policy or policies set forth by the District School Board, District Administration, the Mississippi Department of Education, and all applicable local, state, and federal laws. This AUP does not list every applicable policy or law, but sets forth some specific policies particular to the Leake County School District.

### **Monitoring of Network Use**

All data transferred and /or transmitted over the Leake County School District network can be monitored and recorded at any time. All data transferred or transmitted over the network can be tracked and identified, and originating users can be held liable if their use of the network violates any established policy, regulation, or law. Any data stored on district-owned equipment may be archived and preserved by the district for an indefinite period. Such data includes, but is not limited to, e-mail, text documents, digital photographs, music, and other digital or electronic files. The School Board, through its administrative staff, reserves the right to monitor all computer and internet activity by students. Staff and students are hereby advised that privacy in the use of the internet is NOT guaranteed.

### **School District Ownership**

All data transferred over the district network or stored on any district-owned equipment/media is the property of the Leake County School District. *This includes any kind of file, data stream, graphic, document, music, photos, etc. Any personal items placed on district computers become property of the school district with possibly no chance of release or recovery.*

### **Consequences of Policy Violation(s)**

Any students or district staff, including contract services (outside parties), who violate any policy, regulation, or law regarding use of the district network will be identified and corrective and/or punitive actions will be taken. All users of the district network are charged with reporting possible violations or misconduct to their teachers, supervisors, or the network administrator(s). Users who fail to report violations may be subject to the same disciplinary actions as those who violate the policy. Violations of these procedures may result in, but is not limited to, a loss of access privileges, disciplinary action by the school and/or district administration, suspension, termination, and/or contact of law enforcement agencies.

### **Disclaimer of Liability**

The Leake County School District disclaims all liability for the content of material to which a student or staff may have access on the Internet and for any damages suffered as a result of the student or staff member's internet use. The Leake County School District makes no guarantee that functions of services provided by its internet access will be without error or defect. The Leake County School District shall not be responsible for:

- Any damages a student or staff member may suffer, including, but not limited to, loss of data or interruption of services
- For the accuracy or quality of information obtained from or stored on any of its network or client systems,
  - Financial obligations arising through the unauthorized use of the systems
- Any actions or obligations of a student or staff member while accessing the internet outside the public school system for any purpose.

While the district takes steps to protect users from inappropriate material, makes every attempt to intercept unlawful and malicious actions from affecting users, and makes every effort to safeguard users, no system is perfect. Those risks must be recognized and accepted by users who sign the Technology Resource Agreement. *Those who use district equipment for personal use may incur liability for damages to themselves and not the district. Use of any information obtained via the internet is at the student's or staff's own risk.*

### **Filtering**

The District uses an aggressive content filter and SPAM filter. Users acknowledge that content of e-mail and web pages delivered to the user is controlled by District Technology Acceptable Use Policy. However, users must also recognize that no system is perfect, and that in the event inappropriate material is accessible, the District shall not be held liable. *A constant, sincere effort to use the most advanced and wide-ranging appliances and machinery available is a goal of the district. However, there is nothing that can guarantee 100% block of offensive or inappropriate materials via the Internet or Intranet.*

For security and network maintenance purposes, authorized individuals within Leake County School District may monitor equipment, systems and network traffic at any time. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that while Leake County School District Network Administrator desires to provide a reasonable level of privacy, there are no facilities provided by this system for sending or receiving private or confidential electronic communications. Users should be aware that the data they create on the District systems remains the property of Leake County School District. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Because of the need to protect the Leake County School District's network, the Leake County School District cannot guarantee the confidentiality of information stored on any network device belonging to Leake County School District.

### **Email and Electronic Document**

Leake County School District employees and students shall have no expectations of privacy in anything they store, send or receive on the district's email system. Leake County School District may monitor messages without prior notice. Leake County School District is not obligated to monitor email messages. Postings by employees or students from a Leake County School District email address to newsgroups should contain a disclaimer that the opinions expressed are strictly their own and not necessarily those of the Leake County School District unless posting is in the course of educational purposes. "Official" communications, e.g., teacher to parent, teacher to student, staff to staff, must be via the district's email system for archival purposes. This includes, but is not limited to, teachers who guide extracurricular activities, such as Clubs, Choirs, Bands, Athletics, and the like.

**Stipulations for Web Site Use as District Representatives (Teachers, Administrators, Managers, etc.)** Use of non-district websites to present information, classrooms, clubs, or any other officially sponsored activities of the Leake County School District is prohibited without district approval. Any sanctioned activity must be hosted on the [www.leakesd.org](http://www.leakesd.org) district's web site or server in the leakesd.org domain. The Leake County School District will not disclose personal information about students on websites - such as their full name, home or email address, telephone number, and social security number. Under no circumstances is an employee of the Leake County School District authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Leake County School District owned resources. The Local Administrator and/or District Technology Coordinator will review all home pages (starting point for a group or individual's directory of Internet sites and/or other information) before being added to the Leake County Schools website. The Technology Coordinator reserves the right to reject part or all of a proposed home page. Home pages may only be placed on the Leake County website by a District Webmaster, the District Technology Coordinator or other designated staff. Users should not expect that files stored on the Leake County School District World Wide Web server would always be private.

### **Use of Social Networking Media**

In recent years, the popularity of social networking media such as MySpace, Facebook, Twitter, internet forums, and blogs have grown tremendously in popularity. The District urges those employees who choose to utilize such media to do so with caution, especially when posting personal information. Such sites may not be as private as they may seem, and once personal information is posted, it may very well be accessible to thousands of viewers for years to come. Employee blogging or accessing social networking media during school hours is prohibited. The use of school district property for accessing social networking media is prohibited at all times.

Those Leake County School District employees who choose to utilize social networking media should do so responsibly. Employees are reminded that disclosure of confidential information is prohibited, regardless of when such a disclosure occurs. Employees should be especially aware that the disclosure of certain information concerning other employees, students, and parents of students is prohibited by law.

Employees should be aware that inappropriate conduct on social networking sites can adversely affect the employee's ability to carry out the responsibilities of his or her job. Accordingly, employees are prohibited from posting on any website inappropriate data, documents, photos or information that might result in a disruption of normal school operations. Fraternization via the internet between employees (faculty or staff) and students is prohibited.

**Restrictions in Use of Personal Computers, Laptops, or Other Communicative Devices within the District Network** Use of personally owned equipment by students/staff/faculty will be prohibited unless previously approved by the Technology Director or Coordinator. Each use will be evaluated on a case by case basis.

Any device that accesses the district network must be approved by the Technology Department and meet minimum standards with regards to anti-virus and spyware protection prior to use. This includes, but is not limited to personal computers, notebooks/laptops, external storage devices, PDA's, music players, Internet capable phones, and other devices.

Devices that have configurations which degrade the network capabilities, such as Internet access sharing, proxy servers, routing, or peer to peer networking, must have those configurations disabled prior to connecting to the district network.

Devices found to be in conflict with conditional network access or violate the configuration policy will be banned from district use. For students or staff members who act contrary to the restrictions above will be reported to their appropriate administrator for appropriate disciplinary action.

*Any personally-owned device that connects physically with the district network (Cat-5/6 cabling, fiber optic cabling, wireless, or Bluetooth) must be inspected by the Technology Department annually for compliance with the Technology AUP. Personnel who use such devices shall inform the Technology Department of their presence and make arrangements to have the devices inspected.*

### **Guideline/Procedure Changes**

The Leake County School District reserves the right to change these guidelines/procedures at any time. The Superintendent is authorized to amend or revise the following board-approved initial administrative procedures as he deems necessary and appropriate or on the advice of school board counsel consistent with this policy.

### **PROHIBITED ACTIONS**

The following actions on the district network and/or other communicative devices either owned by the district and/or an individual are specifically prohibited, but are not limited to:

- Installing or uninstalling software without the approval of the school principal and/or District Technology Director and Coordinator.
- Downloading any computer software application, utility, plug-in, or other such operations (re)configurations without District Technology Director or Coordinator approval.
- Creating, downloading, storing, sending, or displaying offensive messages or pictures including, but not limited to, pornographic or other sexually explicit material.
- Users will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any others including personal identification information, etc. Users are to **log off** the network when the host will be unattended.
- The Leake County School District will not disclose personal information about students on websites such as their full name, home or email address, telephone number, and social security number (COPPA).
- Users will immediately report to the Leake County School District authorities any attempt by other internet users to engage in inappropriate conversations or personal contact.
- User will not access, transmit, or retransmit offensive messages, pictures, or language that may be considered offensive, defamatory or abusive while using the district network or other communicative devices (i.e., cell phones, digital cameras, etc.) owned by the district and/or an individual. User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.
- User shall not access, transmit or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
- User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking or accessing data of which the user is not intended affecting security breaches or disruptions of network communications. Disruptions include network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state or federal law or regulations and/or school district policy. User will not violate copyright laws including, but not limited to, the downloading of music files and videos.
- User shall not access, transmit, or retransmit threatening, harassing, or obscene material, pornographic material, or

material protected by trade secret, and/or any other material that is inappropriate to minors.

- User shall not transmit or retransmit copyrighted materials unless authorized. User shall not plagiarize copyrighted materials.
- User shall not bring personal media such as jump drives, external drives or CDs for the transfer of data. Personal media will not be permitted for use without the express permission from school personnel. • User will not harass, insult, or attack others.
- User will not damage computers, computer systems, or computer networks including but not limited to, changing workstation and printer configurations.
- User will not bring personal computers or laptops for use on the school network without express permission from the Director of Technology or Technology Coordinator.
- User will not allow unauthorized personnel to repair school computers, laptops, printers or other technology resources at any time.
- User will comply with minimum upkeep standards on the workstations in their classrooms. • Under no condition should a user provide his/her password to another person, use another person's password, and/or trespass in other users' files, folders, or work.
- User shall only use the Leake County School District system for educational and career development activities as approved by the Leake County School District for a limited amount of time per week.
- User shall not download arcade, video or other non-educational games or participate in chat rooms, social networking, such as MySpace or Facebook, or personal blogs.
- User should not expect files stored on a school-based computer to remain private. Authorized staff will periodically inspect folders. Routine review and maintenance of the system may be conducted to ensure that user has not violated this policy, school codes, municipal law, state law or federal law.
- User shall not use a personal home computer and/or other communicative devices for remote access to a school computer or network nor shall a school computer or school network be used to access a personal home computer or other communicative device. All VNC and VPN software or any other software used to gain remote access to the Leake County School District network or computers is strictly prohibited unless authorized by the Technology Coordinator. VPN vendors shall agree to adhere to the Technology Acceptable Use Policy of the Leake County School District.
- User agrees not to post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to large numbers of people).
- User agrees to monitor student usage of technology resources and internet in an effort to maintain student compliance of the Leake County School District Technology Acceptable Use Policy.
- User agrees to immediately notify his or her teacher or other school administrator should user access inappropriate information. This will assist in protecting user against a claim of intentional violation of this policy. • User agrees to not use any tools designed to prove, monitor or breach the security of the network or to infect the network with a virus.
- Assisting in the election or promotion of any person to any office, the opposition to any person for the same, or for any political issue that may arise.
- Using obscene, profane, or vulgar language;
- Harassing, insulting, intimidating, or attacking others.
- Engaging in any practice(s) that threaten the network and other technological tools and equipment. • Violating copyright laws.
- Using the password of others to access the network or any other electronic information or telecommunications services.
- Accessing the documents, files, folders or directories of others.
- Using the network, electronic information, computer-driven software, and telecommunications services for



personal use, gain, or convenience.

- Misusing the resources of the district's network, electronic information, computer-driven software, or telecommunications service equipment or supplies.
- Conducting business other than that deemed academic in nature over the network.
- Promoting causes that are religious in nature, with no apparent educational or instructional value. • Attempt to bypass network controls and filters, have in possession or use any tools designed for proving, monitoring, or breaching the security of the network or infecting the network with a virus.
- Attempt to access social networking sites as stated in the Leake County School District Board Policy Section G Code GABBA.

The above listing is not all inclusive. It is merely a guide that lists the types of behaviors that are not acceptable for network use. The list will be amended from time to time.

## **LEAKE COUNTY SCHOOL DISTRICT EMAIL ARCHIVING AND RETENTION POLICY**

### **Introduction**

The goal of this policy is to outline the Leake County School District's proper procedures for archiving and retaining electronic e-mail messages.

The Leake County School District will deploy and maintain software applications that support the archiving and search ability of stored e-mail messages. The Leake County School District's Technology Department supports the Google Vault at present as an email archiving solution. The Technology Department reserves the right to change archiving solutions as needed. Emails will be removed after a period of one year or as deemed necessary by the Technology Department.

### **Relevant Laws and Regulations**

The following local, federal, and industry laws, regulations, and directives have affected the development of this e-mail archiving and retention policy:

- Amendments to the Federal Rules of Civil Procedure (FRCP) concerning discovery of electronically stored information.
- Rule 26 of the Mississippi Rules of Civil Procedure

### **Policy Suspension**

In some instances, this EMail Archiving and Retention Policy may be temporarily suspended, specifically if an investigation, litigation, or audit is anticipated. In some instances, this policy's disposal schedule may conflict with the need to produce e-mail messages relevant to the aforementioned legal or regulatory procedures. If this is the case, then the need to comply fully with the law and/or regulation will override this policy, causing this policy to be temporarily suspended until the matter in question is satisfactorily resolved. Suspension of this policy will take the form of no e-mail messages being disposed of whatsoever for a period of time until lifted.

## **Leake County School District Internet Safety Policy**

### **Introduction**

It is the policy of The Leake County School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Definitions**

Key terms are as defined in the Children's Internet Protection Act. (CIPA)\*

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Leake County School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Leake County School District's staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives. The Leake County School District or designated representatives already has and will continue efforts to provide age-appropriate training for students who use the Leake County School District Internet facilities. The training provided will be designed to promote the Leake County School District's commitment to:

I. The standards and acceptable use of Internet services as set forth in the Leake County School District's Internet Acceptable Use Policy;

II. Student safety with regard to:

a. safety on the Internet;

b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and

c. cyberbullying awareness and response.

III. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA"). Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

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\*CIPA definition of terms:

TECHNOLOGY PROTECTION MEASURES: The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term “harmful to minors” means any picture image, graphic file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, and actual or simulated sexual act or sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals: and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” AND “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

**LEAKE COUNTY SCHOOL DISTRICT  
TECHNOLOGY RESOURCE AGREEMENT FOR STUDENTS**

**STUDENT NAME:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

The computer system and device that you will be accessing is the property of the *Leake County School District* and is intended for educational purposes. Users agree to the terms and conditions of the Technology Acceptable Use Policy. Users agree to avoid any violation of state, federal, or international laws. Users are alerted that they are entitled to no expectation of privacy in their use of this computer and access of the internet. Users' computer usage and internet access may be monitored at any time for unacceptable and illegal use.

**I understand that, as an internet user, I accept responsibility to abide by this school district's board approved policy on internet and network access and by procedures as stated below in this Agreement. I understand that the use of the internet and access to it is a privilege and not a right. I agree to act in accordance with the following rules.**

**I understand that any or all of the following sanctions could be imposed if I violate any of the policies and procedures regarding the use of technology resources, including the internet, as outlined in the Leake County School District Acceptable Use Policy.**

- 1. Use of the internet is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension and/or cancellation of the user's privileges, as well as disciplinary action imposed by school officials.**
- 2. Additional disciplinary action may be determined at the individual school in line with existing practice regarding inappropriate language or behavior.**
- 3. Legal action, when applicable, may be pursued. The Leake County School District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's Internet account.**

- My child has my permission to access the internet under the supervision of his/her teacher or parent for virtual at-home learning (elementary and secondary) and to be a user of technology resources provided by the Leake County Schools. I have read the Leake County School District Acceptable Use Policy. I understand and agree to abide by the terms and conditions as stated. I understand that some internet violations are unethical and may constitute a criminal offense resulting in legal action. I further understand that the Leake County School District is not responsible for the actions of individual users and or the information they may access.**

**PARENT NAME:** \_\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## County - State Laws & District Rules

Summarized below are the state and city laws pertinent to effective discipline in the school. The following notation is used: MC - Mississippi Code.

### **Breaking State Laws on School Campus**

Any act in violation of state laws is punishable if done on the campus of a public school. (MC-37-7-323)

### **Abusive Language**

Use of vulgar, obscene, profane, or threatening language on any school property, including buses, is illegal. (MC-97-29-47, MC-37-11-21). Statements which are intimidating, injurious, threatening or disrespectful to any member of the school staff or another student are prohibited.

### **Alcohol**

Possession of alcohol on school property is illegal and punishable by law. (MC-67-1-81)

§37-11-18 - Expulsion of student possessing controlled substance or weapon or committing violent act on school property. Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

### **Arson**

It is illegal for any person to burn or attempt to burn any public school building. (MC-97-17-1)

### **Bullying or Harassing Behavior, Student Complaints**

Students and employees in the Leake County School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing, and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board. (MC §37-7-301) **I.**

#### **Definitions:**

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

### **II. Procedures for Processing a Complaint**

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall

complete a “Bullying/Harassing Behavior” complaint form which shall include the name and signature of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their child. The Leake County School District official will arrange such meetings as may be necessary with all concerned parties within ten (10) working days after initial receipt of the complaint by the Leake County School District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined. If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim’s appeal within ten (10) working days. If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim’s appearance before the Board.

#### **Child Abuse and Molestation Guidelines and Procedures for Employees and Volunteers 1 - All**

potential employees shall file an application with the Leake County School District that includes: a -

Applicant’s employment history.

b - Applicant’s educational experiences and degrees earned.

c - Applicant’s signature.

d - Applicant shall also provide 3 - 5 professional references.

2 - All potential employees and volunteers must pass an initial criminal record background check and the national sex offender registry screening before they can interact with students.

3 - Employees and volunteers should never be alone with an individual student unless it is absolutely unavoidable. 4 - Documented staff development sessions pertaining to child abuse, child molestation, and child endangerment shall be provided periodically for all employees and volunteers of the Leake County School District.

“The Leake County School District will not tolerate child abuse, child molestation, nor any other act of child endangerment by our employees or district volunteers. Any employee or volunteer that is suspected or accused of child abuse or molestation of a child shall prompt a thorough investigation and must be reported to the Department of Human Services-Child Welfare Division and to the local law enforcement agency.

Anyone with knowledge of any potential act of child abuse or molestation must immediately report any such activity to their direct supervisor. Failure to report such activity is a criminal offense and will be treated as such. Any employee or volunteer accused of such activity shall be immediately placed on administrative leave from his/her duties pending the outcome of the investigation. If evidence supports the accusation, the Superintendent shall immediately terminate the employee in question and the Leake County School District will pursue and shall support any and all prosecution of the offender to the fullest extent of the law.”

**\*\*During this process, the employee shall still maintain all due process rights**

#### **Couples Behavior**

Close physical contact is prohibited on school property.

#### **Destroying School Property**

It is illegal for any pupil to willfully destroy, cut, deface, damage, or injure any school building, equipment, or other

school property. (MC-37-11-19, MC-97-17-39)

### **Disturbance of the Peace**

It is unlawful to disturb the peace by violent, profane, indecent, offensive or boisterous conduct or language; or by conduct intended to provoke violence or violation of the law. (MC-97-53-3, MC-37-11-23) MS CODE - SEC. 37-11-23. Disturbing public school sessions or meetings. If any person shall willfully disturb any session of the public school or any public school meeting, such person shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than ten dollars (\$10.00) nor more than fifty dollars (\$50.00).

### **Dress**

Cleanliness, neatness, and appropriateness are the standards which should be observed by all students in their personal dress and grooming. Anything that detracts from the spirit of dignity of the Leake County Public Schools will be controlled. All students should use maturity and common sense in choosing their school attire.

### **Drugs**

The possession or use of drugs other than those prescribed by a licensed physician and/or dispensed by a licensed pharmacist, or over the counter drugs is prohibited. No student, regardless of age, shall possess, consume, purchase or distribute any controlled substance (illegal drug) or related paraphernalia (a) on school property, (b) at any place where an inter-scholastic contest is taking place, (c) during the course of any trip or activity sponsored by the Board of Trustees or under the supervision of said Board or its authorized agents

Likewise, no student shall aid, abet, assist, or conceal the possession, consumption, purchase or distribution of any controlled substance or related paraphernalia by any other student or students (a) on school property, (b) at any place where an inter-scholastic contest is taking place, (c) during the course of any field trip, or activity sponsored by the Board of Trustees or under supervision of said Board or its authorized agents.

Any student who violates this policy shall be immediately suspended from school pending a hearing before the Board of Trustees for re-admittance or expulsion. The police department or sheriff's department will be notified in all cases where illegal drugs are concerned. A parent conference will be necessary for re-admittance after any suspension. §37-11-18 - Expulsion of student possessing controlled substance or weapon or committing violent act on school property. Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

### **Explosive Devices**

The use, possession, or sale of any fireworks or explosive devices on school property is prohibited.

### **Extortion**

The demand of money or something of value from another person in connection with a promise of protection or threat to inflict harm. It is against the law for anyone to threaten in any way to harm another person or his property in order to get money, objects, or services. (MC-37-11-20)

### **Fighting**

The use of physical force between two or more students to inflict harm. Any student who starts a disturbance or participates in one may be suspended from school immediately. The School Resource Officer may be contacted to intervene.

### **Forgery**

Writing and using the signature or initials of another person is prohibited.

**Gambling**

Participating in any games of chance for the purpose of winning money is prohibited.

**Insubordination**

Refusal to comply with requests, instructions, or directions of any member of the school staff may result in suspension.

**Interfering With the Right to Teach and Learn**

Bringing to school any private property for individual use in and around the school building and/or creating noise by other means is prohibited. Bringing any object to school to sell such as candy or gum is prohibited. Violation of individual classroom regulations or failure to comply with any requirements imposed by the teacher to maintain class control and good order will result in discipline action.

**Larceny**

It is illegal to take and carry away the personal property of another individual.

(MC-97-17-3, MC-97-17-43)

**Public Disturbance**

Any person who enters any public school property for the purpose of participating or assisting in a public disturbance involving an act of violence shall be guilty of breaking the law.(MC-37-11-23)

**Suspension and Expulsion**

Suspension means temporary termination of attendance for no more than five (5) days. School principals shall have the authority to suspend pupils for unacceptable behavior from school attendance, including school sponsored functions and/or riding the school bus. "Unacceptable behavior" may be defined as violation of county or state laws, or school rules. In order to establish effective school discipline, principals shall have the authority to place pupils in the care of their parents for the remainder of a school day. Such placement shall not be construed as a suspension. In some cases, an extended period of removal from the regular school is warranted. The Alternative Program offers an educational setting which provides a continuing academic program with high behavioral expectations. Expulsion means termination of enrollment. Re-entry into school will be only upon the approval of the Leake County Board of Education. In all instances of suspension and expulsion the school will notify parents immediately.

**Theft**

The taking of money or property of any value from another person is illegal.

**Tobacco Policy****NO SMOKING POLICY: GBRM**

The Leake County School District is hereby declared a tobacco free environment. This includes school buildings, school grounds, vehicles owned and operated by the Leake County School District, athletic arenas and activities. The sale, possession, or use of tobacco or tobacco paraphernalia is also prohibited. Each School shall have signs displayed in appropriate areas and announcements shall be made at athletic events. Failure on the part of students to obey this policy will result in disciplinary action. It is the responsibility of school employees to enforce this policy and to lead by example. Note: No electronic cigarettes or vaping.

**Trespassing**

All persons, other than school employees and students enrolled at the specific school, shall go to the principal's office to secure admission to the campus or building when they first enter the campus of the school. Otherwise they may be considered trespassers and will be subject to arrest and prosecution.

**Trespassing and Loitering**

Any student who has been suspended and returns to campus, a non-student on school property without good reason, or a student on a school campus to which he/she is not assigned will be considered trespassing. It is illegal to be on any public



school property, during the day or night, without lawful authority or after having been asked to leave the premises by school personnel. All persons other than school employees and students enrolled at the specific school shall go the principal's office to secure admission to the campus or building when they first enter the campus of the school. Otherwise they will be considered trespassers and will be subject to arrest and prosecution.

**SEC. 97-17-97. Trespass; going into or upon, or remaining in or upon, buildings, premises or lands of another after being forbidden to do so.** If any person or persons shall without authority of law go into or upon or remain in or upon any building, premises or land of another whether an individual, a corporation, partnership, or association, or any part, portion or area thereof, after having been forbidden to do so, either orally or in writing including any sign hereinafter mentioned, by any owner, or lessee, or custodian, or other authorized person, or after having been forbidden to do so by such sign or signs posted on, or in such building, premises or land, or part, or portion, or area thereof, at a place or places where such sign or signs may be reasonably seen, such person or persons shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of not more than five hundred dollars (\$500.00) or by confinement in the county jail not exceeding six (6) months, or by both such fine and imprisonment.

### **Truancy**

Absence of a day or any part of a day without the knowledge and approval of the parent or legal guardian and the proper school official. Leaving campus without an approved sign out is also a violation.

### **Vandalism**

Damaging, defacing, or destroying school property, or the property of others including buses is against the law. Parents are responsible for the property damage done by their children.

### **Visitors**

Visitors are welcome in our schools. Community/parent engagement is important to the success of our schools. However, a safe environment conducive to learning must be maintained. Therefore, all visitors must report directly to the principal's office and sign-in. All visitors will be required to provide a form of identification which will be left in the office. Once the visitor checks out, the identification card will be returned. *STUDENT VISITORS WILL NOT BE PERMITTED.*

### **Weapons**

The possession and/or use of a knife, gun, pepper spray, or other weapon or instrument for the purpose of inflicting injury to another. No one shall carry a knife, gun, or use any other weapon or instrument for the purpose of inflicting injury to another. (MC-93-37-1, MC-97-37-17). Any student who has in his possession any object that would be classified as a weapon while on school grounds or going to or from school may be immediately suspended by the principal. §37-11-18 - Expulsion of student possessing controlled substance or weapon or committing violent act on school property. Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

LEAKE COUNTY SCHOOL DISTRICT  
Carthage, Mississippi

**REQUEST NOT TO BE PHOTOGRAPHED/VIDEOTAPED**

*(This form must be signed and returned to your child's school for your child to not be photographed or videotaped during the 2023-2024 school year.)*

In connection with the educational programs in our school buildings, opportunities may occur to photograph or videotape your child. These photographs and/or videos may be used in the school or PTA newsletters, school web sites, yearbooks, bulletin boards, online classroom meetings, in local or regional newspapers, on television, or as part of a public performance.

In order to deny the school district permission to photograph and/or videotape your child, for use in newsletters, school websites, yearbooks, bulletin boards, newspapers, television, Zoom classroom meetings, Google Classroom meetings, or as part of a public performance, the parents/guardians of a students must complete and return the form below.

+++++

I hereby **DO NOT GIVE** permission for my child \_\_\_\_\_

(Child's name)

To be photographed, videotaped, or shown on television, or pictured in a newspaper, and/or appear in a public performance (which may be photographed or videotaped), or pictured on the Leake County School District World Wide Web website.

**Sign this form if you DO NOT want your child to be photographed.**

\_\_\_\_\_  
(Parent/guardian name-please print)

\_\_\_\_\_  
(Parent/guardian signature) (Date)

**\*NOTE: This form does not cover security cameras in our schools and on our buses. The Leake County School reserves the rights to video students for security and discipline reasons.**

**2023-2024**

***Certificate of Receipt for Handbook/Textbooks/Technology Usage Agreement***

\_\_\_\_\_  
**Student's Name**

\_\_\_\_\_  
**Grade**

\_\_\_\_\_  
**Homeroom Teacher**

**This is to verify that I have received a copy of my child's Student Handbook. This handbook contains important information concerning the disciplinary rules and procedures and the consequences for disobeying them. The handbook also contains much need information concerning school routines and procedures. I have read and understand these policies.**

**I hereby accept the responsibility for textbooks issued to my child and district-owned technology devices during the 2020-2021 school year. If any books or technology devices are lost, damage, or destroyed, I agree to pay such loss before my child will be entitled to further textbooks or technology devices.**

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Signature of Parent or Guardian**

\_\_\_\_\_  
**Date**

**(RETURN THIS CERTIFICATE OF RECEIPT TO THE SCHOOL)**