



MARSHALL ELEMENTARY
SCHOOL



Student Handbook
2018-2019

HEY HEY!!! BABY JAGS



WE GOT OUR PAWS ON YOU
BUT MOST OF ALL, WE GOT OUR EYES ON
YOU!!!!!!



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Letter from the Principal

Dear Marshall Elementary School Family,

The faculty, staff, and I would like to thank you for allowing us to be a part of your educational journey. We are all proud of our exceptional school and the opportunities it provides for all children. It is our sincere desire and goal to nurture our students as we provide an excellent, safe, and stimulating learning environment. We are very excited about the 2018-2019 school year and all the opportunities for learning that will blossom throughout the school year. Learning is a priority for everyone involved in Marshall Elementary.

At Marshall Elementary, you will find a learning environment where children are encouraged to express themselves and are working hard to build a strong academic, social, and emotional foundation upon which their future dreams will become a reality. You will find a culture where teachers and administrators are working as a team to meet student needs.

We would like to become a literacy centered school and focus on the communication skills of reading, writing, speaking, and listening. At Marshall Elementary, we would like for our children to develop as critical thinkers able to form opinions and justify their thinking.

The faculty, staff, and I are here to serve you, our students, parents, and community, to the best of our ability. Our doors are always open. If you have any questions or concerns, please feel free to call for a conference or leave a message. The faculty and I are looking forward to a successful and productive year with you and your family.

Sincerely,

Dr. Fletcher B. Harges, Principal

PHILOSOPHY

Education is the process by which students may acquire academic, vocational, and social skills that promote intelligent and productive participation in a free and complex society. The primary responsibilities of the school system are to: (1) arrange for each student to acquire a level of competency in fundamental skills; (2) encourage students to assume responsibility; (3) develop respect and appreciation for our democratic system; (4) acquire vocational skills relative to individual needs; and (5) to experience social situations, all of which aid in teaching the student to work cooperatively and productively with his/her peers.

The relationship between the school and community should be beneficial to both. Open, active communication and interaction between the school and the community are essential in working toward common goals.

The goal of the Carroll County School District is to provide adequate physical plants, sufficient equipment and supplies, student-oriented curriculum, and a well-trained staff to facilitate the educational process and to meet the needs of students in order that they may reach the highest level of achievement, so that they are physically, emotionally, socially, and intellectually capable of achieving.

The Carroll County School District is an equal opportunity employer and does not discriminate on the basis of age, race, sex, creed, national origin, marital or veteran status, or the presence of a non-related medical condition or handicap.

INTRODUCTION

Students have a right to a public education, but with this right, come a personal responsibility. Education is a process that requires a safe and orderly environment. Students have a responsibility to know and to respect the rules and regulations of the school.

Conduct is the manner in which students are expected to act so that the required order can be achieved and maintained. Students are responsible for conducting themselves in an appropriate manner. Persons who obstruct any teaching, administrative, or extracurricular activity shall be subject to disciplinary procedures as outlined in this document.

Every teacher is authorized to hold every student to a strict accountability and to an orderly learning environment. Every student is strictly accountable for any disorderly conduct whether in school, on the playground, at a school-related event or activity, or in route to or from school.

For the proper learning environment to be maintained, it is imperative that each school make certain that students understand what conduct is appropriate. To assist students, parents, and staff in maintaining such an environment, the student handbook has been developed.

The handbook is a recommended plan for disciplinary action. While it covers most offenses, it is recognized that the handbook is not inclusive. After a careful review of the facts and all pertinent information in each case, school officials will take the appropriate action.

DISCIPLINE OVERVIEW

The Carroll County Board of Trustees, administrative, instructional, and support staff are committed to assuring a school climate that is appropriate for students to learn and that ensures the safety and welfare of all who live and work in the school environment.

Because education is vital to the lifelong success of students and to the growth and development of a society, all members of the school community, parents (legal guardian), all school staff (teachers, administrators, custodial workers, cafeteria workers, bus drivers, etc.), and students must be a part of this effort.

Disciplinary measures are intended to help students and parents/legal guardians understand their obligation to others in the school setting and the role of laws, rules, and school district policies in meeting these obligations. Discipline shall be directed toward developing the skills necessary for students to accomplish the following:

1. Solve problems effectively.
2. Develop positive relationships with others.
3. Become productive.
4. Recognize when personal actions are interfering with the rights of others.
5. Respect the property rights of others.
6. Understand and have respect for other races and cultures.
7. Develop a sense of responsibility for their actions and an awareness of possible consequences.
8. Succeed in school.
9. Develop self-discipline.

According to state law, a parent, legal guardian, or custodian of a school-aged child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against school property or persons.

A parent, guardian, or custodian of a compulsory school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding the acts of the child.

School Visitor Policy

Visitors, parents, friends, solicitors, or anyone else coming on any campus or into any school building for any reason must first report directly to the school office to obtain permission from the principal or school office personnel to visit or make personal contact with students or teachers. Visitors will be issued a visitor's pass only after being approved. **No classroom visits or observations are allowed during instructional time.** This measure is taken as a precaution to ensure the safety of our students and personnel, while protecting instructional time so our students have the opportunity to receive a quality education.

Staff members shall routinely check with visitors to confirm that they have permission from the office to visit. If permission has not been secured, the teacher should immediately escort the visitor to the principal's office.

**2018 - 2019
SCHOOL CALENDAR
MARSHALL ELEMENTARY SCHOOL**

First Semester

August 2	Thursday	Professional Development - Teachers
August 3	Friday	Professional Development - Teachers
August 6	Monday	Professional Development - Teachers
August 7	Tuesday	Professional Development - Teachers
August 8	Wednesday	Students' First Day of School
September 3	Monday	Labor Day (No School)
September 7	Friday	Open House (4:00 –6 P.M.) (Progress Reports)
October 1 – 4	Monday - Thursday	1st Nine Weeks Testing
October 5	Friday	Professional Development – Teachers
October 8	Monday	Columbus Day - No Students
October 11	Thursday	Pick Up Report Cards/ Teacher Conferences (4:00 – 6:00 P. M.)
November 9	Friday	Progress Reports
November 19 – 23	Monday - Friday	Thanksgiving Break – No School
November 26	Monday	Return from Thanksgiving Break
December 17 – 21	Monday - Friday	First Semester Exams
December 24	Monday	Begin Christmas Holidays – No School

Updates to the calendar can occur throughout the year

**2018 – 2019
SCHOOL CALENDAR
MARSHALL ELEMENTARY SCHOOL**

Second Semester

January 7	Monday	Professional Development - Teachers
January 8 Holidays	Tuesday	Students Return from Christmas
January 9	Wednesday	Pick Up Report Cards/ Teacher Conferences (4:00 – 6:00 P. M.)
January 21	Monday	Martin Luther King, Jr. Day - No School
February 7	Thursday	Progress Reports
March 4 – 8	Monday - Friday	3rd Nine Weeks Exams
March 11 – 15	Monday - Friday	Spring Break – No School
March 18	Monday	Return From Spring Break
March 21	Thursday	Pick Up Report Cards/ Teacher Conferences (4:00 – 6:00 P. M.)
April 18	Thursday	Progress Reports
April 19	Friday	Good Friday – No School
April 23	Tuesday	Return From Easter Break
May 17	Friday	Graduation
May 20 – 23	Monday - Friday	Second Semester Exams
May 23	Thursday	Student’s Last Day
May 24	Friday	Professional Development - Teacher
May 29	Wednesday	Report Cards Mailed

Updates to the calendar can occur throughout the year.

GENERAL INFORMATION AND REGULATIONS

MARSHALL ELEMENTARY SCHOOL STUDENT EXPECTATIONS

BE SAFE

BE RESPONSIBLE

BE RESPECTFUL

- ✓ Use good manners at all times
- ✓ Use kind words and actions
- ✓ Keep your hands and feet to yourself.
- ✓ Be honest
- ✓ Keep your voices at a quiet level in the cafeteria
- ✓ Remain quiet when exchanging classes
- ✓ Walk in the hallways
- ✓ Walk to the right side of the hallway
- ✓ Eat and drink in the designated areas
- ✓ Respect both your property and that of others
- ✓ Cooperate with requests from faculty and staff
- ✓ Keep up with your ID badges at all times.
- ✓ Be on time for your classes with all materials needed for the classes
- ✓ Participate positively in classes and activities
- ✓ Turn assignments in on time

ASSEMBLY PROGRAMS

Assemblies are held periodically in the school gymnasium. When attending school programs, students are expected to enter and leave the gymnasium as directed. Students are expected to give respect to all speakers and not talk while a speaker is talking. Unless otherwise directed, all books and school materials, but not personal valuables, should be left in the classroom. Students are required to sit with the class and the supervising teacher with whom they were dismissed to attend the assembly.

SCHOOL HOURS

School hours are from 7:45 a.m. to 3:05 p.m. Office hours are from 7:20 a.m. to 4:00 p.m. Doors open at 7:20 a.m. Parents will be responsible for students arriving prior to 7:20 a.m. or students still on campus after 4:00 p.m. unless the students are involved in a school sponsored activity. **A student that is brought to school via personal transportation by his or**

her parent or guardian shall be dropped off at school no earlier than 7:20 a.m. and picked up no later 3:15 p.m. daily.

BELL SCHEDULE

Grade Level Bell Schedule Breakdown (Monday – Friday)

Pre-Kindergarten (570)		Kindergarten (570)	
07:30 - 08:00	Reading/Morning (30)	7:30-7:50	Reading (20)
08:00 - 08:30	Breakfast (30)	7:50-8:00	Physical Activity (10)
08:30 –10:30	ELA Block (120)	8:00-10:00	ELA Block (120)
	Center Time (70)		Center Time (60)
10:30-11:00	Lunch (30)	10:00-12:30	Math Block (120)
11:00-11:30	Activity/Planning (30)		Center Time (60)
11:30-12:40	Math Block (70)	10:40-11:10	Lunch (30)
	Center Time (50)	12:30-1:20	Science/Health/SS (50)
12:40-1:00	Recess (20)		Center Time (20)
1:00 -1:40	Science/SS/Arts (40)	1:20-1:40	Recess (20)
1:40 – 2:10	Quiet Time (30)	1:40-2:10	Activity/Planning (30)
2:10 – 2:30	Recess (20)	2:10-3:00	Interventions (50)
2:30 – 3:00	Interventions (30)		

First Grade (450)		Second Grade (450)	
7:30- 7:50	Reading (20)	7:30- 7:50	Reading (20)
7:50-8:00	Physical Activity (10)	7:50-8:00	Physical Activity (10)
8:00-10:00	ELA Block (120)	8:00-9:50	1st Block (110)
10:00-12:50	Math Block (120)	9:50-12:10	2nd Block (110)
10:35-10:55	Recess (20)	11:10-11:40	Lunch (30)
10:55-11:25	Lunch (30)	12:10- 3:00	3rd Block (120)
12:50-2:00	Science/SS/Health (40)	12:10-12:30	Recess (20)
1:05-1:35	Activity/Planning (30)	12:30- 1:00	Activity/Planning (30)
2:00-3:00	Interventions (60)		

Third Grade (450)		Fourth Grade (450)	
7:30-7:50	Reading (20)	7:30-7:50	Reading (20)
7:50-8:00	Physical Activity (10)	7:50-8:00	Physical Activity (10)
8:00-9:20	1st Block (80)	8:00-9:50	1st Block (80)
9:55-10:25	Activity/Planning (30)	8:45-9:15	Activity/Planning (30)
9:20-11:10	2nd Block (80)	9:50-11:10	2nd Block (80)
11:10-1:30	3rd Block (90)	11:10-1:30	3rd Block (90)
11:20-11:50	Lunch (30)	11:25-11:45	Recess (20)
		11:45-12:15	Lunch (30)

11:50-12:10	Recess (20)	1:30-3:00	4th Block (90)
1:30-3:00	4th Block (90)		

BELL SCHEDULE

Grade Level Bell Schedule Breakdown (Monday -Friday)

Fifth Grade (450)

7:30- 7:50	Reading (20)
7:50-8:00	Physical Activity (10)
8:00-9:50	1st Block (80)
9:20-9:50	Activity/Planning (30)
9:50-11:10	2nd Block (80)
11:10-1:30	3rd Block (90)
11:45-12:05	Recess (20)
12:05-12:35	Lunch (30)
1:30-3:00	4th Block (90)

FUNDRAISERS

Solicitation of students for funds for any cause is only permitted when the superintendent has given prior permission. No agencies or persons shall be permitted to use school premises to exhibit or offer for sale articles or services to students except those articles and services approved by the superintendent or designee.

The use of the name “**Marshall Elementary School**” or any affiliated names for any off-campus function or fundraiser without the written approval of the School Board of Education, Superintendent of Education, and Principal can result in legal action being taken against the offending parties.

Note: All fundraisers must be pre-approved by the Principal before any fundraising activities commence.

SCHOOL SERVICES

Counseling Services

Students and parents are encouraged to contact the school based therapist, who is available to help with a variety of student needs.

Library Services

A full-time librarian is available to help students learn reference skills. Marshall Elementary encourages students to read. The Library also has books that are of special interest

to all students. Students should treat books with care so that others may enjoy them. Fines will be charged for damaged or lost books.

Accelerated Reader

Accelerated Reader is a program that encourages students to read at school and outside of the school setting whenever they have the opportunity. Our library is equipped with numerous books for the students to read. When the student completes the book, a computer based test is available for the student to take. Each student has an individualized goal to reach.

Physical Education

Physical Education classes are available. In these classes students are introduced to a variety of games and activities. Gym shoes are to be worn during PE classes.

Textbooks

Textbooks are furnished by the Carroll County School District. As a user of the textbook, you are advised to ensure **all books are covered with a book cover upon issuance and must remain covered all year.** They are loaned to students for the period of the school year or until the student withdraws from school. Textbooks are to be treated with care. No writing is permitted in any textbook. Fines are assessed to those students who misuse or lose their books. It is advisable for students not to lend their textbooks to others.

Special Education Services

Special education services are provided in a variety of settings. Resource classes and self-contained classes are available. There is a community based program for those students requiring both academic and life skills. Services are also available for language/speech disorders, emotionally disabled, hearing or visually impaired, and physically disabled.

Computer Enhancement Lab

Two fully equipped computer labs are available for students to work on assignments, reports, and areas of need. The labs are staffed with a qualified paraprofessional to assist students with their work.

Gifted Education Program

The 2nd – 5th grade students will take part in the gifted education program for the intellectually gifted. Certified gifted education teachers focus on the areas of thinking skills, creativity, communication skills, and leadership skills. For specific information see the gifted education teacher or counselor.

A. ENROLLMENT REQUIREMENTS

1. Students who attend a Carroll County School must live in Carroll County or be released by their school district. An out-of-district tuition fee of \$500.00 per student per year must be paid in the office of the Superintendent of Education, 603 Lexington Street, Carrollton, MS 38917 prior to a student who lives out-of-district student being enrolled.

2. Before a new student can be enrolled in a school in the Carroll County School District, the student must present a report card, a date of entry, a date of withdrawal, and his/her withdrawal grades in each subject from the school previously attended. (A transcript will be requested from the school previously attended and must be received before the student will be officially enrolled).

3. Before a new student can be enrolled in school, the student must provide a certified birth certificate, an **updated** Mississippi Health Department immunization form, a copy of his/her social security card, two proofs of residency (the proofs must have the parent and or guardian's name on it.

4. All students must **establish proof of residency** before enrolling. At least two of the following proofs of residency are required:

- a. Filed Homestead Exemption application form
- b. Mortgage documents or property deed
- c. Apartment or home lease
- d. Automobile registration
- e. Utility bills (not more than 30 days old)
- f. Voter precinct identification documentation
- g. Affidavit and/or personal visit by designated school district official
- h. Mississippi Driver's License with the current address on it
- i. Any other documentation that will objectively and unequivocally establish that the parent/legal guardian resides within the school district
- j. Certified copy of filed petition for guardianship if pending and final decree when granted.

5. **A student will not be officially enrolled until all outstanding fines have been paid.**

B. OUT-OF-DISTRICT STUDENT TRANSFERS

1. Students who live outside of Carroll County may be accepted into the Carroll County School District with the approval of the Carroll County Board of Education for a nonrefundable annual fee of Five Hundred Dollars (\$500.00) per student. This fee must be paid in advance of enrollment at the office of the Superintendent of Education, 603 Lexington Street, Carrollton, MS 38917. Parents and students must come by the office of the Superintendent of Education to pay the tuition fee before enrolling at any school in the district.

2. **Out-of-district students will not be accepted into the Carroll County Schools if any of the following apply:**

- a. If the out-of-district student is currently charged with a crime, is serving a sentence for the commission of a crime, or has, in the past, been convicted of a criminal offense. A crime is defined as any violation of the law classified as a felony or misdemeanor;
- b. If the out-of-district student has been disciplined by the transferring school district for fighting, threatening teachers and/or staff, assaulting teachers, staff members, or students, possessing drugs, drug paraphernalia, weapons, or any other disciplinary infraction deemed by the Carroll County Board of Education as not conducive to a learning environment;
- c. If the out-of-district student has been absent without a doctor's excuse from the transferring school district for more than ten (10) days in any preceding semester or more than twenty (20) days in any preceding academic year;
- d. If the out-of-district student has transferred to the Carroll County Schools and then transferred out during the course of any preceding academic year; or
- e. If the out-of-district student has dropped out of the transferring school district.

3. Any student from outside of Carroll County who is currently enrolled in the Carroll County School District and who meets any of the unacceptable conditions described in Section 2, Subsections A, B, C, D, or E will be dismissed from the Carroll County Schools and transferred to his/her home district by the school principal.

C. ATTENDANCE POLICY

Under the provisions of the Mississippi Compulsory School Attendance Law, “every child who has attained the age of six years but has not attained the age of seventeen years on or before September 1st shall attend school.

Compliance with this provision will be monitored by a school attendance officer, who is employed by the State Department of Education.

If a compulsory school-age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of the school which such child is eligible to attend or such child has accumulated five (5) unlawful absences during the school year of the public school in which such child is enrolled, the superintendent or designee shall, within two (2) school days or within five (5) calendar days, whichever is less, report such absences to the school attendance officer of the youth court or family court. The superintendent or his designee shall also in the same manner report any student suspensions or student expulsions to the school attendance officer.

Truancy is defined by State law as an absence from school without the knowledge of parent or guardian and/or leaving school without notification and consent of proper authorities (Policy JBAC). Students deemed truant will be reported to the appropriate law enforcement authority and disciplined in accordance with the "Code of Conduct".

As per HB1530 a student must attend school 63% of the instructional day in order to be counted present.

Regular attendance on the part of all students is necessary for successful achievement and progress in school. Even one tardy or one absence may be detrimental to good schoolwork. Certainly, repeated tardiness and absences frequently cause students to make low grades and often fail. Therefore, it is important that students be present every day that school is in session.

D. ABSENCE FROM SCHOOL

1. Absences from school shall be classified as **EXCUSED or UNEXCUSED**.
 - a. Students who have missed school shall be required to do make-up work. This work must be completed within the number of days missed;
 - b. Example, two days missed will necessitate make-up work completed within 2 days; 3 days missed, 3 days to complete make-up, etc.
 - c. Failure to do make-up work will result in a "0" for work not completed.
2. If the absence is unexcused, the student will be given credit for 80% of the completed make-up; for example, a grade of 90 will be recorded as $(90 \times .80 =) \underline{72}$.

E. EXCUSED ABSENCES

1. An absence is excused when the absence results from the compulsory-school-age child's attendance at an authorized school activity with the prior approval of the superintendent of the school district, or his designee. These activities may include field trips, athletic contests, student conventions, musical festivals and any similar activity.
2. An absence is excused when the absence results from illness or injury which prevents the compulsory-school-age child from being physically able to attend school.
3. An absence is excused when isolation of a compulsory-school-age child is ordered by the county health officer, by the State Board of Health or appropriate school official.
4. **An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory-school-age child. The immediate family members of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters. A copy of an obituary is required when death in the family is used as an excuse for a student being absent from school.**
5. An absence is excused when it results from a medical or dental appointment of a compulsory-school-age child.

6. An absence is excused when it results from the attendance of a compulsory-school-age child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.

7. An absence may be excused if the religion, to which the compulsory-school-age child or the child's parents adheres, requires or suggests the observance of a religious event. The approval of the absence is within the discretion of the superintendent of the school district, or his designee.

8. An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district, or his designee, that the purpose of the absence is to take advantage of a valid educational opportunity such as travel, including vacations or other family travel. Approval of the absence must be gained from the superintendent of the school district, or his designee, before the absence, but the approval shall not be unreasonably withheld.

9. An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district, or his designee, that conditions are sufficient to warrant the compulsory-school-age child's nonattendance. However, no absences shall be excused by the school district superintendent, or his designee, when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.

F. UNEXCUSED ABSCENCES:

1. Any absence not due to a valid excuse as listed under the topic "Excused Absences", or in which the student/parent fails to provide a written note, doctor's excuse, other documentation or call within a period (3) calendar days of the student returning to school.

2. Any absence due to suspension from school will be an unexcused absence.

3. Students who have five (5) unexcused absences will be reported to the Carroll County School Attendance Officer.

G. ABSENTEE NOTES

In order for any absence, with the exception of school field trips, to be excused, pupils must submit a note signed by a parent/legal guardian stating the reason for that absence, student's full name, and date of the absence. Any notes received without all of the aforementioned information will be considered invalid and returned to the student. The pupil must present this excuse to the proper school official within (3) calendar days upon returning to school. If no excuse is presented, the absence shall be considered unexcused. PHONE CALLS WILL NOT BE ACCEPTED OR CONSIDERED AS A VALID EXCUSE. ALL EXCUSES MUST BE IN WRITING.

H. MAKE-UP WORK

The burden of making up missed work rests entirely with the student and the parent, not with the teacher. All work missed as a result of an excused absence must be completed within two (2) days of the student's return to class. Tests, which were assigned while the student was in

school, must be taken the day the student returns to school unless otherwise instructed by the teacher. When the student is to miss school because of a school-sponsored activity and has been aware of the event for a sufficient time, he must make prior arrangements with his/her teachers before the absence.

I. LATE ARRIVALS / TARDIES

1. **A student will be considered tardy when he/she is not in their assigned classroom when the bell rings.** Tardiness is not acceptable. If a student is retained by a faculty or staff member, that faculty or staff member must write an admit slip and explain why the student is late to the gaining teacher. Under no circumstances is a student to be in a classroom to which he/she has not been assigned.

2. When a student has obtained his/her third (3rd) tardy, the parent/guardian will be contacted.

3. When a student has obtained his/her fifth (5th) tardy, a parent conference will be held.

J. EXCUSED TARDIES

Excused Tardies Shall Include:

1. Tardiness due to late CCSD transportation, or other school-related actions, which will be considered, excused and not recorded against the pupil's tardy record;

2. Medical appointments with doctors, dentists, or other medical staff, if accompanied by a note on medical office letterhead stationery;

3. Illness of the pupil, if accompanied by a valid parental statement/note; and

4. Special circumstances such as natural disasters, weather, etc., acceptable to the building administrator.

K. CORRIDOR PASSES

1. Students are not allowed to leave a classroom without written permission from the staff member who will be taking responsibility for the supervision of the student(s).

2. Students will not be allowed to leave his/her classroom to obtain the written permission.

L. LEAVING CAMPUS

1. During the school day, extreme caution is used in granting permission for students to leave the school campus at the request of, or in the company of, any person who is not a school official.
2. Students cannot leave campus unless permission from the school principal is obtained.
3. A sign-out sheet for students who have permission to leave the school campus is provided in the office.
4. The sign-out sheet **must** be signed before a student leaves campus.
5. Parents and/or visitors must report to the school office before talking with a student or leaving school with a student.

M. USE OF VEHICLES

1. Elementary students will **not** be allowed to bring vehicles on campus.
2. High school students will not be allowed to bring vehicles to the elementary campus unless advance permission is obtained from the principal of the elementary school.

N. SCHOOL BUS TRANSPORTATION

1. State law provides for the transportation of students to and from school on school buses if the student lives one mile or more from the school.
2. Only authorized school personnel are to ride school buses.
3. Students, while riding on a school bus to and from school or school-related trips, are under the supervision of the school bus driver and are subject to the same rules and penalties as during school.
4. The following Mississippi Code sections provide school personnel the authority for student conduct violations while riding school buses:
 - a. *Mississippi Code Section 37-7-301(e)*: To suspend or to expel a student for misconduct in the school, upon school buses, on the road to and from school, during recess, or upon the school playgrounds, and to delegate such authority to the appropriate officials of the district.
 - b. *Mississippi Code Section 37-9-69*: It shall be the duty of each superintendent, principal, and teacher in the public schools of this state to enforce in the schools the courses of study prescribed by law or by the State Board of Education, to comply with the law in distribution and use of free textbooks, and to observe and enforce the statutes, rules and regulations prescribed for the operation of schools. Such superintendents, principals, and teachers shall hold the

pupils to strict account for disorderly conduct at school, on the way to and from school, on the playgrounds, and during recess.

c. *Mississippi Code Section 37-11-19*: If any pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment, or other school property, he/she shall be liable to suspension or expulsion and his/her parents or persons in loco parents shall be liable for all damages.

5. Students who ride buses are expected to get off the bus only at the school where they are enrolled.

6. Students are not permitted to get off the bus in town or at any place other than school.

7. Students shall get off the bus at the same place in the afternoon as he/she was picked up that morning. Deviations must be authorized by the school principal.

8. It is the duty of students who are transported in school buses to conduct themselves in an orderly manner.

9. Students must abide by the rules and regulations of the Mississippi Board of Education and the rules and regulations adopted by the Carroll County Board of Education.

10. Disciplinary rules and regulations (Refer to Section VII) that apply to students while on the school campus also applies to students while on the school bus.

11. Students suspended three (3) times will not be allowed to ride the bus for the remainder of the semester if a fourth incident occurs.

12. Additional rules and regulations that apply to students while riding the bus, boarding the bus, and exiting the bus are as follows:

O. SCHOOL BUS RULES

1. Be Courteous
2. No Profanity
3. No eating or drinking on the bus
4. No violence
5. Remain seated while the bus is moving
6. Keep your hands and head inside the bus
7. No destroying property on the bus
8. No distracting the bus driver
9. No electronic devices

STUDENTS SHALL:

1. Sit in the seat assigned by the bus driver.

2. Obey the bus driver at all times.
3. Ride his/her regular bus at all times unless he/she has permission from the principal.
4. Be ready at the bus stop at the time designated for the bus to arrive.
5. Depart from the bus in the afternoon at the same stop that he/she boarded the bus in the morning unless written permission from the principal is provided.

STUDENTS SHALL NOT:

1. Smoke or use other tobacco products.
2. Stand up.
3. Make excessive noise.
4. Shout at anyone through the window.
5. Put hands or head through the bus window.
6. Enter or exit through the emergency door except in an emergency situation.
7. Mark or deface the school bus (The student or parent must pay for any willful damage to the school bus. The student will have his/her bus riding privileges suspended until such payment is made).
8. Throw objects from the bus window or litter the bus.
9. Bring a visitor on the bus.
10. Scuffle, throw objects, or act in any manner that may cause injury or annoyance to other students or the bus driver.
11. Have MP3 Players, radios, tape players, pagers, beepers, cellular telephones, and other electronic devices for students. These devices are not allowed on the bus and may be confiscated
12. Eat or drink on the bus.
13. Use profanity or make vulgar gestures.
14. Distract the bus driver in any manner.

P. MISBEHAVIOR ON THE SCHOOL BUS:

Serious misbehavior on the bus is just cause for punishment up to and including suspension or expulsion from school.

1. When a student is referred to the office for misbehavior on the school bus, the rules regarding discipline and disciplinary procedures will be followed. In addition, the following procedures will be applied:

- | | | | |
|----|---------------|---|--|
| a. | First Report | - | Warning |
| b. | Second Report | - | The parent, student, bus driver, School Administrator, and Director of Transportation will meet to correct the student's negative behavior |

- c. Third Report - Removal from the bus for three to five (3-5) days.
- d. Fourth Report - Removal from the bus for ten (10) days.
- e. Fifth Report - Removal from the bus for the remainder of the school year.

2. **Fighting on the bus** will be classified in one of **two categories**:

a. **Verbal Fighting:**

- 1. **Non disruptive:** a minor verbal altercation or quarrel between individuals.
- 2. **Disruptive:** A major verbal altercation between individuals that is so unruly, disruptive, or abusive that it seriously interferes with the bus driver’s ability to communicate and which is not covered by other laws related to violence. Such behaviors include but are not limited to: foul, profane, obscene, threatening, defiant, or abusive language or action.

b. **Physical Fighting:**

Aggressive physical contact with intentions of causing harm to another.

PENALTY FOR FIGHTING ON THE BUS:

The aggressor will receive five (5) days suspension from the bus and the defendant may receive three (3) days suspension from the bus. If the aggressor cannot be determined, both parties will receive the maximum penalty. Punishment will be left to the discretion of the School Administrator and Director of Transportation after an investigation of the incident. The investigation will be conducted by the School Administrator or designated officer.

STUDENTS ON THE BUS ARE CONSIDERED TO BE ON SCHOOL GROUNDS AND ALL SCHOOL RULES APPLY.

Q. BUS NOTES

If a student rides a different bus from the assigned one, the student must have a note signed by his or her parent or legal guardian.

R. TELEPHONE USE

- 1. The office telephone is for school business.
- 2. Students will not be permitted to use the telephone except when absolutely necessary and then only with permission.

3. Students are only allowed to use the telephone in the school office, with adult supervision.
4. No student will be called from class except in cases of an emergency.
5. Important messages will be taken by school office personnel and delivered to the student.

S. ILLNESS AT SCHOOL

1. If a student becomes ill at school, the parent will be notified, if needed.
2. The school office staff should be informed of whom to call in cases of an emergency.
3. All medication, including prescription and over-the-counter, will be stored and accounted for in the school office, or nurse's office when available.
4. Over-the-counter medication will not be dispensed without written instructions from a student's parents.
5. All medication will be dispensed by office staff or other qualified personnel in accordance with label instructions and district policy procedures.
6. All medication that is dispensed will be recorded in a logbook in the school office or nurse's office when available.

T. CARE OF SCHOOL PROPERTY

1. School buildings and equipment are provided at great expense; therefore, it is the responsibility of every student to exercise great care in the use of the buildings, grounds, and equipment and to encourage others to do the same.
2. Any student who damages, defaces, or destroys school property, either intentionally or through neglect, will be required to pay for the school property that is abused and may be disciplined in accordance with the law. (Student desks, book bags, and lockers are school property and are subject to being searched).
3. **NO FOOD WILL BE EATEN ANYWHERE IN THE BUILDING EXCEPT IN THE DESIGNATED AREAS.**

U. MP3 PLAYERS, IPODS, IPADS, KINDLES, RADIOS, ETC.

MP3 players, radios, iPods, iPADS, pagers, beepers, cellular telephones, and other electronic devices are not allowed on campus and may be confiscated by any member of the faculty or staff.

1. Marshall Elementary School will not be responsible for loss, theft, damages, etc. to the electronic devices.

2. If an electronic item or items are confiscated from a student the following procedure will be followed:

a. **First offense:** The student's parent or guardian will pick up the device.

b. **Second offense:** The item will be held for a period of (30) days

V. LOST AND FOUND ITEMS

Items that have been lost or found should be turned into the office. Inquiries about any lost or found items should be directed to the school secretary. These items will be kept and stored temporarily. Items not claimed within a reasonable time period will be contributed to an individual in need or social agency.

W. FORGOTTEN ITEMS

Any forgotten items (homework, permission slip, needed school supplies etc.) may be dropped off in the secretary's office. Classes will not be interrupted for this reason. Students may report to the office to pick up items before or after lunch or with permission from a teacher.

X. FIELD TRIPS

Field Trips are an extension of the educational program that expand and reinforce concepts learned in class. Students are encouraged to take field trips. Prior to taking the field trip, students must complete a Marshall Elementary School Student Field Trip and Class Excuse form to turn it into the teachers. This completed form, with the appropriate signatures, must be on file with the teacher sponsoring the trip prior to departing for the planned event. Students who do not attend a field trip are expected to be in school working on an assignment related to the objectives of the field trip.

Y. POSTERS

All posters, brochures, and signs must be approved by the principal before they can be placed anywhere on the school campus. Posters must not damage walls when posted or removed.

Z. PARENT CONFERENCES

A parent or guardian may request a parent/teacher conference to discuss their child's academic performance or behavior. Parent/teacher conferences may be scheduled through the Principal's office at a time convenient for the parent and the teacher.

AA. CAFETERIA

1. A well-equipped, well-staffed cafeteria is available at each school to serve the nutritional needs of our students.
2. Free and reduced lunch forms will be given to the students at the beginning of the school year. All parents and or legal guardians are encouraged to apply for free and or reduced lunches.
3. Elementary students will be provided breakfast at \$1.00 for full price, and \$0.30 at the reduced cost. Lunch will be provided at \$1.75 for full price, and \$0.40 for the reduced cost.
4. Food sales cannot be made within one hour of the beginning time for cafeteria service.
5. No student will be allowed to leave campus to eat lunch unless approval is granted by the Board of Education.
6. **NO CHECKS** will be accepted from anyone.
7. Students are not allowed to bring food out of the cafeteria.

BB. STUDENT ID CARDS

1. Students in grades Pre-Kindergarten through 5th will receive photo ID cards. Each ID card will display a photo of the student; the student's name, a bar code representing the student's number for certain administrative functions such as checking out library books, school functions, lunch charges, etc.
2. All individuals who receive a card will be responsible for the replacement cost of the card. Cost of replacing a lost or damaged ID card is \$5.00 per card.

CC. TEXTBOOKS

1. Textbooks are provided by the state on a loan basis and are by no means free--they are purchased by the taxpayers of this county.
2. Textbooks can only be issued to students if the parent/guardian signs a book card.
3. A student who loses a book must pay the contract price less one-sixth of the cost of the book for each year the book was in use.

4. Fines will be levied for the following damage or misuse at the time books are checked in:

- a. Water damage, loose, torn, bent covers;
- b. Torn or creased pages;
- c. Writings, drawings, or other markings; and
- d. Dirty pages or dirty and scratched covers beyond reasonable wear.

5. Books, when not in use, should be kept in a book bag. Any book left in the classroom, in the corridor, or outside the school building(s) will be collected and held in the office.

6. Students will not be allowed to enroll unless all outstanding fines from the previous year are paid.

DD. CUSTODIAL PARENT / NON-CUSTODIAL PARENT

Notarized legal court documentation shall be provided to the principal's office outlining court mandated custodial guidelines. This shall be updated each school year.

EE. PARENTAL CONTACT

1. In order to protect the privacy of the students of the Carroll County School District, student disciplinary matters will only be discussed with a student's parents or legal guardians.

2. Parents or legal guardians may, through advanced written notice delivered by the parent to the school, designate one other person to speak in their behalf.

FF. GRADING SYSTEM

The Carroll County School District grading system for individual grades is as follows:

A	Superior Work	93-100
B	Excellent Work	92-85
C	Average Work	84-76
D	Below Average	75-70
F	Failing	69-0
I	Incomplete	

GG. HONOR ROLL

1. Superintendent's Honor Roll - consists of all students who have all A's in each subject.

2. Principal's Honor Roll – consists of all students who have either A's or B's in each subject.

3. A student who has a "C" on his/her report card will not be eligible for either honor roll.

4. Honor roll is not determined by average but by term.

HH. REPORT CARDS

1. Each student will receive a report card.
2. Report cards will be issued ordinarily within the week following nine weeks' tests.
3. Report cards will indicate the grade received and the number of days absent.
4. Report cards that are not picked up on the designated date will be available the following two days.

II. PROGRESS REPORTS

Progress reports will be sent home with the student periodically **each nine-week period.**

JJ. PROMOTION POLICY

A minimum level of mastery is essential for the student to function at the next higher level in the curriculum and ultimately to function in a democratic society. A student's progress through school should be contingent upon mastery of basic skills. As a result, the Carroll County Board of Education adopted the following policy:

Elementary School - promotion will be based on a student's performance on test items, testing instructional objectives, both on the state and local levels, and in the instructional areas of the curriculum. The following will be considered regarding the promotion of a student:

1. **Grades 1-3**
 - a. In order for a first grade student to be promoted, he/she must complete 4 of the 5 first grade level books.
 - b. The student must master 70% of the required work, on a yearly basis, in math and language and reading, which includes English, spelling, writing, and listening.
 - c. If a child fails math or language arts, the child will be retained.
2. **Grades 4-5**
 - a. A student who fails math or language or reading will be retained.
 - b. A student who fails two (2) of the following subjects will be retained: Social Studies or Science.

3. **The Literacy Based Promotion Act requires that all 3rd grade students are required to take and pass MKAS in order to pass to the 4th grade. The student must also meet the basic requirements to be promoted to the next grade.**

KK. CURRICULUM BENCHMARKS

Students in grades 3-5 will take the Mississippi Assessment Program Test in 3 areas: reading, **writing** and mathematics. Students in grade 5 will take the State prescribed science test. The benchmarks to be tested in each area are available on the district and state department websites, ccs-ms.org and www.mde.k12.ms.us, as well as the parent centers of each school. The new K – 5 Common Core Curriculum is also available at www.mde.k12.ms.us.

LL. COMPUTATION OF GRADES

A. Nine Week Grades:

25% average of daily grades, homework, etc.

50% average of weekly tests

25 % nine weeks test

B. Semester Average:

1st Nine Weeks + 2nd Nine Weeks / 2 = 1st Semester Average

3rd Nine Weeks + 4th Nine Weeks / 2 = 2nd Semester Average

C. Yearly Average:

1st Semester + 2nd Semester / 2 = Yearly Average

MM. DRESS CODE

A. Students of the Carroll County School District are to reflect modesty and common sense in dressing for school. The Carroll County School District sets forth the following standards:

1. Students must wear belts if pants have belt loops.
2. Students must wear uniforms Monday through Friday unless otherwise specified by administration. In the event administration specifies then...
3. No clothing that displays or promotes alcoholic beverages, casinos, tobacco, drugs, bars, profanity, or other suggestive words or pictures will be allowed.
4. No clothing or jewelry that is gang related will be allowed.
5. Clothing that shows bare midriffs cannot be worn. Spaghetti straps, halter-tops, crop tops, low cut or see-through blouses, or see-through pants will not be allowed.
6. No hats, caps, or sunglasses may be worn in any building including the gymnasium at ballgames or other activities.

7. No cut-offs, gym shorts, athletic shorts (including Umbro, Nike, etc.) or tight-legged shorts will be allowed.
8. Shorts, skirts, and dresses must be knee length or below. The same applies to the split in split dresses.
9. Faded, raveled jeans with holes cannot be worn.
10. Muscle shirts (game shirts with straps) can only be worn with a T-shirt.
11. Shirts must be buttoned (collar button excluded).
12. Tight fitting dresses or leggings are not allowed.
13. Flip-flops and house shoes cannot be worn.
14. Sweatbands and scarves may not be worn.
15. No bandanas will be allowed on campus
16. No open toe shoes may be worn
17. Male students may not wear earrings **or any other items stuck in their ear.**
18. Jewelry in pierced body parts (nose rings, tongue rings, etc.) is not allowed except
ear.
19. To limit distractions **all** large jewelry (bracelets, earrings, and necklaces) **are** discouraged. Any colored jewelry worn, must be uniform colors only.
20. No pants with elastic at the bottom.

B. Students will not be allowed to attend classes in inappropriate attire.

C. If a student attends class in inappropriate attire, the student will be allowed to call his/her parents to bring a change of clothes.

D. Students who repeatedly violate the dress code rules will require a parent conference to correct the problem/and further disciplinary actions may occur.

NN. MARSHALL ELEMENTARY SCHOOL'S UNIFORM POLICY

1. **Navy blue, white or baby blue polo shirt or button down front shirt**
 - a. Undershirts or t-shirts worn under the uniform shirt must be **white, baby blue, or navy blue.**
 - b. **No logo other than the school logo** can be imprinted on the shirts;
 - c. No shirts can be worn that expose the midriff area;
 - d. Shirts are to be worn inside of pants, skirts, skorts, etc
2. **Uniform tan khaki or navy blue khaki long pants or shorts.**
 - a. No sagging pants.
 - b. No tight leggings or tight fitting stretch fabric pants.
 - c. No tight fitting or revealing uniforms can be worn.
 - d. Uniform tan khaki or navy blue khaki skirts, jumpers, or skorts can also be worn by the girls.

- e. Shorts, skorts, or jumpers must be knee length or below.
- 3. **Socks:**
 - a. Socks (solid **white or black**) only
- 4. **Shoes:**
 - a. Pant legs must cover the upper part of the boot.
 - b. Pants cannot be tucked into the boot.
 - c. No sandals can be worn
 - d. No open toe shoes or flip flops can be worn.**
 - e. Socks must be worn with all shoes
 - f. Bottom of pants leg cannot be bound or have elastic.
- 5. **Belts** are to be worn with **all pants that have belt loops.**

OO. DISCIPLINE AND DISCIPLINARY PROCEDURES

Misbehavior of students is divided into the following two categories: (1) serious offenses and (2) severe offenses. Each has a defined consequence and procedure that is designed to bring about behavior modification.

The offenses and penalties listed below cover all areas of the school campus, the school buses, all field trips, and any other activity that is sponsored by the Carroll County Schools and other school districts. The teacher should handle disciplinary actions, if possible.

Penalties may be modified at the discretion of the principal.

When a student is referred to the Carroll County Board of Education for action, the student will be suspended until the next regularly scheduled meeting of the school board.

I. Serious Offense:

- 1. Skipping class.
- 2. Leaving class without permission.
- 3. Intentionally giving false information.
- 4. General disruptions and/or excessive distractions of other students.
- 5. Continually failing to turn in homework and/or complete class work assignments.
- 6. Inappropriate public displays of affection.
- 7. Violation of hallway rules as defined (See Section SS).
- 8. Rude and disrespectful to teachers and/or staff.
- 9. Profanity and vulgar gestures.
- 10. Refusing punishment.

11. Any offense which distracts from the school climate.
12. Stealing

Consequences:

1. **1st office referral:** Student conference and/or detention and/or corporal punishment to correct the problem. Parent notified.
2. **2nd office referral:** Conference and/or corporal punishment and/or detention to correct the problem. Parent notified.
3. **3rd office referral:** Corporal punishment or 1 – 3 days detention or out of school suspension. Parent conference.
4. **4th office referral:** Corporal punishment or 3 – 10 days in school or out of school suspension.
5. **5th office referral:** Referral to the Carroll County School Board of Education action may include expulsion for a semester, an academic year, or a calendar year.

II. Severe Offense:

1. Extreme rudeness and/or disrespect to teachers and/or staff.
2. Fighting.
3. Physically assaulting, bullying, and/or verbally abusing another student.
4. Threatening and/or directing profane language toward a teacher.
5. Leaving campus without permission.
6. Attempting to engage in and/or engaging in sexual activity.
7. Making a written or verbal proposition to engage in sexual activity.
8. Trespassing - entering or remaining on the school campus without permission, or while on suspension.
9. Possession of mace, pepper gas, or related items.
10. Possession of pornographic material
11. Actions adverse to the school environment.
12. Willful indecent exposure.
13. Striking a teacher or any other member of the staff.
14. Engaging in a fight involving more than two students.
15. Possession or use of alcohol or other mood altering drugs not prescribed by a doctor.
16. Possession and/or use of tobacco products.
17. Possession/use of fireworks, smoke bombs, etc.

18. Possession of gang insignia or paraphernalia

Consequences:

1. **1st office referral:** One to three (1 - 3) days' suspension with a parent/principal conference before the student is allowed to return to school.
2. **2nd office referral:** One to three (1 - 3) days' suspension with a parent/principal conference before the student is allowed to return to school.
3. **3rd office referral:** Three to five (3 - 5) days' suspension with a parent/principal conference before the student is allowed to return to school.
4. **4th office referral:** Five to ten (5-10) days' suspension with a parent/principal conference before the student is allowed to return to school.
5. **5th office referral:** Referral to the Carroll County Board of Education for action.

** (Board of Education action may include expulsion for a semester, an academic year, or a calendar year).

Fighting is defined in two categories:

a. Verbal Fighting:

Non-disruptive: a minor verbal altercation or quarrel between individuals.

Disruptive: A major verbal altercation between individuals that is so unruly, disruptive, or abusive that it seriously interferes with the bus driver's ability to communicate and which is not covered by other laws related to violence. Such behaviors include but are not limited to: foul, profane, obscene, threatening, defiant, or abusive language or action.

b. Physical Fighting:

Aggressive physical contact with intentions of causing harm to another.

III. EXTREMELY SEVERE

1. Making a bomb threat or other telephonic or written message requiring evacuation of the school building.
2. Burglarizing and/or unlawful possession of school property.
3. Burglarizing and/or unlawful possession of personal property.
4. Participating in a riot or other display of group disobedience.

5. Theft or vandalism (In addition to the punishment, monetary restitution will be required before the student is allowed to return to school)
6. Any criminal act as defined by the criminal justice system engaged on school property or during the school day.

Consequence:

The student will be suspended pending a hearing before the Board of Education for proper punishment, which may include expulsion from school.

All penalties may be modified at the discretion of the principal.

PP. HALLWAY RULES

The following rules apply to hallways at all times:

1. No talking in the hallway
2. No running or playing;
3. Always walk to the right; and in a line
4. Keep hands, feet, and other objects to yourself;
5. Follow the teacher's directions; and
6. Students must have a pass to be in the hall during class time.

QQ. WEAPONS

No student, employee or visitor may possess a weapon in, on or about school buildings, grounds, athletic fields or any other property used for school-related purposes, except as permitted by law. (No student, employee or visitor may possess or carry any weapon within a vehicle brought onto school property. **Or as provided by law:** No student may possess or carry any weapon within a vehicle brought onto school property. Employees and visitors may lawfully possess or carry a firearm within a vehicle brought onto school property; however, the firearm may not be brandished, exhibited or displayed in a careless, angry or threatening manner. No employee or visitor may possess or carry any other type of weapon within a vehicle brought onto school property)

RR. STUDENTS INVOLVED IN THE LEGAL SYSTEM

Any student who is entering and/or returning to school from a training camp or other type of incarceration or who has been convicted of a felony criminal offense or drug offense will be automatically placed in the alternative school. Such students will have their status reviewed at the end of each nine-week's grading period to determine if they are eligible for return or entry to regular classes.

SS. ALTERNATIVE SCHOOL

A. Alternative School Screening Committee:

1. An alternative school screening committee will be created at the beginning of each school year.
2. The committee will consist of the school principal or his/her designee, and two (2) classroom teachers.
3. Students will be assigned to the alternative school by the school principal based on the recommendation of the alternative school screening committee.

B. Alternative School Rules and Regulations

1. All rules and regulations covering student discipline apply to alternative school students.
2. Additional alternative school rules and regulations are as follows:
 - a. A student in the alternative school will report to the alternative school room as soon as he/she arrives at school via the school bus. A student who drives to school or rides with a parent will report to the alternative school room no later than 7:55 a.m.
 - b. A student in the alternative school will remain there until his/her bus arrives. A student who drives to school or who rides with a parent will remain in the alternative school room until 3:00 p.m.
 - c. The alternative school supervisor will create and visibly post a set of rules for the alternative school.
 - d. A student in the alternative school will eat lunch at a time when other students are not in the cafeteria.
 - e. A student in the alternative school is expected to have his/her books, paper, pens, and pencils to complete assignments. The alternative school supervisor will monitor the completion of assignments.

C. Alternative School Disciplinary Procedures

1. The teacher and staff of the alternative school will handle disciplinary actions, if possible.
2. When a student(s) is referred to the office, the following procedures will be followed:
 - 1st office referral: A 3-days suspension.
 - 2nd office referral: A 10-days suspension.

3rd office referral: Expulsion for the remainder of the semester

TT. IN-SCHOOL SUSPENSION

Students will be assigned to a term of in-school suspension (ISS) as defined by the discipline and disciplinary procedures (Refer to Section VII). Students who refuse to go to ISS will receive the same number of days in out-of-school suspension.

A. In-School Suspension Rules and Regulations

1. Students in ISS will report to the ISS classroom as soon as they arrive at school via the school bus. Students who drive to school or ride with a parent will report to the ISS classroom no later than 7:50 a.m.

2. Students in ISS will remain there until their bus arrives. Students who drive to school or ride with a parent will remain in the ISS classroom until 3:10 p.m.

3. The ISS supervisor will create and visibly post a set of rules for ISS.

4. Students in ISS will eat lunch at a time when other students are not in the cafeteria.

5. Students in ISS will not go to breaks and will remain isolated from other students throughout the school day.

6. A student in ISS is expected to have his/her books, paper, pens, and pencils to complete assignments. The ISS supervisor will monitor the completion of assignments.

7. All assignments will be turned in daily. If students do not turn in the assignments as directed, the term of ISS will be extended until such time as assignments are completed and turned in.

8. If a student is absent from school while assigned to ISS, the student will serve the equivalent number of days in ISS plus finish any days remaining in his/her term in ISS.

B. ISS Disciplinary Procedures

1. The ISS supervisor will handle disciplinary actions, if possible.

2. Disciplinary options available to the ISS supervisor include extension of the term of ISS of one additional day per rule violation and/or corporal punishment by the principal.

3. Rule violations are cumulative and cover the entire academic year.
4. Office referrals will be counted continuously for those students who are in ISS on multiple occasions.
5. When a student is referred to the office, the following procedures will be followed:

1st office referral: A three (3) days suspension with a parent/principal conference before the student is allowed to return to school.

2nd office referral: A five (5) days suspension.

3rd office referral: A ten (10) days suspension.

4th office referral: Referral to the Carroll County Board of Education for action in which the Board of Education's action may include expulsion for a semester, an academic year, or a calendar year.

UU. STUDENT RIGHTS AND RESPONSIBILITIES

All students enrolled in the Carroll County School District have certain basic rights and responsibilities in accordance with school policy and in compliance with the United States Constitution, the Constitution of the State of Mississippi, and the laws of Mississippi.

A. Student Rights:

1. **Right to a public education** - Students have a right to a public education and the equal opportunities associated with this right, which includes school programs and activities.
2. **Right to freedom of expression** - Students have the right to express their opinions verbally or written as long as it is in accordance with federal and state law.
3. **Right to dress appropriately** - Students are expected to choose appropriate dress and be neatly groomed as to abide by school policies and regulations.
4. **Right to privacy** - Students' academic and personal records are confidential and can only be inspected by eligible students, parents/guardians, school officials, and the Department of Human Services in accordance with the Rights and Privacy Act of 1974. (MS Law 37-11-53, 3a,b) **NOTE: Education records are sent to schools requesting the records if student is requesting transfer to that school.**
5. **Right to due process** - Students have a right to due process and to disciplinary hearings as outlined by district policy.

6. **Right to be free from unreasonable search and seizure** - Students have the right to be free from an unreasonable search and/or seizure; however, anything on school property is subject to search if there is reasonable suspicion that drugs, weapons, etc., or other inappropriate items may be possessed by the student.

B. Student Responsibilities:

1. Attend all classes daily and be punctual in attendance.
2. Come to class prepared and have appropriate working materials.
3. Be respectful of all individuals and property.
4. Refrain from profane or inflammatory statements.
5. Conduct himself/herself in a safe and responsible manner.
6. Be responsible for his/her work and behavior.
7. Abide by the rules and regulations of the school and each classroom teacher.

VV. PARENTAL RIGHTS

THIS POLICY COMPLIES WITH THE REQUIREMENTS OF THE NO CHILD LEFT BEHIND ACT OF 2001.

The Board recognizes the importance of promoting parental input in decision making related to their student's health and general well-being, in determining district and student needs for educational services, in program development and district operations. To assist the district in this effort, and in accordance with the No Child Left Behind Act of 2001 (NCLBA), the district affirms the right of parents, upon request, to inspect:

1. A survey created by a third party before the survey is administered or distributed by the district to a student, including any district survey containing "covered survey items" as defined by the NCLBA;
2. Any instructional material used by the district as part of the educational curriculum for the student;
3. Any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose;

As provided by law, parents of district students will also, upon request, be permitted to excuse their student from "covered activities" as defined by the NCLBA. The rights provided to parents under this policy, transfer to the student when the student turns 18 years old, or is an emancipated minor under applicable state law.

The superintendent will ensure that activities requiring parental notification are provided as required by law and that reasonable notice of the adoption or continued use of this policy is provided to parents of students enrolled in district schools. The input of parents will be encouraged in the development, adoption and any subsequent revision of this policy.

The following definitions and procedures will be used to implement the parental rights requirements of the No Child Left Behind Act (NCLBA):

**MARSHALL ELEMENTARY SCHOOL
TITLE I PARENT INVOLVEMENT POLICY
Effective 2017-2018**

Marshall Elementary School District shall be in full compliance with the regulations of the U.S. Department of Education under current Title I regulations relating to parent involvement and participation.

Developed jointly with parents of the district, the Parent Involvement Policy for Marshall Elementary School includes the following:

- A. Parents shall be involved in the joint development of the school plan under pertinent sections of the Title I laws and regulations. Parent committees will be formed to examine the Parent Involvement Policy on an annual basis. Necessary changes will be made. The policy will be sent home to all parents at the beginning of every school year.
- B. Parents shall be involved in the process of school review and improvement as required under state and federal. Parent committees will be formed, NCLB Report Cards will be sent to all parents annually, and PTO meetings will be held to inform parents of school progress or needs for school improvement.
- C. Marshall Elementary School will plan and implement effective parental involvement activities that will improve student academic achievement and school performance. The PTO will meet regularly at different times of day to provide parents an opportunity to attend.
- D. Marshall Elementary School will build the capacity for strong parental involvement by:
 - a. Helping parents understand the state academic content standards and state assessments by sending home copies of the NCLB Report Card that is written in parent-friendly terminology
 - b. Providing materials and training to help parents work with their children to improve their academic achievement through the PTO, purchasing materials ordered specifically for improvement of achievement, etc.
 - c. Involving parents in school activities, especially academically related ones, such as PTO meetings, Open House programs that provide opportunities for parents, students, and teachers to meet and discuss areas of concern, parental attendance at

School Board Meetings, and a special phone service that will inform parents of school activities

- E. Marshall Elementary School will educate teachers and other staff to :
 - a. Recognize the value and usefulness of parents' contributions
 - b. Reach out to, communicate with, and work with parents as equal partners
 - c. Implement and coordinate parent programs (PTO)
 - d. Build ties between parents and the school

This goal will be achieved through developing strong parent/school ties such as Open House; parent assistance with field trips, exhibits, etc.; building up the PTO; communicating with parents concerning discipline or academic problems; inviting parents to participate in school programs; and other areas.

A phone system of parent notification will enable the school to keep parents abreast of school developments.

- F. Marshall Elementary School will coordinate the parental involvement program with other programs—primarily Head Start. Pre-K students will receive services from the Carroll County District's speech therapist for screening. Meetings with Head Start personnel will be attended by district administrators and some teachers. Head Start Students will visit the Carroll County Kindergarten classes prior to the beginning of their first year of school. Teachers will work with parents to help ease the transition from Head Start to Kindergarten.
- G. The district will conduct, with the help of parents, an annual evaluation of the parental involvement policy and its effectiveness in improving the academic quality of Title I schools. Parents from Marshall Elementary School will make up a portion of the Federal Programs Committee and will be actively involved in evaluating the parental policy. Parent Surveys will be conducted prior to the evaluation and suggestions made will be considered by the committee.
- H. Marshall Elementary School will conduct surveys to gain input from parents. Students will be given the surveys, and the completed forms will be returned to the schools. Teacher encouragement to return the surveys will hopefully result in a large number of returned surveys in order to get a good sampling of parental ideas and concerns.
- I. Marshall Elementary School requires that parents make a commitment to school and their children's education by signing a parent-teacher compact (contract).
- J. Opportunities for parents to meet with administrators, teachers, or other staff will be available at all times. Reasonable opportunities for parents to volunteer at the school, participate in their children's classes, and observe classroom activities will be provided by the school.

K. Student handbooks will contain a section concerning Parental Rights which clearly defines the requirements of the No Child Left Behind Act of 2001.

DATE OF BOARD APPROVAL: _____

DEFINITIONS:

1. “Survey,” as defined by federal law and as used in Board policy and this regulation, includes an evaluation. It does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act;

2. “Covered survey items” means one or more of the following items: political affiliations or beliefs of the student or the student’s family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships; such as those of lawyers; physicians and ministers; religious practices, affiliations or beliefs of the student or the student’s parent; and income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program;

3. “Covered activities” requiring notification under the NCLBA means those activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; the administration of any survey containing one or more covered survey items; and any nonemergency invasive physical examination or screening that is required as a condition of attendance and administered and scheduled by the school in advance;

4. “Third parties” include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control;

5. “Instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments;

6. “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); telephone number; or a social security identification number;

7. “Invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body. It does not include a hearing, vision, or scoliosis screening

and does not apply to any physical examination or screening that is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification.

WW. REQUESTS TO INSPECT MATERIALS

Parents may inspect surveys, instructional materials or instruments used to collect personal student information for marketing purposes before such items are administered or distributed by a school to a student as follows:

1. Requests may be directed to the school office by phone or in person;
2. Requests must be received by the district no later than (five) working days following receipt of notification by the district of its intent to administer or distribute such items;
3. Materials may be reviewed at the school office or mailed by the district;
4. Requests to mail materials must be accompanied by a self-addressed, stamped envelope.

XX. REQUESTS TO EXCUSE STUDENT FROM COVERED ACTIVITIES

A parent may request that his/her student be excused from participation in any of the following covered activities:

1. The collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information to others;
2. Any district third party survey;
3. The administration of nonemergency, invasive physical examinations or screenings.

All such requests must be:

1. Directed to the building principal in writing;
2. Received by the district no later than (five) working days following receipt of notification by the district of its intent to administer or distribute such items.

YY. STUDENT PRIVACY

The district recognizes its responsibility to protect student privacy in the event of administration or distribution of a survey to a student containing one or more covered survey items.

A student's personal information that may be collected as a result of such surveys will be released only with prior, written parental permission.

ZZ. CUSTODIAL / NON-CUSTODIAL PARENTS' RIGHTS

The Carroll County School District presumes that the person who enrolls a student in school is the student's custodial parent. If both parents claim to be the custodial parent, enrollment records will be examined. The parent who enrolled the child is considered by the school district to be the custodial parent until a legal document naming the custodial parent is provided to the school.

Parents or guardians have the right to receive information contained in the school records concerning their minor child, and the right to forbid the disclosure of such information to others unless authorized to do so. This board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made, the custodial parent will be requested to submit a certified copy of the court order which curtails the specific rights.

Unless there is a legal document that specifies otherwise, both natural parents have the right:

1. To view the child's school records;
2. To receive school progress reports;
3. To visit the child briefly at school; and
4. To participate in parent and teacher conferences (together or separately).

While both parents can see the child at school, only the custodial parent has the right to remove the child from school property. If the non-custodial parent asks to take the child from school, the principal or designee will adhere to the following procedure:

1. Explain that the school staff is responsible for the child's welfare while at school;
2. In plain view of the non-custodial parent, telephone the custodial parent and explain the request. If the custodial parent agrees, then comply with the request.
3. If the custodial parent objects, explain to the non-custodial parent that his/her rights do not include removing the child from school property. Confirm that the school will allow brief visits and describe the conditions so that both parents hear the information. Emphasize that the child will stay in the office area for the visit, will return to class afterward, and will not leave school property.

4. Escort the child to the office. Do not send the parent to the classroom. Explain to the child how the visit is to proceed. Emphasize that you (or a school security official) will return the child to class when the visit is finished.

5. Provide a place for the visit which can be observed by office staff. Escort the child back to class after the visit.

6. Maintain a file of such visits and have the non-custodial parent sign in and sign out so there is an official record of each visit.

AAA. STUDENT INSURANCE

1. Parents and students are encouraged to have accident insurance coverage.

2. Accident insurance coverage may be purchased through the school where the student attends.

BBB. CORPORAL PUNISHMENT

On July 7, 1986, the Carroll County Board of Education adopted the following policy regarding the use of corporal punishment:

The Carroll County Board of Education believes that students enrolled in the schools of the county should exercise proper decorum in school, while traveling to and from school, and while attending any school related function or activity. However, the Board realizes that disciplinary measures may be necessary as a result of the behavior of some students; therefore, it is the intent of this policy to give principals, teachers, and other staff members some guidance in making decisions about the discipline of students.

Therefore, the following shall be used as a guide in the discipline of students:

1. Teachers stand in the place of parents (*loco parentis*) while their children are enrolled in the school system and may discipline children for improper decorum.

2. Corporal punishment may be used for disciplinary reasons, if necessary; however, if corporal punishment is used, it must be administered in the presence of the principal or his or her designee.

3. The punishment must be reasonable and consideration must be given to the age, sex, and size of the student.

4. Additionally, the type of instrument (paddle) used should be suitable and proper for the purpose.

5. In the event that a student refuses to take the punishment or if the parents of a child object to corporal punishment, then the school principal may suspend the student for a period

of time not to exceed three (3) days; however, it is understood that the three (3) days suspension is for refusal to take the punishment by either the student or by the objections of the parent and in no way limits the principal from suspending a student for a period of time greater than three (3) days.

6. The instrument (paddle) used in administering corporal punishment should be used for disciplinary reasons only and not seen or used as a threat to students.

7. Corporal punishment should be used for disciplinary reasons only and not for academic purposes.

CCC. DUE PROCESS

When a student is confronted with disciplinary action, the Board and its administrators shall afford him/her the safeguards of due process as required by applicable law.

In any case, the student must be made fully aware of his/her rights and must be given an opportunity to present his side of the case prior to any action being taken by school officials.

The superintendent of schools and the principal of a school shall have the power to suspend a pupil for good cause or for any reason for which such pupil might be suspended, dismissed, or expelled by the school board. However, such action of the superintendent or principal shall be subject to review by and the approval or disapproval of the school board. If the parent, guardian, or other person having custody of any child shall feel aggrieved by the suspension or dismissal of that child, then such parent, guardian, or other person shall have the right to a due process hearing. The parent or guardian of the child shall be advised of this right to a hearing by the superintendent or principal and the proper form shall be provided for requesting such a hearing. S37-9-71

Legal Reference: Mississippi Code, S37-7-301(e); S37-9-71; Goss V. Lopez, 419 U.S. 565 (1975); U.S. Constitution, Amendment XIV; Wood V. Strickland, U.S. 95 S. Ct. 992 (1975)

DDD. STUDENT HEARING REQUEST FORM

The school disciplinary committee may recommend expulsion of a student; however, if expulsion is recommended in excess of ten (10) days, the following form shall be used:

Date: _____

Superintendent of Education
Carroll County Schools
P. O. Box 256
Carrollton, MS 38917

Dear Superintendent:

This is to inform you that the _____ School Disciplinary Committee recommended that _____ be expelled from school in accordance with the attached information. The parent(s) of _____ met/did not meet with the committee regarding the recommendation on _____.

As a result of the parent(s) disagreeing with the committee's recommendation or not meeting with the committee, the parents were:

1. Advised that the student was entitled to a hearing before the Board of Education.
2. Advised that the student could be represented by legal counsel at the hearing at his/her own expense.
3. Advised that the next regular/special meeting of the Board of Education will be held on _____.

Please enter this matter on your agenda for the next meeting of the Board of Education.

Sincerely,

Principal

EEE. ASBESTOS SURVEILLANCE OF SCHOOL BUILDINGS

As part of an annual notification, the Carroll County School District informs all persons of their option to review the Asbestos Management Plan, which would include documentation of any changes of asbestos containing material in the Carroll County Schools.

To provide continuing management of the asbestos in the Carroll County Schools, all asbestos containing materials (ACM) are inspected every (6) months by an engineering firm from Jackson, MS. Any changes in the ACM are being recorded in a surveillance report as part of the management plan.

A copy of surveillance and re-inspection reports, along with a copy of the management plan, is located in the principal's office at each school. In addition, a copy of all management plans for the district is maintained in the LEA Asbestos Designee's office located at 603 Lexington Street, Carrollton, MS. Any interested party should feel free to visit any of these locations to review these reports.

FFF. GRIEVANCE PROCEDURE

A grievance procedure is defined as a charge by a student that school regulations governing participation in a certain school activity are being misinterpreted. Should a regulation impose a

restriction on participation in school activities, the student should deal with the school administrator responsible for directing the program. If, however, the student does not secure satisfaction by conferring with the person in charge of the program, the student may present the grievance to the administrative officer next in line, or to the Title IX Coordinator. If resolution is not obtained in this appeal, further appeal may be made to the superintendent of schools.

Anyone having any complaints alleging discrimination on the basis of sex or any inquiries on the application of Title IX may contact Rana Mitchell at 662-237-4444 or the office of the Superintendent of Education at 662-237-9276. Anyone having complaints alleging discrimination on the basis of any handicap may contact the above.

The Carroll County School District does not discriminate on the basis of race, color, creed, sex, religion, or national origin.

1. Title IX

All provisions of Title IX of the Education Act of 1972 will be adhered to by the Carroll County School District. The Carroll County School District does not discriminate on the basis of sex in educational programs or activities. The Title IX Coordinator for the school district is Shirley H. Phillips, who may be contacted by writing to the Carroll County School District, P. O. Box 256, Carrollton, MS 38917 or by calling 662-237-4444.

Students in academic institutions are protected from sexual harassment by Title IX of the Education Amendment of 1972. This amendment to the 1965 Civil Rights Act prohibits sex discrimination and sexual harassment in educational institutions that receive federal assistance.

Complaints of violation of this policy may be made to the appropriate building administrator or to the Title IX Coordinator without fear of reprisal. Should violations prove to be legitimate, the offending individual shall be subject to disciplinary action.

2. Sexual Harassment Grievance Procedure

When a student has a grievance, he or she shall, within five working days of when the grievance is first known, request a conference with the Title IX Coordinator and/or the building principal. This conference shall be scheduled within five working days of the request. If the grievance is resolved at this conference by mutual agreement, there shall be no further action. Both parties shall state in writing that they are in agreement with the proposed resolution.

If the grievance is not resolved at the first level conference, the student shall file, within 5 working days, with the superintendent of education, a written description of the grievance. Upon receipt of the grievance, the superintendent and the Title IX Coordinator shall schedule a conference with the student to be held within five working days of the receipt of the grievance. This conference shall be for the purpose of resolving the filed grievance. Following the conference, the superintendent shall respond in writing, within five working days, to the student at to the decision

regarding the disposition of the grievance. Should the grievance not be resolved, it may be brought before the Board of Education during the next regular meeting.

The Board shall review the grievance and may hear directly from any individual with knowledge of any relevant facts relating to the grievance. The Board shall make a decision regarding the merits of the grievance within five working days of the hearing.

3. Handicap (Section 504)

The Carroll County School District does not discriminate on the basis of handicaps in the admission and access to programs or employment in its programs and activities, as and to the extent provided by the law. Rana Mitchell has been designated to handle all inquiries as to district policies regarding Section 504. Rana Mitchell may be contacted by writing the Carroll County School District, P. O. Box 256, Carrollton, MS 38917 or by calling 662-237-4444.

***** PROPER CHAIN OF COMMAND ACTIONS CONCERNING YOUR CHILD**

In the Classroom: Teacher » Principal » Superintendent » School Board

Gym/Athletics: Coach » Athletic Director » Principal » Superintendent »
School Board

SPED Teacher: Teacher » Principal » Special Education Director » Superintendent »
School Board

GGG. CLASSROOM GRIEVANCE PROCEDURES

Teachers and administrators act *in loco parentitis* (as a parent for the student) while the child is at school or involved in a school activity. There are times when the student does not agree with everything that is occurring in the classroom. If a student has questions or concerns about a teacher's actions, the student should follow these measures:

Student is to follow all directions from a teacher;

If a student disagrees with a teacher's request, the student should handle the problem **AFTER** class to preserve the dignity of the student and the teacher;

If a student is then unable to resolve a conflict with the teacher, the student should request a conference with the teacher through the counselor or administrator;

If this does not resolve the problem, the student's parent should arrange a conference with the teacher through the office.

Confronting the teacher in the classroom will result in a referral for disruptive and disrespectful behavior.

U.S. GUN FREE SCHOOL ACT OF 1994

SECTION 37-11-18

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MISSISSIPPI:

SECTION 1. Section 97-37-17, Mississippi Code of 1972, is amended, as follows:

97-37-17. (1) The following definitions apply to this section:

(a) "Educational property" shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by any local school board, school, college, or university board of trustees or directors for the administration of any public or private educational institution or during a school related activity; provided, however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a school building, school campus, recreational area, or athletic field.

(b) "Student" shall mean a person enrolled in a public or private school, college, or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college, or university, whether the person is an adult or a minor.

(c) "Switchblade knife" shall mean a knife containing a blade or blades, which open automatically by the release of a spring or a similar contrivance.

(d) "Weapon" shall mean any device enumerated in subsection (2) or (4) of this section.

(2) It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle, or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

(3) It shall be a felony for any person to cause, encourage, or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle, or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00) or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

(4) It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on

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

(5) It shall be a misdemeanor for any person to cause, encourage, or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving) and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor, and upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00) or be imprisoned not exceeding six (6) months, or both.

(6) It shall not be a violation of this section for any person to possess or carry, whether openly or concealed any gun, rifle, pistol, or other firearm of any kind on educational property if:

- (a) The person is not a student attending school on any educational property;
- (b) The firearm is within a motor vehicle; and
- (c) The person does not brandish, exhibit, or display the firearm in any careless, angry, or threatening manner.

(7) This section shall not apply to:

- (a) A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;
- (b) Armed forces personnel of the United States, officers and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by an educational institution, State Militia, or Emergency Management Corp. and any guard or patrolman in a state or municipal institution, when acting in the discharge of their official duties;
- (c) Home schools as defined in the compulsory school attendance law, Section 37-13-91;
- (d) Competitors while participating in organized shooting events;
- (e) Any person as authorized in Section 97-37-7 while in the performance of his official duties;
- (f) Any mail carrier while in the performance of his official duties; or

(g) Any weapon not prescribed by Section 97-37-1, which is in a motor vehicle under the control of a parent, guardian, or custodian, as defined in Section 43-21-105, which is used to bring or pick up a student at a school building, school property, or school function.

(8) All schools shall post in public view a copy of the provisions of this section.

SECTION 2. This act shall take effect and be in force from and after July 1, 1995.

37-11-18 is amended as follows: Unless the local superintendent of school intercedes, a student violating the U.S. Gun Free School Act will be expelled for one calendar year, which may be served in an alternative setting.

ACCEPTABLE USE POLICY

Carroll County School District (CCSD) has established a computer network (**CCS-NET**) and is pleased to offer Internet access for student use. This will allow users to have email accounts and will provide them access to a variety of Internet resources. In order for students to use the Internet, students and their parents or guardians must first read and understand the following acceptable use policies.

The Children's Internet Protection Act (CIPA) requires that school districts use computer software that will protect against access to visual depictions that are obscene, constitute child pornography or could harm minors. CIPA also requires every school district develop an Internet safety plan that addresses access to inappropriate material, safety and security of students when using electronic communications, unauthorized access and other unlawful online activities, and unauthorized disclosure, use and dissemination of personal information regarding students.

The Children's Online Privacy Protection Act of 1998 (COPPA) regulates the collection and use of personal information from and about children on the Internet. It further regulates the liability for any disclosure made in good faith and following reasonable procedures in responding to a request for disclosure of personal information to the parent of a child.

CCS-NET is in compliance with CIPA and COPPA.

Users should understand that this Acceptable Use Policy is a legal and binding document.

Personal Safety Guidelines

1. Users will not divulge personal information (last name, address, or phone number, etc) about themselves or anyone else.
2. **CCS-NET** will not disclose personal information about students on any websites.
3. Users will notify an administrator immediately of any inappropriate messages, attempts to initiate personal contacts, or any encounter with material that violates this Acceptable Use Policy.

Unacceptable and/or Illegal Uses

1. The **CCS-NET** may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the network administrator.
2. The **CCS-NET** may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the network administrator.
3. Use of the **CCS-NET** for advertising or political lobbying is prohibited.
4. The **CCS-NET** may not be used for any activity, or to transmit any material, that violated Unites States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person, promoting violence, destruction of property, or violating copyright laws.
5. **CCS-NET** users may not use vulgar, derogatory, offensive, or obscene language. Users may not engage in personal attacks, harass another person, or post private or personal information about another person.
6. **CCS-NET** users may not log on to someone else's account or attempt to access another user's file. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
7. **CCS-NET** users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.

System Resource Limits

1. Network users must respect resource limits and must remain within the allotted disk space as determined by the class instructor and/or **CCS-NET** administrator.
2. Users are responsible for deleting old emails or other files that may take up excessive amounts of storage space.
3. Network users may not participate in chain letters or spamming.
4. Users of **CCS-NET** will immediately notify a staff member if inappropriate information is accessed.

User Rights

1. The computer network at **Carroll County School District (CCSD)** has been set up in order to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas,

opinions and questions via email, message boards, and other means. **CCS-Net** access to the Internet is filtered as mandated by CIPA and COPPA.

2. Students will have access to the Internet via classrooms, labs, and library computers. Student access is limited to regular school hours unless permission is obtained from the teacher.

3. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/guardians may revoke approval at any time.

4. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system periodically to ensure that the system is being used properly. For this reason, users should expect that emails, material placed on personal Web pages, and other work that is created on the network may be viewed by a third party.

5. **CCS-NET** users must keep their passwords private. Accounts and/or passwords may not be shared.

6. **CCSD** will cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's account.

Consequences for Failure to Follow Terms and Conditions of this AUP

Security

Security on any computer is a high priority. If a user identifies a security problem, **CCSD** personnel must be notified immediately. The problem is not to be demonstrated to other users. Any user identified as a security risk may be denied access to the **CCS-NET**.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism also includes damage to the network, printer, computer, or computer components. Vandalism may result in cancellation of privileges and disciplinary action.

Privileges

Use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of user privileges, disciplinary action, and/or referral to legal authorities. The administrators will close an account when necessary. The system administrator may deny, revoke, or suspend specific user access and/or user accounts. Rights to appeal such denial, revocation, or suspension of user access are outlined in the student handbook. **CCSD** staff members are expected to abide by the acceptable use policy and inappropriate use of the Internet may result in disciplinary or legal action, including possible termination.

CCSD – NET AUP

The Carroll County School District reserves
*the right to reject any applicant and to suspend
or terminate any account without prior notice.*

Carroll County School District
P.O. Box 256
Carrollton, MS 38917
Phone: (662) 237-9276

Marshall Elementary School
P.O. Box 130
North Carrollton, MS 38947
Phone: (662) 237- 6840

J. Z. George High School
P.O. Box 398
North Carrollton, MS 38947
Phone: (662) 237-4701

CARROLL COUNTY SCHOOL- NET
ACCEPTABLE USE POLICY AGREEMENT FORM

Student: I have read the **CCS-NET** AUP and I understand and will abide by the terms and conditions as stated in this document. I further understand that some Internet violations are unethical and may constitute a criminal offense resulting in possible legal action. Should I violate this user policy, my access privileges may be revoked and school disciplinary or legal action may be taken.

Student: _____ Date _____
(Please print)

Student Signature: _____

Parent: I have read the **CCS-NET** AUP terms and conditions. I understand that this access is designed for educational purposes and that personnel of the **CCSD** will supervise students as they are utilizing the Internet and will discuss the terms and conditions for Internet usage with the students. However, I understand that **CCSD** is not responsible for the actions of individual users or the information they may access. I give my child permission to access the network as outlined above. I also understand that my child’s work (writing, drawings, etc.) may occasionally be published on the Internet and be accessible on a World Wide Web server.

Parent name _____ Date _____
(Please print)

Parent Signature _____

Staff Member: I have read the **CCS-NET** AUP and I understand and will abide by the terms and conditions as stated in this document. I further understand that some Internet violations are unethical and may constitute a criminal offense resulting in possible legal action. Should I violate this user policy, my access privileges may be revoked and school disciplinary or legal action may be taken.

Staff Member: _____ Date _____
(Please print)

Staff Member Signature _____

Parent or Community Member: I have read the **CCS-NET AUP** and I understand and will abide by the terms and conditions as stated in this document. I further understand that some Internet violations are unethical and may constitute a criminal offense resulting in possible legal action. Should I violate this user policy, my access privileges may be revoked and school disciplinary or legal action may be taken.

Parent or Community Member: _____ Date _____

(Please print)

Parent or Community Member Signature _____

MISSISSIPPI SCHOOL SAFETY ACT OF 2001

The School Safety Act of 2001 provides a procedure for disciplining students whose behavior, as determined by the principal or designated administrator of each school, seriously interferes with the school environment as defined by the Act. The Superintendent is authorized to more fully develop and implement the following procedures in the school district. These provisions of the School Safety Act of 2001 are cumulative and in addition to existing school district discipline procedures.

- The teacher is the authority in the classroom and, as such, is charged with classroom management. The administration will continue to support the teacher in decisions made in compliance with the written discipline code of conduct, school policies and procedures.
- Teachers continue to have the authority to remove students from their classrooms under existing policies and statutes for certain behaviors and/or actions, and such behavior would not necessarily constitute “disruptive behavior” as defined in the School Safety Act of 2001 (“Act”). In accordance the Act and the Attorney General opinion dated June 25, 2001, this District designates the building principal or his/her designee to make the determination as to whether a student’s behavior seriously interferes with the school environment. Every removal from the classroom does not constitute an instance of “disruptive behavior” as defined by the Act.
- “Disruptive Behavior” means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher’s or school administrator’s ability to communicate with the students in a classroom, with a student’s ability to learn, or with the operation of a school or a school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.

- “Habitually disruptive” refers to such actions of a student which cause disruption in a classroom, on school property or vehicles or at a school-related activity on more than two (2) occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption.
- Should a student be removed from the classroom by a teacher because a teacher, in his or her professional judgment, has determined that the student is disrupting the learning environment under this Act, the teacher should describe the student’s behavior in the information provided to the principal or his/her designee. If the principal or his/her designee disagrees with the teacher’s decision to remove the student, the principal may return the student to the classroom. The teacher may request that the principal or his/her designee provide justification for returning the student to the classroom. A student does not have to be engaged in disruptive behavior as defined by Mississippi Code Ann. §37-11-54 (or the Act) to be removed from the classroom. A student may be removed from the classroom for other qualifying behavior under the school district’s discipline plan.
- Should the principal or his/her designee determine that the student’s conduct does rise to the level of “disruptive behavior” required in the Act or in accordance with existing procedures addressing the removal of the students from class, the parent/guardian will be contacted and a conference held with the parent/guardian by the most effective and/or efficient means available, including but not limited to, telephone, e-mail, written notice via mail or delivery. After the conference and application of the appropriate discipline under the school discipline plan, the student may return to class.
- After the second incident of disruptive behavior as determined by the principal or his/her designee, the principal or his/designee, the student’s parent or guardian and the reporting teacher or teachers shall develop a behavior modification plan. The conference to develop the plan may be held in person or via telephone. If the parent/guardian does not respond or refuses to participate, the teacher(s) and the principal or his/her designee shall prepare the plan and mail a copy to the parent/guardian.
- Once determination has been made by the principal or his/her designee that the student has not complied with the behavior modification plan, the principal or his/her designee shall follow the procedure for disciplining the student according to the student code of conduct and discipline plan, which may include expulsion to the alternative school for applicable offenses. The Act limits the expulsion remedy to students age 13 and above. However, under board policy and other discipline procedures, expulsion may also apply to students under age 13.
- If a student under age 13 has two instances of behavior that the principal or his/her designee classifies as “disruptive behavior,” the District will appoint trained personnel to evaluate the child’s behavior through an appropriate behavioral assessment. The assessment will not be one such that it is in conflict with federal laws requiring parental notification of certain types of evaluations.

- Any discipline including expulsion, for “habitually disruptive” behavior under the Act, must follow existing procedures to ensure that the student is afforded his/her due process protections. (Section 37-11-55 (b))

The school district will more fully develop and implement procedures for devising behavior modification plans under the School Safety Act.

It is this school district’s policy to have procedures for dealing with a student who causes a disruption in the classroom, on school property or vehicles, or at school-related activities. These procedures will specifically address discipline measures for gang-related activity in the school, on school property or vehicles, or at school related activities.

LEGAL REF: School Safety Act of 2001 (Senate Bill No. 2239) (Miss. Code

Annotated §37-11-53, §37-11-55)(Supp. 2001)

Attorney General Opinion to Thompson dated June 25, 2001

CARROLL COUNTY SCHOOL DISTRICT POLICY STUDENT BULLYING

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

The Carroll County School District will make every reasonable effort to ensure that no students or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The 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.

The School Board directs the superintendent to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in the District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take ‘reasonable actions’ as may be necessary to defend himself or herself from an attack by another student who has evidence menacing or threatening behavior through bullying or harassing. Furthermore, the Carroll County School District defines ‘reasonable action’ as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

Reference: Senate Bill 2015; Miss Code Ann §37-7-301(e)

CARROLL COUNTY SCHOOL DISTRICT PROCEDURES – STUDENT BULLYING

STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR:

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

DEFINITIONS:

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

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

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person’s presence in the classroom a disruption to the

educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

PROCEDURES FOR PROCESSING A COMPLAINT:

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, and names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

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

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

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

Textbook Issuance Parental Statement

I hereby accept responsibility for the textbooks and any other books issued to my child during the current school year. If any book is lost, damaged, or destroyed I agree to pay such loss

before my child will be re-enrolled in the Carroll County School District.

Signature of Parent or Guardian

Date

STUDENT: _____

HOMEROOM TEACHER: _____

**CARROLL COUNTY SCHOOL DISTRICT
CODE OF CONDUCT**

State Law 37-11-53 passed by the Mississippi Legislature in 1991 requires that a copy of the school district's discipline plan be distributed to each student enrolled in the district, and the parents, guardian, or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of the school district.

Signing this form indicates that a copy of the discipline and disciplinary procedures has been received. If clarification or explanation of the policies or procedures is needed, contact the principal of the school your child attends.

SIGNATURE: _____ DATE: _____

**Marshall Elementary School Parent / Teacher/ Student Contract
2018-2019**

The staff of Marshall Elementary accepts the responsibility:

- To provide a quality instructional program in an integrated setting for each student
- To provide an orderly classroom and safe school environment
- To develop programs and activities in which will respond to the social, emotional, personal, and physical development needs of each student

- To assist parents in helping their children develop self-discipline, self-respect, and self-confidence to participate in school as a responsible member

As a parent of a Marshall Elementary student, it is my responsibility:

- To send my child to school each day on time, prepared with all necessary materials, well rested, and properly dressed
- To check my child’s work and homework on a regular basis
- To provide my child with suitable study conditions at home—desk or table, lights, books, and supplies
- To communicate with my child’s teachers when I am concerned about my child’s work or health

As the student at Marshall Elementary, it is my responsibility to:

- Come prepared with supplies and materials each day
- Follow school rules
- Arrive on time and rested
- Listen to the teacher’s instructions
- Do my class work and homework daily

We will work together to carry out the agreement of this compact

I have received, reviewed, and agree to the Marshall Elementary School’s Parent/Teacher/Student Contract.

Please sign and return this form to your child’s teacher.

_____ **Parent**

_____ **Student**

_____ **Teacher**

_____ **Principal**

Date signed: _____



**CARROLL COUNTY SCHOOL DISTRICT
PO BOX 256
CARROLLTON, MS 38917**

PHOTO/ VIDEO RELEASE FORM

Dear Parents,

At Carroll County School District, we have many great photo/video opportunities when we are educating your children. When they are at work on special projects, programs, or news media coverage of our school, we would love to capture those memories in photographs and / or videos.

We would like your permission to use those photographs or videos that are taken in class, on field trips, or at sporting events and post them in our hallways, newsletters, website or television.

Please check and sign below to indicate if you DO or DO NOT wish for your child to be used in photographs or videos for Carroll County School District and return the entire permission slip.

+++++

Please select your preference:

- I **DO** give permission for my child to be included in photographs, videotaped or recorded interviews, and for the information collected by the media to be used as part of news stories to be published in print, Internet, broadcast or video by school, news media or the Carroll County Public School District.

- I **DO NOT** give permission for my child to be included in photographs, videotaped or recorded interviews, and for the information collected by the media to be used as part of news stories to be published in print, Internet, broadcast or video by school, news media or the Carroll County Public School District.

STUDENT NAME: _____

PARENT SIGNATURE: _____

DATE: _____

FINANCIAL HARDSHIP WAIVER POLICY:

Carroll County Schools have the authority to charge reasonable fees, but not more than the actual cost, for supplemental instructional materials and supplies; fees related to a valid curriculum educational objective, including transportation; extracurricular activities and other educational activities of the school district that are designated by the school board as valid curriculum educational objectives, such as band trips and athletic events.

Any family who qualified for the National School Lunch Program, as created by the Richard B. Russell National School Lunch Act (42 USCS, Section 1751 et seq.) shall receive a financial hardship waiver.

Please see attached board policy.

FINANCIAL HARDSHIP WAIVER OF FEES CHARGED BY SCHOOL DISTRICTS

1. Any family who qualifies for the National School Lunch Program, as created by the Richard B. Russell National School Lunch Program Act (42 USCS Section 1751 et seq.), shall receive a financial hardship waiver pursuant to Section 37-7-335 of the Mississippi Code.
2. Within one week of enrollment, each parent or guardian applying for a financial hardship (full or reduced) waiver of fees must provide documentation of proof of income that would qualify the student for a free or reduced lunch pursuant to the United States Department of Agriculture (USDA) annual free and reduced lunch eligibility income guidelines by submitting a copy of the Family Application for Free and Reduced Price Meals (which has the effect of an original) to the school principal that includes the following required information:
 - a. To receive a financial hardship (full or reduced) waiver of fees for households applying for free and reduced lunches on the basis of income and household size, the parent/guardian applying for the waiver of fees must provide names of all household members; income received by each household member, identified by source of the income (such as earnings, wages, welfare, pensions, support payments, unemployment compensation and social security and other cash income); the signature of an adult household member; and the social security number of the adult household member who signs the application or an indication that he/she does not possess a social security number; or
 - b. To receive a financial hardship (full or reduced) waiver of fees for a child who is a member of a food stamp or TANF (Temporary Assistance for Needy Families) household, the parent/guardian applying for the waiver of fees must provide the child's name and appropriate food stamp or TANF case number; and the name and signature of an adult household member; and
 - c. To receive a financial hardship (full or reduced) waiver of fees in lieu of completion of the free and reduced price application, information obtained from the State or local agency responsible for the Food Stamp Program or TANF program which includes the name of the child; a statement certifying that the child is a member of a currently certified food stamp or TANF household; information in sufficient detail to match the child attending school in the school food authority with the name of the child certified as a member of a food stamp or TANF household; the signature or a copy of the signature of the individual authorized to provide the certification on behalf of the Food Stamp or TANF office, as appropriate; and the date. When the signature is impracticable to obtain, such as in a computer match, other arrangements may be made to ensure that a responsible official can attest to the data.
3. The parent/guardian requesting a financial hardship waiver of fees must sign the certification attached to this policy certifying (promising) that all information furnished to the school district is true and correct and providing a social security number for each adult household member or an indication that such member does not have a social security number.

Information provided for a waiver of fees may be verified at any time during the school year to determine if the student qualifies for a waiver of fees. Written evidence/documentation shall be used as the primary source of information for verification. Written evidence/documentation to verify the financial information and written confirmation of a household's circumstances must be provided at the time application is made for a waiver of fees and includes such documentation as the following:

- a. wage stubs,
- b. award letters, and
- c. letters from employers.

A request for a waiver of fees cannot be approved unless it contains the information required by this policy.

4. Whenever written evidence is insufficient to confirm income information or current eligibility, the school may require collateral contacts, verbal confirmation of a household's circumstances by a person outside the household. The collateral contact may be made by person or by phone. The verifying school official may select a collateral contact if the household fails to designate one or designates one that is unacceptable to the verifying school official. If the verifying school official designates a collateral contact, the contact shall not be made without providing written or oral notice to the household. At the time of this notice, the household shall be informed that it may consent to the contact or provide acceptable verification in another form. If the household refuses to choose one of these options, its eligibility for a waiver of fees shall be terminated.
5. Information concerning income, household size or food stamp or TANF eligibility maintained by other governmental agencies to which the school can legally gain access may be used to confirm a household's income, size or receipt of benefits. If a food stamp or TANF case number is provided for a child, verification for such child shall only include confirmation that the child is included in a currently certified food stamp or TANF program.
6. Households receiving a waiver of fees must notify school officials during the school year of any decrease in household size and any increases in income of over \$50 per month or \$600 per year, or in the households that provided a food stamp or TANF case number to establish eligibility for free or reduced meals of any termination of benefits for such children under the Food Stamp or TANF programs.
7. Students who qualify for the free lunch program pursuant to the USDA annual free lunch income eligibility guidelines shall receive a complete/full waiver of the fees allowed pursuant to Section 37-7-335 of the Mississippi Code.
8. Students who qualify for the reduced lunch program pursuant to the USDA annual reduced lunch income eligibility guidelines shall receive a reduced or adjusted cost waiver of the fees allowed pursuant to Section 37-7-335 of the Mississippi Code. The reduced waiver shall be equal to the percentage of the most current federal

reimbursement rate for a reduced price meal to that of a free meal. The student will only be required to pay a fee amount that has been reduced by the waiver percentage. For example, in the 2006 - 2007 fiscal year, the federal reimbursement rate for a reduced meal is \$2.02 and for a free meal is \$2.42. The percentage of the reduced lunch rate to the free lunch rate equals $\$2.02/\2.42 or 83.48%. Therefore, the reduced waiver of Section 37-7-335 fees for 2006-2007 would equal 83.48% and students qualifying for a reduced waiver would be required to pay only 16.52% of the required fee (100% fee - 83.48% waiver = 16.5% reduced fee amount).

9. The information provided in compliance with this financial hardship wavier policy shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public and shall be used solely for the purpose of determining the child's eligibility for the financial hardship waiver of fees charged by the school district.
10. This financial hardship waiver policy will be distributed in writing to pupils at the time of enrollment.

FOR INFORMATION PURPOSES

Family Application for Free and Reduced Price Meals 2007-2007

<http://www.cn.mde.k12.ms.us/cnprogs/nslp/Documents/2007-08FamilyMealApplication.pdf>

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy JAA C Equal Educational Opportunities

CARROLL COUNTY SCHOOL DISTRICT DISTRICT TITLE I PARENT INVOLVEMENT POLICY Effective 2017-2018

Carroll County School District shall be in full compliance with the regulations of the U.S. Department of Education under current Title I regulations relating to parent involvement and participation.

The district shall provide full opportunities for parents of children being served by Title I for participation in the design and implementation of the Title I project. Encouragement of parent participation and involvement shall also include, but not be limited to, the provisions of timely information about program plans and evaluation, the solicitation of suggestions for operations of the program, consultation with parents, informing parents of their children's needs and of program objectives, and an annual public meeting for parents and school personnel.

Developed jointly with parents of the district, the Parent Involvement Policy for the Carroll County School District includes the following:

- A. Parents shall be involved in the joint development of the district plan under pertinent sections of the Title I laws and regulations. Parent committees will be formed to examine the Parent Involvement Policy on an annual basis. Necessary changes will be made. The policy will be sent home to all parents at the beginning of every school year.
- B. Parents shall be involved in the process of school review and improvement as required under state and federal. Parent committees will be formed, Federally Required Report Cards will be sent to all parents annually, and PTO meetings will be held to inform parents of school progress or needs for school improvement.
- C. The district will provide schools with the assistance necessary to plan and implement effective parental involvement activities that will improve student academic achievement and school performance.
- D. The district will build each school's capacity for strong parental involvement by:
 - a. Helping parents understand the state academic content standards and state assessments by sending home copies of the Federally Required Report Card that is written in parent-friendly terminology.
 - b. Providing materials and training to help parents work with their children to improve their academic achievement through the PTO, purchasing materials ordered specifically for improvement of achievement, etc.
 - c. Involving parents in school activities, especially academically related ones, such as PTO meetings, Open House programs that provide opportunities for parents, students, and teachers to meet and discuss areas of concern, parental attendance at School Board Meetings, and a special phone service that will inform parents of school activities.
- E. The district will educate teachers and other staff, with the assistance of parents, about:
 - a. Recognizing the value and usefulness of parents' contributions
 - b. Reaching out to, communicating with and working with parents as equal partners
 - c. Implementing and coordinating parent programs (PTO)
 - d. Building ties between parents and the school

This goal will be achieved through developing strong parent/school ties such as Open House; parent assistance with field trips, exhibits, etc.; building up the PTO; communicating with parents concerning discipline or academic problems; inviting parents to participate in school programs; and other areas. A phone system of parent notification will enable schools to keep parents abreast of school developments.

- F. The district will coordinate the parental involvement program with other programs— primarily Head Start. Pre-K students will receive services from the Carroll County District’s speech therapist for screening. Meetings with Head Start personnel will be attended by district administrators and some teachers. Head Start Students will visit the Carroll County Kindergarten classes prior to the beginning of their first year of school. Teachers will work with parents to help ease the transition from Head Start to Kindergarten.
- G. The district will provide reasonable support for parental involvement activities under Title I as parents may request.
- H. The district will conduct, with the help of parents, an annual evaluation of the parental involvement policy and its effectiveness in improving the academic quality of Title I schools. Parents will make up a portion of the Federal Programs Committee and will be actively involved in evaluating the parental policy. Parent Surveys will be conducted prior to the evaluation and suggestions made will be considered by the committee.
- I. The district will identify barriers to greater participation by parents in activities authorized by Title I. Surveys will be conducted to gain input from parents. Students will be given the surveys, and the completed forms will be returned to the schools. Teacher encouragement to return the surveys will hopefully result in a large number of returned surveys in order to get a good sampling of parental ideas and concerns.
- J. The district requires that parents make a commitment to school and their children’s education by signing a parent-teacher compact (contract).
- K. If the Title I funds are more than \$500,000, the Carroll County School District will reserve one percent of the Title I funds for parental involvement activities.
- L. The district will provide opportunities for full participation to parents with limited English proficiency, parents of migrant children, and parents with disabilities.
- M. The district will notify parents when their child has been taught for four or more consecutive weeks by a teacher who does not meet federally required teacher requirements.
- N. The district will support the right of parents to request the professional qualifications of their children’s classroom teachers.
- O. Should the schools be under School Improvement, the district will follow the required steps in regard to parent notification of transportation, supplemental education services, etc.

DATE OF BOARD APPROVAL: _____

CARROLL COUNTY SCHOOL DISTRICT

STUDENT PARTICIPATION IN SCHOOL ACTIVITIES POLICY
Effective 2017-2018

ALL SCHOOLS IN THE CARROLL COUNTY SCHOOL DISTRICT ARE TITLE I SCHOOLWIDE SCHOOLS. STUDENTS ARE GIVEN THE OPPORTUNITY TO PARTICIPATE IN ALL OPPORTUNITIES /ACTIVITIES AVAILABLE IN THE SCHOOLS. NO STUDENTS ARE SEPARATED FROM THE MAINSTREAM SCHOOL ENVIRONMENT.

DATE OF BOARD APPROVAL: _____

CARROLL COUNTY SCHOOL DISTRICT
HOMELESS/UNACCOMPANIED YOUTH POLICY
Effective 2017-2018

Carroll County Schools will ensure that any students deemed homeless will be provided services equitable to all other students. The following steps will be taken to provide for homeless students:

- The Federal Programs Director will serve as the Homeless Liaison in order to provide services for homeless students through the use of Title I funds if necessary. Carroll County Schools provide Title I services for all children in the district, and homeless students will be provided services equitable to non-homeless students.
- Information will be communicated to the public regarding enrollment in public schools for homeless families. The school district will ensure that parents are notified of public preschool programs available to homeless children.
- Annual surveys of all students in the district will be taken when they begin attendance in Carroll County schools. Parents will be asked to complete the survey and return it to school officials. The survey will list eligibility requirements for homeless determination.
- Administrators at the schools will notify the Homeless Liaison of students who are thought to be homeless, and parents will be contacted for additional information.
- Parents and youth will be notified about placement decisions and/or special services.
- Disputes regarding the enrollment and educational services of homeless children and youth will be settled by school officials.
- Teachers and staff at all schools will have in-service training/staff development in meeting the needs of homeless students if necessary.
- Homeless students will be provided with all services available to the non-homeless students in the district. Carroll County Schools operate under a Schoolwide Title I

Program, which ensures that all students have access to services such as: free/reduced lunches and academic services.

- Homeless students will not be separated from the mainstream school environment.
- Services offered to homeless students will include transportation services if applicable
- Carroll County Schools will work cooperatively with state and local social service agencies and other agencies or programs providing services to homeless children and their families.
- Homeless unaccompanied youth will be reported to the Homeless Liaison. The school district will work cooperatively with state and local social service agencies and other agencies or programs to provide services for such youth.
- Carroll County Schools will review and revise policies, procedures and/or practices that may act as barriers to the enrollment, retention, and success of homeless students.

DATE OF BOARD APPROVAL: _____

CARROLL COUNTY SCHOOL DISTRICT

ENGLISH LANGUAGE LEARNERS POLICY/PLAN

Revised 2017-2018

English Language Learners (ELL) Requirements

Carroll County School District will comply with requirements of the law concerning ELL students.

1. All language minority children will be allowed to attend school, regardless of their ability to produce a birth certificate, social security number, or immigration documentation.
2. If the parent does not have an immunization form, school personnel will help the parents obtain one. If all else fails, the district will assist the parent in getting the child immunized.
3. The student will be placed in the grade that is age-appropriate.
4. The principal's designee will devise a special instructional plan for the student. The plan will include goals and objectives, services, evaluation procedures, strategies used in the classroom, and mastery. In addition, the classroom teacher will document the use of appropriate instructional strategies in lesson plans that address the benchmarks

applicable to the Mississippi state testing standards. Copies of such plans will be part of the student's cumulative file maintained by the school's counselor.

5. The student will be mainstreamed into the regular classroom as much as possible.
6. In the case of a student with very little to no knowledge of English, the following policies will apply:
 - A qualified bilingual person who can tutor the student at beginning level of English *may* be promptly engaged.
 - The student will be placed immediately with his/her age group in activities such as physical education, art, or music.

Student Placement Procedures

1. As a part of registration/enrollment into Carroll County Schools, **all students** will be given a Home Language Survey form written in a language that the parent understands. This survey will contain, at a minimum, the following questions:
 - What is the first language the student learned to speak?
 - What language does the student most often speak?
 - What language is most often spoken in the student's home?

The principal at each school is responsible for checking the Home Language Survey forms for potential ELL students within five school days of enrollment.

If the answer to any of the above questions is a language other than English, the student's Home Language Survey form will immediately be sent by the principal to the District Test Coordinator. This is to ensure that the student be tested with the required Mississippi placement test within 20 days of enrollment.

Upon receipt of the Home Language Survey form, the District Test Coordinator will check the cumulative record for the following information: (a) Has the student already been tested and his/her ELL status determined? (b) If there is no indication that the child has been tested but has been in Mississippi's public school system for at least 2 years and has maintained a C average or above in reading/language or has scored Level 3 or above on Mississippi's curriculum test for reading/language, then he/she will not be given the required placement test.

Additionally, any out-of-state student who has maintained a C or above average in reading/language will not be given the required placement test.

If the answer to any of the above-mentioned questions is a language other than English and if the child does not fit into the exceptions categories stated, then the

- child should be classified as Non-English Language Background (NELB) and must be assessed for English proficiency.
2. ELL students who may need to be assigned to an ESL program will be tested using the required placement test within 20 days of enrollment. Placement services will be determined by the guidelines on pages 26 and 27 in the Mississippi Guidelines for English Language Learners 2011.
 3. At the school level, an ELL Committee composed of the school principal, school counselor (if available), teachers designated by the school principal, and parents will determine what is appropriate for each child and tailor the instructional format. The placement test score (with any score-identification information), the district's universal screener, and informal measures (classroom observation, student interviews, teacher/parent referrals) will be used to determine readiness of the student. Additionally, the mastery of basic competencies according to performance on the prescribed state tests will be used to further determine ELL status. All ELL students will be mainstreamed for classes and programs. Materials, support, and intervention for students will be provided to maximize learning.
 4. The following instructional methodologies and services will be provided (if necessary) by the Carroll County School District.
 - Language Experience Approach (paraprofessional/community volunteer)
 - Cooperative Learning
 - Mentoring
 - Tutoring
 - Modified instruction/testing at the classroom level
 - Internet access-Language/educational software, information links, and resources
 - Audio, video, and other resources
 - Instructional Methods in the Regular Classroom (page 14) in the *Multi-Tiered System of Supports Documentation Packet*.
 5. At the school level, an ESL instructional plan will be developed for each ELL student by the school's ELL Committee. The plan will include goals and objectives, services, evaluation procedures, strategies used in the classroom, and mastery. Also, the classroom teacher will document the use of appropriate instructional strategies in lesson plans that address the benchmarks applicable to the Mississippi state testing standards.
 6. In the spring (April), ELL students will be given the ELL proficiency test required by the state of Mississippi. The student will be re-classified when it is determined that he/she has met designated proficiency levels of progress (4-5) in Overall, Reading, and Writing as demonstrated by the ELL test results and has achieved scores of Level 3 or higher on the Mississippi required grade-level state test.

Student Exiting Procedures

1. A student may be removed from ELL participation by a parent.
2. Kindergarten through 2nd grade ELLs are not eligible for exit. The criteria for exiting ELLs rely on the student's scores on the required proficiency test overall and standardized assessment results.
3. At the school level, a Student Evaluation Team (SET) will guide and monitor the placement, services, and assessment of students who are ELLs. Review of grades, standardized test scores, portfolio assessments, student interviews, and parent interviews will all be a part of the exit **monitoring** of ELL students. If monitoring shows that the student is falling behind in classroom work and/or English language skills, the student will immediately receive support services.

When students reach the following criteria, they are exited from ELL status with monitoring:

- Overall 4-5 on the annual required Mississippi ELL proficiency test
- Reading 4-5 on the annual required Mississippi ELL proficiency test
- Writing 4-5 on the annual required Mississippi ELL proficiency test
- At least Level 3 or higher on the ELA portion of the Mississippi state test administered at the end of the school year

According to MDE's Title III ELL exit criteria, they must be monitored for 2 calendar years following exit from language assistance services. The following criteria will then apply to their status:

- No longer classified as ELL
- Receive no accommodations (unless they are in the SPED program and have an IEP or a 504 classification)
- Are not required to take the annual required Mississippi ELL proficiency test

DATE OF BOARD APPROVAL: _____

CARROLL COUNTY SCHOOLS MEAL CHARGE POLICY
Effective 7/1/2017

PURPOSE

The purpose of this policy is to establish consistent meal account procedures in Carroll County Schools' cafeterias per USDA regulations effective July 1, 2017. Unpaid charges place a financial strain on the Food Service Department. The goals of this policy are:

- To establish a consistent district policy regarding charges and collection of charges

- To treat all students with dignity in the serving line regarding meal account
- To support positive interactions with staff, students, parents, and guardians
- To encourage parents or guardians to assume the responsibility of meal payments and to promote self-responsibility of the students

SCOPE OF RESPONSIBILITY

Food Service Department: Responsible for maintaining charge records and notifying parents/guardians of outstanding balances on a monthly basis at the minimum, and also notifying Central Office of balances delinquent over 30 days.

School District: Responsible for supporting the Food Service Department in collection activities.

Parent/Guardian: Responsible for immediate payment.

POLICY

A La Carte Items

A la carte items are not part of the USDA Free/Reduced Lunch Program and must be paid for with cash in hand or on the child's account. A la carte items will not be allowed to put a student's account in the negative.

Free Lunch Status Students

Free lunch status students will receive lunch and breakfast every day. Free lunch status students are not allowed to have a negative balance due to a la carte purchases.

Reduced and Full Paying Students

A student with reduced or paying lunch status will be allowed to charge up to \$15.00 before the collection process is begun. Letters will be mailed home at least monthly but may be sent home with the student weekly or as needed. Once the account cap of -\$15.00 has been reached, an alternate reimbursable meal will be provided for the student at a cost of \$1.25 for lunch and \$.75 for breakfast for full paying students. This amount will be charged to the account. If the student has cash in hand for the meal, he may choose the alternate meal or the regular meal. The alternate meal will be a reimbursable meal of the manager's choice, ex. ham & cheese sandwich, piece of fruit, veggie sticks, and milk. Food Service staff will make reasonable efforts via e-mail, text, call, and/or send letters home via mail or by the child. Payments may be made in the cafeteria on the serving line, in the school office, or, online at www.myschoolbucks.com. We do not accept checks in the cafeteria.

Beginning the second week of May, the Food Service Program must start to close the books for the school year and the online site will not accept payments. No new meal charges to a negative balance account will be accepted. Students must call home or borrow money from the office to purchase their lunch.

Negative balances not paid prior to the end of the school year will be given to the superintendent and school board for appropriate action. Actions may include:

- Delay the issuance of report cards and class assignments until the balance is paid in full.
- Prohibit the student from participating in future fee based program until balance is paid in full.
- If a senior has a negative balance at the first of May, the administration may prohibit the student from participation in senior activities and graduation exercises.

REFUNDS

Student accounts with a positive balance at the end of the year will roll over into the new school year. Refunds may be requested in writing by email to ccsd.sblaine@gmail.com or letter to Sherri Blaine, FSA, Carroll County Schools, P. O. Box 256, Carrollton, MS 38917. Parents may

also choose to donate the unused funds to unpaid accounts at the end of the school year by emailing the above or call 662-237-4444 ext. 1. Unclaimed funds must be requested within 6 months. These funds then become property of CCSD Food Service. This is in reference to withdrawn students and graduated students.

All parents are encouraged to fill out a lunch application at www.myschoolapps.com or get a paper application from the school office.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
 - (2) fax: (202) 690-7442; or
 - (3) email: program.intake@usda.gov.
- This institution is an equal opportunity provider.