

WELCOME

Welcome to the Madison County School District! We are excited that you are part of one of the fastest growing, top-rated school districts in the state!

The purpose of this handbook is to provide you with information you may need to access throughout the school year. Please keep it to use as a reference. Our student handbooks are also accessible on our district website at www.madison-schools.com.

Dr. Ronnie L. McGehee
Superintendent

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MADISON COUNTY SCHOOL DISTRICT

117 South Fourth Street
PO Box 159
Flora, Mississippi 39071
Telephone: (601) 879-3000
Fax: (601) 879-3039
www.madison-schools.com

BOARD OF EDUCATION

Ken McCoy, Member
Representative - District 1

William Grissett, Member
Representative - District 2

Janet Shearer, Member
Representative - District 3

Philip Huskey, President
Representative - District 4

Shirley Simmons, Secretary
Representative - District 5

ADMINISTRATIVE STAFF

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Dr. Pollia Griffin, Associate Superintendent
Edith Mitchell, Associate Superintendent
Frankie Reed, Associate Superintendent
Charlotte Seals, Associate Superintendent

Shay Williamson, Director
Human Resources

Lynn Slay, Director
Special Services

Debbie Jones, Director
Financial Operations

Stephanie Permenter, Director
Data Management/ Student Services

Gavin Guynes, Director
Technology

Ron Morrison, Director
Student Assessment

Betty Lou Pigg, Director
Instructional Technology

Letitia Reeves, Manager
16th Section

Sharon Thompson, Director
Child Nutrition

Brad Peets, Director
Systems/ Facilities

MADISON COUNTY SCHOOL DISTRICT
Elementary Schools

East Flora

Grades K – 5

Dr. Capucine Robinson, Principal

4759 Highway 22 (PO Drawer J)

Flora, MS 39071

601- 879-8724

Fax: 601- 879-3158

Camden

Grades K – 5

April Deloach, Principal

4784 Hwy 43 North

Camden, MS 39045

662- 468-2833

Fax: 662- 468-3695

Highland Elementary

Grades 3 – 5

Marilyn Naron, Principal

330 Brame Road

Ridgeland, MS 39157

601- 853-8103

Fax: 601-853-8109

Madison Avenue Upper

Grades 3 – 5

Rick Ross, Principal

1209 Madison Avenue

Madison, MS 39110

601- 856-6609

Fax: 601- 853-7679

Madison Crossing

Grades K – 5

Dr. Martha D'Amico, Principal

300 Yandell Road (PO Box 2589)

Madison, MS 39110

601- 898-7710

Fax: 601- 898-7716

Madison County Pre-School

Lynn Slay, Director

212 Sunnybrook Rd.

Ridgeland, MS 39157

601-853-1326, Fax: 601-853-7610

Luther Branson

Grades K - 5

Jessica Ghoston, Principal

3903 Hwy. 16 East

Canton, MS 39046

601- 859-2743

Fax: 601- 859-0173

Ann Smith

Grades K – 2

Melissa Philley, Principal

306 S. Pear Orchard Rd.

Ridgeland, MS 39157

601- 856-6621

Fax: 601- 853-2043

Madison Avenue

Grades K – 2

Dr. Brenda Jones, Principal

1199 Madison Avenue

Madison, MS 39110

601- 856-2951

Fax: 601- 853-2726

Madison Station

Grades K – 5

Beverly Johnston, Principal

459 Reunion Parkway

Madison, MS 39110

601- 856-6246

Fax: 601- 856-5321

Mannsdale

Grades K – 5

David White, Principal

443 Mannsdale Road

Madison, MS 39110

601-879-0309

Fax: 601- 879-3013

Middle Schools

Madison Middle

Grades 6 – 8
Dee Walsh, Principal
1365 Mannsdale Rd.
Madison, MS 39110
601- 605-4171
Fax: 601- 853-2254

Germantown

Grades 6 – 8
Richard Burge, Principal
202 Calhoun Parkway
Madison, MS 39110
601- 898-7702
Fax: 601-898-7709

Olde Towne

Grades 6 – 8
Allen Lawrence, Principal
210 Sunnybrook Road
Ridgeland, MS 39157
601- 898-8730
Fax: 601- 853-8108

Northeast Madison Middle

Grades 6 – 8
Kelvin Griffin, Principal
820 Sulpher Springs Road
Canton, MS 39046
601- 855-2406
Fax: 601- 859-7615

High Schools

Rosa Scott

Grade 9
Sean Brewer, Principal
200 Crawford Street
Madison, MS 39110
601- 605-0054
Fax: 601-898-5017

Madison Central

Grades 9 – 12
Austin Brown, Principal
1417 Highland Colony Parkway
Madison, MS 39110
601- 856-7121
Fax: 601- 853-2712

Germantown HS

Grades 9 – 12
Ted Poore, Principal
200 Calhoun Parkway
Madison, MS 39110
601-859-6150
Fax: 601-859-6075

Velma Jackson

Grades 9 - 12
George Jones, Principal
2000 A Loring Road
Camden, MS 39045
662- 468-2531
Fax: 662-468-2748

Ridgeland HS

Grades 9 – 12
Sharon Summers, Principal
586 Sunnybrook Road
Ridgeland, MS 39157
601- 898-5023
Fax: 601- 853-7822

Academic Options Center, and Career & Technical Center

Academic Options Center

Grades K – 12
Carissa Hill, Principal
1633 West Peace Street
Canton, MS 39046
601- 859-0367
Fax: 601- 859-0374

Career & Technical Center

Grades 9 – 12
Dr. Aimee Brown, Director
142 Calhoun Parkway
Madison, MS 39110
601- 859-6847
Fax: 601- 859-0372

MADISON COUNTY SCHOOL DISTRICT 2012-13 Calendar

2012

New Teacher Orientation
Teachers Report
Professional Development
Students Report
Labor Day
Fall Holiday
Professional Development (Student Holiday)
Thanksgiving
Christmas Holidays Begin

Friday – August 3
Monday - August 6
Monday, Tuesday - August 6, 7
Wednesday - August 8
Monday - September 3
Monday – October 8
Monday - October 9
Monday-Friday, November 19 -23
Friday - December 21 (60% day)
End 1st Semester – 90 days

2013

Students Report
M.L. King Holiday
Spring Break
Good Friday
Easter Monday
Last Day for Students

Last Day for Teachers
Memorial Day

Tuesday - January 7
Monday - January 21
Monday - Friday - March 11 - 15
Friday – March 29
Monday – April 1
Thursday - May 23 (60% day)
End 2nd Semester – 90 days
Friday - May 24
Monday – May 27

Total Student Days
Total Teacher Days

180
187

2012-13 MDE STATEWIDE TESTING DATES

Test	Date	Makeup Date
English II Writing RETEST	Sept. 12	Sept. 13
English II RETEST	Sept. 17-18	Sept. 24
Algebra I RETEST	Sept. 19	Sept. 24
US History RETEST	Sept. 20	Sept. 24
Biology RETEST	Sept. 21	Sept. 24
English II Writing RETEST	Nov. 29	Nov. 30
English II RETEST	Dec. 10-11	Dec. 17
Algebra I RETEST	Dec. 12	Dec. 17
US History RETEST	Dec. 13	Dec. 17
Biology RETEST	Dec. 14	Dec. 17
Grade 4/7 Writing	Feb. 28	March 1
English II Writing RETEST	March 6	March 7
English II RETEST	March 19-20	March 26
Algebra I RETEST	March 21	March 26
US History RETEST	March 22	March 26
Biology RETEST	March 25	March 26
English II Writing	March 20	March 21
Grade 5/8 Science Test	May 1	May 2
English II (primary administration)	May 6	May 13
Algebra I (primary administration)	May 8	May 13
US History (primary administration)	May 9	May 13
Biology (primary administration)	May 10	May 13
MCT2	May 14-16	May 17

For a detailed listing of the 2012-2013 MDE Statewide Testing Calendar, visit www.madison-schools.com or www.mde.k12.ms.us

TESTING STATEMENT

Attendance on statewide testing days is extremely important. Please allow enough time on these days for your student to reach school on time, well-rested and well-fed. Since passage of these tests is critical to your student's educational future, your cooperation is greatly appreciated.

ACTIVE PARENT (Grades 3 – 5)

On-line access to your student's grades, discipline, attendance and school news is available through the District's website at www.madison-schools.com. Parents must enroll to access this information. The local schools will announce enrollment dates. If you are already a member of Active Parent it is not necessary to re-enroll.

VISITORS

- Visitors, parents, friends, solicitors, or anyone else coming on any campus or into any school building for any reason must first 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.**
- 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.

STUDENT ENROLLMENT

Compulsory Age and Attendance

"Compulsory school age child" means a child who attained or will attain the age of six years on or before September 1 of the calendar year they wish to enroll in first grade. Kindergarten attendance is not compulsory; but in accordance with Section 37-13-91, students who attain the age of five (5) years on or before September 1 of the calendar year may attend kindergarten in the District.

Subject to the provisions of Section 37-15-9 [Requirements for enrollment of children in public schools] subsection (3), any child who transfers from an out-of-state public or private school in which that state's law provides for a first-grade or kindergarten enrollment **date subsequent to September 1**, shall be allowed to enroll in the public schools of Mississippi at the same grade level as their prior out-of-state enrollment, if

- (a) The parent, legal guardian or custodian of such child was a legal resident of the state from which the child is transferring;
- (b) The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority;
- (c) Such child was legally enrolled in a public or private school for a minimum of four (4) weeks in the previous state; and
- (d) The superintendent of schools in the applicable Mississippi school district has determined that the child was making satisfactory educational progress in the previous state.

If a compulsory school age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year, or such child is habitually absent without excuse, the principal shall report this child to the school attendance officer of the youth court or family court for investigation.

Residency Policy

Definition of "residence" for school attendance purposes: the student physically resides full time, week days, week nights and weekends, at a dwelling located within the boundaries of the Madison County School District. The school district administrative staff will verify the residence of each student.

Residency requirements are strictly enforced. The residency requirements outlined below are minimum requirements. The District reserves the right to require additional documentation and verification at any time.

Principals are empowered by the Madison County Board of Education to determine at any time, that a child is not legally enrolled and may not attend classes.

Procedure

The District registers students on-site at the school they are assigned to attend, based upon where they reside within the District. Each student must establish his/her residence in the following manner:

NEW STUDENTS

The parent of a student seeking to enroll will provide the District with the following items:

1. Mortgage document, filed homestead exemption, property deed, property tax notice, closing statement
- OR**
2. Original apartment or home lease – all leases must be current, signed by the owner, and in the case of an apartment, the name of every occupant must be listed on the lease.
- AND**
3. Two current utility bills - electric, water, gas, land phone, cable TV, satellite TV, or internet service. No cell phone bills will be accepted to verify residency. Any document with a post office box as an address will not be accepted.

In addition to the above, a utility disconnect notice from the previous address and proof of reconnect at the current address may be required.

CONTINUING STUDENTS

In succeeding years, all continuing students, whose residence has remained unchanged, will be required to submit two current utility bills to prove residency, as part of the pre-registration process.

STUDENTS RESIDING WITH LEGAL GUARDIANS

In addition to providing documentation of residency as outlined above (Items #1 – 3), a student who is living with a legal guardian who resides in the District will submit a certified copy of the filed petition for guardianship stamped with an assigned court date, if pending, and a copy of the final decree when granted.

STUDENTS RESIDING WITH PARENT/LEGAL GUARDIAN IN A HOME NOT OWNED OR RENTED BY THE PARENT/LEGAL GUARDIAN

The parent/ legal guardian of a student residing in a home not owned or rented by the parent/ legal guardian, must present documents to show legal custody. The owner of the home must accompany the student and parent/guardian to registration and present proof of residency as outlined above (Items #1-3). The parent/legal guardian must sign an “Affidavit Statement of Legal Residence” form. This paperwork must be completed every year.

In addition, the parent/legal guardian must present two of the items listed below:

- | | |
|--|---------------------------------|
| Doctor’s or dentist’s bill | Bank statement |
| Automobile license receipt | Credit card statement |
| Hospital bill | Cell phone bill |
| Insurance policy | State or Federal benefits check |
| Salary check stub | IRS Documentation |
| Other residency documentation approved by school administration. | |

HOMELESS STUDENTS

When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42USC Sections 1143(1), 11432(3) and (4) and 11302(a), the school district shall consider and take enrollment action that is in the best interest of the child pursuant to 42 U.S.C. Section 11432(e)-(3).

NOTE: Both the cities of Ridgeland and Madison have adopted city ordinances with strong penalties for those falsifying residency information in order to enroll their children in the Madison County School District. Detailed copies of these ordinances can be found on the websites of each city.

Enrollment Documents

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

- Present proof of residency within the Madison County School District;
- Present a certified birth certificate (Not a copy);
- Present a social security card (Not a copy);
- Present a certified petition of guardianship when enrolling a student as his/her legal guardian;
- Present a certificate of health compliance (immunization form) issued by the Mississippi Department of Health or a local physician as required by Mississippi law;
- Present address of previous school attended;
- Present withdrawal information from the previous school attended;
- Present a report card (elementary, middle school), or a transcript (high school);
- Receive student's cumulative folder from the last school attended;
- Passports will be accepted for out-of-country students pending receipt of a certified birth certificate within 30 days.
- Verification by a school employee

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

Transfer Students

- Students who have been expelled from another school district are ineligible to enroll in the District for the duration of the expulsion term. If a student enrolls in the District after full completion of the expulsion term from another school district, the student will enter the District's Academic Options Center for the semester when the student enrolls.
- Administrators or counselors with the District may request a letter of good standing from a previous school.
- Students who have been placed or are pending placement in alternative school settings, correctional institutions, or training facilities in another school district are subject to placement in the Academic Options Center upon enrollment in the Madison County School District.
- Any student returning from an expulsion will re-enter the Academic Options Center for the remainder of the semester in which he/she returns, before returning to their home school.

TEXTBOOKS

Textbooks are assigned to each student on a yearly basis. Workbooks and other instructional supplies are purchased by the student through fees which are collected at the beginning of the school year.

Some courses may use a classroom set of textbooks instead of issuing an individual book to each student. Other courses rely on trade books which are purchased by the student.

Students are responsible for damaged textbooks, and students will be fined at the end of the year for damages. If a book is lost during the school year, the student must pay replacement cost for the book before being issued a new book by his/her teacher.

Mississippi State Law requires that teachers collect for damages to textbooks and for the loss of textbooks. A student will not be issued textbooks for summer school or for the following school year if fines have not been paid. Any student with outstanding fines or lost textbooks will be prohibited from participating in extra-curricular or non-academic activities until fines are paid or books returned.

FEES

The School Board has authorized that reasonable fees may be charged for the following:

- A. supplemental instructional materials and supplies, excluding textbooks but including science lab fees;
- B. other fees designated by the School Board as fees related to a valid curriculum educational objective, including transportation; and,
- C. extra-curricular activities and any other educational activities of the school district which are not designated by the School Board as valid curriculum educational objectives, such as band trips and athletic events.

FINANCIAL HARDSHIP WAIVER POLICY

- Applications for hardship waivers may be obtained in every school office and will be kept in the strictest of confidence, with all files and personal disclosures restricted from review by the general public. Financial waivers are not granted for elective courses or extra-curricular activities.
- There shall be no discrimination against a student eligible to have any such fee waived as a result of an inability to pay.
- The inability to pay fees shall not result in a student being denied any academic awards or standards, any class selection, grade, diploma, transcript, or the right to advance academically in any activity relating to his/her educational advancement.
- Applications should be submitted to the principal's office.

FOOD SERVICE

Child Nutrition

The Madison County School District participates in the National School Lunch / Breakfast Program and therefore must meet USDA federal and state requirements. The District offers food choices to satisfy this requirement.

OFFER VS. SERVE

- All schools implement “offer vs. serve”, which allows students to select at least three of the five meal components for their lunch.
- Every student who eats a school lunch is required to take at least ½ cup of a fruit or vegetable.
- Extra foods are allowed with the purchase of a meal tray.
- Students who bring their lunches are allowed to buy milk.
- Students who wish to purchase more than one meal tray will be required to pay the adult price for the second tray. USDA allows reimbursement for one meal per student.

STUDENT CAFETERIA ACCOUNTS

Students are assigned a lunch number/account at the beginning of the school term. Pre-payment is encouraged, and can be calculated by multiplying the number of days a child wishes to eat by the price of (breakfast/lunch). Funds not utilized during the school year “will carryover” into the next academic year.

PAYMENT PROCEDURES

- Payments for meals may be entered into a student’s account on a daily basis using the following payment methods:
 - **Cash**
 - **Check**
 - One check per child is required.
 - Student’s name and or lunch number should be written on each check submitted.
 - Personal checks cannot be cashed.
 - **On-Line**
 - Payments may be made to your child’s account via the Internet using SchoolPaymentSolutions.com. The site accepts credit cards as payment for school meals.

ACCOUNT BALANCES

- All accounts will be open allowing extra sales to be pulled from a student’s account. Parents may request to close the open account for breakfast and lunch meals only by completing the Student Cafeteria Account Restrictions Form and submitting it to the Child Nutrition Department.
- Parent may view purchases on their student’s account at www.schoolpaymentsolutions.com (Note: Parents must set up an account but do not have to use this site to make payments on their student’s account in order to view account information).
- Pre-Pay balances may be transferred to a sibling’s account by submitting a Cafeteria Account Refund/Transfer Form.
- Pre-Pay balances are refundable in the event the student withdraws from Madison County School District or the lunch status changes to free and if the account balance is \$5.00 or more. The parent must complete the Cafeteria Refund/Transfer Form.
- End of School Year information:
 - Beginning in mid-May, student lunch accounts will not be allowed to go into a negative balance.
 - Student account balances will carry over to the student’s account for the next school year. Note this is an annual carryover policy.

MEAL CHARGES

Federal Law prohibits federally funded programs to accrue debt.

- The MCSD Child Nutrition Department has a “NO CHARGE” policy for students attending middle or high schools and that will be strictly enforced. Any middle or high school student who gets a tray in the cafeteria must have funds available in his or her account or have cash/check in hand for the cashier. If a student does not have the funds necessary for payment, the cashier will take the tray from the student.
- Elementary students are allowed to charge one lunch and one breakfast. Charges are allowed for elementary school students who have lost lunch money or failed to bring lunch money. Parents will receive written notification of the money owed, and are expected to repay the cafeteria on the next school day. The cafeteria will provide a complimentary lunch consisting of fruits, vegetables and milk to elementary students who exceed one lunch charge.
- If a pattern develops, parents will be encouraged to seek federal assistance as soon as possible.

FREE & REDUCED MEAL APPLICATIONS

- All schools participating in the National School Lunch and/or Breakfast Program are required to serve free and reduced price meals to students of families whom, based on a current meal application, have an income that is at or below the current eligibility income scale for free and reduced price meals.
- **A new application must be filled out every year.** In order for the district to provide students with meal benefits for the 2012/13 school year, parents must complete and sign a 2012/13 application for meal benefits.
- Applications are sent home with all students on the first day of school.
- Applications are available throughout the entire school year at all district and school offices.
- Return only **ONE** application per family. It is best to return the application to your youngest child's school.
- **GRACE PERIOD FOR RETURNING STUDENTS:**
 - Returning students who qualified for meal benefits (*free or reduced meals*) last school year can eat on the same meal application status for the 2012-13 school year until **September 18** or until a new application has been processed.
 - After the grace period deadline (9/18/12), benefits will be discontinued and the student must pay full price for meals. Federal law does not allow a federally funded program to accrue debt; therefore charge policies will be enforced. Please make sure these students bring a lunch and/or have lunch money daily.
- **New and Kindergarten students** must pay for meals until approval notification is received from the child nutrition office. Federal law does not allow a federally funded program to accrue debt; therefore charge policies will be enforced. Please make sure these students bring a lunch and/or have lunch money daily.
- **Incomplete, illegible, or incorrect applications** cannot be processed. Therefore, student(s) on the application will have to pay full price for meals. Incomplete, illegible, or incorrect applications are returned to the parent if possible. Federal law does not allow a federally funded program to accrue debt; therefore charge policies will be enforced. Please make sure these students bring a lunch and/or have lunch money daily.

WELLNESS POLICY

Schools within the Madison County School District are committed to safe and healthy schools. A copy of the Wellness Policy is on file in the schools office.

As part of the District's commitment to healthy schools, and in order to comply with current laws, fast food is not permitted in the lunch area during lunch periods.

LIBRARY/MEDIA CENTER

The library is considered a resource room with visual and written materials. The librarian is present to assist students in finding necessary materials and in completing assignments.

Fines for damaged books and materials will be assessed upon examination of the items by the librarian. Full replacement costs must be paid to replace lost materials. End-of-the-year report cards of those students who owe library fines will be held in the school office until all fines are paid.

SCHOOL PARTIES

There will be two school-wide parties during the school year - the day before Christmas holidays and on Valentine's Day. The only other parties will be PTA /PTO sponsored parties for special recognition. Kindergarten may have unit-related parties. There will be no birthday parties at school, and no invitations should be brought to school. **Please do not send or bring treats for your student's birthday.**

SPECIAL OCCASIONS

Balloons, flowers, and other special deliveries for students will not be accepted at any school.

EMERGENCY DRILLS

Emergency drills are conducted periodically on each campus within the Madison County School District. Emergency procedures, unique to each individual campus, are in place and the principal and all staff are knowledgeable and well -trained in the implementation of all these procedures.

BAD WEATHER POLICY

When bad weather threatens, all schools are equipped with either a weather-band radio or the weather channel on television, which the administration monitors. During a tornado warning, all students are brought into the main building and arranged in the most secure manner possible. At the principal's discretion, students housed in portables are subject to movement into the main building at any time during bad weather.

Experience has taught us that we face major decisions about bad weather at dismissal time. For this reason, we want you to be fully aware of the basic guidelines we follow when bad weather occurs at or near dismissal time.

During a **TORNADO WARNING**:

- Buses and car drivers are not dismissed, and students are secured in the main buildings.
- Car riders are dismissed to their parents who wish to check them out, keeping in mind that it is difficult to locate a student quickly when you are in the middle of a storm drill procedure. We ask for your patience in this situation. (NOTE: Students are dismissed only to a parent or legal guardian during a weather emergency, unless prior arrangements have been made with the office.)

SNOW AND ICE/INCLEMENT WEATHER

This type of weather creates an entirely different problem because of its unpredictable nature. Since lost days must be made up; our philosophy is that we will have school unless or until conditions (icy roads, downed power lines) dictate otherwise.

We monitor the weather situation through the Madison County EOC, Madison County Sheriff's Department, local police departments, and District personnel.

In the event of inclement weather, the decision to cancel classes will be made by the Superintendent and relayed to the local Emergency Operations Center who will broadcast the announcement over radio and television stations. The District will also inform parents by using its call notification system, and posting information to the District website at www.madison-schools.com.

TRANSPORTATION

All District transportation service is handled through a private contract with First Student Transportation Services, Inc. First Student provides training to drivers, and informational programs to administration and students emphasizing transportation regulations and bus safety.

It is the driver's responsibility to drive safely. It is the student's responsibility to behave appropriately. The purpose of any rule or regulation related to bus transportation is to insure the safety of students and to provide for orderly operation of the bus. Parents, students and school personnel can be most effective in promoting safety and orderly conduct when they work together.

If a bus driver has minor disciplinary problems with a student, the driver will take the student home and submit a disciplinary report to the principal for action the following school day.

Disciplinary problems on a bus may result in loss of riding privileges.

Any questions regarding school transportation should be directed to the Office of Transportation, Madison County School District, 601-879-3075 or to First Student, 601-859-1633.

MEDICATION

Prescription and Over-the-Counter Medication

Under exceptional circumstances, medication may be administered by school personnel. If a student is required to take oral medication during normal school hours in order to remain in school, the medication may be administered under the following guidelines:

- A. The medication will be delivered to the principal's office in its original container **by a parent or guardian** along with a signed consent form for Administration of Medication, which can be obtained in the school office or from the school nurse.
- B. **Parents must transport medication to and from school. No medication will be accepted from students.**
- C. Parents are responsible for informing the school office of any change in their child's health or medication. A physician's order is required for all medication, both over-the-counter and prescription
- D. It is the parent's responsibility to notify the school that the child needs to take prescription or over-the-counter medication.
- E. **No medication will be administered unless an official district medical release form has been completed, signed by a parent or guardian, and placed on file in the school office.** These forms are available in each school office.
- F. **Any child with a temperature of 100°, vomiting, or suffering diarrhea must be picked up immediately.**

Communicable Diseases

The District works in cooperation with the Mississippi State Health Department to prevent, control, and contain communicable diseases in schools.

Head Lice

While head lice do not transmit any human diseases; they are a nuisance and require a cooperative effort on the part of parents and school officials to control. When a teacher suspects that a student has head lice or nits; the student will discreetly be sent to the office for an examination **in private**. If lice or nits are found, the parent will be notified and asked to pick up the student and treat him/her with an approved over-the-counter head lice treatment. Proof of treatment (the empty box) will be required before the student is allowed to re-enter school.

Students will not be allowed to return to school unless they are free of nits.

When a case of head lice is found in a room, a note will be sent home with every student in that room informing parents and requesting that they check their student that evening and treat if necessary.

Under new state law, any student who has three recurrent cases of head lice will be referred to the State Health Department for treatment.

ATTENDANCE POLICY

Regular attendance and academic success go hand in hand. The District requires students to regularly attend class sessions in order to receive a grade.

When a student reaches five unexcused absences, the attendance officer will be notified. **Excessive absences and tardies may result in failure due to inadequate performance (NC).**

A student assigned to the Academic Options School must attend a minimum of 88% of the time assigned before being eligible for re-admission to his/her home school.

Admittance after Absence

For an absence to be excused, a parent must provide the school with documentation of an acceptable reason for the student's absence. A medical excuse may be required at the discretion of school personnel, depending on the total number of absences recorded for the student.

By law, any student accumulating 5 unexcused absences must be reported to the Madison County Attendance Office.

***Students should not return to school unless free of fever for 24 hours.**

Make-Up Work

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

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

A student who receives an out-of-school suspension will not be allowed to make up any daily work missed. A grade of zero will be recorded for all assigned work missed during the suspension. However, a student will be allowed to make up all major exams (nine week, semester, final).

Tardiness

Definitions

Tardy to School - failure to report to first period class prior to the morning tardy bell.

When a student is tardy:

- A. **A parent or legal guardian must sign the student in at the front office.**
- B. Late buses will be excused, but the student is required to report to the attendance office for an admittance slip to class.

Perfect Attendance

A perfect attendance certificate will be awarded only to those students who have not been absent, tardy or withdrawn from any class for any reason during the entire school year.

Holidays

School will be in session every day except for holidays designated on the school calendar. Students will not attend classes on Professional Development days because all faculty will be attending required professional development. In the event of inclement weather, the decision to cancel classes will be made by the Superintendent and relayed to the local Emergency Operations Center who will broadcast the announcement over radio and television stations. If necessary, days missed due to inclement weather will be made up at a later date.

GRADING

Kindergarten/Grades 1 & 2

K-1-2 students will receive report cards at the end of each nine-week grading period. The following key will be used to convey progress:

Report Card Key	
L—Learning in Progress	Your child has been introduced to this concept and is in the process of learning this concept/basic skill at appropriate pace.
M—Mastery	Your child has learned to work independently using this concept/basic skill with 80% accuracy.
<input checked="" type="checkbox"/>	- indicates sufficient progress
I.	- Child learning but is not making adequate progress

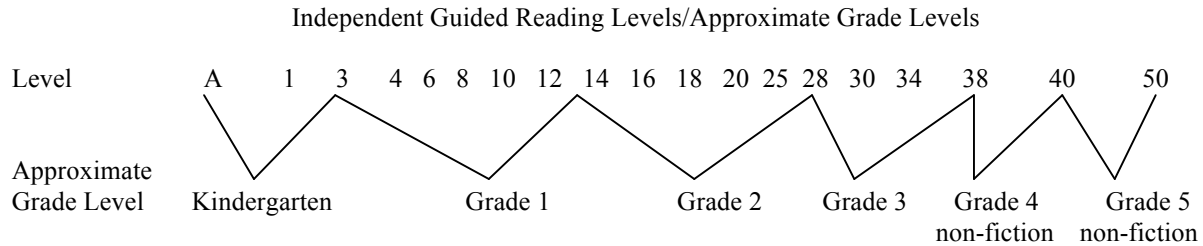
Grades 3, 4, 5

Report cards for students in grades 3, 4, 5 will be sent home the week following each nine-week's grading period. Number and letter grades are used to convey progress in areas of Language Arts, Mathematics, and Reading. Number and letter grades are used to report progress in Science and Social Studies at grades 4 and 5.

A	90 - 100
B	80-89
C	70-79
D	65-69
F	64 and below (Very Poor/Failure)
I	Incomplete

To report progress in Handwriting for grades 3, 4, and 5 and to report progress for Science and Social Studies at grade 3, an S= Satisfactory, N= Needs Improvement, and U= Unsatisfactory. A ✓ will be used to indicate work habits marked need improvement.

A number will be used to communicate the independent reading levels of students as measured by the Developmental Reading Assessments. Students are expected to master skills and read on level in order to advance to the next grade.



All report cards should be signed by a parent and returned to school the following day.

3 – TIER INTERVENTION PROCESS

The District has implemented an instructional model designed to meet the needs of every student. The model consists of three tiers of instruction.

Tier 1: Quality classroom instruction based on MS Curriculum Frameworks

Tier 2: Focused supplemental instruction

Tier 3: Intensive interventions (both academic and/or behavioral) specifically designed to meet the individual needs of students

The classroom teachers use progress monitoring information to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments and large-scale assessments.

If strategies at Tiers 1 & 2 are unsuccessful, students must be referred to the their school’s Teacher Support Team (TST). The TST is a problem-solving unit responsible for interventions developed at Tier 3. Interventions will be:

- Designed to address the deficit areas:
- Research based;
- Implemented as designed by the TST; supported by data regarding the effectiveness of interventions.

After a referral is made, the TST will develop and begin implementation of an intervention(s) within two weeks. No later than four weeks after implementation of the intervention(s) the TST will conduct a documented review of the intervention(s) to determine success of the intervention(s). A second review will be conducted no later than 8 weeks after the implementation of the intervention(s) to determine whether the intervention is successful. No later than 12 weeks after the implementation of the intervention(s) a third review will be conducted. If the intervention(s) is determined to be unsuccessful,

then the student will be referred to the school's Local Survey Committee to determine the need for a comprehensive assessment for special education services.

In addition to failure to make adequate progress following Tiers 1 & 2, students will be referred to the TST for interventions if any of the following events occur:

- A. Grades 1-3: A student has failed one (1) grade;
- B. Grades 4-12: A student has failed two (2) grades;
- C. A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year: or
- D. A student scores at the Minimal level on any part of the Grade 3 or Grade 7 Mississippi Curriculum Test

Referrals to the TST must be made within the first twenty (20) school days of a school year if the student meets any of the criteria A-D above. Students who receive intervention at Tiers 2 and 3, will have a hearing and vision screener completed at the school building. If a problem is detected, the parent will be notified by the school's At-Risk Strategist.

Universal Screeners:

Measures of Academic Progress (MAP) and/or Children's Progress will be administered three times each year – Fall, Winter, and Spring. Reports may be sent home at the discretion of the building level principal. The intent of the assessments is to identify current levels of the learners in the classrooms and to guide the teacher in the instruction of each individual student. Fifth grade spring data will be used for sixth grade Accelerated English and math placement.

PROMOTION/RETENTION

KINDERGARTEN

In accordance with Section 37-13-91, students who attain the age of five (5) years on or before September 1 of the calendar year may attend kindergarten in the District. When academic skills have been successfully met, the student will advance to grade one. If the student has not successfully met the criteria to advance to grade one, the student will be placed in kindergarten for an additional year. Student must be reading on or above Independent DRA Level 3 and master 80% of Language Arts and Mathematics skills* to be promoted to the next grade. The School Board has the authority to retain a student in kindergarten for an additional year if the District deems that placement of the student in the first grade would not be the most appropriate educational placement

Transfer 5-year-old students or 6-year-old students who have not attended an accredited public/private school will be assessed and **appropriate educational placement will be assigned on an individual basis.** Section 37-15-33, which governs the testing and assignment of transfer students, states that a student is to be assigned to the grade and class that is in the best interest of the student.

The District will consider the educational needs and welfare of each *individual* student. Considerations will include but will not be limited to:

1. Academic level
2. Welfare of the student involved

3. Welfare and best interest of all students attending the school(s) involved
4. Health factors

Process for retention of a kindergarten student will be:

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

Membership of the Kindergarten Promotion/Retention Board will be the student’s teacher, a peer teacher, principal, parent, and the Curriculum Director who will serve as facilitator. The Board will concur or disagree. A report will be forwarded to the student’s teacher, parent or guardian and principal.

GRADES 1, 2

Students should be reading on or above grade level (Independent DRA 16 for 1st Grade/Independent DRA 28 for 2nd Grade), and master 70% of Language Arts and Mathematics skills* to be promoted to the next grade.

GRADES 3, 4, 5

Students should be reading on or above grade level (DRA 38 for 3rd Grade/Independent DRA 40 on nonfiction texts for 4th Grade and 50 on nonfiction texts for 5th Grade). All students (grades 3, 4, 5) MUST master essential skills in Reading, Language Arts, and Mathematics at the 65% level*.

*All skills are defined as Common Core State Standards as adopted by the Mississippi Department of Education.

An elementary student who leaves the district after the end of the first semester with inadequate progress, or failing reading, language, or math, may be required to take a placement test if he/she is promoted by another school district, but returns to the Madison County School District the following year.

GRADE REPORTING PERIODS

First Nine Weeks - 42 days
 August 8 – October 5
 Progress Report September 13
 Report Cards October 11

Second Nine Weeks - 48 days
 October 10 – December 21
 Progress Report November 28
 Report Cards January 10, 2013

Total Days – 1st Semester - 90

Third Nine Weeks - 43 days
 January 7 – March 8
 Progress Report February 7
 Report Cards March 21

Fourth Nine Weeks – 47 days
 March 18 – May 23
 Progress Reports April 18
 Report Cards on/ before June 1

Total Days- 2nd Semester - 90

HONOR ROLLS

The District recognizes two types of honor rolls in Grades 3 – 5:

1. The “A, B” honor roll shall be composed of all students with grades no lower than 80/B.
2. The “All A” honor roll shall be composed of all students with grades no lower than 90/A.

Honor rolls shall be determined at the end of each nine-week grading period.

TRANSFER GRADES

Students from other school districts with different grading scales enrolling in this District will have grades transferred into the District according to the District’s scale. Grades at the time of enrollment will first be identified as the alpha grade from the sending school, based on the sending school’s grading scale. The alpha grade at the time of enrollment will then be converted to the MCSD’s alpha scale, and then assigned the MCSD numeric correspondent. The following scale will be used in transferring grades:

A+	=	99	C+	=	79
A	=	95	C	=	75
A-	=	90	C-	=	70
B+	=	89	D+	=	69
B	=	85	D	=	67
B-	=	80	D-	=	65
			F	=	60

PLACEMENT TESTING FOR STUDENTS ENTERING THE DISTRICT

A student requesting to enter the District from a non-accredited school or a home school will be given a placement test(s) to determine the student’s appropriate grade level.

WITHDRAWAL FROM SCHOOL

If a student is to be withdrawn from school, the school office should be notified as soon as possible (preferably several days in advance). Teachers should not be interrupted during teaching time to process paperwork necessary to withdraw a student.

NO CHILD LEFT BEHIND

Parental Involvement under the No Child Left Behind Act

- **Choice**
Public school choice is available if your child attends a school that has not met Adequate Yearly Progress (AYP) for two consecutive years or is identified by the state as being a persistently dangerous school.
- **Notification of Qualifications**
A district must notify all parents of children in Title I schools that the parents may request information on teacher qualifications at any time. Additionally, parents must be notified if the child is assigned to, and has been taught for four or more consecutive weeks by a teacher who does not meet the No Child Left Behind teacher qualifications.
- **Notification of Services**
Parents must be notified if their children are placed in a program for English Language Learners (ELL) or if the school or district has been identified as not meeting AYP and is in school improvement.
- **Report Cards**
States, districts, and schools must have report cards for public dissemination in the fall of each school year. This report card contains information concerning the status of your school on the state and federal requirements.
- **Planning and Implementation**
It is important for parents to be involved in planning and implementing the programs funded through state and federal dollars.

Please direct questions and/or requests for information to: Dr. Pollia Griffin
Assistant Superintendent
Office of Federal Programs
601-879-3015

QUE NINGÚN NIÑO SE QUEDE ATRÁS

La participación de los padres bajo la ley “Que ningún niño se quede atrás”

- **Selección**
Usted puede seleccionar una escuela pública si su hijo asiste a una escuela que no ha satisfecho el Progreso anual adecuado (AYP, por su sigla en inglés) por dos años consecutivos, o si el estado la señala continuamente como una escuela peligrosa.
- **Notificación sobre calificaciones**
Un distrito debe notificar a todos los padres de los niños que asisten a las escuelas del Título I que ellos pueden solicitar en cualquier momento información sobre las calificaciones de los maestros. Asimismo, se debe notificar a los padres si el niño fue asignado, y si ha recibido enseñanza durante cuatro semanas

consecutivas o más de un maestro que no satisface las calificaciones pedagógicas de la ley “Que ningún niño se quede atrás”.

- Notificación sobre servicios

Se debe notificar a los padres si sus hijos son asignados a un programa de Aprendizaje del idioma inglés (ELL, por su sigla en inglés), o si la escuela o el distrito ha sido señalado como que no satisface el AYP y se encuentra en mejoramiento escolar.

- Boletas de calificaciones

Los estados, los distritos y las escuelas deben tener listas las boletas de calificaciones para su distribución pública en el otoño de cada curso escolar. Estas boletas continen información sobre la situación de su escuela en cuanto a los requerimientos estatales y federales.

- Planeamiento e implementación

Es importante para los padres participar en el planeamiento y en la implementación de los programas financiados por fondos estatales y federales.

**Favor de dirigir sus preguntas o solicitudes de información a: Dra. Pollia Griffin
Superintendente adjunto
Oficina de programas federales
601-879-3015**

ELL PROGRAM – EDUCATIONAL APPROACH

Madison County Schools is committed to providing a quality education for all students, including those whose first language is one other than English.

The instructional goal of the ELL program is to provide services to ELL students to improve or increase their English proficiency; thus, enabling them to function independently and to participate effectively in the regular academic program.

All English Language Learners (ELL) receive their primary core curriculum instruction through the regular program. As a supplement to the regular classroom instruction, ELL students receive regularly scheduled instruction in English as a Second Language, with emphasis on English language acquisition skills. Initially, emphasis of the K-5 ELL program is on the teaching of “survival” language, following directions, and basic conversational English. Support and assistance are provided for ELL students in core curriculum content for the regular program, but the ELL program does not take the place of the regular classroom instruction. At the elementary and middle school levels, students are grouped according to their proficiency levels in order to individualize instruction as much as possible in a tutorial program. The level of English language proficiency and the individual needs of students determine the frequency and duration of ELL instruction. At the high school level, students are scheduled into an ELL class, which also counts as a language credit toward graduation.

The academic needs of ELL students are met through a variety of educational strategies, ELL instruction, and regular content modifications, with emphasis placed on the development of listening, speaking, reading, and writing.

The acronyms **LEP**, **ESL**, and **ELL** are sometimes used interchangeably.

ENFOQUE EDUCACIONAL

Las escuelas del Condado de Madison tienen como misión impartir la mejor educación a todos los alumnos, incluidos aquéllos cuya primera lengua sea distinta del inglés.

El objetivo educacional del programa ELL consiste en proveer servicios a los estudiantes participantes para que mejoren o perfeccionen sus conocimientos del idioma inglés, de tal forma que sean capaces de desempeñarse independientemente y de participar de manera efectiva en el programa académico general.

Todos los Alumnos del Programa de Inglés (English Language Learners - ELL) reciben instrucción básica obligatoria a través del programa general de estudios. Como suplemento de la instrucción normal de la clase, a los estudiantes ELL se les imparte regularmente clases de Inglés como Segunda Lengua (ELS, por sus siglas en inglés), poniendo énfasis en la habilidad para aprender el idioma. En un comienzo, el programa K-5 ELL hace mayor hincapié en la enseñanza del idioma de “supervivencia”, que incluye obedecer instrucciones e inglés conversacional básico. Los estudiantes ELL pueden solicitar ayuda en las asignaturas obligatorias dentro del programa general; no obstante, el programa ELL de ninguna forma substituye la instrucción de la clase normal. En las escuelas básicas y medias, los estudiantes son agrupados conforme al nivel de competencia de cada uno con el objeto de ofrecer una enseñanza lo más individualizada posible dentro de un curso dirigido. El dominio del inglés y las necesidades individuales de cada estudiante determinan la frecuencia y duración de la instrucción ELL. En las escuelas secundarias, a los estudiantes se les inscribe en cursos ELL, los que también se convalidan como créditos de idiomas para su graduación.

Las necesidades académicas de los estudiantes ELL se satisfacen a través de diversas estrategias educacionales, instrucción especializada y modificaciones periódicas de los contenidos, y se presta especial atención en el mejoramiento de la comprensión, expresión oral, lectura y escritura de un segundo idioma.

Las siglas **LEP**, **ESL** y **ELL** en ocasiones se usan indistintamente.

ACCEPTABLE USE POLICY AND PROCEDURES

Madison County School District (MCSD) recognizes the value of computer and other electronic resources to improve student learning, teaching, instruction, research and communication to enhance the administration and operation of its schools. To this end, the MCSD provides Intranet (internal) and Internet (external) connections for staff, students, and faculty. MCSD encourages the responsible use of computers, computer networks, including the Internet, e-mail, and other electronic resources in support of the mission and goals of the MCSD and its schools.

In order to access district services such as the Intranet and Internet via the District Network, each user must sign a Statement of Assurance (SOA) to acknowledge agreement with this Acceptable Use Policy (AUP) stating that they are aware of and acknowledge agreement with all the sections below.

The operation of the MCSD network is guided by policy or policies set forth by the Madison County School Board, district administration, the Mississippi Department of Education, and all applicable local, state and Federal Laws. This AUP does not list every applicable policy or law, but sets forth some specific policies particular to MCSD.

MONITORING OF NETWORK USE

All data transferred and /or transmitted over the MCSD network can be monitored and recorded at any time. All data transferred or transmitted over the network can be tracked and identified, and originating users can be held liable if their use of the network violates any established policy, regulation, or law. Any data stored on district-owned equipment may be archived and preserved by the district for an indefinite period. Such data includes, but is not limited to E-mail, text documents, digital photographs, music and other digital or electronic files.

SCHOOL DISTRICT OWNERSHIP

All data transferred over the district network or stored on any district-owned equipment/media is the property of MCSD.

CONSEQUENCES OF POLICY VIOLATION(S)

The use of the District Network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Any student or district staff, including contract services (outside parties), who violate any policy, regulation or law regarding use of the District Network will be identified and corrective and /or punitive actions will be taken.

All users of the MCSD network are charged with reporting violations or misconduct to their teachers, supervisors, or the Network administrator. Users who fail to report violations are subject to the same disciplinary actions as those who violate the policy.

Violations of these procedures may result in, but is not limited to, a loss of access privileges, disciplinary action by the school and /or district administration, and / or contact of law enforcement agencies.

DISCLAIMER OF LIABILITY

MCSD disclaims all liability for the content of materials to which a student or staff may have access on the Internet and for any damages suffered as a result of the student or staff member's Internet use. Because the Internet and e-mail is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, MCSD shall not be responsible for:

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

While MCSD takes steps to protect users from inappropriate material, to intercept unlawful and malicious actions from affection users, to safeguard users, no system is completely perfect. Those risks must be recognized and accepted by users who sign the AUP SOA.

FILTERING

MCSD uses an aggressive Content Filter and SPAM filter. MCSD complies with the regulations of CIPA, the *Children's Internet Protection Act* [Pub. L. No. 106-554 and 47 USC 254(h)], to provide Internet content filtering services for staff and students. Filtering services are a means of protection from objectionable sites but cannot provide a 100% guarantee. Therefore, Madison County School District provides no guarantees but will diligently attempt to protect staff and students from accessing such

objectionable Internet sites. In the event that inappropriate material is accessible, MCSD will not be held liable.

EMAIL AND ELCTRONIC DOCUMENT RETENTION

All emails and electronic documents created and shared with others inside or outside the district in conducting district business should be saved in user-designated folders on the user's computer.

All district employee email will be archived for a minimum of one year.

All district employees and students in Grades 6-12 will be issued a district email account. Any official communications, e.g. teacher to parent, teacher to student, student to teacher, staff to staff, must be via the district's *madison-schools.com* email system. This includes, but is not limited to teachers who guide extracurricular activities such as Clubs, choirs, bands, athletics, etc.

District staffs, who generate newsletters, memoranda, slide shows, graphics, etc. with their workstations, laptops, or other district equipment, should organize their computer's workspace (storage) using folders to store electronic documentation.

Use of "Internet Mail" by students, staff, and faculty such as Yahoo mail, Gmail, and POP3 accounts provided by their "home" Internet service providers is allowed at this time.

PROHIBITED ACTIONS

The following actions on the District Network are specifically prohibited, but are not limited to:

- Installing software, software application, utility, plug-in or other such operations without the approval of the Technology office;
- Creating, downloading, storing, sending, or displaying offensive messages or pictures including but not limited to pornographic or other sexually explicit material;
- Inserting, using, or attaching non-approved disks, CD-ROMs, or other media storage devices into or with computers;
- Using obscene, profane, or vulgar language;
- Harassing, insulting, intimidating, or attacking others;
- Giving out personal information about another person, including home address or phone number
- Engaging in any practice(s) that threaten the network and other technological tools;
- Violating copyright laws;
- Downloading entertainment/music/video/movie software or other files for transfer to a user's home computer, other personal computer, DVD, or any music/movie device. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Madison County School District. Software, files, and/or licenses owned by Madison County School District cannot be transferred to staff or student personal or home computers.
- Using the password of others to access the network or any other electronic information or telecommunication services;
- Accessing the documents, files, folders, or directories of others without permission from the owner of the files;
- Using the network and telecommunication services for commercial promotion, product endorsement, or advertisement not previously approved by the MCSD School Board
- Using the network, electronic information, computer-driven software and telecommunication services for personal gain or convenience;
- Conducting business other than that deemed academic in nature over the network;

- Misusing the resources of the district’s network, electronic information ,computer-driven software, or telecommunications service equipment and supplies;
- Promoting causes that are religious in nature, with no apparent educational or instructional value; and/or
- Violating this or other procedures and guidelines establish and set forth by MCSD Technology Office.
- Attempt to bypass network controls and filters.

The above list is not all inclusive. The list will be amended from time to time

STIPULATIONS FOR WEBSITE USE AS DISTRICT REPRESENTATIVES

Use of Non-District web sites to present information, classrooms, clubs, or any other officially sponsored activities of the MCSD is prohibited. Any sanctioned activity must be hosted on the District website, (<http://www.madison-schools.com>). All web publications will abide by the *Family Education Rights and Privacy Act (FERPA)* for the dissemination of student information.

Current teacher or organization web sites operating outside the MCSD’s website as of July 1, 2008, will be granted exception from this new procedure. However, a statement of disclaimer must be posted at the school’s website and a section under the name of each teacher or organization that has an external web site.

The disclaimer must read, “DISCLAIMER; You are now leaving the Madison County School District Web Site. The district does not endorse and assumes no responsibility for content or control of the web site(s) to which you are about to proceed. The link provided at this page is a courtesy service. Responsibility of external web site control and content rest solely on the author(s) or manager(s) or webmaster(s) of such web site(s) and not with the district.”

At the external teacher or organization web site, another disclaimer should be posted, “As (a) representative(s) of the Madison County School District, responsibility of external web site control and content rest solely on the author(s) or manager(s) or webmaster(s) of this web site(s) and not with the district. The MCSD does not endorse this web site for school, academic, business, or any other purposes.”

Personal electronic devices used on the district network should have anti-virus and spy ware software installed when applicable.

ACCESS TO PUBLIC RECORDS POLICY

The following policies and procedures were adopted in order to comply with the requirements of the Mississippi Public Records Act as amended.

Records Accessible

All “public records” maintained by the district, as defined by the Act, shall be made available for access and duplication, subject to the exceptions and requirements of these policies, and other state or federal laws.

Requests for Access

Requests for access to public records shall be filed in writing and addressed to the Superintendent of Education, Madison County School District, P O Box 159, Flora, MS 39071. The request must state, with sufficient specificity, the nature, location, and description of the public records sought in order to

enable the appropriate official(s) of the District to obtain the records for review and/or duplication. In the event that the request lacks sufficient clarity or is otherwise unduly burdensome, it will be returned to the originator for clarification or correction. All requests to inspect or duplicate public records must be filed between the hours of 9:00 a.m. and 3:00 p.m. on any working day in the Superintendent's office. Requests for inspection and/or duplication of records shall be honored at such time during the day as the documents are not being used by the appropriate officials of the District. After the records are located and made available for inspection and/or duplication, the originator of the request will be notified of a time, place and date, not later than seven (7) working days from the date of receipt of the request, to allow inspection and/or duplication. If the District is not able to comply within 7 working days, it must give a written explanation to the person making the request, stating with specificity the reasons why the records could not be produced within the 7-day time frame, and absent mutual agreement, the records must be produced no later than 14 working days from receipt of the request.

Fees Charged

As allowed by statute, the district shall charge and collect fees to reimburse it for the actual costs of searching, reviewing, duplicating and mailing copies of public records. All applicable charges shall be paid to the district in advance of complying with any requests, pursuant to the following schedule:

- Photocopying: \$.50 per page (8.5" x 11") \$.75 per page (8.5" x 14")
- Searching & Reviewing: An hourly charge of \$7.00 or, in the event it is necessary for supervisory personnel to conduct the search and review, an amount which equals the actual wage per hour of such person.
- Postage: Actual cost of postage shall be assessed for all records mailed.
- Any request which will require considerable assistance of school personnel for searching and reviewing shall be subject to a minimum deposit of \$25.00. In the event that the actual cost is found to be less than \$25.00, the balance shall be refunded to the originator of the request at the appointed time for the inspection and/or duplication.

Exempt Records

The following records are exempt from the Act and from this policy and shall not be subject to disclosure, except under other authority and under appropriate circumstances.

- Records furnished to public bodies by third parties which contain trade secrets or confidential commercial or financial information, as provided by the Act.
- Records which are confidential or privileged, as provided by constitutional, statutory or case law of this state or of the United States.
- Records which are developed among judges, judges and their aides, and juries.
- Personnel records, including but not limited to applications for employment, test questions and answers used in employment examinations, and letters of recommendation.
- Test questions and answers in the possession of a public body which are to be used in future academic examinations.
- Records which represent and constitute the work product of an attorney representing the district, records which are related to litigation by or against the district, or in anticipation of prospective litigation, and communications between the district and the attorney in the course of an attorney-client relationship.
- Records which would disclose information about a person's individual tax payment or status.
- Records concerning the sale or purchase of property for public purposes prior to the announcement of the purchase of sale where the release of the record would have a detrimental effect on the sale and purchase.
- All educational records of students and former students, as defined by The Family Educational Rights and Privacy Act (FERPA); such exemption shall also apply to letters of recommendation respecting admission to any educational agency in institutions.

- Records that are maintained regarding the process of detection and investigation in unlawful activity, in addition to such records as defined in Section 45-20-1 of the Mississippi Code of 1972.
- Commercial and financial information of a proprietary nature required to be submitted to the district.

Denial of Access

In the event that the District denies a request for access to or copies of public records, the denial will be in writing and must state the specific statutory exemption which applies. The District will maintain a record of all denials for a period of three (3) years.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
(FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

- The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent of the eligible student of the time and place where the records may be inspected.

A fee of \$.25 per page (8.5” x 11”), or \$.50 per page (8.5” x 14”), or the actual cost of an audio tape for a copy of an education record will be charged, unless the fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student’s education records.

- The right to request amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist).

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request to officials of another school district in which a student seeks or intends to enroll, the district discloses educational records without consent.

The District discloses directory information regarding its students. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The parent or eligible student has the right to refuse to let the District designate any or all types of information about the student as directory information. The parent or eligible student must notify the principal (or designee) in writing within 14 days of receipt of this notice that he or she does not want any or all of those types of information about the student designated as directory information.

The District may disclose directory information about former students without meeting these conditions.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW

(202) 260-3887
TTD: (202) 260-8956
Washington, D. C. 20202-4605

DYSLEXIA IDENTIFICATION

The District, in compliance with House Bill 1031, will screen students during the fall of 1st grade for characteristics of Dyslexia.

Screening will include:

- Phonological awareness and phonemic awareness
- Sound symbol recognition
- Alphabet knowledge
- Decoding skills
- Encoding skills
- Rapid naming

If a student fails the screener, the parent or legal guardian will be notified of the results. Subsequent data will be collected to determine appropriate placement in the Three Tier Intervention Process.

The District will make an initial determination of whether a student diagnosed with dyslexia qualifies under individuals with Disabilities Education Act (IDEA), or Section 504 to receive services. Please provide any documentation regarding private dyslexia testing to your school principal in order to determine appropriate action.

SPECIAL SERVICES – POLICIES/PROCEDURES

Child Find Publicity Campaign

It is the policy of the District that the district-wide child identification, location, and evaluation process In Madison County be ongoing. Local school district personnel are continuing the search for unserved children with disabilities in the age range birth through 20 years of age.

Early identification of children in need of special education experiences is most important to each child. Furthermore, this information gathered from contacts with parents and other agencies will be used to determine present and futures program needs as progress is made toward the goal of providing a free appropriate public education to all children with disabilities.

The child-find coordinator works with the local Head Start, Welfare, Health and Mental Health agencies, as well as local education agencies, physicians, licensed day care providers, local juvenile correctional facilities, and other individuals to identify and locate children out of school and in school who may be in need of special education services. Information which could identify an individual child will be maintained by this agency and will be provided to other agencies only in accordance with the Family Educational Rights and Privacy Act and the Individuals with Disabilities Education Act. As a parent, you are guaranteed the right to inspect any such information about your child and to challenge its accuracy. Access to this information is forbidden to any unauthorized person without informed consent. If you have questions regarding the collection, maintenance, and use of data about your child, you may contact:

Mrs. Lynn Slay, Child-Find Coordinator
Madison County School District
212 Sunnybrook Road
Ridgeland, MS 39157
Phone: (601) 853-1326

The child-find coordinator is responsible for district-wide coordination of the planning and implementation of child identification, location, and evaluation efforts of children (birth through 20) who have disabilities (regardless of the severity of the disability), and who are in need of special education and/or related services.

Following implementation of the Three-Tier Intervention Process (except for those students who have chronic health problems that adversely affect their education performance and for whom interventions would not change the status of the impairment), if the intervention process is unsuccessful, it is the responsibility of the child-find coordinator to ensure that the referral-to-placement procedures are followed. These procedures include:

- Prior to evaluation, a copy of “Procedural Safeguards” is given to parents.
- District personnel explain to parents the “Procedural Safeguards.”
- No testing will be conducted without parental consent.
- If it is determined that a comprehensive assessment is warranted, students will be evaluated in all areas related to the suspected disability by qualified personnel.
- Parents participate in the meeting to determine whether the child has a disability.

- If found to have a disability, an Individual Education Plan (IEP) is developed for the student and written parental permission is obtained prior to the provision of special education and/or related services.
- IEPs of all students receiving special education services are reviewed at least once a year.
- The student's eligibility status will be reevaluated at least once every three years.

Section 504/Americans with Disabilities Act Nondiscrimination on the Basis of Disability Policy

The District acknowledges its responsibility under Section 504 and the Americans with Disabilities Act to prohibit discrimination in its policies and programs regarding students, personnel, and campus visitors. Discrimination against any person with a disability will not knowingly be permitted in any program or practice of the school district.

Under Section 504, the District has the responsibility to identify, evaluate, and if the student is determined to be eligible, afford access to appropriate educational services. Prior to determining eligibility under 504, it is the District's policy to first follow its procedures for a comprehensive evaluation for services under the IDEA, including the requirement to implement the Three-Tier Intervention Process. If the parent or guardian disagrees with the determination made by the District, he or she has a right to a hearing with an impartial hearing officer.

The following persons have been designated as the Section 504/Americans with Disabilities Act Coordinator and will handle inquires regarding the Madison County School District's nondiscrimination policies, the filing of complaints, and requests for copies of complaint procedures covering discrimination on the basis of disability.

Section 504/ADA Coordinator

Name: Lynn Slay
 Address: 212 Sunnybrook Road
 Ridgeland, MS 39157
 Telephone Number: 601-853-1326

Grading and Report of Progress for Students with Disabilities under the Individuals with Disabilities Education Act

The policy used for reporting grades or progress for students with disabilities will be as follows:

- The grading system used in the regular education program will be utilized for students who receive instruction through the regular education program and are expected to master the same objectives as regular education students.
- For students who receive instruction through the regular education program but an alternate or parallel curriculum (which differs from that provided to grade level peers) is taught, grades will be assigned for each academic area addressed on the student's Individualized Education Program

(IEP). Grades given will be based on the mastery of objectives/benchmarks outlined on the IEP using the regular education grading system with input from both the regular and special education teachers. The student's report card will reflect that these grades are based on objectives/benchmarks outlined in the student's IEP. For those students in grades K-2, the regular education mathematics, reading and/or language arts benchmarks being taught will be marked according to the district's grading system. Any benchmark listed on the K-2 report card that is not being taught, according to the IEP, will be indicated as not applicable. At the end of each nine (9) weeks (or more often as outlined on the IEP), the Report of Progress for each objective/benchmark on the Annual Service Goal Page(s) of the IEP will also be completed and forwarded to the parent(s). The student will not earn Carnegie unit credit toward a regular high school diploma for this type of curriculum instruction.

- For students who receive direct instruction in academic areas from a special education teacher, grades will be assigned for each academic area based on mastery of objectives/benchmarks identified on the student's IEP using the regular education grading system. The student's report card will reflect that these grades are based on objectives/benchmarks addressed in the student's IEP. For those students in grades K-2, the regular education mathematics, reading and/or language arts benchmarks being taught will be marked according to the district's grading system. Any benchmark listed on the K-2 report card that is not being taught, according to the IEP, will be indicated as not applicable. At the end of each nine (9) weeks (or more often as outlined on the IEP), the Report of Progress for each objective/benchmark on the Annual Service Goal Page(s) of the IEP will also be completed and forwarded to the parent(s). The student will not earn Carnegie unit credit toward a regular high school diploma for this type of curriculum instruction.
- For students who receive direct instruction from a special education teacher in functional/life skills areas or from a speech pathologist in a language/speech area(s), grades will be given for each area based on mastery of objectives/benchmarks addressed on the student's IEP using the following grading system: N = No Progress Made; P = Progress Made; M = Objectives Taught During This Grading Period Mastered Based on Criteria Outlined on IEP. The student's report card will reflect that these grades are based on objectives/benchmarks addressed in the student's IEP. For students in grades K-2, the regular education report card will be completed when benchmarks on the report card are reflected in the student's IEP. At the end of each nine (9) weeks (or more often as outlined on the IEP), the Report of Progress for each objective/benchmark on the Annual Service Goal Page(s) of the IEP will also be completed and forwarded to the parent(s). The student will not earn Carnegie unit credit toward a regular high school diploma for this type of curriculum instruction.

Any student enrolled in regular education courses who does not meet course requirements, even though accommodations and modifications have been implemented in accordance with the student's IEP, may receive a failing grade. If it is obvious, however, that the student with a disability cannot function appropriately in a regular education class, the student's IEP should be revised.

Graduation Policy for Students with Disabilities under the Individuals with Disabilities Education Act

The District's students with disabilities and their parents/guardians shall be given the option for the student to work toward a high school diploma, an occupational diploma or a certificate of life skills completion. This decision will be determined at the student's Individual Education Plan (IEP) meeting prior to his/her entering the ninth grade. When considering the occupational diploma as an option, the

IEP Committee must include a school counselor. The IEP shall thereafter reflect the option selected by the IEP Committee and shall specify whether the student is seeking a high school diploma, an occupational diploma or a certificate of like skills completion.

Students with disabilities will be issued a regular education high school diploma, an occupational diploma or a certificate of life skills completion as follows:

1. Students pursuing a regular education high school diploma must meet the requirements set forth by the State Board of Education and the Madison County School District. Special education and related services will be provided to assist a student in reaching this goal based on the student's IEP.
2. **Students who choose the occupational diploma will be required to complete the criteria as designated in the occupational diploma curriculum requirements.**
3. For those students pursuing a certificate of life skills completion, a curriculum of basic life skills will be utilized for instructional purposes.
4. Transition services will be provided based on each student's preferences and interests, his or her IEP and the planned outcomes for post-secondary activities specific to the student. Transition services may include:–
 - Instruction in functional academics;
 - Community experiences;
 - Adult living;
 - Employment skills;
 - Related services; and
 - If appropriate, daily living skills and a functional vocational evaluation.
5. An IEP Committee will review the previous exiting option decision for each student at least annually. The committee, along with the parent(s) and, if appropriate, the student, may change the original or previous decision regarding the student's exiting option.
6. Every student who completes an approved course of study by or before age 21 will receive a regular education high school diploma, **an occupational diploma** or a certificate of life skills completion and will be permitted to participate in graduation activities.

Special Education Ruling - Disciplinary Issues

Special education students are responsible for adhering to the same rules of conduct as nondisabled students. State and federal regulations related to students with disabilities will be followed when implementing discipline procedures.

Procedures for Manifestation Determination And Change of Placement to the Alternative School For Students with Disabilities

- Before being removed to the Academic Options Center, a student with disabilities must have behavior goals and behavior intervention plan (BIP) in place if prior history of behavior incidents has been documented. The only exception is for student offenses involving drugs, weapons, and serious bodily injury.

- ☐ If School Administrator recommends Academic Options Center placement, the student is suspended for no more than 10 days (unless for drugs, weapons, or serious bodily injury) and the parent is notified of the suspension.
- ☐ Unless parents agree to waive their right to prior notice and can participate in the Manifestation Determination Review (MDR) on the date the student is removed, the School must send MDR notice and disciplinary hearing notice at the same time for the same day.
- ☐ If parents agree to waive notice and go forward with the MDR, all appropriate personnel must be present, including a representative from the special education office.
- ☐ **Prior to the removal of any student with disabilities for more than 10 days cumulative in a school year, the special education director must be notified.**
- ☐ Parents can waive their right to a disciplinary hearing. If they do so, the IEP committee will meet to complete MDR and review and/or revise IEP.
- ☐ If parents choose to go forward with a disciplinary hearing, the IEP committee, including the parent(s), completes the MDR prior to the disciplinary hearing.
 - *During the MDR meeting: review all data, current IEP, make sure behavior goals and BIP are appropriate. If they are not, revise them.
 - *If behavior is determined to be a manifestation of the student's disability then review the IEP and determine if any additional services and/or revisions to the BIP or behavior goals are needed. **No further disciplinary action will be taken and student returns to his previous placement unless parents and school personnel agree otherwise.**
 - *If the behavior is NOT a manifestation of the student's disability the disciplinary hearing will go forward. The recommendation of the hearing committee should be upheld and the student may be disciplined to the same extent that students without disabilities would be disciplined for similar behavior.
- ☐ Following the hearing, if disciplinary removal is recommended, an IEP meeting must be held at the Academic Options Center to determine how services will be provided in the student's new placement. If a change of placement will occur complete a change of placement form.
- ☐ The IEP of any student referred to the Academic Options Center **must** be reviewed within **45 days**.

Academic Options Center Guidelines for Students with Disabilities

The following procedures are a part of the Alternative School Policy as adopted by the Madison County Board of Education:

A. Due Process Requirements

Those students who are eligible for placement in the alternative program are those who:

- (1) have been suspended or expelled from school except for any student expelled for possession of a weapon or other felonious conduct; and,

- (2) have Individual Education Plans (IEP's) which specifically document interventions implemented to control behaviors but documentation reflects that interventions have not been effective; or,
- (3) have been referred by the parent, guardian, or custodian due to disciplinary problems at school; or,
- (4) are ordered by a chancellor or youth court judge, with the consent of the Superintendent of the child's school district.
- (5) The IEP committee determines that a more structured, controlled environment is warranted so that meaningful benefit can be made by the student related to his/her IEP goal(s).

Prior to the placement in or removal from the alternative program, parents will be given prior written notice along with a copy of the procedural safeguards. The notice will request that the parent attend an IEP meeting to determine appropriate services and placement. The IEP Committee will consist of the following:

- Student's teacher
- Principal of the home school or designee
- Principal of the alternative school or designee
- Supervisor of Special Services or designee
- Parent/legal guardian/custodian
- Special Education teacher of the alternative program
- Other personnel deemed appropriate

Only the IEP Committee may determine the placement of a special education student in the alternative program. Should the parents disagree with the placement decision, due process procedures afforded under IDEA will be followed.

The IEP Committee will also determine if the student has met the goals outlined on the IEP which would allow the student to return to an appropriate placement other than the alternative school.

B. Curriculum

The needs of each student will be determined by the IEP Committee. Curricula designed to meet the needs of students earning a regular high school diploma, an occupational diploma or a certificate of like skills will be available. Any additional or different services deemed necessary by the IEP Committee will also be provided.

C. Adequate Instructional Staff

A certified teacher will be employed to provide educational services.

D. Safety of Regular Staff and Students

Special transportation will be provided to these students if it is a related service in the IEP.

E. Evaluation of Student's Progress

The IEP will reflect the schedule for determining whether the short-term instructional objectives are met. Documentation will be maintained.

F. Length of Program

The IEP Committee will determine the length of each student's program. The IEP will reflect any needed shortened school day and the reasons for this recommendation. If appropriate, steps will be taken to return the student to a full-day program.

DISCIPLINE

DRESS AND PERSONAL APPEARANCE

The Madison County Board of Education, the administration, and faculty expect all students to dress in a manner which reflects favorably upon the efforts of the total educational community to provide the best learning experience possible for each student. Students enrolled in the District are expected to adhere to the dress code listed below.

1. Hair shall be groomed so as not to extend below the eyebrows or cover the eyes.
2. Hair and nails shall not be groomed in class.
3. Hair and body shall be free from obnoxious odors, clean, and neat in appearance.
4. Shoes, sandals, or boots shall be worn **at all times** with shoes being laced and tied. No cleats or slippers (house shoes), and no tennis shoes with wheels.
5. No tank tops, halters, tops with spaghetti straps or tops that expose the midriff shall be worn. Appropriate underclothing shall be worn. No clothing considered and designed as underclothing or sleepwear (pajamas) shall be worn as an outside garment. Underclothing shall not be exposed while worn underneath an outside garment.
6. Any style of clothing tending toward immodesty is prohibited.
7. Belts shall be buckled and young men shall wear shirts completely tucked in so that the waistband of the pants is visible.
8. Picks, combs, rollers, and other styling devices shall not be worn in the hair.
9. Unless prescribed for medical reasons, sunglasses are not allowed in the building.
10. No hats, caps, toboggans, head scarves, bandanas, sweat bands, wrist bands, hairnets, or shower caps are allowed to be worn on campus. This rule applies to both boys and girls.
11. No see-through clothing shall be worn.
12. Students may wear shorts, provided the length reaches the end of the student's longest finger when the student is standing with arms relaxed at their side ("fingertip" rule).
13. Girls are permitted to wear mini-skirts provided they meet the "fingertip" rule as stated above.
14. Young men shall not be permitted to wear earrings or conceal the earrings with a Band-Aid or any other material. Neither female nor male students shall be permitted to wear rings or studs in their noses, tongues or other body parts. Dog tags must be worn inside of clothing.
15. Skin-tight pants and biking shorts shall not be worn.
16. No pants with holes are permitted.
17. Overall straps and suspenders shall be fastened and worn over the shoulders.
18. Leggings are not allowed unless with appropriate skirt or other covering.
19. Pants should be worn appropriately at the waist. **Sagging pants will not be tolerated.**
20. Students with tattoos may be requested to keep them covered.
21. Clothing with suggestive, vulgar, indecent, or disruptive slogans/pictures is not permitted.
22. Clothing advertising alcoholic products or drugs is not permitted.
23. A student shall not wear any clothing or present himself in a manner (such as cuts in the eyebrows, one pants leg or sleeve rolled up) that would identify him/her with gang or any other illegal activity. Further, a student shall not wear any clothing advertising gang-related signs, colors, or written gestures.
24. Males are not permitted to wear skirts and/or other garments traditionally designed to be worn by females.
25. Wallet chains are not allowed.
26. Trench coats or duster style coats are not allowed.
27. Elementary students are not allowed to wear make-up.
28. For schools wearing uniforms, see individual school dress codes for guidelines
29. **Any dress or personal appearance that the administration feels is disruptive or presents a safety hazard to the instructional process will be dealt with on an individual case basis.**

STUDENT CODE OF CONDUCT

Students have basic rights under the Constitution of the United States, the Constitution of the state of Mississippi, and the Mississippi State Law. Those rights, however, do not extend to infringement on the rights of teachers to teach and other students to learn.

The District recognizes the teacher as the authority in classroom matters, and supports teachers in their decisions in compliance with the written disciplinary code of conduct.

Office Referrals

Within the District, each school has a set of procedures which are followed with regard to students who are referred to the office for causing a disruption in the classroom, on school property or vehicles, or at school-related activities. These procedures outline consequences for various disciplinary problems.

Parental Conferences

Any parent or guardian of a compulsory-school-age student enrolled in a public school district may be requested to appear at school for a discipline conference regarding acts of the child. A parent or guardian of a compulsory-school-age student enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against school property or persons; and for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses. Failure to attend a discipline conference or refusal to comply with any requirements imposed, shall result in a misdemeanor charge being filed against the parent, guardian or custodian and, upon conviction, a fine not to exceed \$250.00.

Recovery of Damages

Any public school district shall be entitled to recover damages in an amount not to exceed \$20,000.00, plus necessary court costs, from the parents of any minor under the age of 18 years and over the age of six years, who maliciously and willfully damages or destroys property belonging to such school district. This obligation shall not apply to parents whose parental control of such child has been removed by court order or decree.

A student who obstructs any teaching, learning, administrative, or extracurricular activity shall be subject to such disciplinary procedures as set forth in this handbook, including school-specific procedures as identified under "Office Referrals" section, or as otherwise authorized by law. Every student is accountable for any disorderly conduct in school, on school property, or at school-related events and activities.

STUDENT RESTRICTIONS

Possession of the following items on school property, a school bus, or at a school-related activity is prohibited:

radios	any type of weapon	knives
tape players	noise-making devices	slingshots
portable phones	cigarette lighters	CD players
alcoholic beverages	CD's	silly bands
gameboys/electronic devices	tobacco in any form	firearms
incendiary materials	illegal drugs	"look alike" weapons
stolen property	fireworks	beepers
walking canes	pornographic materials	matches

drug paraphernalia
toys/toy weapons
gang paraphernalia
personal defense spray
caps
“look alike” drugs
stink bombs

playing cards
gambling paraphernalia
bandanas, bandana sweat bands
fingernail files
water pistols
cartridges, bullets
inappropriate Internet sites

Pokemon cards
mace
gun caps
gun jewelry
paint guns
laser lights

- **Students are not permitted to sell or trade any items at school without permission from the principal.**
- Students are not permitted to sit on the tops of desks or tables in the school building.
- Students are expected to properly dispose of all garbage and litter.
- Pets are not allowed on campus except for instructional purposes approved by the principal.
- **Students are not permitted to eat fast food in the lunch area during lunch periods.**
- Students are not permitted to bring food into classrooms without permission from the principal.
- Students are not permitted to bring visitors, relatives, or friends to school without prior written approval of the principal.
- **Toys are not to be brought to school unless a teacher requests them for instructional purposes.**
 - Students are not allowed to have a car on an elementary or middle school campus in the District.

School personnel will not be held responsible for prohibited items which have been confiscated.

ELECTRONIC DEVICES

Electronic devices may be brought on campus. Students may be allowed to use them before school, after school, during break, and during lunch in approved locations. Teachers may also allow use during class, at their discretion, as it relates to the instructional process. The devices must be put away and turned off at all other times, including class change. Headphones may only be used in the classrooms with teacher approval.

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

Unauthorized use of a cell phone or other electronic device during the school day shall subject a student to disciplinary action, which may include the following:

- Corporal punishment
- In-school detention
- Out of school suspension
- Fines and/or fees

In addition, unauthorized use of a cell phone or other electronic device may result in the following:

- 1st offense \$ 25.00 fine or electronic device held 5 school days in the office
- 2nd offense \$ 50.00 fine or electronic device held 10 school days in the office.

- 3rd offense \$100.00 fine or electronic device held 20 school days in the office
- 4th offense The electronic device will remain in the office until the end of the school year

Possession and or use of cell phones or other prohibited electronic equipment during testing is strictly prohibited. Violation of this policy during state mandated testing shall invalidate the student's test.

CORPORAL PUNISHMENT

The Madison County School Board has adopted a policy allowing reasonable corporal punishment of a student as a disciplinary measure in order to preserve an effective educational environment which is free from disruption and is conducive to furthering the educational mission of the school board.

- A. Corporal punishment shall be administered only after less stringent measures such as counseling, parental conferences, and/or other forms of discipline have failed to produce the desired results. Corporal punishment is administered only if the conduct of a student is of such an extreme nature that this method is the only reasonable form of discipline.
- B. Corporal punishment may be administered by either the principal or his/her designee, but in all cases, another certified staff member must be a witness.
- C. Corporal punishment shall not be administered in the presence of other students.
- D. A written report of corporal punishment and the name of the second school official present as a witness shall be on file in the principal's office and documentation entered in the student data management program.
- E. When not in use, all paddles shall be stored in the administrative offices of each school in the possession and under the control of the principal or his/her designee.
- F. A parent or legal guardian may request exemption from corporal punishment for his/her child. Such a request must be made in writing to the principal's office.

DISCIPLINARY MANAGEMENT POLICY

When a student's conduct, dress, speech, behavior, or attitude is unacceptable and disruptive to the educational environment; and prudent, reasonable efforts to bring about improvements in such misconduct or dress have proven ineffective, more drastic action shall be taken.

Suspension

The Madison County Board of Education delegates to the principal, or his/her designee, subject to the procedural limitations listed herein, the authority to suspend students for violation of any school rule or any act of misconduct, speech, or insubordination.

Principal's Investigation

In dealing with alleged misconduct, the principal shall investigate the incident and hear all reasonably available accounts. The student shall be encouraged to raise any defense he/she thinks relevant. If the student requests that other witnesses be questioned, the principal should talk to them if reasonably possible. If the student makes a reasonable claim of other defensive material that, if true, would free him from blame, reasonable steps should be taken to obtain the information. However, if other defensive

material is not immediately available, the principal should consider postponing disciplinary action for a reasonable time until such evidence may be presented.

Summary Suspension

The principal or his designee may summarily suspend a student without conducting an investigation for not more than three days for serious student misconduct under circumstances where immediate removal of the student is necessary to restore order or to protect other persons. In such cases, the principal is required to conduct the investigation at least by the end of the school day following the summary suspension or as soon thereafter as possible. If additional suspension is necessary, the principal may extend the suspension for a period not to exceed a maximum of ten days.

Short-Term Suspension

A short-term suspension is denial to a student of the right to attend school and to take part in school functions for any period of time up to ten school days. The principal may invoke a short-term suspension for the following reasons:

1. a violation of the board rules prohibiting student misconduct or,
2. misconduct of the same type as that prohibited by the rules governing serious misconduct; but which does not rise to the gravity of the misconduct stated by these rules, or
3. misconduct that is proscribed by rules adopted by the school board covering minor misconduct

The principal shall investigate and ascertain the facts of the student's misconduct. If the facts indicate the student's guilt, the principal shall review the designated punishment to determine its fairness.

Any suspension denying a student the right to attend school during the last 15 days of the semester of the school year must be approved by the Superintendent. **There is no appeal of a short term suspension.**

If the principal recommends suspension extending more than five days, but not greater than ten days, such recommended suspension shall be investigated by a central office administrator appointed by the Superintendent. The administrator appointed shall conduct an investigation following the same procedures as described above for short-term suspensions. Within three days of the suspension, the central office administrator's written report and recommendation shall be forwarded to the Superintendent and the board members.

Long-Term Suspension or Expulsion (more than ten days)

A long-term suspension is defined as a suspension for any period of more than ten consecutive school days. In the case of a long-term suspension or expulsion, the student's parent or legal guardian shall be notified, in writing, of the time and place of a hearing, either before the Superintendent, or person or committee designated by the Superintendent for the purpose of conducting student disciplinary hearings. The hearing shall take place within 15 days of written notification at a time and place designated by the Superintendent and a decision shall be rendered within ten days of the hearing. At the hearing, the student and his/her parent/guardian may be present and represented by legal counsel.

Hearing

Whenever the principal seeks a long-term suspension or expulsion, written notice must be given to the student and the parent as soon as possible. Notice should be given no later than the end of the school day following the day of alleged misconduct. The notice shall include:

- A. the rule allegedly violated and the acts of the student who was thought to have violated the rule, including a summary of the evidence against him;
- B. the penalty that the principal plans to recommend to the board and plans to apply (or request the Superintendent to apply) if the hearing is waived;
- C. a tentative time and place for the hearing;

- D. a description of the hearing procedures;
- E. a notification that any written statements regarding the misconduct are available at the school for examination by the student and his/her representatives;
- F. a notification that the student's school records are available at the school for examination by the student and his/her representatives; and,
- G. a statement that before long-term suspension or expulsion can be invoked, the student has a right to a hearing which may be waived if the student and his parents agree by furnishing the principal a signed statement to that effect. The student and his/her parents shall notify the school within 24 hours after receipt of the notice as to whether they will waive the hearing. If no notification is received, the hearing schedule will be observed.

During the suspension or expulsion period, a student is prohibited from entering any of the district's schools or school grounds, attending any day or night school functions or riding a school bus except for a pre-arranged conference with an administrator.

Suspension from school constitutes an unexcused absence from school. Unexcused absences are considered unlawful absences for compulsory attendance purposes. Students will only be allowed to make up work in accordance with the school make-up work procedures.

Appeal of Long-Term Suspension

Within ten days of the hearing, the Superintendent shall provide the board with a written decision regarding the long-term suspension or expulsion. The notification shall include a statement of the school rule(s) alleged to have been violated, and the decision of the Superintendent to either reverse or approve the suspension or expulsion.

A student aggrieved by the Superintendent's decision may appeal to the board by filing a written request with the Superintendent's office within ten days from the date of the Superintendent's decision. The written request for a hearing must contain an itemized list of the reasons why the parent/student/guardian feels that the Superintendent's decision should be overturned or modified and a summary of the facts that support this position. A request for appeal which does not contain the required information shall not be valid to appeal the Superintendent's decision.

DISCIPLINARY ACTION POLICY

The Superintendent, principal, assistant principal, or any district administrator may discipline a student for misconduct. Each administrator has the authority to determine the appropriate punishment, including expulsion, suspension, placement in the alternative school, detention, in-school detention, corporal punishment or other punishment, for other serious misconduct and for less serious misconduct.

After three referrals of a student for disciplinary action, a student will automatically be placed on probation and a behavior plan will be formulated. Probationary status may result in recommendation for suspension, placement in alternative school, or expulsion. Placement in the Academic Options Center may be for the remainder of the semester and all of the following regular semester, including a semester of the next school year. If the offense occurs in either December or May, placement in the Academic Options Center may be for the remainder of that month and for the following two regular semesters, including a semester or semesters in the next school year.

Students are subject to discipline during any time that they are either under or subject to the jurisdiction of the District, while participating in or going to or from any school-related activity, at any place where an athletic contest or event is taking place, during the course of any field trip, during the course of any trip or

activity sponsored or supervised by the District, while under the supervision or direction of any teacher, principal, or other authority of the District, or when such conduct does or may threaten to interfere with or disrupt the educational process or poses a threat to the safety of the student or others. School administrators may remove students from participation in school related activities for disciplinary reasons.

SERIOUS OFFENSES

The Superintendent, a principal, assistant principal, or any District administrator is authorized to contact law enforcement officials and/or to take appropriate disciplinary action, including immediate expulsion, consideration for alternative school, suspension, detention, in-school detention, and/or corporal punishment, against any student for misconduct, including but not limited to the following:

- Fighting or provoking a fight
- Harassment (including sexual harassment), intimidation, bullying, harassing behavior, threats, acting in a defiant or rebellious manner, or refusing to cooperate with authority
- Disruption of school operations, function, programs, or activities
- Disobedience
- Disorderly conduct
- Disrespect
- Insulting language or behavior
- Obscene language or gesture
- Vandalism
- Malicious mischief
- Theft
- Unauthorized entry of school premises or unauthorized use of school property
- Loitering
- Possession or use of tobacco
- Indecent exposure
- Sexual misconduct or public display of sexual affection such as intimate physical contact like kissing, hugging, or touching
- Possession of fireworks, incendiary materials, knives, firearms, slingshots, weapons of any kind, pornographic materials, stolen property, tobacco in any form, cards or gambling paraphernalia, or noise-making devices
- Changing grades on a report card
- Possession of dangerous articles such as fireworks, knives, clubs, oriental stars, nunchukas, or chains
- Involvement in disruptive demonstrations
- Possessing or throwing any substance or thing that may be considered harmful or dangerous
- Involvement in any gang or gang-related activity, including gang signs, gang graffiti, gang tattoos, and including involvement in skinhead and cult groups
- Plagiarism, cheating, forgery, or counterfeiting
- Inappropriate use of text messaging or cell phones
- Hazing in any form.
- Inappropriate use of a camera.
- Cutting class/school
- Possession or sale of illegal drugs, prescription drugs for which the student does not have a prescription, alcohol containers, or drug paraphernalia.

Punishment for Serious Offenses

The District wants students to understand the consequences of certain serious offenses.

- A. Possession of a gun, firearm, weapon, or explosive
- B. Extreme violence toward any person, including verbal or written threats to life or safety, wielding a weapon, wielding a knife, or threatening conduct with any type of weapon or knife

Punishment for offenses listed in A and B: Immediate expulsion for one calendar year. At the end of the calendar year, the student may apply for re-admission. If granted re-admission, the student must complete the semester of re-admission at the alternative school. If re-admission is in either December or May, the student must complete the remainder of that month and all of the next regular semester at the alternative school.

- C. Possession of a knife

Punishment: May result in suspension or immediate removal to the Academic Options Center for the remainder of the semester and all of the following semester, including a semester in the next school year. If the offense occurs in either December or May, the student will be placed at the Academic Options Center for the remainder of that month and for the next two whole semesters, including a semester or semesters in the next school year.

- D. Fighting

- Minor fight such as arguing, pushing and shoving which results in minor disruption.

Punishment: Detention and/or corporal punishment, or suspension.

- Major fight, which results in major disruption and the possibility of injury

Punishment: Suspension and/or consideration of placement in the Academic Options Center for the remainder of the semester and all of the following regular semester, including a semester in the next school year. If the fight occurs in either December or May, the student may be placed in the Academic Options Center for the remainder of that month and for next two semesters, including a semester or semesters in the next school year.

- E. Repeated offenses

Punishment: suspension and/or consideration for placement in the Academic Options Center for the remainder of the semester and all of the following regular semester, including a semester in the next school year. If the final repeated offense occurs in either December or May, the student may be placed in the Academic Options Center for the remainder of that month and for the next two semesters, including a semester or semesters in the next school year.

- F. Possession and/or use of tobacco or tobacco products

Punishment: Suspension

ZERO TOLERANCE POLICY

The District has a zero tolerance policy towards the possession and/or use of firearms on any school property or at any school function or school-related activity. Any student found to be in violation of this policy will be expelled immediately.

NO EXCEPTIONS.

MADISON COUNTY SCHOOL DISTRICT SUSPICION-BASED DRUG AND ALCOHOL POLICY

(Adopted 4/7/03)

All students are prohibited from carrying, possessing in any manner, or attempting to possess, using, or selling alcoholic beverages, morphine, marijuana, cocaine, opium, heroin, their derivatives or compounds, drugs commonly called LSD, “pep” pills, tranquilizers, or any other narcotic drugs, barbiturate, substance, ingredient, or compound that, when taken orally, intravenously, inhaled, or consumed in any other manner, may cause the person to be under the influence thereof, or any other controlled substance regulated by law, including any substance that is falsely represented to be a controlled or counterfeit substance.

No student shall act in, aid, abet, assist, distribute, or conceal the possession and/or the consumption, purchase, or the distribution of any illegal drugs or alcoholic beverages by another student or students.

Any student who violates the provisions of this policy will be immediately suspended for ten days and recommended to the Board of Education for Alternative School and/or expulsion for one calendar year.

PROVISIONS

The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication under the supervision and direction of such physician unless the student is illegally selling or distributing medications. With regard to prescription medications, refer to the Madison County School District medication policy.

The provisions of this policy shall apply to all students during the period of time that they are under and/or subject to the jurisdiction of the Madison County School District, while participating in or going to or from any school-related activity, at any place where an athletic contest or event is taking place, during the course of any field trip, during the course of any trip or activity sponsored by the District, while under the supervision and direction of any teacher, principal or other authority of the District, or when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others.

REASONABLE SUSPICION TESTING

Subject to the limitations contained in this policy, the District may require any student to submit to a drug and/or alcohol test at the expense of the student’s parent/guardian if there is reasonable suspicion that the student has or is using prohibited drugs and/or alcohol. Reasonable suspicion must be

based on specific contemporaneous physical, behavioral, or performance indicators of probable drug and/or alcohol use. The requirement of a drug and/or alcohol test is within the discretion of the District and is not a prerequisite to the administration of punishment under this policy.

The following circumstances shall constitute grounds for reasonable suspicion:

- a. Direct observation and/or confirmation by a District employee of drug and/or alcohol use or possession;
- b. Abnormal or erratic behavior indicating intoxication;
- c. Physical symptoms indicating intoxication including, but not limited to, glassy or bloodshot eyes, slurred speech, loss of balance, poor coordination or reflexes;
- d. First-hand information provided by reliable and credible sources of use, possession, or intoxication;
- e. The presence of a drug or alcohol on the student, detectable by the senses, such as the smell of marijuana or alcohol; or
- f. Possession or sale of illegal drugs, prescription drugs for which the student does not have a prescription, alcohol containers, or drug paraphernalia.

Intoxication means being excited, stupefied, or affected by alcohol or a drug to the point where physical and mental control is diminished.

A report from any source indicating reasonable suspicion that a student may be in violation of this policy should be immediately given to a member of the administrative staff. The administrative staff member must determine that the circumstances constitute reasonable suspicion of drug and/or alcohol use before a student can be requested to take a drug or alcohol test. The administrative staff member is required to write in reasonable detail the facts, symptoms, or observations that form the basis of reasonable suspicion.

Once an administrator finds reasonable suspicion, an administrator shall contact the student's parent/guardian. If the District decides to require submissions to such a test, the student will be immediately removed from school for a drug/alcohol test to be conducted within a five (5) hours period of time.

If a student appears incoherent, semi-conscious, unconscious, or convulsive, or appears to be hallucinating, is in respiratory distress or anaphylactic shock, or is in other mental or physical distress indicating danger or injury to the health and safety of the student, District personnel shall seek immediate medical attention before any other actions under this policy are taken. The health of the student shall be given priority.

DRUG AND ALCOHOL TESTING

Any student required to be tested under this policy will be accompanied by a District employee and a parent/guardian to a professional testing laboratory or to such other place qualified for drug/alcohol testing at the parent's/guardian's sole expense. If District personnel cannot accompany the student for testing, the District may still require the students' parent/guardian to have the testing completed. All breath, urine, and blood specimens will be collected under reasonable and sanitary conditions. Individual dignity and privacy will be preserved to the extent practicable. Accepted standards for testing, labeling, storage, and transportation of specimens will be followed by the testing laboratory, which will request information regarding prescription and non-prescription drugs and any other information that could lead to a false positive test.

A refusal or failure to take a drug and alcohol test under the conditions of reasonable suspicion shall be considered a positive drug and alcohol test result or offense.

A student or parent/guardian may request a retest, but the results will only be considered if scientifically meaningful, timely performed, and in compliance with the professional testing laboratory's guidelines. All positive confirmed test results will be made part of a student's record, but they shall be kept confidential and separated in a secured location with restricted access. All positive initial test results for which the confirmation test is negative or which are determined to be false positive shall not become any part of the student's record or discipline record.

The District shall keep the following records for the periods specified as a part of its drug and alcohol policy:

1. Records of drug and/or alcohol test results that show a student failed both an initial and a confirmation drug/alcohol test (a positive drug test) and the reasonable suspicious findings for the tests must be kept for five years.
2. Records of drug and/or alcohol results that show that the student passed an initial or confirmation test (a negative drug test) must be kept for at least one year but shall not be part of the student's record.
3. The District may retain such records for statistical analysis and policy evaluations, as it deems appropriate, consistent with confidentiality.

FINDING OF DRUG AND/OR ALCOHOL USE/POSSESSION CONSEQUENCES

If the initial test for drugs and/or alcohol indicates a positive result, the testing laboratory must immediately conduct a confirmation test. If the confirmation test also indicates a positive result, the testing laboratory must report the positive test results to the school principal and the Superintendent or his designee. The school principal will notify the student and parent/guardian in writing of such positive test results and of the consequences of such a report. If the initial test is negative, no further tests will occur unless there is a good reason to suspect the quality of the sample. If the confirmed results are negative, the student will be reinstated.

CONFIDENTIALITY

The results of a student's drug test shall not be released to anyone other than the testing laboratory, the Superintendent and his designee, principal, and other employees or agents of the District who have a need to know such information. Any discipline resulting from the drug test results shall be recorded in the student's discipline record in accordance with the discipline policies and other policies of the District. In order to maintain confidentiality, written records of drug testing will be stored in a secure location with restricted access.

The District will cooperate with law enforcement, but the test results will not be released to law enforcement agencies without a court order or subpoena unless law requires disclosure. Nothing in this policy will prohibit or restrict District officials from making any report required by law to law enforcement agencies or other agencies.

DRUG EDUCATION AND COUNSELING

Before the implementation of this policy, and at least annually thereafter, the District shall give training to principals and administrators in drug and alcohol use/abuse recognition and in the implementation of this policy. Principals and administrators will give professional development to

employees of all schools in recognition of drug and alcohol use and abuse, handling procedures, and policy implementation familiarization.

If there is reasonable suspicion that a student has or is using prohibited drugs and/or alcohol, the District may recommend counseling and drug/alcohol education at the student's expense.

NOTICE

Before implementation of this policy, reasonable notice of the policy will be made to all students and parents and/or guardians of students.

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

This policy shall supersede and take precedence over any other policy or practice that inconsistent herewith.

MISSISSIPPI SCHOOL SAFETY ACT OF 2001 (THREE STRIKE POLICY)

Among other provisions, this act requires the automatic expulsion of a student who is 13 years of age or older on the third occurrence of habitually disruptive behavior during a school year. The term "disruptive behavior" means conduct of a student that is too unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or school-related activity and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.

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

ACADEMIC OPTIONS CENTER GUIDELINES

The Madison District offers an alternative school, named the Academic Options Center, for students of compulsory school age. Students may be referred to the alternative school for any of the following reasons:

1. Any student who has been placed, is currently placed, or is pending placement in any alternative school program in another school district or who has been expelled from

another school district, and transfers to enroll in the District shall automatically be placed in the District's Academic Options Center;

2. Any student who is referred to the alternative school by a dispositive order of a chancellor or youth court judge shall, with the consent of the Superintendent, be placed in the Academic Options Center;
3. Any student who is referred for placement in the Academic Options Center upon a request by the student's parent, legal guardian, or custodian based upon a documented need because of disciplinary problems with the student;
4. Any student whose presence in the classroom, in the determination of the Superintendent or school principal, is a disruption to the educational environment of the school or a detriment to the best interest and welfare of the students and teacher of a classroom as a whole may be referred for placement in the Academic Options Center;
5. Any student who is suspended from school for more than ten days may be referred for placement in the alternative school. Students who are expelled from school for possession of a weapon or other felonious conduct are not eligible for placement in the Academic Options Center;
6. Any student who either withdraws from enrollment in the District while in alternative school or withdraws while referral to alternative school is pending must complete the student's assignment to the alternative school before returning to his or her regular or home school in the District; or
7. Any student who wishes to obtain a general equivalency diploma (GED) may be placed at the Academic Options Center to complete the GED program.

Process for Referral to the Academic Options Center

When the home school principal recommends placement of a student in the alternative school, the home school principal or an assistant principal shall inform the student and the student's parent or guardian of the recommendation and the reasons for the recommendation. The home school principal or an assistant principal must have either an in-person conference or a telephone conference with the student's parent or guardian about the recommendation.

Pending acceptance by the student's parent or guardian of placement in the alternative school or pending a hearing on the recommendation for placement in the alternative school, the suspended student shall not attend school or any school-related function, activity, or event either on or off school property.

Waiver of Hearing and Acceptance of Placement at the Academic Options Center

The home school principal shall explain to the student's parent or guardian that the District will conduct a hearing on the recommendation to place the student in the alternative school and that the student's parent or guardian may waive the hearing and consent to placement of the student in the alternative school. The parent or guardian must sign a written waiver and acceptance of placement. Once the parent or guardian signs the written waiver and acceptance of placement, the waiver shall not be revoked.

Hearing on Recommendation for Placement at the Academic Options Center

If the student's parent or guardian does not waive a hearing by signing a written waiver, the home school principal or assistant principal shall send to or give the parent or guardian written notice of the date and time for a hearing on the referral recommendation. A hearing will be scheduled within fifteen (15) calendar days from the date of the written notice of a hearing. If the hearing date falls during a District holiday period such as Christmas or spring break, the hearing shall be set within the first school week after the holiday period. Failure of the student's parent or guardian to appear at the hearing is a waiver of the hearing, which waiver may not be revoked. The student and the student's parent or guardian may be represented by legal counsel at the hearing.

An employee of the District will act as hearing officer and preside over the hearing. The hearing committee will consist of three District administrators, none of whom shall be from the student's home school. The hearing is informal and is not open to the public. Formal rules of evidence do not apply. The committee will hear from the home school principal or assistant principal who shall present a summary of the facts and circumstances supporting the recommendation for placement at the alternative school. The committee may also hear from the student's counselor; witnesses, if any, for the District; the District's counsel, if present; the student; the student's parent or guardian; and their witnesses and counsel, if any. If the parent or guardian engages legal counsel, the District requests that the parent or guardian or their counsel notify the hearing officer or the Superintendent reasonably in advance of the hearing date so the District may have its counsel present. The parent or guardian, or their counsel, may question the District's witnesses. The hearing committee may ask questions and seek whatever information it needs for its decision from any person attending the hearing.

The hearing committee shall render a decision within ten (10) calendar days of the date of completion of the hearing. The hearing officer will communicate by telephone the hearing committee's decision to the student's parent or guardian, generally within a day of the hearing committee's decision.

Appeal to Board of Education

The student's parent or guardian of the student who is aggrieved by the hearing committee's decision may appeal the decision to the Board of Education of the District. If the student's parent or guardian wishes to appeal the hearing committee's decision to the Board of Education, the student's parent or guardian must request an appeal within ten (10) days of the date that the hearing officer told the parent or guardian of the hearing committee's decision. The parent or guardian must either make hand delivery of or mail by U.S. mail a written request for appeal to the Superintendent at the District's Central Office in Flora, Mississippi. If the request is sent by U.S. mail, the request must be postmarked within ten (10) days of the date that the hearing officer told the parent or guardian of the hearing committee's decision. If no written request for an appeal to the Board of Education is made within ten (10) days, the hearing committee's decision shall be final and no appeal may be taken.

If a student's parent or guardian makes a timely and proper appeal to the Board of Education, the Board of Education shall hear the appeal at a regular meeting or at a special meeting called by the Board. The appeal shall be heard in executive session and no formal rules of evidence shall apply. The day following the Board decision, the Superintendent or his designee shall communicate by telephone the decision of the Board to the appealing parent or guardian.

Placement in Academic Options Center

Within five (5) days of notification by telephone (1) by the hearing officer of the final decision to place a student in the alternative school or (2) the Superintendent of the final decision by the Board to place a

student in the alternative school, the student's parent or guardian shall contact the alternative school principal to arrange for a conference with the student at the alternative school. If a student's parent or guardian decides that the student will not attend the alternative school, the parent or guardian must notify the principal of the alternative school. If no such notification by the student's parent or guardian is received by the alternative school principal within five (5) days of notification by the hearing officer of the final decision to place a student in alternative school or by the Superintendent of the final decision by the Board of Education and no conference has been scheduled with the alternative school principal, the District will notify the attendance officer that the student is not attending school.

Placement in the alternative school is for the remainder of the semester in which placement occurs and all of the following semester, including a semester of the next school year. If the placement in alternative school occurs in either December or May, placement may be for the remainder of that month and for the following two (2) regular semesters, including one semester or two semesters in the next school year.

Any student placed at the alternative school, including any student who withdraws from enrollment in the District instead of attending alternative school, may not participate in or attend any school-related activities, functions, or events either on or off campus. Such students are prohibited from entering upon any school property other than for attendance at the alternative school. (This prohibition does not apply to students referred to the alternative school only to complete a GED program.)

The principal and counselor of the alternative school shall test each student assigned to the alternative school to determine his or her functional grade level. An individual instruction plan (IIP) shall be prepared for each student at the alternative school. The IIP shall be the basis for planning instruction for the student.

A behavior modification plan shall be prepared for each student at the alternative school who is thirteen years of age or older.

Students who attend the alternative school must abide by all alternative school rules and regulations, including the general disciplinary rules and code of conduct for students. The Superintendent or the alternative school principal may suspend a student from the alternative school, extend the time for which the student was originally assigned to the alternative school, or recommend expulsion of a student from the alternative school for any type of misconduct. After a hearing, a student may be expelled from the alternative school for any type of misconduct, whether a felony, misdemeanor, or any violation of school and conduct rules.

The District provides bus transportation for students to the alternative school. A student at the alternative school who violates rules and regulations going to and from school may be denied bus transportation.

Probationary Status Upon Return to Home School

The principal of the alternative school and the principal of each student's regular or home school will meet near the end of each semester of the school year to discuss the student's progress and attendance at the alternative school. If the principals agree, the principal of the alternative school may recommend that the student be returned to his or her regular or home school on probationary status for one semester. During this probationary period, the home school principal or the Superintendent may immediately re-assign the student to alternative school without any hearing if the home school principal or the Superintendent and the alternative school principal agree that the student's behavior warrants immediate re-assignment to alternative school.

SMOKE FREE BUILDINGS

Consistent with the provisions of Public law 103-227, 20 USC 6083, the Madison County Board of Education **bans the use of all tobacco products in all school buildings in the district and on all school vehicles by all persons at all times.**

This ban extends to all employees, students, and patrons attending school sponsored athletic events and meetings. The ban extends to school-owned or operated vehicles and facilities. The board issues this ban in a sincere appeal to all employees, students and patrons to cooperate in helping to create within our faculties a healthy environment for all concerned.

CONDUCT AND BEHAVIOR POLICY

(Board Approved June 29, 2009)

No person may possess or use tobacco products on school property. No person may possess or use alcohol or illegal drugs on school property. The district may remove any person in violation of this policy from school property and may, in its discretion, prohibit the person from entering school property and attending school events for a stated period of time.

No person may threaten, bully or harass any District employee. If any person engages in such threatening, bullying, or harassing conduct toward a District employee, the District may remove the person from school property and may, in its discretion depending on the person's offensive behavior, prohibit the person from entering school property or attending school events for a period of time.

COMPLIANCE STATEMENT

Educational Amendments: 1964, 1972, Others

It is the policy of the Madison County School District to comply with all provisions of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and the Carl Perkins Act of 1984, Section 504 or the Rehabilitation Act of 1983, and IDEA.

The school board directs that no person shall, on the basis of race, color, national origin, sex, disability, age, or religion, be discriminated against, or excluded from, or denied the benefits of, any program or any opportunity or activity provided by this educational agency.

This action of the school board applies to all applicants for employment in this school system, present employees, and to students. Any inquiries regarding compliance should be directed to :

Office of the Superintendent
Madison County School District
PO Box 159
Flora, MS 39071
(601) 879-3025

or
Director of the Office of Civil Rights
Dept. of Health, Education and Welfare
Washington, D. C.

Student/Parent Agreement
(Statement of Assurance)

This is to certify that I agree to the following conditions:

- (1) Have reviewed the entire contents of this handbook.
- (2) Agree to abide by the Acceptable Use Policy for Internet/e-mail network.
- (3) Have selected the website consent form as shown below:
(Please mark ONE choice in EACH box).

Student Photograph

I will allow my **student's photograph** to be published on the school website, in the school yearbook, in local papers or on television stations, without liability to the school or the Madison County School District.

_____ YES _____ NO

Student Name

I will allow my **student's name** - either the first name or first name and last initial only — e.g., John or John D. – to be published on the school website, or in local papers or television stations, without liability to the school or the Madison County School District.

_____ YES _____ NO

Student Schoolwork

I will allow my **student's schoolwork** to be published on the school website, in local papers or television stations without liability to the school or the Madison County School District.

_____ YES _____ NO

Student Directory

I will allow my **student's full name** to be published in the School Directory, without liability to the school or the Madison County School District.

_____ YES _____ NO

School Name _____

Student Signature _____

Please Print Student Name _____

Signature of Parent or Guardian _____

Date Signed _____

Complete this form as directed, detach and return to your student's homeroom.

