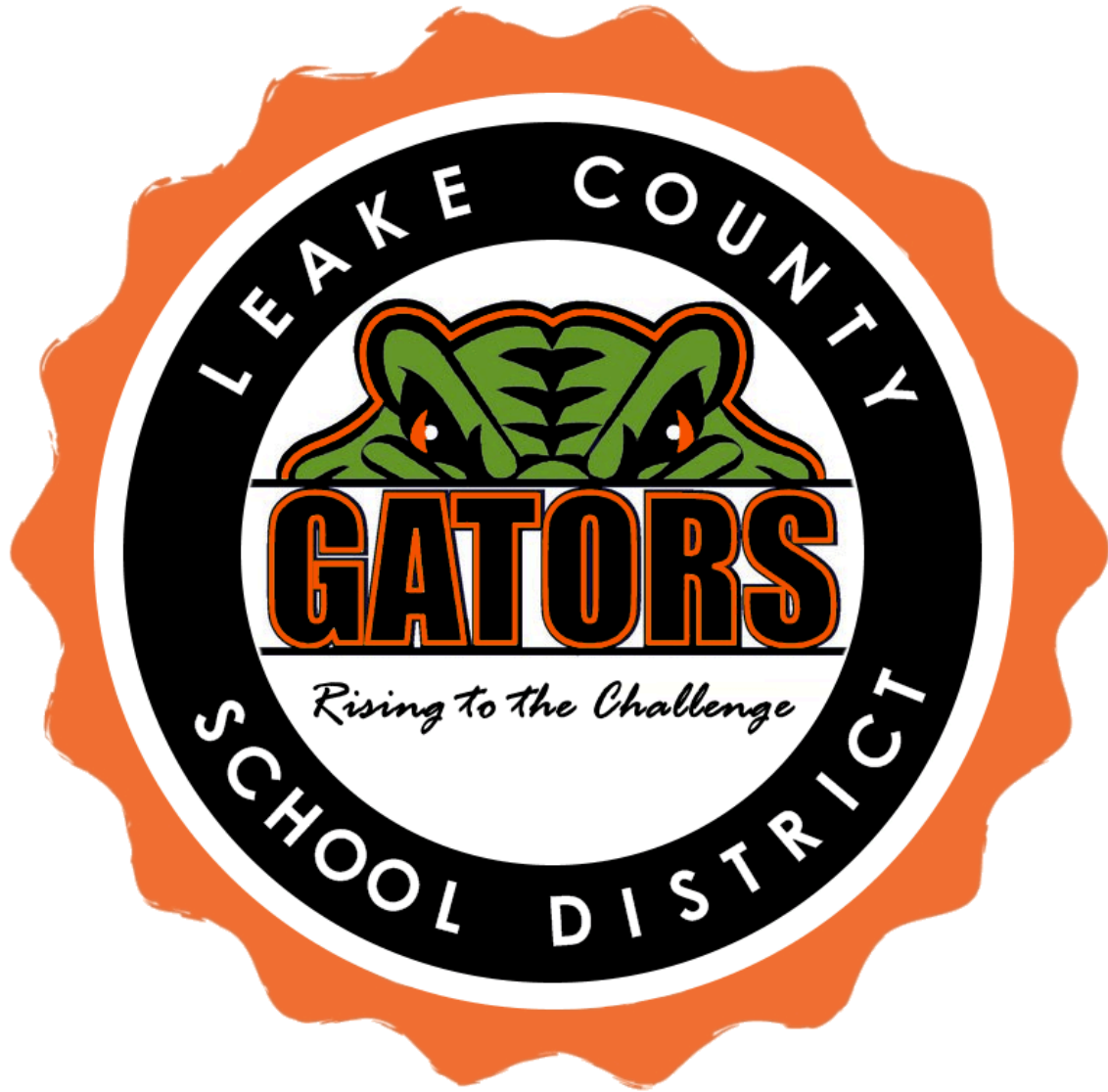


LEAKE COUNTY SCHOOL DISTRICT
Student/Parent Handbook
2024-2025



109 West Main Street
Carthage, MS 39051

www.leakesd.org

Board approved June 20, 2024

TABLE OF CONTENTS

STUDENT/PARENT HANDBOOK SIGNATURE PAGE	3
AN IMPORTANT NOTICE TO STUDENTS AND PARENTS	4
FOREWORD	5
MISSION	5
VISION	5
PHILOSOPHY OF EDUCATION	5
LEAKE COUNTY SCHOOL BOARD	5
DISTRICT ADMINISTRATION	6
EQUAL EDUCATIONAL OPPORTUNITY	7
Section 504 & Nondiscrimination On Basis Of Disability–Policy IDDH	7
TITLE IX–Policy JB-P	8
NOTIFICATIONS OF RIGHTS UNDER FERPA–Policy JRAB	8
FAMILY SAFETY INFORMATION	9
GENERAL INFORMATION	10
Student Medication	11
Care of School Property	12
Regulations Pertaining to Automobiles and Motorcycles	12
Textbooks–Policy IFCA	13
Bullying And Harassment–POLICY JDDA	14
ATTENDANCE–Policy JBA	14
ENROLLMENT	16
DRESS CODE -Policy JCDB	17
ACADEMIC PROGRAMS	19
Grading System–Policy IHA	19
Promotion and Retention–Policy IHE	20
Scholastic Honors–Policy IHAC	21
Credit Recovery–Policy IDCAB	22
Dual Enrollment Credit–Policy IDAG	23
Statewide Assessments	24
GRADUATION REQUIREMENTS–Policy IHF	25
EL PROGRAM (English Learner)	30
ALTERNATIVE SCHOOL--Policy JCD	30
CAREER & TECHNICAL PROGRAMS–Policy IN	31
2-year Programs 1-hour Classes	31
Safety	31
Grading, Credit, and Course Selection	31
Career and Technical Program Prerequisites	31
Mississippi Scholars Tech Master	33
Career Pathway Option Diploma	33

DISCIPLINE	34
Student Conduct–Policy JCA	34
Special Education Students	34
Student Conduct And Grades	35
Corporal Punishment–Policy JDB	35
Vaping–Policy GBRMB	35
Tobacco–Policy GBRM	35
Cell Phone Protocol	36
Expulsion–Policy JCE	38
Positive Behavioral Interventions And Supports (PBIS)	38
TRANSPORTATION	39
Bus Conduct	39
Instructions For Pupils When Loading And Unloading	39
Interference with School Buses	40
Bus Discipline	40
Consequences for Bus Misbehavior:	40
EXTRACURRICULAR ACTIVITIES–Policy IDF	40
Eligibility of All Candidates for Office	41
Eligibility for Athletics – Policy IDFA	41
Student Drug Testing Program Extracurricular Activities–Policy JCDAB	41
CHILD NUTRITION	42
School Lunch Applications	42
Competitive Foods/Vending Regulations	42
Child Nutrition Account Balances	42
SPECIAL EDUCATION	43
Child Find	43
Accessibility for Americans with Disabilities (504/ADA/IDEA)	43
Section 504 Coordinator	44
SCHOOL COUNSELING	44
FEDERAL PROGRAMS	45
McKinney-Vento Act / Homeless Education (Title X, Part C)	46
Parent and Family Engagement–Policy LAA	46
ANNUAL PARENT NOTICE	46
Family Education Rights	47
TECHNOLOGY ACCEPTABLE USE–Policy IFBGA	48
Monitoring of Network Use	49
Consequences of Policy Violation(s)	50
Email and Electronic Document	51
Email Archiving And Retention	54
Internet Safety–Policy IJB	55
TECHNOLOGY RESOURCE AGREEMENT FOR STUDENTS	56
REQUEST NOT TO BE PHOTOGRAPHED/VIDEOTAPED	58

STUDENT/PARENT HANDBOOK SIGNATURE PAGE

Pursuant to Section 37-11-53 of the Mississippi Code, the Leake County School District through the medium of the Student Handbook has distributed to each student in the Leake County School District a copy of all the discipline policies and procedures followed by the Leake County School District.

By our signature, we the undersigned parent and student verify that I/we have received a copy of the Student Handbook which contains the discipline policies and procedures followed by the Leake County School District. I/we understand that any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law shall be subject to automatic expulsion. I/we understand that possessing, using, or being under the influence of alcohol or drugs shall result in automatic expulsion. I/we also understand that any student in any school who possesses a knife, a handgun, other firearm, or any other instrument considered to be dangerous and capable of causing bodily harm, or who commits a violent act on school property, shall be subject to automatic expulsion.

I hereby accept the responsibility for textbooks issued to my child and district-owned technology devices during the 2024-2025 school year. If any books or technology devices are lost, damaged, or destroyed, I agree to pay such loss before my child will be entitled to further textbooks or technology devices.

Parent Name (Print)

Parent Signature

Home Telephone Number

Student Name (Print)

Date

AN IMPORTANT NOTICE TO STUDENTS AND PARENTS

The Leake County School District has made every effort to present in this handbook, student policies sufficient in depth and breadth to provide the necessary guidelines for effective school management. The inclusion of those policies and other important information in this handbook and its distribution to each student constitute “adequate notification” by this school district. It then becomes the responsibility of each student to become familiar with this handbook and seek an immediate clarification from school officials of anything not clearly understood.

Realizing that it is humanly impossible to develop student policies which address every matter arising in the daily operation of a school, it may become necessary from time to time to amend a portion of this handbook or develop new policies or administrative rules between printings.

Student notification of such changes may be written or oral, but in either case, such changes shall be considered by this school district to be legally enforceable as long as school officials have “adequately notified” students of such changes or additions between printings.

Informal rules and policies of individual classroom teachers, some of which may be oral and in addition to, but not inconsistent with this handbook, are also considered by this district to be legally enforceable.

It is important for the reader of this handbook to keep in mind that even though an item or infraction is not covered specifically herein, it may be covered in a general statement and therefore legally enforceable.

The term “adequate notification” means in writing through general distribution of a handbook or other printed matter, or orally in a classroom or homeroom, or orally in general assembly by a staff person, or orally through individual counseling by teachers, counselors, or school administrators or as updated on the LCSD website under “Handbooks”.

The term guardian as used throughout this handbook means a guardian of the person of a child, other than the parent, who is legally appointed by a court of competent jurisdiction.

The term custodian means any person having the present care or custody of a child, other than a parent, or guardian of said child.

FOREWORD

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 us 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 of 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.

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.

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.

LEAKE COUNTY SCHOOL BOARD

Mr. Sammy Hoye.....	President
Ms. Deborah Hayes.....	Vice President
Mrs. Charlotte Brown.....	Secretary
Mrs. Debra Payton	Member
Mr. John Smith.....	Member

DISTRICT ADMINISTRATION

Dr. Joe Nelson.....Superintendent
Dr. Kristina Pollard..... Assistant Superintendent

Central Services

109 West Main Street Carthage, MS 39051
Phone: 601-267-4579
Fax: 601-267-5283
www.leakesd.org

ADMINISTRATION

Leake Central High School

704 North Jordan Street
Phone: 601-267-7713
Fax: 601-267-3738
Principal: Mrs. Felicia Ruffin
Asst. Principal: Mrs. Marsha Hodges
Asst. Principal:

Leake County High School

220 Spruce Street
Phone: 601-253-2393
Fax: 601-253-0100
Principal: Ms. Kimberly Ricks
Asst. Principal: Mr. William Boyle

Career & Technical Center

703 North West Street
Phone: 601-267-8442
Fax: 601-267-5150
Principal: Mr. Alfred Brandon

Leake County Elementary School

1280 School Street
Phone: 601-253-2324
Fax: 601-253-2325
Principal: Mr. Keith Moss
Asst. Principal: Mrs. Beverly Easley

Leake Central Junior High School

801 Martin Luther King Drive
Phone: 601-261-8909
Fax: 601-267-5902
Principal: Mr. Jeremy Stewart
Asst. Principal: Ms. Frankie Blackmon

Leake County Alternative Center

801 Martin Luther King Drive
Phone: 601-267-5411
Director: Dr. Billy King

Leake Central Elementary School

603 Highway 16 West
Phone: 601-267-9148
Fax: 601-267-5904
Principal: Dr. Aimee Brown
Asst. Principal: Mr. Sammy McLaurin
Asst. Principal:

DIRECTORS & STUDENT SERVICES

Business Manager–Mrs. Denesha Haralson
Federal Programs–Dr. Florence Cocroft
Special Education–Ms. Tia Little
Child Nutrition–Mrs. Paige Rudolph
Technology- Mr. Cleo Brooks

DISTRICT CALENDAR

LEAKE COUNTY SCHOOL DISTRICT 2024 - 2025 Academic Year Calendar

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY	0	3	JAN	19	19
AUG	22	22	FEB	19	19
SEPT	20	20	MAR	15	16
OCT	17	18	APR	20	20
NOV	16	16	MAY	17	19
DEC	15	15			
90		94		90	
S - DAYS		T - DAYS		S - DAYS	
T - DAYS		S - DAYS		T - DAYS	

August						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 2024	
July 24th	New Teacher Orientation
July 29th - 31st	Professional Development
August 2024	
August 1st	First Day for Students
September 2024	
September 2nd	Labor Day Holiday
September 9th	Progress Reports
October 2024	
October 4th	End of 1st 9 Weeks
October 7th - 11th	Fall Break
October 14th	Elementary Parent Teacher Conf./
October 14th	Secondary Staff Development
November 2024	
November 18th	Progress Reports
December	
December 20th	End of 2nd 9 Weeks
December 20th	60% Day for students
January 2025	
January 6th	Teachers / Students Return
January 20th	Dr. Martin Luther King Holiday
February 2025	
February 10th	Progress Reports
February 17th	President's Day
March 2025	
March 8th	End of 3rd 9 Weeks
March 10th - 14th	Spring Break
March 17th	Elementary Parent Teacher Conf./
April	Secondary Staff Development
April 18th and 21st	Easter Holiday/Incentive Weather Make Up
April 28th	Progress Reports
May 2025	
May 16th	Last Day For Seniors
May 23rd	End of 4th 9 Weeks
May 23rd	60% Day for students
May 22nd	Leake Central High Graduation
May 23rd	Leake County High Graduation
May 27th and 28th	Teacher Workdays

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sep 2	Labor Day	Apr 20	Easter
Nov 28	Thanksgiving Day	May 26	Memorial Day
Dec 25	Christmas Day	Jun 19	Juneteenth
Sep 1	New Years Day	Jul 4	Independence Day
Jan 20	Martin Luther King Day		
Feb 17	Presidents' Day		

Federal Holidays 2024 2025
180 Student Days 187 Teacher Days

Revised May 29, 2024

Board Approved June 6, 2024

EQUAL EDUCATIONAL OPPORTUNITY

Section 504 & Nondiscrimination On Basis Of Disability--Policy IDDH

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

The district's current special education supervisor has been designated as the Section 504 /Americans with Disabilities Act Coordinator and will handle inquiries regarding the Leake County School District's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability.

Ms. Tia Little has been designated as Section 504/Americans with Disabilities Act Coordinator and will handle inquiries regarding the Leake County School District's non-discrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability. She can be reached at 601-267-4579.

Every pupil of the Leake County School District will have equal educational opportunities regardless of race, color, creed, sex, handicap, religion or marital status. No student shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, and extracurricular activities.

TITLE IX–Policy JB-P

Title IX of the Education Amendments of 1972 is an anti-discrimination law that states no person in the United States, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. The policy of the Leake County School District Board of Education forbids unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment and/or discrimination against any student in the district. The board of education will not tolerate sexual harassment activity by any of its students.

The Leake County School District does not discriminate on the basis of sex in the education program or activity that it operates, and this District is required by Title IX, as amended, not to discriminate in a manner. The School District's Title IX Compliance Officer is Dr. Billy King who can be reached at 601-267-4579.

The Leake County School District has appointed an employee to serve as the Title IX Coordinator for the district. This person is authorized to coordinate the district's compliance efforts under this law. Because this policy is not amended each time the Title IX Coordinator changes, please contact the superintendent, the federal programs director, or any principal to request the name and contact information of the current Title IX Coordinator. The Title IX Coordinator is also identified with specificity in the district's student handbook, faculty handbook, and on the district website. Visit [Policy JB](#) to view the entire policy.

NOTIFICATIONS OF RIGHTS UNDER FERPA–Policy JRAB

Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days of the day the school received a request for access.
2. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
4. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
5. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

6. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
7. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
8. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

If you do not want Leake County School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the school of attendance through completing and returning the following form.

FAMILY SAFETY INFORMATION

The safety of each child is a primary concern of the Leake County School District. Teachers, staff, and students participate in appropriate training covering a variety of potential crises. The school district works closely with city and county law enforcement, the Emergency Management Agency, and other public safety departments. We ask our families for support and assistance with our safety plan. At the beginning of the school year, review the student handbook with your children. Make sure they know the expectations the school has for their academic and social behavior. Talk to your children about the things they like at school, as well as the things that may cause them some concern. Talk to school personnel about these concerns so that they may be addressed. During the year you may hear your children discussing various drills that may occur on campus. We regularly participate in fire and weather drills, as well as lockdown and evacuation drills. The School Safety Act of 2019 requires that we conduct an active shooter drill at all school sites. Due to the requirements of the law, this drill will be longer and more intensive than our previous drills. Please have a conversation with your student(s) about the importance of our drills. Remind them that our goal and priority is their safety.

It is important that you provide the school with up-to-date phone numbers and addresses, as well as vital medical information. In the event a crisis should occur at school, please be aware of the following procedures:

- Tune into the following media: Breeze 101, Kicks 96.7, WJTV TV, WLBT TV, The Carthaginian, and the Leake County School District Facebook page. These services will notify the community of school closings and possible evacuation sites.

- School closings will be posted on our website www.leakesd.org. In addition, parents may check the Leake County School District Facebook page for emergency closings.
- Notification will also be sent via the district call/text notification system.
- Please do not call the school. We will need to keep communication lines open for emergency responders.
- Please do not come to the school unless instructed to do so by the media. It is important to keep roads clear for emergency responders.
- If the school is in a lockdown, students will stay on campus in a secure classroom. Teachers and school personnel have received extensive training in lockdown procedures. No one will be allowed to enter a school site during lockdown.
- If the school must be evacuated, students will be evacuated to an alternate location which will be released to you through media resources.
- No student will be released until everyone is accounted for and the superintendent's office authorizes the release.
- No student will be released until the authorized parent or legal guardian signs him or her out.

It is important that you trust and work with your school and emergency personnel in the event of a crisis so that these individuals can accurately implement the procedures that they have trained on throughout the year.

The School Safety Act of 2019 requires that we conduct an active shooter drill within the first 60 days of each semester at all school sites. Due to the requirements of the law, this drill will be longer and more intensive than our previous drills.

Please have a conversation with your student(s) about the importance of school drills. Remind them that our goal and priority is student safety.

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 and/or through the media.

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.

The Leake County School District is committed to ensuring the safety of its employees and students while they are at school as well as while they are being transported on school buses to and from school and school-related activities. As a component of its safety plan, the Leake County 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.

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.*

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. Applicants 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 being allowed to 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.

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 in the designated student parking area. 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 law enforcement officials. 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, proof of insurance, and purchase a decal for \$5 in order to drive and park.

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.

6. 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–Policy IFCA

The Leake County School District provides textbooks free of charge to students. It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced the book.

School Libraries –Policy IFBD

The Leake County Board of Education recognizes that school libraries are essential to academic development and high levels of student achievement. An organized library media program provides instructional support by assisting all teachers in planning and coordinating the use of materials, equipment and services which help meet instructional objectives. All students in each school shall have access to a central library consisting of balanced collections of books, reference materials, and newspapers.

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.
3. 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.

Bullying And Harassment–POLICY JDDA

The Board of Education of the Leake County School District prohibits bullying or harassing behavior of students, school employees, or volunteers. The Leake County School District will make every reasonable effort to ensure that no person or school employee is subjected to bullying or harassing behavior by other students or other school employees. The above conduct constitutes bullying if that conduct interferes with a student's education or substantially disrupts the operation of a school. 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 a disruption to the operation of the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The Leake County School District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official. Retaliation or reprisal against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying or harassing behavior, is prohibited. Visit [Policy JDDA-P](#) for the bullying procedures.

ATTENDANCE–Policy JBA

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 9th- 12th 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.

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.

- 3rd tardy – Warning, parent contacted:
- 4th tardy – ISS or Detention, parent contacted
- 5th tardy – Parent Conference in person
- 6th tardy – Suspension, parent contacted:
- 7th tardy – Longer Suspension, Parent Conference
- 8th 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.

- 3rd tardy – Warning, parent contacted:
- 4th tardy – ISS or Detention, Parent contacted
- 5th tardy – Parent Conference in person
- 6th tardy – Suspension, parent contacted:
- 7th tardy – Longer Suspension, Parent Conference
- 8th tardy – Students will be referred to the Leake County School District’s Discipline Committee after documentation supporting students who were 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.

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:

- Filed Homestead Exemption Application Form
- Home Mortgage Documents or Property Deed
- Rental/Lease Agreement for a House or Apartment (Must be your primary residence)

- Utility Bill (Only one may be submitted)
- Automobile Registration
- Food Stamp Certification
- Medicare or Medicaid Information
- Insurance Policy on a House or Apartment
- Certified Copy of Filed Petition for Guardianship (if pending and final decree when granted)
- Land Roll Maintenance Form
- Social Security Benefits
- Driver's License
- Voter Identification Form

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

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 are 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.

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:

1st Violation – Warning, parent contacted:

2nd Violation - ISS or Detention, parent contacted:

3rd Violation - Parent Conference and referral to the Teacher Support Team for a behavior intervention

4th Violation - Suspension, parent contacted:

5th Violation – Longer Suspension, Parent Conference.

6th Violation - Students shall be referred to the Leake County School District’s Discipline Committee after a student has not been successful in Tier III for behavior interventions.

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

ACADEMIC PROGRAMS

Grading System–Policy IHA

It is the policy of the Leake County School District that grades be reported to all parents at the end of each nine weeks 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 2nd and 4th nine weeks grading period.

Students are to be informed prior to evaluation how the 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.

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%).

No student will receive a grade of less than 50 in any subject.

The semester grades for each course will be a numerical average of the two nine weeks grades and semester exam (10%). The yearly grade will be an average of the two semesters. Fractions will be rounded to the nearest whole number.

The nine weeks grade must be a reflection of the student’s total learning process as well as the teacher’s total teaching process. Teachers shall not issue nine weeks grades on less than a minimum of four 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.

- 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 in the semester
69 average-below	Not exempt

- Students may NOT be eligible for second semester exemptions unless the first semester average is 60 or above.
- Students who have an out of school suspension 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.

Promotion and Retention—Policy IHE

Promotion and retention decisions shall be based on the individual student's ability to show mastery of basic and essential skills as set forth by the Leake County School District Curriculum. Basic and essential skills are to be 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

Minimum requirements for Promotion Grades K-8

Grade K Should pass 70% of the district objectives in language arts and math

Grade 1-2 Must pass 70% of the district objectives in language arts and math and exhibit an adequate level of 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 are not passed, the student is retained unless a good cause exemption is approved for the state reading assessment.

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

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

This policy must adhere to the Mississippi Public School Accountability Standard 21. Standard 21 is as follows:

21. The district follows an established board policy that defines criteria for the academic promotion/progression/retention of students. Such criteria prohibit the retention of students

for extracurricular purposes.

- 21.1 The school district implements a uniform grading policy. (SB Policy 403) (MS Code 37-11-64 and 37-11-66)
- 21.2 A student who is enrolled in any grade higher than Grade 6 in a school district must be suspended from participation in any extracurricular or athletic activity sponsored or sanctioned by the school district after a semester in which the student's cumulative grade point average is below 2.0 on a 4.0 scale in accordance with the Mississippi High School Activities Association (MHSAA). This portion of the standard will be jointly monitored and enforced by the State Board of Education and the MHSAA. (MS Code 37-11-65)

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 retake 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

Students entering the ninth grade:

- 9th Grade Promotion from 8th grade
- 10th Grade 7 units earned
- 11th Grade 13 units earned
- 12th Grade 19 units earned, and enrolled in English IV

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 (1999)

Scholastic Honors–Policy IHAC

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 School District will recognize student achievement in the following categories:

- **The Superintendent's List** will be students who maintain a 90 and above in all subjects, not an average of all subjects.
- **The Principal's List** will be students who maintain an 80 and above in all subjects, not an average of all subjects.

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

3. Must take either Chemistry or Anatomy & Physiology
4. Must take English I, English II, English III, and English IV or 2 additional higher level English courses.
5. Must maintain a "90" average, (no rounding), in all required credit bearing courses excluding electives

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 at the end of the school year once senior grades are finalized the Friday before graduation. 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.

Credit Recovery–Policy IDCAB

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. There is no fee for this service when offered during the regular school day.
10. Credit recovery courses completed during the summer will be offered in conjunction with the summer school program. These courses are at a cost to the student. Courses that begin in the summer must be completed during the summer session.
11. 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.
12. 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/Designee.

Dual Enrollment Credit–Policy IDAG

Eligible students may participate in the dual enrollment program established by this school district in compliance with MS Code 37-15-38.

A “Dual Enrolled Student” is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school.

A “Dual Credit Student” is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school and who is receiving high school and college credit for post secondary coursework.

(1) Dual credit program allowances. A student may be granted credit delivered through the following means:

- a. Examination preparation taught at a high school by a qualified teacher. A student may receive credit at the secondary level after completion of an approved course and passing the standard examination, such as an Advanced Placement or International Baccalaureate course through which a high school student is allowed CLEP credit by making a three (3) or higher on the end-of-course examination.
- b. College or university courses taught at a high school or designated postsecondary site by a qualified teacher who is an employee of the school district and approved as an instructor by the collaborating college or university.
- c. College or university courses taught at a college, university or high school by an instructor employed by the college or university and approved by the collaborating school district.
- d. Online courses of any public university, community or junior college in Mississippi.

(2) Admission criteria for dual enrollment in community and junior college or university programs. Students may be admitted to enroll in community or junior college courses under the dual enrollment programs if they meet that individual institution's stated dual enrollment admission requirements.

(3) Tuition and cost responsibility. Tuition and costs for university-level courses and community and junior college courses offered under a dual enrollment program shall be the responsibility of the parents or legal

guardians of the student. Payment for tuition and any other costs shall be made directly to the credit-granting institution. 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.

(4) *Transportation responsibility.* Any transportation required by a student to participate in the dual enrollment program is the responsibility of the parent, custodian or legal guardian of the student.

(5) *School district average daily attendance credit.* When dually enrolled, the student shall be counted, for adequate education program funding purposes, in the average daily attendance of the public school district in which the student attends high school.

(6) *High school student transcript transfer requirements.* Grades and college credits earned by a student admitted to a dual credit program must be recorded on the high school student record and on the college transcript at the university or community or junior college where the student attends classes.

(7) *Eligible courses for dual credit programs.* Courses eligible for dual credit include, but are not necessarily limited to, foreign languages, advanced math courses, advanced science courses, performing arts, advanced business and technology, and career and technical courses. Distance Learning Collaborative Program courses shall be fully eligible for dual credit. All courses being considered for dual credit must receive unconditional approval from the superintendent of the local school district and the chief instructional officer at the participating community or junior college or university in order for college credit to be awarded. A university or community or junior college shall make the final decision on what courses are eligible for semester hour credits.

(8) *High school Carnegie unit equivalency.* One (1) three-hour university or community or junior college course is equal to one (1) high school Carnegie unit.

(9) *Maximum dual credits allowed.* It is the intent of the dual enrollment program to make it possible for every eligible student who desires to earn a semester's worth of college credit in high school to do so. A qualified dually enrolled high school student must be allowed to earn an unlimited number of college or university credits for dual credit.

(10) *Qualifications of dual credit instructors.* A dual credit academic instructor must meet the requirements set forth by the regional accrediting association (Southern Association of College and Schools). University and community and junior college personnel have the sole authority in the selection of dual credit instructors. A dual credit career and technical education instructor must meet the requirements set forth by the Mississippi Community College Board in the qualifications manual for postsecondary career and technical personnel.

Statewide Assessments

The Leake County School District administers all state and federally mandated assessments for students in Mississippi's public schools. Assessments tell you about students' progress on the path to future success, whether that's the next grade or the next course. They measure what students know and can do based on learning goals for the grade or course. The following is a summary of required statewide assessments for Mississippi students:

Early Elementary years

Students in kindergarten through grade 3 are assessed periodically to determine what help they need to develop early literacy skills. Grade 3 students take a test at the end of the year to qualify for promotion to grade 4.

- Kindergarten Readiness Assessment
- Universal Screener - K-3
- Mississippi Dyslexia Screener - Kindergarten & Grade 1

- 3rd Grade Reading Assessment (currently MAAP)

Elementary and Middle School

The Mississippi Academic Assessment Program (MAAP) measures students' knowledge, skills, and academic growth in grades 3-8. Student progress is measured with annual tests in English Language Arts and Mathematics and Science in grades 5 and 8.

- MAAP English Language Arts - Grades 3-8
- MAAP Mathematics - Grades 3-8
- Science - Grades 5 and 8

High School

High school students take four subject-area tests and the ACT in their junior year.

- Algebra I
- English II
- Biology
- U.S. History
- ACT

Alternate Assessments

Students with Significant Cognitive Disabilities take the Mississippi Academic Assessment Program-Alternate (MAAP-A) in grades 3-8 and high school.

English Learners

Students identified as English learners take the LASLinks English language proficiency assessment in grades K-12. The test is given each year until students become proficient English language speakers, readers and writers.

GRADUATION REQUIREMENTS–Policy IHF

Students in the Leake County School District shall graduate from this district utilizing one of the following graduation options listed on the following page and by meeting all other requirements as defined by the Mississippi Department of Education.

Mississippi Diploma Options

Begins with incoming freshmen of 2018-2019

Mississippi has two diploma options: The Traditional Diploma and the Alternate Diploma. The Traditional Diploma is for all students. The Alternate Diploma is an option for students with a Significant Cognitive Disability (SCD).

TRADITIONAL DIPLOMA OPTION

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

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 Work Keys 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 or Essentials for College Literacy OR SREB Math Ready or SREB Literacy Ready; 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"> Alternate English I-IV
Mathematics	4	<ul style="list-style-type: none"> Alternate Math I-III Alternate Algebra
Science	2	<ul style="list-style-type: none"> Alternate Biology Alternate Science II
Social Studies	2	<ul style="list-style-type: none"> Alternate History Alternate Social Studies
Physical Education	½	
Health	½	<ul style="list-style-type: none"> Alternate Health
The Arts	1	
Career Readiness	4	<ul style="list-style-type: none"> Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)
Life Skills Development	4	<ul style="list-style-type: none"> Life Skills Development I-IV
Electives	2	
Total Units Required	24	

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.
- For additional guidance see The Mississippi Public School Accountability Standards Appendix A 10.

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	
Total Units Required	26	

Additional Requirements

- Earn an overall GPA of 2.5.
- Earn Silver level on ACT Work Keys.
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
 - One dual credit or earn articulated credit in the high school CTE course
 - Work-Based Learning experience
 - 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

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
Total Units Required	26	

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 sub score).
- 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

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
Total Units Required	28	

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 sub score 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

September 2021

It shall be the policy of this district to set minimum graduation requirements as prescribed by State Department of Education accreditation guidelines. All coursework counted toward graduation in the Leake County School District must be listed in the current edition of Approved Courses for the Secondary Schools of Mississippi, published by the Office of Instructional Development. A basic curriculum of 33 Carnegie units, which includes the required graduation courses for students choosing a general educational program and for students choosing a college preparatory program shall be provided at each secondary school. Courses allowed to count for graduation credit meet the requirements of the Commission.

It shall be the policy of this district that a student may earn a maximum of 1 Carnegie unit during a single summer school session, and a total of 4 Carnegie units earned in summer school programs may be counted toward graduation. A maximum of 1 unit may be earned through completing correspondence courses. In order to be credited, a correspondence course must be approved by the principal and administered through an approved university. Based on the approval of the principal, a correspondence course may be initiated at the end of the third nine-weeks when the student has no possibility of receiving credit.

A Carnegie unit in English may be earned through alternative means (summer school, extended school year, correspondence) only on a repeat basis. Students, grades 9 through 11, may attempt only one Carnegie unit in English during the regular school year. Twelfth grade students may be allowed to take two English courses (correspondence or regular class) with the approval of the principal.

English units are to be earned in sequence (i.e. a student may not attempt English II until English I is successfully completed). However, in the event that a student transfers to the Leake County School District from another accredited school district where a policy is followed that differs from the Leake County policy, and the student is found to be deficient in no more than one unit of English, the principal may allow the student to take one English course out of sequence in order to bring the student into compliance with this policy. The principal will be responsible for verifying the policy from which the student has transferred. In no case will a student be allowed to take advantage of this clause if they have failed a semester or more of high school English while previously enrolled in a Leake County high school.

Each student graduating from secondary school shall earn at least two of the last four Carnegie units at the school granting the diploma. The above mentioned last two units shall be earned within the last semester of the school term. Formal graduation ceremonies are limited to those senior students who have successfully completed the above prescribed secondary school graduation requirements.

Secondary schools governed under the authority of the Leake County School Board shall not deliver a diploma, signed or unsigned, to a student who fails to meet the requirements for graduation. A student who fails to meet the graduation requirements is not permitted to participate in the graduation exercise. Students who have completed satisfactorily the Leake County School District's secondary curriculum for Special Education may be awarded a high school certificate which states: "This student has successfully completed an individualized education program." This student may be permitted to participate in graduation exercises.

Students with disabilities requiring special education instructional services who wish to receive a standard high school diploma must take the required state tests and perform at established performance levels.

1. Students must successfully complete the course requirements for both the state and district in order to receive a diploma. Minimum standards for graduation are:
 - a. Completion of a minimum number of academic credits, and all other applicable requirements prescribed by the district school board.
 - b. Successfully pass the required subject area tests.
2. 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.

Students with disabilities and their parents/guardians shall be given the option of working toward a regular high school diploma, an occupational diploma, or a special education certificate. Every student who completes an approved course of study by or before the age of twenty-one will be presented a regular high school diploma, an occupational diploma, or a special education certificate.

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 the 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.

Early Graduation

Early graduation involves the completion of all high school academic requirements in less than a traditional four-year program. Any high school student who will complete the number of Carnegie units and other existing standards required by both the state and the district prior to completing eight (8) semesters of high school work may petition to graduate early.

The student must submit the early graduation request to the principal at least one (1) semester in advance of the beginning of the school year in which the student wishes to graduate. The Board authorizes the superintendent to establish administrative procedures consistent with this policy. A student's plan may be terminated at any time due to academic, behavioral, or attendance issues.

EL PROGRAM (English Learner)

The Leake County School District Board of Education will provide a program of language instruction to students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary and requires written parental permission.

Students who meet any one or more of the following criteria shall be identified as being limited in English proficiency. A student who:

1. Was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant; **or**
2. Is a Native American or Alaskan Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on the student's level of English language proficiency; **or**
3. Is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant; **and**
4. Who has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individuals the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

For additional information contact the district's EL Coordinator, Jackie Ward, at 601-267-4579.

ALTERNATIVE SCHOOL--Policy JCD

The Leake County School District Board of Education shall establish, maintain and operate, in connection with the regular programs of said school district, an alternative school program. The alternative school program shall be operated as part of and in accordance with the regulations applicable to the regular school program and with all requirements of federal and state law (MS Code of 1972 Section 37-13-91, et al) and the guidelines of the State Department of Education.

CAREER & TECHNICAL PROGRAMS–Policy IN

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.

2-year Programs 1-hour Classes

Automotive Service I & II	Science of Agricultural Animals	Diversified Agriculture Animals Core
Concepts of Agricultural Science	Contemporary Health Health Sciences I Core & Resource Management	Diversified Agriculture Plants Core
Family Dynamics	ICT I	Diversified Agriculture Capstone
Construction I & Carpentry II	Healthcare & Clinical Sciences II	Diversified Agriculture Mechanization Core
Science of Agricultural Plants	Educator Preparation I & II	Cyber Foundations I
Child Development Law	Principles of AgriScience	Cyber Foundations II
Public Safety I & 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. 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.
2. Program enrollment should reflect the student's Individualized Success Plan (ISP). Students should discuss class selection with the school counselor to plan program completion.
3. Admission is based on prerequisites review of student attendance and discipline history.
4. Some CTE programs may require a student interview for Year 2 admission.
5. Exceptions may be presented by the high school counselor for director approval on a case by case basis.

Career and Technical Program Prerequisites

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

Instructor approval

Automotive Service Technology – Year 2

Pass Year 1 with average of 70 or higher

Application and Interview

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
Instructor approval

Carpentry – Year 2

Pass Year I with average of 70 or higher
Complete all Year 1 NCCER modules
Or
Instructor Approval

Law & Public Safety – Year 1

C or higher in last English & Math
Or
TABE Score (8th Grade) & Instructor approval
Or
Instructor Approval

Law & Public Safety – Year 2

Pass Year 1 with average of 70 or higher
Application and Interview
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
Instructor approval

Healthcare and Clinical Services – Year 2

Pass Year 1 with average of 70 or higher
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
Instructor approval

Educator Preparation – Year 1

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

Educator Preparation – Year 2

Pass Year 1 with average of 70 or higher
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 Industry Certification 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	Carnegie Units Required Subjects
English	4	English I, English II
Mathematics	3	Algebra I, Geometry, and Math above Algebra I
Science	3	Biology I and 2 course above 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)
Technology or Computer Science	1	Technology Foundations, Information and Communication Technology (ICT) II, Science, Technology, Engineering, and Mathematics (STEM), or Computer Applications and Keyboarding, Keystone or
Electives	2 ½	Courses selected from the student’s approved program of study
Total Units Required	21	

DISCIPLINE

Student Conduct–Policy JCA

A student code of conduct, developed under the leadership of the Leake County School District administration, and in cooperation with staff, will be made available and distributed to parents and students outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct. In addition, each school may publish a student/parent handbook detailing additional rules specific to that school. [*All rules applying to student conduct shall be posted in a prominent place in each school building.*]

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

Secondary Schools

The administration of the Leake County School District is based on the theory that junior and senior high students are young ladies and young gentlemen and, as such, 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 conduct should not interfere with others, rather that it should be an example to others.

The primary emphasis of the Leake County School system is to provide the best quality education for the boys and girls of the district. The school system feels strongly that a basic prerequisite for any successful instructional program is that a clear understanding of the operation is based upon the policies and resulting rules. Therefore, it is imperative that policies and resulting rules be understood and followed without exception.

Elementary Schools

Helping children to develop self-discipline and to conduct themselves in an acceptable manner is a major behavioral objective of the school as well as of the home. Parents may assume that a student's behavior is satisfactory or better unless they are notified by telephone or by letter. In most cases it is believed that the call or letter will suffice -- if not, the parents may be asked to come to the school for a conference in order to affect an acceptable solution to the problem.

The school will expect and demand nothing less than good conduct on the part of students. It is believed that the above described procedure will be effective in achieving a desirable learning atmosphere and in guiding students toward assuming a greater degree of responsibility for their behavior. It should be fully understood that any student whose conduct interferes with the learning process of others will be removed from the classroom and dealt with accordingly.

Special Education Students

Special education students are responsible for adhering to the same rules of conduct as nondisabled students. All special education students are entitled to a free appropriate public education, even those who have been suspended or expelled. Whenever a special education student is removed for disciplinary reasons from his/her current education setting and placed in an interim alternative setting, the setting must be one which enables the student to continue to participate in the general curriculum, to continue to receive those services and modifications described in the student's current IEP, and to receive services and modifications designed to address the student's behavior. The special education director/coordinator or designee should be contacted immediately when a special education

student commits a violation of the rules of conduct which may result in the removal from the classroom by suspension or expulsion. All procedural safeguards described in the IDEA shall be followed whenever a special education student is disciplined.

As provided under '37-23-135, Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations.

Student Conduct And Grades

Criteria used in the evaluation process to determine a student's grade must be supported by rationale. The criteria must be in writing and must include the following:

1. Course content (goals, objectives, materials, etc.) as outlined in the curriculum guides
2. Methods of evaluation grades will reflect some combination of the areas listed below:
 - a. Class work
 - b. Homework
 - c. Test scores
 - d. Participation
 - e. Skill application
 - f. Preparation for classThe effect of absence on grades
3. Procedures for making up assigned work and tests
4. Other criteria as may be approved by the superintendent and the Leake County School District Board

Corporal Punishment–Policy JDB

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.

Vaping–Policy GBRMB

Electronic cigarettes have recently surpassed conventional cigarettes as the most commonly used tobacco product among youths. The Leake County School District Board of Education recognizes that the use of electronic cigarettes and other vaping devices, or any tobacco products, is detrimental to the health and safety of students, staff and visitors and is therefore prohibited at all times. This policy applies to all students, school staff, parents, and any visitors while on school grounds, in school buildings and facilities, in any school bus, on school property or at school-related activities or school-sponsored events which includes, but is not limited to, athletic events. When there is evidence that a student is in possession of any tobacco products or tobacco paraphernalia, administrators or other designated staff may confiscate such items. Anyone found in violation of this policy shall be disciplined in accordance with corresponding district policies. Any adult in violation shall also be subject to discipline under Miss. Code § 97-32-29.

Tobacco–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.

Cell Phone Protocol

Cell phones, earbuds, 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:

1st Violation – warning and cell phone taken up and parents MUST pick up the phone from the school office the following school day.

2nd Violation – cell phone taken up and parent MUST pick up phone from the school office the following school day. 3rd 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.

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

5th Violation – Students shall 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 students 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, ball games, 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 of 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.

Leake County School District Discipline Ladder

	Infractions (CODE)	Consequences
L E V E L 1	<ul style="list-style-type: none"> • Unauthorized use of Cell Phone (CP) • Possession of Unauthorized Object (PUO) • Dress code violation (DCV) • Defiance, disrespect; insubordination (DDI) • Other as designated by administrator 	<p>Warning, Student/Parent Conference OR Reflection/Restorative assignment OR</p> <ul style="list-style-type: none"> • Up to three (3) days detention or loss of privileges up to three (3) days OR • One (1) day In-School Suspension (ISS) OR • Repeat violation Level 1 infraction within 10 days MAY move to level 2 consequences • Repeated offenses move up the ladder for defiance
L E V E L 2	<ul style="list-style-type: none"> • Shoving/pushing (no injury) (Sp) • Leaving campus without permission or cutting class (Cdc) • Defiance, disrespect; insubordination >1 (Ddi) • Gambling, cheating, or forgery (Gcf) • Profanity to another student (Prof) • Possession/use of flammables (Pf) • Theft under \$100 (Thf) • False accusations against student (Drb) • Possession or use of tobacco/devices (Pta) • Unauthorized photo/video or posting to social media leading to school disturbance. (Pvsm) • Other as designated by administrator 	<p>Student/Parent Conference OR Reflection/Restorative assignment OR</p> <ul style="list-style-type: none"> • Any combination of ISS, and/or Out of School Suspension (OSS) equal to one (1) to two (2) days • Repeat violation of Level 2 infractions within 10 days student MAY move to Level 3 consequences • Prohibited from attending school activities (during suspension)
L E V E L 3	<ul style="list-style-type: none"> • Trespassing or loitering (MTres) • Instigating fight or major campus disturbance (Drb) • Disruptive behavior/throwing objects (Drb) • Improper Internet Use (Iiu) • Defacing/destruction of property (under \$500) (Ddp) • Defiance, disrespect; insubordination >2 (Ddi) • Other as designated by administrator 	<p>Referral to Multi-Tiered System of Support (MTSS) --AND--</p> <p>Student/Parent Conference OR Reflection/Restorative assignment OR</p> <ul style="list-style-type: none"> • Any combination of ISS, and/or Out of School Suspension (OSS) equal to three (3) to five (5) days • Repeat violation of Level 3 infractions within 10 days student MAY move to Level 4 consequences • Prohibited from attending school activities (during suspension)
L E V E L 4	<ul style="list-style-type: none"> • Possession of drug paraphernalia (DRUG) • Fighting (FIGHT) • Bullying, threat, intimidation against student (BULLY) • Profanity against school personnel (NCB) • Sexual harassment or misconduct (Shm) • Theft >\$100 (THEFT) • Off-campus activity causing disruption of the learning environment (Drb) • Gang-related activity (Elementary) (GANG) • Defiance, disrespect; insubordination >3 (Ddi) • Other as designated by administrator 	<p>Referral to Multi-Tiered System of Support (MTSS) --AND--</p> <p>Student/Parent Conference OR Reflection/Restorative assignment OR</p> <ul style="list-style-type: none"> • Out of School Suspension (OSS) equal to five (5) to eight (8) days • Repeat violation of Level 4 infractions within 10 days student MAY move to Level 5 consequences • Prohibited from attending school activities (during suspension) <p><i>*All sexual harassment cases must be reported to the Title IX Coordinator for determination of next steps.</i></p>
L E V E L 5	<ul style="list-style-type: none"> • Use or possession of gun, knife or dangerous object (GUN or RIFLE) • Fighting with injury or weapon use (FIGHT) • Threat, False accusation, or assault against staff (STAS) • Aggravated assault with injury (ASLT) • Possession or transfer of drugs/alcohol/under the influence (ALC) (DRUG) • Possession or transfer of weapons (WPOS) • Behavior leading to serious injury (NCB) • False imprisonment; kidnapping; sexual assault or battery (SXBT) • Destruction of property (over \$500)/ Arson (VAND) • Off-Campus criminal activity or conduct which causes disruption to campus activity or learning environment. (Drb) • Defiance, disrespect; insubordination >4 (Ddi) • Other as designated by administrator 	<p>Referral to Multi-Tiered System of Support (MTSS) --AND--</p> <p>Student/Parent Conference OR Reflection/Restorative assignment OR</p> <ul style="list-style-type: none"> • Out of School Suspension (OSS) equal to nine (9) days • Possible OSS of nor more than 10 days, reassignment to the Leake County Alternative Center (LCAC), recommendation to the Disciplinary Review Committee (DRC) for placement at Leake County Alternative Center (LCAC) or expulsion • Prohibited from attending school activities (during suspension, placement at Leake County Alternative Center (LCAC) <p>¶Drugs, alcohol, weapons, and assault are automatically recommendations for an expulsion hearing per the Board of Trustees.</p>

Expulsion–Policy JCE

A student may be expelled for committing any of the offenses identified as expellable offenses in the discipline plan.

1. "Expulsion" is the denial of school attendance for a specified minimum period of time or for an unspecified period of time, but in no event less than one calendar year, after which time a student may be readmitted only upon application and with approval by the board in accordance with Policy JDG.
2. "Limited expulsion" is the denial of school attendance for the remainder of the school year. A principal may recommend a limited expulsion when a student who has been suspended 3 times during the same school year commits a fourth offense or in circumstances otherwise proper for such action. The student may be readmitted the following school year only upon application and with approval by the board in accordance with Policy JDG.

The superintendent and principal of a school shall have the power to suspend or expel a pupil for good cause, including misconduct in the school or on school property, as defined in Section 37-11-29, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the superintendent or principal, renders that pupil'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, or for any reason for which such pupil might be suspended, dismissed, or expelled by the school board under state or federal law or any rule, regulation or policy of the local school district.

For any suspension of more than ten (10) days or expulsions, a student shall have the right to a due process hearing, be represented by legal counsel, to present evidence and cross-examine witnesses presented by the district. The student and the student's parent, legal guardian or person in custody of the student may appeal suspension of more than ten (10) days and expulsions to the school board. The standard of proof in all disciplinary proceedings shall be substantial evidence.

When a student is expelled, the parent, legal guardians or custodians must be notified immediately on a form provided by the superintendent for such purpose. When a student is expelled for the commission of a crime or other unlawful activity or violent act, the reporting requirements of Policies JCBF and JCBF-P are applicable.

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

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 follow 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:

1stReferral – Warning, parent contacted.

2ndReferral – Corporal punishment, ISS, Detention, or suspension, parent contacted.

3rdReferral – Suspended 10 days off the bus, Parent Conference Required before the student is put back on the bus.

4thReferral – Suspended 20 days off the bus, Parent Conference required before the student is put back on the bus.

5thReferral – Suspended off bus for remainder of the school year.

Fighting On School Bus

Fighting on the school bus Elementary grades K – 5:

1st time – corporal punishment/ISS/Required Parent conference or suspension off the bus (administrator Discretion 1-3 days).

2nd time – suspension off the bus for 3-5 days.

3rd time – suspension off the bus for 30 days or remainder of the 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:

1st 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.

2nd 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.**

EXTRACURRICULAR ACTIVITIES–Policy IDF

A student who is enrolled in any grade higher than Grade 6 in a school district in this state must be suspended from participation in any extracurricular or athletic activity sponsored or sanctioned by the school district after a semester in which the student's cumulative grade point average is below a 2.0 on a 4.0 scale. The suspension from participation in extracurricular or athletic activities may not be removed until the student's cumulative grade point average in a succeeding semester is 2.0 or higher on a 4.0 scale. A student with a cumulative grade point average below a 2.0 on a 4.0 scale at the semester of an academic school year shall be suspended from participation in extracurricular or athletic activities in the succeeding academic school year until the student's cumulative grade point average is 2.0 or higher on a 4.0 scale.

Students will not be allowed to attend extracurricular activities if they are serving a suspension or if they are

currently enrolled in the Alternative School.

"Extracurricular" is defined as, organization-sponsored student activities which require administrative provision and student involvement outside the time allocation for instruction. This would specifically apply to organized practice or competition which requires additional inputs of students' time outside the normal school day. Extracurricular activities will be those activities presently governed by the Mississippi High School Activities Association.

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.

Student Drug Testing Program Extracurricular Activities–Policy JCDAB

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 extracurricular activities.

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.

CHILD NUTRITION

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, delivery men 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 programs for breakfast and lunch for students. Therefore, students' lunch and breakfast meals will be at no cost.

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, chips, 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.

Child Nutrition 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, 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 Head Start, Human Services, Health and Mental Health agencies, as well as local education agencies, 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 ensure 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.

SCHOOL COUNSELING

Philosophy

School counseling is organized around the needs of the students, and administered to the individual's needs. 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 school counselor is committed to working with parents, teachers and the students themselves to help them profit most from the school experiences.

School counseling, which complement both instructional and administrative functions, provide opportunities for students to develop self-understanding, self-evaluation and self-direction. The school 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 school counseling 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

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.

Parent and Family Engagement–Policy LAA

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.

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*

View the entire Parent and Family Engagement by visiting [Policy LAA](#).

**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 the 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 to 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 ACCEPTABLE USE–Policy IFBGA

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 are 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 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 Website 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 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. Fraternalization 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.
- Users shall not access, transmit or retransmit information that harasses another person or causes

distress to another person.

- UserS 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.
- Users 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.
- Users agree 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.
- Users will not violate copyright laws including, but not limited to, the downloading of music files and videos.
- Users 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.
- Users shall not transmit or retransmit copyrighted materials unless authorized.
- User shall not plagiarize copyrighted materials.
- Users 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.
- Users will not harass, insult, or attack others.
- Users will not damage computers, computer systems, or computer networks including but not limited to, changing workstation and printer configurations.
- Users will not bring personal computers or laptops for use on the school network without express permission from the Director of Technology or Technology Coordinator.
- Users will not allow unauthorized personnel to repair school computers, laptops, printers or other technology resources at any time.
- Users 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.
- Users 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.
- Users 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.
- Users 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 the user has not violated this policy, school codes, municipal law, state law or federal law.
- Users 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.
- Users agree 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 teachers or other school administrators should the user access inappropriate information. This will assist in protecting users against a claim of intentional violation of this policy.
- User agrees to not use any tools designed to probe, 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.

Email Archiving And Retention

Introduction

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 email 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.

Internet Safety–Policy IJB

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 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.

*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.

TECHNOLOGY RESOURCE AGREEMENT FOR STUDENTS

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 to 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 Leake County.

School District Acceptable Use

- 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.
- Additional disciplinary action may be determined at the individual school in line with existing practice regarding inappropriate language or behavior.
- 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 (PRINT): _____

PARENT SIGNATURE: _____

STUDENT NAME (PRINT): _____

STUDENT SIGNATURE: _____

DATE: _____

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 websites, 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 - 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.**