

Quitman School District  
Elementary Student  
Handbook  
2016 - 2017



*Empowering a Passion for Excellence*

# **ELEMENTARY STUDENT HANDBOOK**

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## **WELCOME**

Dear Students and Parents/Guardians,

On behalf of the faculty, staff, and administration it is my pleasure to welcome you to a new school year in the Quitman School District. Our goal is to provide a high quality education to all of our students. Each new year provides tremendous opportunities for staff, students, parents and the community to join together to support our students in their educational journey.

The primary purpose of this student handbook is to inform students and parents/guardians about the policies and procedures that are followed in the school district. Please read this handbook with your student and become familiar with its contents.

We strive to build a partnership with you by having open lines of communication. If you have any questions or suggestions about information contained in this handbook, please feel free to contact us.

Donna H. Boone, Ph.D.  
Superintendent

# QUITMAN SCHOOL DISTRICT

[www.quitmanschools.org](http://www.quitmanschools.org)

## **Quitman Lower Elementary**

**Grades: K – 2**

**Amanda Allen, Principal**

101 McArthur Street

(601) 776-6156

Fax: (601) 776-1035

## **Quitman Upper Elementary**

**Grades: 3-5**

**James Kelley, Principal**

Quitman, MS 39355

(601) 776-6123

Fax: (601) 776-1043

## **Quitman Junior High**

**Grades: 6-8**

**Amy Johnson, Principal**

501 Lynda Street

Quitman, MS 39355

(601) 776-6243

Fax: (601) 776-1288

## **Quitman High School**

**Grades: 9-12**

**Howard Savage, Jr., Principal**

210 South Jackson Street

Quitman, MS 39355

(601) 776-3341

Fax: (601) 776-6136

## **Clarke County Career & Technology Center**

**Grades 9 – 12**

**Mark Hudson, Director**

910 North Archusa Avenue

Quitman, MS 39355

(601) 776-5280

Fax: (601) 776-5219

## **Alternative School**

**Dr. James Swindell, Director**

**200 South Jackson Avenue**

Quitman, MS 39355

(601) 776-1047

Fax: (601) 776-1051

## **Quitman School Board Members**

**Chris Dew, President**

**William Price, Vice-President**

**Wendell Carney, Secretary**

**Lewis Jefferson, Member**

**Larry Howze, Member**

# **QUITMAN SCHOOL DISTRICT**

## **Vision, Mission, and Goal Statement**

### **Vision Statement**

Empowering a passion for excellence

### **Mission Statement**

The mission of the Quitman School District is to provide a quality educational program that recognizes the wide range of abilities, backgrounds, needs, and interests of our students. In the pursuit of excellence, we will encourage, inspire, and empower our students to succeed through graduation and beyond.

### **Goals**

1. To provide a safe, healthy, and orderly learning environment
2. To develop open, honest, and responsive communication to build relationships promoting respect for all
3. To invest resources responsibly and effectively to accomplish the district's vision, mission, and goals
4. To engage students in an instructional program that prepares them for life-long success
5. To provide a variety of educational opportunities to develop individuality in each student

**QUITMAN SCHOOL DISTRICT  
2016- 2017 School Calendar**

**First Semester**

August 1-2-3 .....Staff Professional Development Days  
August 4 .....First Day of Classes for Students  
September 5 .....Labor Day Holiday  
October 10 .....Staff Prof. Dev/Parent-Teacher Conf. (no school for students)  
October 17 .....Parent Conference Afternoon (from 2:15 pm – 6 pm)  
all students go home at 2:15 pm  
November 21 – 25 .....Thanksgiving Holiday  
December 19 – January 3 .....Christmas Holidays (Dec 16<sup>th</sup> – 60% day)

**Second Semester**

January 2-3 .....Staff Professional Development Days  
January 4 .....Students Return to School  
January 16 .....Dr. Martin Luther King Holiday  
February 13.....Parent Conference Afternoon (from 2:15 pm – 6 pm)  
all students go home at 2:15 pm  
March 13 - 17 .....Spring Break  
April 14.....Good Friday (Easter Holiday)  
April 17.....Easter Monday (to be used as a makeup day, if needed)  
May 19 .....Last Day for Students/Graduation  
(May 19<sup>th</sup> – 60% day)  
May 22 .....Last Day for Teachers

## MESSAGE TO PARENTS

Parents,

We realize that from time to time issues may arise that require assistance from the school staff. In an effort to facilitate consistency and communication between parent(s) and staff, we request you follow the chain of command listed below to resolve these issues.

- 1st - Teacher
- 2nd – Principal and/or Transportation Director
- 3rd - Superintendent
- 4th - School Board

### *Quitman School District Notice of Non-Discrimination*

*The Quitman School District does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in the admission and provision of educational programs, activities and services or employment opportunities and benefits. The District must also designate a compliance coordinator to respond to questions or complaints from applicants, employees, students and other interested persons.*

*The name, address, and telephone number of the designated coordinator is:*

*Donna H. Boone, Ph.D., Superintendent  
Quitman School District  
104 East Franklin Street  
Quitman, MS 39355  
601-776-2186*

## **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 a child wishing to attend kindergarten in the Quitman School District must be five years old on or before September 1 of the calendar year they wish to enroll.

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.

### SCHOOL ADMISSION

**The Quitman School District operates under a federal court order. Residency requirements are set by law and strictly enforced.** The requirements stated above are minimum requirements which will be maintained on file. **The school district reserves the right to require additional documentation and verification at any time.**

### SCHOOL ADMISSION

The term minor, when used in any statute, shall include any person, male or female, under twenty-one years of age. MS Code 1-3-27

### ENROLLMENT AGE

Except as provided in subsection (2) and subject to the provisions of subsection (3) of MS Code 37-15-9, no child shall be enrolled or admitted to any kindergarten which is a part of the free public school system during any school year unless such child will reach his fifth birthday on or before September 1 of said school year, and no child shall be enrolled or admitted to the first grade in any school which is a part of the free public school system during any school year unless such child will reach his sixth birthday on or before September 1 of said school year. No pupil shall be permanently enrolled in a school in the State of Mississippi who formerly was enrolled in another public or private school within the state until the cumulative record of the pupil shall have been received from the school from which he transferred. Should such record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record. 37-15-9 (1) (2003)

### EVIDENCE OF AGE

It shall be the responsibility of the person in charge of each school to enforce the requirement for evidence of the age of each pupil before enrollment. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:

- a) A certified birth certificate;
- b) A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by a parent, grandparent or custodian;
- c) An insurance policy on the child's life which has been in force for at least two (2) years;
- d) A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent, grandparent or custodian;
- e) A passport or certificate of arrival in the United States showing the age of the child;
- f) A transcript of record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth; or
- g) If none of these evidences can be produced, an affidavit of age sworn to by a parent, grandparent or custodian. Any child enrolling in Kindergarten or Grade 1 shall present the required evidence of age upon enrollment. Any child in Grades 2 through 12 not in compliance at the end of sixty (60) days from enrollment shall be suspended until in compliance. 37-15-1 (2002)

### PARENT, LEGAL GUARDIAN OR LEGAL CUSTODIAN

Whenever any minor child seeks or applies to enroll or gain entrance to any public school in this state, and the child is not accompanied by an adult or is accompanied by an adult who is not the child's parent, guardian, if a legal guardian has been appointed for the child, or legal custodian, the school official or officials or teacher to whom the child applies or reports for enrollment or admission may delay consideration of the enrollment or enlistment of the minor child and require the child's parent, legal guardian or legal custodian to accompany the child and apply for enrollment and admission into the school for and on behalf of the minor child. 37-15-11 (2002)

### GENERAL ELIGIBILITY

1. This school district shall admit into its free public schools all minor-age children (MS Code 1-3-27) and all compulsory school age children as defined by in MS Code 37-13-91 (2) (f).
2. Each minor child shall attend school in the school district of his/her residence unless legally transferred to another

school district by the school board pursuant to MS Code 37-15-29.

3. Except for those students who have been legally transferred, each minor child seeking to enroll in this school district shall be a school district resident. All students shall register at the school they are assigned to attend. 37-15-29; 37-15-13
4. Any new student enrolling in this school district or any continuing student whose residence has changed shall be accompanied to enrollment by a parent, guardian, adult custodian or adult agent of a social service agency of the district who shall register the minor child for admission, except students who have been legally transferred. The accompanying adult shall be required to verify his/her residence as herein provided as part of the registration process. 37-15-11
5. The person in charge of each school shall require any child enrolling in kindergarten or grade 1 to present a certified birth certificate and valid immunization certificate upon enrollment. No child will be allowed to enroll in or attend any school without a certified birth certificate or valid immunization certificate. 37-15-1
6. Subject to the provisions of MS Code 37-15-9, subsection (3), [see item 7 below] 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 this school district 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 of this school district has determined that the child was making satisfactory educational progress in the previous state. 37-15-9
7. When any child applies for admission or enrollment in any public school in the state, the parent, guardian or child, in the absence of an accompanying parent or guardian, shall indicate on the school registration form if the enrolling child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If it is determined from the child's cumulative record or application for admission or enrollment that the child has been expelled, the school district may deny the student admission and enrollment until the superintendent of the school or his designee has reviewed the child's cumulative record and determined that the child has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding. If the expulsion proceeding results in the expulsion of the child, the public school may revoke such admission to school. If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the school district shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of the expulsion. 37-15-9 (3)
8. No child in grades 2 through 12 shall be allowed to enroll in or attend any school without a valid immunization certificate. 37-15-1
  - Valid certificates include:
    1. Form 121 -- Certificate of Compliance
    2. Form 121-A -- Medical Exemption Certificate
    3. Form 121-T -- Temporary Compliance Certificate

The Temporary Compliance Certificate, Form 121-T, is not valid after the date shown. After that date, the principal shall deny school attendance by such child unless or until the principal is furnished another Temporary Compliance Certificate, Form 121-T, or a Certificate of Compliance, Form 121, or a Medical Exemption Certificate, Form 121-A.

### **RESIDENCE VERIFICATION PROCEDURE**

**Definition of residence for school attendance purposes: The student physically resides full time week days/nights and weekends, at a place of abode located within the limits of this school district.**

Residency may be determined in the following manner:

1. **STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S)**

The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two of the items numbered 1 through 10 below as verification of their address, except that a document with a post office box as an address will not be accepted.

1. Filed Homestead Exemption Application form
2. Mortgage documents or property deed
3. Apartment or home lease

4. Utility bills
  5. Driver's license
  6. Voter precinct identification
  7. Automobile registration
  8. Affidavit and/or personal visit by a designated school district official
  9. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district
  10. Certified copy of filed petition for guardianship if pending and final decree when granted
2. HOMELESS CHILDREN  
When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431 (1), 11432 (e) and 11302 (a), this school district shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432 (e) (3).
3. STUDENTS LIVING WITH ADULTS OTHER THAN PARENTS OR LEGAL GUARDIANS:
1. The non-parent(s) claiming district residency must meet the criteria of subparagraph (a) (1) through (10) above, required of a parent or legal guardian.
  2. The district resident must provide the school with an affidavit (*see last page of this policy*) stating his or her relationship to the student, and that the student will be living at his/her abode full time, and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The superintendent or his/her designee will make the necessary factual determinations as required under this policy. Examples of situations where  in loco parentis  authority of an adult will be recognized to establish residency of the minor include but are not limited to the following:
    - a) Death or serious illness of the child's parent(s) or guardian(s);
    - b) Abandonment of the child;
    - c) Child abuse or neglect;
    - d) Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;
    - e) Students enrolled in recognized exchange programs residing with host families.
  3. Whenever appropriate the person who has assumed responsibility for the care and custody of the child shall be encouraged to obtain legal guardianship of the child.
4. The school district may require additional documentation and verification at any time.
  5. At the minimum, this school district shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.
  6. The provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into the school district.

Any court ordered procedure shall take precedent over any procedure contained herein.

### TRANSFER STUDENTS

1. No student is to be enrolled in this school district until any and all questions regarding residence or immunizations have been resolved.
2. Students suspended or expelled from another school or school district may not be allowed to enroll. 37-15-9 (3)
3. No pupil shall be permanently enrolled in a school in this school district who formerly was enrolled in another school within the state or outside the state until the cumulative record of said pupil shall have been received from the school from which he transferred. Should such record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record. 37-15-9 (1)
4. Unless a transfer student is tested in the manner provided in paragraph 5 below, the student will be permanently enrolled and placed in a grade or class on the basis of an official transcript of credits from the last school attended. 37-15-33
5. All students seeking to transfer from any school, public or private, within or outside of the boundaries of the State of Mississippi, to this school district shall be required to take a standardized test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.  
The administrative head of the school shall administer the test or tests to such pupil or pupils as shall apply for transfer to such public school. Such test or tests shall be administered within thirty days after the filing of each such application for transfer. Notice of the giving of such test shall be given the applicant not less than five days prior to the date of the administration of such test.  
No transfer of a pupil shall be affected until the test has been given and the pupil is assigned to the grade and class

for which the test shows he is best suited. No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned to had the pupil remained in the school from which the transfer is being made. Pending the administration of the test herein provided for and its grading and an assignment based thereon the superintendent of this school district or the attendance center principal to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made.

If any student is transferred or reassigned within this school district by an order of the board of trustees of this school district as designated by law of the State of Mississippi and not at his own request, the requirement of that pupil's taking the standardized test shall be waived. Likewise, if a pupil shall transfer from one school district to another school district in the manner provided and required by the laws of the State of Mississippi, the requirement of such pupil taking the standardized test shall be waived. 37-15-33

6. Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by this school board. 37-15-31 (1) (d)

### **NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that **Quitman School District**, with certain exceptions, obtain your consent prior to the disclosure of personally identifiable information from your child's education records. However, **Quitman School District**, may disclose appropriately designated "directory information" without consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Quitman School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.(1)

If you do not want **Quitman School District** to disclose directory information from your child's education records without your prior written consent, you must notify the Principal (of the Building in which your student attends) in writing by September 1<sup>st</sup> (of each year). **Quitman School District** has designated the following information as directory information: [**Note: an LEA may, but does not have to, include all the information listed below.**]

- **Student's name**
- **Address**
- **Telephone number**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, used ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)**

**Footnotes:**

1. These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503©, as amended.

## ATTENDANCE

### ABSENCES

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

When a student reaches five absences, the parent will be notified and asked to come in for a conference. Excessive unexcused absences (5 or more) must be reported to the School Attendance Officer. All absences must be followed by a note from home stating why the student was absent. The excuse shall contain the date written, the cause of the absence, physician's excuse (if applicable), the parent/legal guardian's signature. Only 5 parent notes will be accepted each school year. If the school is not notified, the absence will be unexcused. Absences will be considered excused if they are due to: illness of the student, a death in the family, doctor appointments, religious holidays, school-related absences, and absences pre-arranged with the principal.

An exception to this policy may be considered in the case of catastrophic illness or injury.

37-13-91 of the Mississippi Code has been amended to make suspensions unexcused absences; to require enrollment by the 18th day of school instead of the 30th; to reduce the accumulated unlawful absences from during the school year from 20 to 12; and to reduce the number of unlawful absences from 10 to 5 reporting to the attendance officer. She must be contacted within two (2) school days or five (5) calendar days; five unexcused tardies or check-outs will be considered as an unexcused absence. Students who consistently checked out early without just cause will be reported to the Attendance Officer. The Attendance Officer can be reached at 601-776-2186, ext. 1013.

**The cut-off day for acceptance of doctor's excuses/parent notes is 3 days after the student returns to school. After such day, no absences will be excused.**

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

### CHECK OUTS

Any student leaving school before dismissal time must be checked out through the office and will only be released to a parent, guardian, or their designee. In order to reduce the number of late afternoon interruptions, students will not be approved for check out after 2:45 p.m. (QLE) and 2:45 p.m. (QUE).

Students who are checked out early for reasons other than illness of the student, a death in the family, a medical appointment, or religious reasons which have been pre-arranged with the principal, may be reported to the attendance officer for further action. Five unexcused tardies or check outs will be considered an unexcused absence.

### DAILY SCHEDULE

7:25 a.m.	Students arrive on campus. Prior arrangements must be made if students arrive before 7:25 a.m.
7:25 – 7:50 a.m.	3 – 5 students go to the cafeteria for breakfast.
7:25 -8:00 a.m.	K+ – 2 students complete breakfast.
7:50	Classes begin for grade 3-5
8:00	Classes begin for grades K-2
3:20 p.m.	K – 2 is dismissed.
3:20 p.m.	K – 2 begin loading buses.
3:20 p.m.	3 – 5 car riders and buses begin loading.

- No students will be checked out after 2:45 p.m. (QLE) and 2:45 p.m. (QUE).
- K – 2 car riders should be dropped off in the parking area. A staff member is on duty until 7:50 a.m. After 2:30 p.m., students may be picked up from the K – 2 parking area only. Supervision is provided.
- All 3 – 5 car riders should be dropped off and picked up using the covered one-way drive in front of the school. Please do not use this area for parking.

### 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 Tuesday (1 day + 2 days missed).

A student who receives out-of-school suspension will be allowed to make up any daily work missed. This will also apply for unexcused absences. A student will be allowed to make up all major exams (nine week, semester, final).

## TARDINESS

### **Definitions**

Tardy to School - failure to report to school before 8:00 a.m. at Quitman Lower Elementary and 7:50 at Quitman Upper Elementary

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 office for an admittance slip to class.

## GENERAL INFORMATION

### ACCESS TO PUBLIC RECORDS POLICY

**Descriptor Code:** CNA                      Revised Date: 1/11/16

#### **PUBLIC RECORDS ACCESS PROCEDURES**

The following policies and procedures are adopted in order to comply with the requirements of the Mississippi Public Records Act of 1983 (hereinafter the "ACT").

#### 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, on forms provided, with the Superintendent of Schools. The request must state with sufficient specificity the nature, location, and description of the public record 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 classification 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) business days from the date of the receipt of the pre-payment of all copying, retrieval, and mailing expenses. **In certain cases, public records can be sent electronically.**

#### FEES CHARGED

As allowed by statute, the district shall charge and collect fees to reimburse it for the actual cost 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: 30 cents per page, with a minimum charge of \$1.00 per search.
- Transcripts: A cost of \$1.00 will be charged for transcripts.
- CDs: A cost of \$10.00 will be charged for cds.
- Searching and Reviewing: An hourly charge of \$8.00 or in the event it is necessary for supervisory personnel to conduct the search and review then an amount which equals the actual wage per hour of such person. This charge will not apply when searching for and retrieving a student's educational records.
- 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 \$50.00. In the event that the actual cost is found to be less than \$50.00, 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.

1. Records furnished to public bodies by third parties which contain trade secrets or confidential, commercial or financial information, as provided by the Act.
2. Records which are confidential or privileged, as provided by constitutional, statutory or case law of this state or of

the United States.

3. Records which are developed among judges, judges and their aides, and juries.
4. Personnel records, including but not limited to applicants for employment, test questions and answers used in employment examinations, and letters of recommendation.
5. Test questions and answers in the possession of a public body which are to be used in future academic examinations.
6. 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.
7. Records concerning the sale or purchase of property for public purposes prior to the announcement of the purchase or sale where the release of the record would have a detrimental effect on the sale and purchase.
8. All educational records of students and former students, as defined by Policy JCG and by the Federal Privacy Act; such exemption shall also apply to letters of recommendation respecting admission to any educational agency or institution.
9. Records that are maintained regarding the process of detection and investigation of unlawful activity, in addition to such records as defined in Section 45-29-1 of the Mississippi Code of 1972.
10. 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 contain a statement of the reasons for the denial. The district will maintain a record of all denials for a period of three (3) years.

#### BUS NOTES FROM PARENTS

**It is the policy of both the Quitman Lower Elementary and the Quitman Upper Elementary that if any change in transportation becomes necessary a hand-written note must be received by the teacher or the receptionist no later than 2:00 pm. There will be no communications accepted by e-mail, fax, or telephone. The note must include the student's name, teacher's name, bus number or car-rider, dates of change, address for bus drop-off, date received and signature.**

#### BUS TRANSPORTATION

The Quitman School District operates transportation services as required by state law which directs that all school districts furnish transportation to pupils living one or more miles from their attendance center. All district transportation service is handled through the Quitman School District Transportation Department. This department 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 our students and to provide for an orderly operation of the bus. Parents, students and school personnel can be most effective in promoting safety and orderly conduct when they work together.

**Riding the school bus is a privilege. This privilege carries with it some responsibilities on the part of the student. Behavior which prevents the driver and the student from having a safe trip to and from school will not be tolerated.**

Any violation of conduct by students, performed while on the school bus, waiting to board the school bus, or departing from the school bus, shall be addressed by utilizing the assertive discipline steps prescribed for elementary and secondary levels in the respective handbooks. Students may be denied the privilege of riding the bus because of improper behavior, including the suspension of the privilege of riding the bus for the remainder of the school year, if the Superintendent determines the action is necessary for the safety of the other students on the bus. (MS State Code 37-7-301,e). Consequences for misconduct on the bus will be consistently applied.

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

**Any questions regarding school transportation should be directed to Office of Transportation, Quitman School District, (601) 776-1048.**

#### BUS VIDEOS

The Board of Education recognizes the district's continuing responsibilities to maintain and improve discipline and to insure the health, welfare and safety of its staff and students on school transportation vehicles. The Board supports the use of video cameras on its transportation vehicles as a means to promote the order, safety and security of students and staff.

Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. The Board believes that such monitoring will deter misconduct and help to ensure the safety of students and staff. Students found to be in violation of the district's bus conduct rules shall be subject to disciplinary action in accordance with district policy and regulation.

**Due to Federal Laws regarding the rights to privacy for all individuals, only appropriate school personnel may view the video footage recorded by bus cameras. Parents will not be allowed to view any video footage recorded by bus cameras.**

### INTERFERENCE WITH SCHOOL BUSES

It is unlawful for any individual to board a school bus, other than a student scheduled to, a member of the public school administration or faculty, or a law enforcement official. State law prohibits unauthorized board of school buses or interference with passenger boarding or leaving, under penalties of fines and/or imprisonment. (State Code 37-41-2)

### CHILD FIND PUBLICITY CAMPAIGN

It is the policy of the Quitman School District that the district-wide child identification, location, and evaluation process in Quitman be ongoing. Local school district personnel are continuing the search for unserved children with disabilities in the age range birth through 21 years of age.

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

The child-find director 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 Rights and Privacy Act and IDEA-B. As a parent, you are guaranteed the right to inspect any such information about your child and to challenge its accuracy. Access to this information is forbidden to any unauthorized person without informed consent. If you have questions regarding the collection, maintenance, and use of data about your child, please contact:

*Quitman School District  
Child-Find Director  
104 East Franklin Street  
Quitman, MS 39355 (601) 776-3754*

The child-find director is responsible for district-wide coordination of the planning and implementation of the child identification, location, and evaluation effort of children (birth through 21) who have disabilities (regardless of the severity of the disability), and who are in need of special education and/or related services.

The child-find director works with the local Head Start, Welfare, Health, and Mental Health agencies, as well as local education agencies, physicians, and other individuals to identify and locate children out of school and in school who may be in need of special education services.

Once a referral is made, it is the responsibility of the child-find director to ensure that the referral-to-placement procedures are followed. The director works with local survey committees at each school to implement the following procedures:

- Prior to evaluation, a copy of "Procedural Safeguards" is given to parents.
- District personnel explain to parents the "Procedural Safeguards."
- After parental consent for testing is obtained, a non-discriminatory evaluation is conducted.
- Students are 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.
- An Individual Education Plan (IEP) is developed for the student before the student is placed.
- Parents must sign permission for placement.
- All students receiving special education services are reassessed at least once a year and reevaluated at least once every three years.

The district now has special education programs which serve student's ages three through 20 who have developmental delays, physical, mental, communicative, and/or emotional disabilities.

## COMMUNICABLE DISEASES

(See policy JGCC)

The Quitman School District will work in cooperation with the Mississippi State Health Department to prevent, control, and contain communicable diseases in schools. As required by state law, students with communicable diseases are not permitted to attend school. The recommended days to stay out of school are:

<b>Mumps</b>	Nine days
<b>Measles</b>	Until rash disappears
<b>Scabies</b>	Until treatment has been initiated
<b>Ringworm</b>	Until treatment has been initiated
<b>Chicken Pox</b>	One week
<b>Impetigo</b>	Until treatment has been initiated
<b>Pink Eye</b>	Three days
<b>Fifth Disease</b>	Until free of fever

### **Head Lice**

If a child has head lice, the following procedures will be taken:

- Parents will be notified to pick up their child at school.
- After proper treatment with a killing product and removal of all nits, the child may return to school.
- Upon his/her return to school, an empty box, bottle or box top from the louse killing product used should accompany him/her.
- If a nit product requires a re-treatment, a re-treatment date should be scheduled for seven (7) days later and proof should be sent to the school.

During the school year, students may be screened for head lice. Screenings should be done by appropriate school staff. Throughout the year any student suspected of having head lice is examined by an appropriate staff member. Care is taken not to embarrass the student and to ensure that no stigma is attached to him/her.

Parents will be notified by phone or letter regarding appropriate treatment. If a live louse is found, the parent or guardian will be called to take the student home for treatment.

“If a student in any public elementary or secondary school has had head lice on three (3) consecutive occasions during one (1) school year while attending school, or if the parent of the student has been notified by the school officials that the student has had head lice on three (3) consecutive occasions in one (1) school year, as determined by the school nurse, public health nurse, or physician, the principal/administrator shall notify the county health department of the recurring problem of head lice with that student.” 41-79-21 (1999)

**A student may return before the recommended number of days if he/she obtains permission from the attending physician or health nurse.**

## COMPLIANCE STATEMENT

### **Educational Amendments: 1964, 1972, Others**

It is the policy of the Quitman 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	or	Director of the Office of Civil Rights
Quitman School District		Dept. of Health, Education and Welfare
104 East Franklin Street		Washington, D. C.
Quitman, MS 39355		
(601) 776-2186		

## EMERGENCY DRILLS

Emergency drills are conducted periodically on each campus within the Quitman 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.

### EMERGENCY INFORMATION

It is extremely important that the following current information is on file in the school office:

1. Parent(s) or guardian(s) name(s)
2. Complete address, current, physical and mailing
3. Home phone and parent/guardians(s) work phone (connected and working)
4. Emergency phone number of friend or relative (connected and working)
5. Doctor's name and phone
6. Medical alert information
7. Authorized person(s) allowed to pick up child

### 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. These rights are:

1. 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 School official will make arrangements for access and notify the parent or the eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading, or otherwise in violation of the student's privacy acts under FERPA.

Parents or eligible students who wish to ask the Quitman School District to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed.

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

3. The right to privacy of personally identifiable information 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 School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks..

**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 the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)**

4. 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 (202) 260-3887  
U.S. Department of Education TTD: (202) 260-8956  
400 Maryland Ave. SW  
Washington, D. C. 20202-4605

### FEES

- 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. extracurricular 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.

### FEES POLICY

Quitman School District acknowledges that from time to time a student may be unable to pay certain fees associated with attending school within the district. As stated in Section 37-7-335 of the Mississippi Code, students qualifying for the National School Lunch Program shall receive a hardship waiver from the payment of:

- a) supplemental instructional materials and supplies, excluding textbooks;
- b) any other fees designated by the local school board as fees related to a valid curriculum educational objective, including transportation

### FEE POLICY

**Policy JS** board approved: 06/29/2016

This school board hereby authorizes the superintendent to charge reasonable fees, but not more than the actual cost, for the following:

- a. Supplemental instructional materials and supplies, excluding textbooks;
- b. Other fees designated by the superintendent as fees related to a valid curriculum educational objective, including transportation; and
- c. Extracurricular activities and any other educational activities of the school district which are not designated by the superintendent as valid curriculum educational objectives, such as band trips and athletic events.

All fees authorized to be charged under this policy, except those fees authorized under (c) above, shall be charged only upon the condition that a financial hardship waiver may be granted upon request pursuant to the following.

### FINANCIAL HARDSHIP WAIVER POLICY

All fees authorized to be charged under subsections (a) and (b) of the Fee Policy above shall be charged only upon the following conditions:

1. Applications for hardship waivers shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public.
2. Pupils eligible to have any such fee waived as a result of an inability to pay for said fees, shall not be discriminated against nor shall there be any overt identification of any pupil who has received a financial hardship waiver by use of special tokens or tickets announcements, posting or publication of names, physical separation, choice of materials or by any other means.
3. In no case shall any of this school district's procedures expose any pupil receiving a hardship waiver to any type stigma or ridicule by other pupils or school district personnel.
4. The confidentiality provisions of this policy shall apply equally to any students who have an inability to pay any fees authorized by this policy.

In no case shall the inability to pay the assessment of fees authorized under the provisions of this Fee Policy result in a pupil being denied or deprived of any academic awards or standards, any class selection, grade, diploma, transcript or the right to participate in any activity related to educational advancement.

The financial hardship waiver policy must be distributed in writing to pupils at the time of enrollment through publication in the School Student Handbook. Any family member who qualifies for the National School Lunch Program, as created by the Richard B. Russell National School Lunch Act (42 USCA 1751 *et seq.*) shall receive a financial hardship waiver.

The superintendent shall establish administrative procedures consistent with this policy for its implementation and duplicate the attached form for use by applicants. ' 37-7-335

### FIELD TRIPS / ACTIVITIES

Field trips and related activities are used as a means of extending our classrooms. All trips/activities are supervised by professional staff members of the school. Parents will receive field trip/activity notices in advance of the scheduled trip/activity date and will be asked to sign the forms giving students permission to attend. ***Field trip/activity fees will not be refunded. Students with documented behavior issues may be required to have a parent chaperone.***

Students are expected to ride to and from the field trip destination on the provided school transportation.

- **Note: Students will not be allowed to go on a field trip without a signed permission form.**

### FOOD SERVICES

Students are assigned a lunch number at the beginning of the school term. Students will be expected to memorize this number. Parents are requested to include their child's number in any correspondence regarding food service matters.

**Student Pamphlets from the Child Nutrition Department will be sent home with the students. This pamphlet will contain the price listing of meals and extra foods. The teachers will be given the price listings also.**

**SACK LUNCH:** Students who bring bag lunches to school may purchase milk or ice cream products w/ their lunch.

**PAYMENT:** Lunch money can be paid daily, weekly, monthly or yearly. Cash or check payment is accepted.

**CHARGES:** Students cannot charge in the cafeteria. Money has to be borrowed from a special fund and must be re-paid.

**FREE AND REDUCED PRICE MEALS:** Free and reduced price meals are available for those students who qualify and complete the proper free & reduced application form. Applications for free and reduced price meals must be filled out completely and returned to the cafeteria immediately. A new application is required every year. Students applying for free or reduced price meals are expected to pay full price until approval notification is received from the Child Nutrition office.

**EXTRA FOOD:** Students will be allowed to pre-pay for extra food. **Parents must notify the Cafeteria Manager if they do not wish their child to be allowed to pre-pay for extra food.** Students are allowed to go through the lunch line one time only. A student may not come back through the line to purchase additional items. Students are encouraged to bring exact change on a daily basis when purchasing extra items such as milk, ice cream etc. Please do not send bills larger than \$1.00 whenever possible. This will help speed up the lunch line and help ensure that each student has enough time to enjoy his or her meal.

**Students are not permitted to eat fast food in the lunch area during lunch periods.**

### **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.

### **INCLEMENT 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 constantly. During a tornado warning, all children are brought into the main building and arranged in the most secure manner possible. Students housed in portables are subject to movement into the main building at any time during bad weather, at the Principal's discretion.

Experience tells us that more often than not, we are faced with big decisions concerning weather at dismissal time, when the pace is hectic at best. For this reason, we want you to be fully aware of the basic guidelines we follow when bad weather occurs at this time.

During a **TORNADO WARNING:**

- Buses and car riders are not dismissed, and students are secured in the main buildings.

### **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 basic philosophy is that we will have school unless or until conditions (icy roads, downed power lines) dictate otherwise.

Again, we constantly monitor the weather situation through the Quitman EOC, Quitman Sheriff's Department, local police departments, and actual district personnel who ride the roads in all areas of the county.

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.

### **LIBRARY**

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

Fines for damaged books and materials will be assessed upon examination of the individual item 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 the fine is paid.

#### **Library Charges K-12<sup>th</sup> grades**

##### **Late fees:**

\$ 0.05            Fine per day on overdue books

3.00	Maximum charge for overdue book
0.25	Fine per day on overdue reference book
10.00	Maximum charge for overdue reference book
0.25	Charge per page copied

**Damages to library materials:**

Lost book

Excessive damage, not usable

Cost of book + \$ 3.00

Spine or book cover damage

Torn, missing, or loose pages

Assessed by librarian up to cost of book + \$ 3.00

Damaged or missing book jacket

\$ 5.00

Missing or damaged spine label, barcode label, or Accelerated Reader label

\$ 1.00 per label

Excessive marking

25% of cost of book

Excessive damage, but usable

50% of cost of book

**MEDICATION**

(See JGCD and JGCDA)

Under exceptional circumstances, prescription and over-the-counter medication may be administered by school personnel with the exception of any dietary supplements, herb products, or any other products not regulated by the FDA (Federal Drug Administration). 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. Medication is **not** provided by the school district.
- B. The medication will be delivered to the principal's office in its original container by a parent or guardian along with signed written instructions on its delivery. These instructions should include:
  - child's name, parent or guardian's name, address, home and business phone numbers
  - physician's name and phone number
  - name of medication
  - purpose of medication
  - time to be administered
  - dosage
  - possible side effects
  - termination of date for administering medication
- C. Parents must transport medication to and from school. No medication will be accepted from students.
- D. Parents are responsible for informing the school office of any change in their child's health or medication.
- E. It is the parent's responsibility to notify the school that the child needs to take prescription or over-the-counter medication.
- F. No medication will be administered unless an official district medical release form has been completed and signed by a parent or guardian, and placed on file in the school office. These forms are available in each school office. A physician's signature is required for prescription medications to be administered at school.
- G. Each year, all medications will be disposed of two (2) weeks after the last day of school if not picked up by a student's parent or legal guardian.

**ANY CHILD WITH A TEMPERATURE OF 100<sup>0</sup>, VOMITING OR DIARRHEA MUST BE PICKED UP IMMEDIATELY.**

**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. Grades K-5 may have unit-related parties. There will be no birthday parties at school, and no invitations should be brought to school.

**Balloons, flowers, and other special deliveries for students will not be accepted.**

### **SECTION 504/AMERICANS WITH DISABILITIES ACT**

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

Quitman Schools is also seeking to identify and locate every qualified individual with a disability residing in its jurisdiction who is not receiving a public education.

The following person has been designated as the Section 504/Americans with Disabilities Act Coordinator and will handle inquiries regarding the Quitman School District's child find, nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability:

*Quitman School's 504 Coordinator*  
*104 East Franklin Street*  
*Quitman, MS 39355 (601)776-3754*

### **SMOKE FREE BUILDINGS**

Consistent with the provisions of Public law 103-227, 20 USC 6083, the Quitman Board of Education bans the use of all tobacco products or electronic cigarettes 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.

### **SPECIAL EDUCATION RULING**

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.

### **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 will be fined at the end of the year for damages. If a book is lost during the school year, the student should pay for the book and request a replacement from 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.

#### I. Issuing books at the beginning of the year:

A. Books will be issued by each classroom teacher; the final accountability for books issued to students rests with the teacher.

#### B. Procedures and Duties of Teachers:

1. Before the day for distribution of textbooks, check the books to be sure that you have enough copies of each textbook you will issue.
2. Examine the books to see whether you have received any unlabeled copies or any books whose condition is poor until all others have been issued. NUMBER new books and complete the information on the label if necessary.
3. In the presence of the student make the proper entries on the book check-out and on the book label. NOTE ANY UNUSUAL CONDITION OF THE BOOK! The book label must have the name of the student, date issued, and the condition of the book.
4. Keep the book check-out sheets on file in your room. Keep them up to date DAILY throughout the year.
5. Instruct students as to the care of books, fines for damages or loss, markings, etc.
6. Inspect books periodically and remind students of the importance of caring for the books. Check also to see that students have their own book regularly.

#### II. Issuing books during the year.

A. Teachers will issue textbooks all during the year:

III. Taking up books during the year:

- A. Students who withdraw will turn in books to an administrator when he/she is dropped from school. Teachers should not accept books.
- B. The administrator will notify teachers as to the status of the books.
- C. Teachers will mark their book check-out sheets when notified.

IV. Purchasing new books during the year:

- A. Students who lose their books are required to purchase new ones in order to keep up their lessons.
- B. Individual teachers should give the student and the office the price of the lost book.
- C. An administrator will sell a new book to the student.
- D. The teachers will up-date the book check-out sheet.

V. Checking in books at the end of the year:

- A. Instruct all students to bring their textbooks to the final examination and to be prepared to pay any fines that have been assessed for damages or to pay for any lost books before they take the test if they have done so. YOU SHOULD ASSESS FINES BEFORE TEST DAY.
- B. Have the students place their books in some central place for checking at your convenience.
- C. While the examination is in progress, examine the books and check them in on your book check-out sheet.

**TEXTBOOK FINES**

**QLE textbook fines**

If a book is lost or otherwise not returned, a replacement fee will be charged. This fee shall be based upon an average life of four years for each book. The amount of replacement fee shall reflect a 25% discount off of the contract price.

Books which have been damaged and cannot be used another will be subject to the replacement fee as described in paragraph one. Some examples of books which cannot be used are as follows: pages torn out, back torn off, damaged by weather, and mutilated books, marked books.

The following schedule can be used to calculate the textbook replacement fee:

<b>Yrs. USED</b>	<b>DESCRIPTION</b>	<b>FEE AMOUNT</b>
0 years	Textbook used less than 1 year	Full contract price
1 year's	Textbook used 1 yr. but <2yrs	Contract Price x 75%
2 years	Textbook used 2 yrs. but <3yrs	Contract Price x 50%
3 years	Textbook used 3 yrs. or more	Contract Price x 25%

The textbook replacement fee schedule is an established by the MS State Textbook Procurement Commission in the 1986 edition of Textbook Administration Handbook Rules and Regulations, page 5.

**Directions for assessing books which are damaged but can be used for another year.**

Condition of textbook	Poor	Fair	Good	New
Marking	.10	.15	.20	.25
Excessively dirty	.10	.15	.20	.25
Drawing in book	.10	.15	.20	.25
General misuse	.10	.15	.20	.25
Mutilated or destroyed	(see lost book schedule above)			

Accountability for liability of books includes books checked out by students and teachers and includes AR books from the library and leveled books from the Reading First Room.

**QUE textbook fines**

If a book is lost or otherwise not returned, a replacement fee will be charged. This fee shall be based upon an average life of four years for each book. The amount of replacement fee shall reflect a 25% discount off of the contract price.

Books which have been damaged and cannot be used another will be subject to the replacement fee as described in paragraph one. Some examples of books which cannot be used are as follows: pages torn out, back torn off, damaged by weather, and mutilated books, marked books.

The following schedule can be used to calculate the textbook replacement fee:

<b>Yrs. USED</b>	<b>DESCRIPTION</b>	<b>FEE AMOUNT</b>
0 years	Textbook used less than 1 year	Full contract price
1 year's	Textbook used 1 yr. but <2yrs	Contract Price x 75%
2 years	Textbook used 2 yrs. but <3yrs	Contract Price x 50%
3 years	Textbook used 3 yrs. or more	Contract Price x 25%

The textbook replacement fee schedule is established by the MS State Textbook Procurement Commission in the 1986 edition of Textbook Administration Handbook Rules and Regulations, page 5.

**Directions for assessing books which are damaged but can be used for another year.**

Condition of textbook	Poor	Fair	Good	New
Marking	.10	.15	.20	.25
Excessively dirty	.10	.15	.20	.25
Drawing in book	.10	.15	.20	.25
General misuse	.10	.15	.20	.25
Mutilated or destroyed	(see lost book schedule above)			

Accountability for liability of books includes books checked out by students and teachers and includes AR books from the library and leveled books from the Reading First Room.

**TITLE I PARENT INVOLVEMENT POLICY**

It shall be the policy of the Quitman School District to ensure that parents are involved in the planning, design, and implementation of the Title I program in the district and shall provide such reasonable support for parental involvement activities as parents may request in accordance with current federal regulations. It is our belief that parental involvement, interest, and guidance are major factors in successful schooling. As such, the Title I program shall:

1. Convene annually a public meeting, to which all parents of participating children will be invited, to discuss with those parents the programs and activities provided with Title I funds. The discussion will include informing parents of their right to consult in the planning, design and implementation of the Title I project. Further, it will solicit parent’s input and will provide parents an opportunity to establish mechanisms for maintaining ongoing communications among parents, teachers, and Title I staff.
2. Use parent/teacher conferences to discuss methods of instruction that parents can use to strengthen the child’s instruction.
3. Provide compacts in student handbooks that will require a commitment from the teacher, parent, and student defining their personal responsibilities for student learning.
4. Provide parent with reports of their children’s progress on a consistent on-going basis.
5. Ensure, to the extent possible, that all information sent home is in a language and form parents can understand.
6. Coordinate and integrate parental involvement strategies under this part with parental involvement strategies under other programs, such as Head Start, Project Clarke, etc.
7. Inform parents of the availability of parent centers in the district that will offer materials and suggestions for helping children with their homework. Parenting skills workshops will be offered along with other workshops of interests for parents as a part of the center’s services which will include opportunities to parents for learning about child development and child rearing issues that affect children’s learning.
8. Inform parents of the GED and other continuing education courses that are available for improving their parenting skills.
9. Provide parents with overall evaluation of Title I.
10. Keep parents informed of Title I activities through newsletters and parent meetings.
11. Make Title I educational personnel readily accessible to parents when needed.
12. Arrange meetings at a variety of times such as mornings, evenings, etc. to maximize opportunities for parents to participate in school-related activities.
13. Provide training and individual support from Title I Parent Liaison and other staff.
14. Participate in at least two parent meetings each year to review progress of the Title I program at each participating school site by sharing current data (testing data, evaluation information, etc.)
15. Make parents aware of any school improvement plans for participating buildings along with any state and/or local educational goals.

**VISITORS**

- Visitors, parents, friends, solicitors, or anyone else coming onto any campus or into any school building for any reason must first obtain permission from the principal or 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 without permission from the principal.**
- 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.

# GRADING

## Explanation of Grades

### Grades K-5

Report cards for grades K-5 will be sent home according to the school calendar. The report card should be signed by a parent and returned the following day. **Letter and number grades will appear on the report card for grades K-5.** In grades K-5, explanation grades S (satisfactory), U (unsatisfactory) and I (improvement needed) will be used in *physical education, social studies, music and art.*

Grading Scale (K)	S	Satisfactory	80% Mastery
	I	Improvement Needed	Progress made but not at Mastery Level
	U	Unsatisfactory	Failed to make adequate progress toward Mastery
Grading Scale (1-2)	E	Excellent	95-100
	S	Satisfactory	80-94
	NI	Needs Improvement	70-79
	U	Unsatisfactory	< 70
Grading Scale (3-5)	A	Superior Work	90-100
	B	Excellent Work	80-89
	C	Average Work	70-79
	D	Below average work	60-69
	F	Failing Work	< 60

Progress reports will be issued during each grading period. This will allow parents or guardians to be informed of a student's progress, or lack of progress, in a timely manner. Parents are encouraged to review their child's progress report/ report card and contact the school if a conference is needed.

## 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-12, 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-12 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-12, 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-12 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-12, 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.

### GRADE REPORTING PERIODS

August 4 - September 30	41 days	October 17 (report cards issued) <b>parent conf. afternoon</b>
October 1 - December 16	49 days	January 7 (report cards issued) <b>parent conf. afternoon</b>
January 4 - February 28	39 days	March 10 (report cards issued) <b>Friday before Spring Break</b>
March 1 - May 19	<u>51 days</u>	May 19 (report cards issued) <b>last day of school for students</b>
	180 days	

### HONOR ROLL AND AWARDS

Each semester an Awards Day is held to recognize students who have achieved academically and behaviorally. Citizenship awards are presented at the end of the year to students having an S in conduct and no bus referrals or office referrals for the year.

K-2 Students of the Month are selected from each class to receive special recognition.

The highest honor at QUE is the President's Award for Educational Excellence and Educational Achievement. Those fifth grade students who meet the national requirements receive this award.

**Perfect Attendance Awards will be given at the end of the year. A perfect attendance certificate will be awarded only to those students who have not been absent, tardy or checked out from any class for any reason during the entire school year.**

#### OLE Awards

Students will be awarded each semester for the following:

- Accelerated Reader Award
- Panther Award
- Cub Award
- Perfect Attendance
- Citizenship

#### QUE Honor Roll

The Quitman Upper Elementary School will recognize four types of honor rolls.

1. The **Superintendent's Award** shall be composed of all students with all A's
2. The **Principal's Award** shall be composed of all students who receive all A's and B's (at least one A).
3. The Honor Roll shall be composed of all students who receive all B's.
4. Bringing Up Grades (BUG) Awards will be given to those students who improve two letter grades in any one subject in one nine weeks' period.

Honor rolls shall be determined at the end of each nine-week grading period. At the end of each year, QUE will hold Awards Day.

### INTERVENTION PROCESS

Mississippi Department of Education shall require an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction.

Tier 1: Quality classroom instruction based on MS Curriculum Frameworks

Tier 2: Focused supplemental instruction

Tier 3: Intensive interventions specifically designed to meet the individual needs of student

Teachers should 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 Teacher Support Team. The TST is the problem-solving unit responsible for interventions developed at Tier 3. Each school must have a Teacher Support Team (TST) implemented in accordance with the process developed by the Mississippi Department of Education. The chairperson of the TST shall be the school principal as the school's instructional leader or the principal's designee. The designee may not be an individual whose primary responsibility is special education.

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 must develop and begin implementation of an intervention(s) within two weeks. No later than eight weeks after implementation of the intervention(s) the TST must conduct a documented review of the interventions to determine success of the intervention. No later than 16 weeks after implementation of the intervention(s), a second review must be conducted to determine whether the intervention is successful. If the intervention(s) is determined to be unsuccessful, then the student will be referred for a comprehensive assessment.

In addition to failure to make adequate progress following Tiers 1& 2, students will be referred to the TST for interventions as specified in guidelines developed by MDE 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 Teacher Support Team must be made within the first twenty (20) school days of a school year if the student meets any of the criteria A-D stated above.**

### **PLACEMENT TESTING FOR STUDENTS ENTERING THE DISTRICT**

Students requesting to enter the Quitman School District from a non-accredited school or a home school will be given a placement test(s) to determine their appropriate grade level.

### **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 Quitman School 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.

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 each child is to be assigned to the grade and class that is in the best interest of the child.

The Quitman 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.

#### **Grades 1- 2**

To be eligible for promotion to the next grade level, a student **must master 70%** of the essential skills in Reading, Language Arts, Mathematics, as identified in the curriculum structure of the state of Mississippi and the Quitman School District. Students who are at risk of failure will be notified with their first nine weeks report card. Intervention/Instructional help will be provided through the Student Intervention process.

#### **Grades 3 - 4**

To be eligible for promotion to the next grade level, a student **must master 60%** of the essential skills in Reading, Language Arts, Mathematics, as identified in the curriculum structure of the state of Mississippi and the Quitman School District. Students who are at risk of failure will be notified with their first nine weeks report card. Intervention/Instructional help will be provided through the Student Intervention process.

## **Grades 5**

To be eligible for promotion to the next grade level, a student **must master 60%** of the essential skills in Reading, Language Arts, Mathematics, and Science as identified in the curriculum structure of the state of Mississippi and the Quitman School District. Students who are at risk of failure will be notified with their first nine weeks report card. Intervention/Instructional help will be provided through the Student Intervention process.

**Beginning in the 2014-15 school year, students in 3<sup>rd</sup> grade must meet the requirements of the Literacy Based Promotion Act of 2013 before being promoted to 4<sup>th</sup> grade unless the students meets the requirements for a good cause exemption.**

### **SPECIAL EDUCATION PROMOTION PROCEDURES**

For students with disabilities, the Individual Education Plan (IEP) Committee will determine whether or not a special education student shall be promoted or retained based upon the following:

- 1) the student's mastery/progress on IEP objectives; and/or
- 2) the student's meeting requirements through regular education courses as outlined on the student's IEP.

### **TRANSFER GRADES**

Students from other school systems with differing grading scales enrolling in a Quitman School District will have grades transferred into the Quitman School District school according to the district scale.

QLE transfer grades on all K-2 students will be determined according to the individual skills assessment mastery.

### **WITHDRAWAL FROM SCHOOL**

If a student is to be withdrawn from school, please notify the office 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.

## **STUDENT CONDUCT**

### **ACCEPTABLE USE POLICY FOR STUDENTS, STAFF, AND VISITORS**

Policy IFBGA Revised: 6/13/16

#### **Overview**

The Quitman School District is dedicated to the use of technology as a tool to enhance learning, increase academic productivity and achievement, and promote creativity. The Internet and the use of technology communication tools are extremely valuable for collaboration, publishing, and interacting with peers, experts, and other audiences. Specifically, the use of the Internet provides opportunities to access a wide variety of information, reference materials, and educational resources world-wide. However by its very nature, the free-flowing, uncensored exchange of information and communication that characterizes the Internet has forced the issue of how and by whom the network should be used. In addition, the smooth operation of the network relies on the proper conduct of each user who must adhere to strict guidelines. To this end, Congress has enacted the Children's Internet Protection Act (CIPA), a federal law that address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries.

#### **What CIPA Requires**

- Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy and technology protection measures in place. An Internet safety policy must include technology protection measures to block or filter Internet access to pictures that are: (a) are obscene, (b) child pornography, or (c) harmful to minors (for computers that are accessed by minors).
- Schools and libraries must also certify that, as part of their Internet safety policy, they are educating minors about appropriate online behavior, including cyber-bullying awareness and response and interacting with other individuals on social networking sites and in chat rooms.
- Schools subject to CIPA are required to adopt and enforce a policy to monitor online activities of minors.
- Schools and libraries subject to CIPA are required to adopt and implement a policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and

other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; (e) restricting minors' access to materials harmful to them; (f) the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms; and (g) the education of minors about cyber bullying awareness and response.

In order to meet the requirements of CIPA, Quitman School District has put into place a technology protection measure for blocking access to content that is obscene, pornographic, or detrimental in general. Recognizing that no filtering solution can be 100 percent effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a "good faith effort" to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school or district violated CIPA.

The availability of any information on the Internet does not imply endorsement by Quitman School District. The school board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. Neither the individual school nor school district is responsible for any damages the student/user may suffer. Use of any information obtained via the Internet is at the students'/users' own risk. This board and school district specifically denies any responsibility for the accuracy or quality of information or software obtained through its services. Quitman School District cannot assume any liability arising out of the illegal or inappropriate use of technology resources. The District also reserves the right to monitor any users' network activities. Therefore, users should have no expectation of privacy concerning the use of the Quitman School District network. This includes, but is not limited to, all electronic communication such as e-mail, blogging, instant messaging, chatting, etc.

Use of the district/school network and the Internet is a privilege, not a right. Inappropriate use may result in cancellation of that privilege. The superintendent or designee(s) shall make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. All communications and information accessible via the network would not be assumed to be private property.

As a result of meeting the requirements set forth above, Quitman School District has created an acceptable use policy to ensure safe and legitimate uses of the Internet and the District's network and computers. This policy is provided so that the user and/or parent (or guardian) of the user are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources.

#### **AUP Requirements**

All students will be required to submit a signed and completed Acceptable Use Policy (AUP) every academic year to their school's administration before using any district computer or network. This policy will be sent home in the opening school packet and must be filled out and signed by students and their parent(s)/ guardian(s). The signed copy will then be forwarded to the Technology Department to keep on file. Staff members and district visitors will also be required to sign an AUP each academic year which will be collected at their specific site, before using any District computers and network. The signed copy will then be forwarded to the Technology Department to be kept on file. All users, with or without a signed AUP must comply with every aspect of this policy. Any violation of this policy may result in disciplinary and/or criminal action. Users are also expected to report any security problems or misuse of district technology.

#### **Acceptable Uses of the Quitman School District (QSD) Network**

The QSD network is provided for educational purposes and research consistent with the Quitman School District's educational mission, goals, and business needs. Examples include classroom assignments, career development activities, educational research, extra-curricular activities, communication activities, and access to network resources.

#### **Unacceptable Uses of the Quitman School District (QSD) Network**

The user is responsible for all of his/her actions and activities involving the QSD network and the Internet. This list is not all-inclusive, but is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form. Information, such as but not limited to personal data, accessed through school system technologies may not be used for any private business activity. The following are examples of inappropriate activities when using any Quitman School District's network, email system, hardware, software, technology service, and/or Internet access:

- Accessing materials or communications that are:
  - Damaging to another's reputation
  - Abusive
  - Obscene
  - Insulting
  - Embarrassing
  - Racist
  - Discriminatory
  - Sexually oriented
  - Threatening
  - Contrary to school/district policy
  - Harassing
  - Illegal

- Sending or posting materials or communications (to include email, chat rooms, instant messaging, pictures, and other forms of direct electronic communications) that are:
  - Damaging to another's reputation
  - Abusive
  - Obscene
  - Insulting
  - Embarrassing
  - Racist
  - Discriminatory
  - Sexually oriented
  - Threatening
  - Contrary to school/district policy
  - Harassing
  - Illegal
- Using the Internet for any illegal activity, including violation of copyright laws or other contracts or transmitting any material in violation of U.S. and State of Mississippi regulations.
- Copying or downloading copyrighted material on any system connected to the school or district system hardware/software without the owner's permission. Students may redistribute copyrighted programs only with the owner's permission. Such permission must be specified in the document or must be obtained directly from the owner in accordance with applicable copyright laws, school board policies, and administrative procedures.
- Failing to comply with resource quotas or disk usage quotas (data storage) as set by the superintendent, principal, or designee/designees or other identified staff. Any student who is not in compliance of disk space quotas after five (5) calendar days of written notification may have his/her files removed by the superintendent, principal, or designee/designees or other identified staff.
- Saving information on any network drive or directory other than your personal home directory or a teacher-specified and approved location.
- Use of any Quitman School District technology resource or the Internet for personal gain, commercial, or political purpose.
- Wastefully using resources.
- Utilizing any software having the purpose of damaging the school/district network, any district computer system, or any other entity's computer/network system.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Trespassing in another user's files, folders, home directory, or work.
- Using or sharing another user's password or attempting to discover another user's password.
- Posting material authorized or created by another person without his/her consent.
- Posting anonymous messages.
- Forging of electronic mail (email) messages.
- Attempting to read, delete, copy, or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive mail.
- Using the network while access privileges are suspended or revoked.
- Using the network in a manner inconsistent with the directions from teachers and other staff and generally accepted network etiquette.
- Revealing personal addresses, telephone numbers, or other personal information of self, other students, or staff.
- Illegally installing copyrighted software for use on personal computers.
- Not conforming to the "Acceptable Use" policies of other sources accessed beyond the QSD network.
- Downloading, installing, or copying software of any kind onto a workstation, laptop, home directory, or any network drive (except for approved updates). The Technology department is responsible for determining if a product is compatible with the network/computer and installing it after purchase.
- Damaging any technology resources, including, but not limited to, printers, telephones, computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)
- Broadcasting network messages or participating in sending/perpetuating chain letters or engaging in any spamming practices.
- Plagiarism of materials that are found on the Internet.
- Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)
- Accessing any website or other resources by falsifying information.
- Using any software or other programming means that attempts to gain unauthorized access to any computer or network system by taking advantage of any vulnerability that may be found or to circumvent any protective measures, device(s), or software that may be installed as a protection device. This includes all forms of hacking. Penetration tests will only be conducted by the Technology department in order to audit the network or computer system for security flaws or weaknesses.
- Intentionally wasting limited resources such as Internet bandwidth, disk space and printing capacity.
- Using any peer-to-peer software to download music, videos, or other software.

- Downloading games or playing games on-line.
- Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate embarrassing pictures.
- Using streaming video or audio not related to the educational purpose and research consistent with the district's educational mission and business needs. This includes Internet radio.
- Editing or modifying digital pictures with the intent to embarrass, harass, or bully.
- Accessing, sending, or posting inappropriate material or communication to/from web sites or attempting to bypass the Internet filter to access web sites that have been blocked (Examples: information that is violent; destructive; threatening; abusive; harassing; illegal; satanic; sexual; demeaning; racist; inflammatory; and/or categorized as a social networking, blogging, or journaling site, etc.)
- Participating in unsupervised or non-instructional on-line chat rooms without the permission/supervision of an adult staff member.
- Connecting or attempting to connect any computer device, smart phone, personal digital assistant (PDA), or other wired/wireless devices to the District's network. Personal laptops and computers will not be connected without express permission from the technology department due to the security issues they may present (viruses, malware, spyware, key loggers, etc.).
- Posting any false or damaging information about other people, the school system, or other organizations.
- Accessing inappropriate material such as, but not limited to, digital cameras, flash drives, iPods, cell phones, etc.

#### **User Rights and Responsibilities**

1. The Internet is considered a limited forum, similar to a school newspaper, and therefore Quitman School District may restrict user's right to free speech for valid educational reasons. Quitman School District will not restrict user's right to free speech on the basis of disagreement with the opinions expressed by the user.
2. User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school or district administration.
3. User should not expect files stored on school-based computer to remain private. Authorized staff will periodically inspect folders and logs of network usage and will be kept at all times. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of user's files.
4. Under no conditions should a user provide his/her password to another person or use another person's password
5. Use of the Internet is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension, and/or cancellation of the user's privileges, as well as disciplinary action imposed by school officials.
6. Because of the fluid nature of the Internet and the increasing use of certain Web 2.0 technologies for educational purposes, a user may find that a website has been blocked by the content filter. A request for approval can be made to unblock the site in question as long as it provides the educational merit and intent for the parties involved without sacrificing the policies and guidelines set forth and contained within. The request must be made by a staff or faculty member of the District. This request will be reviewed by the appropriate school or district personnel and if found not to cause conflict with this policy, a change will be made to allow access to the site. A request to block a site can also be made if found to be of objectionable or harmful content.
7. Use of the Quitman School District system for management of businesses, websites not directly relating to the education of students in the Quitman School District, or for personal affairs is strictly prohibited.
8. Network security is a high priority. If a user identifies or perceives a security problem or a breach of these responsibilities on the Internet or on the QSD network, the user must immediately notify the appropriate faculty/staff member or designee or other identified staff. The user must not demonstrate the problem to other users or students.
9. Quitman School District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's Internet account.

#### **Guest/Community Usage**

1. All users of the Quitman School District's networks and computer systems are bound to the same rights and privileges as listed above.
2. Misuse of the Quitman School District's networks and computer systems will not be tolerated. Privileges will be revoked for any user who is found to be in violation of these said practices.

Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.

#### **Social Networking Websites**

*All employees, faculty and staff of the Quitman School District who participate in social networking websites (like MySpace or FaceBook) shall not post any data, documents, photos or inappropriate information on any website that might result in a disruption of classroom activity. This determination will be made by the Superintendent. Employees,*

faculty and staff should not give social networking website passwords to students. Fraternalization via the internet between employees, faculty or staff and students is prohibited and violation of any of these policies may result in disciplinary action, up to and including termination. Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites, like [www.schoolnotes.com](http://www.schoolnotes.com) and [www.QuitmanSchools.org](http://www.QuitmanSchools.org) since these sites are used solely for educational purposes. Access of social networking websites for individual use during school hours is prohibited.

### **Consequences for Failure to Follow Terms and Conditions of the Acceptable Use Policy**

There will be consequences for any user who fails to follow the Quitman School District and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of the Quitman School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

## **BULLYING**

### **STUDENT BULLYING**

**Policy JDDA**

Date Issued: 06/14/10

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

The Quitman School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

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

Ref: SB 2015; Miss. Code Ann. § 37-7-301(e)

### **STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR**

**Policy JDDA-P**

Date Issued: 06/14/10

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

#### **I. Definitions**

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

interfering with or impairing a student's educational performance, opportunities or benefits.

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

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

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

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

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

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

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

## **BUS DISCIPLINE POLICY**

The Quitman School District operates transportation services as required by state law which directs that all school districts furnish transportation to pupils living one or more miles from their attendance center. Any violation of conduct by students, performed while on the school bus, waiting to board the school bus, or departing from the school bus, shall be addressed by utilizing the discipline steps prescribed for elementary and secondary levels in the respective handbooks. Students may be denied the privilege of riding the bus because of improper behavior, including the suspension of the privilege of riding the bus for the remainder of the school year. (MS State Code 37-7-301, e)

## **SCHOOL BUS DISCIPLINE POLICY**

**Policy Code: JCDAD      Issue Date: 06/13/2016**

School bus discipline is important for student safety and bus driver effectiveness. Student transportation is a school function and requires student behavior reflective of courtesy and good manners. To support good school bus behavior, the following discipline rules will apply.

### **1. RESPONSIBILITIES**

While Mississippi law requires the district to furnish transportation to its eligible students, parents have the responsibility of supervising the students until they board the bus in the morning and after they leave the bus at the end of the school day. Furthermore, students have the responsibility to obey all rules of conduct while waiting for, riding and leaving the bus.

The school bus driver is authorized and responsible to the school district to maintain student order and to insure

safety at all times. Therefore, he is authorized to instruct and otherwise control students while they are on the bus.

The principal will be responsible for disciplining students reported to him by the driver. Questions and inquiries regarding discipline should be directed to the school principal. Questions and inquiries regarding stops, routes, and student eligibility must be directed to the Transportation Supervisor.

## 2. RULES OF CONDUCT

Students who do not conduct themselves properly will not be allowed to ride the bus. Students may be subjected to disciplinary action provided by district policies, including but not limited to suspension and expulsion from school or from the bus, for misconduct on the bus.

While riding a school bus, students must conform to all rules of conduct as established by Policies [JCA, JCBD, JCBF, and JCDAD] and the student code of conduct adopted by their schools. The principal shall provide to each student eligible to ride a bus a list of rules, including but not necessarily limited to the following:

- a. Loading and Unloading
- b. Be at your assigned loading zone on time.
- c. Exercise extreme caution in getting to and from your assigned bus stop.
- d. Look in both directions before stepping from behind parked cars.
- e. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
- f. Do not play on or near the road while waiting for the bus to arrive.
- g. Look in both directions before crossing any roadway.
- h. Never walk on the road when there is a sidewalk or pathway.
- i. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
- j. Wait until the bus comes to a complete stop before trying to load and unload.
- k. Use the hand rail while getting on and off the bus.
- l. If possible, wear white or light-colored clothing or carry a flashlight when you walk on the roadway at night in order that the motoring public might be aware of your presence.
- m. When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus and walk approximately 10 feet ahead of the bumper.

## 3. RIDING THE BUS

- a. Do not distract the driver's attention other than when necessary.
- b. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
- c. Keep head, hands, and articles inside the bus.
- d. Do not bring unauthorized articles on the bus (i.e., pets, combustibles, large articles, weapons).
- e. Do not use profane language or make obscene gestures.
- f. Do not fight or scuffle.
- g. Be courteous to and follow the instructions of your bus driver and safety patrol.
- h. Do not strike or threaten the bus driver.
- i. Do not make excessive noise.
- j. Do not throw objects inside or outside the bus.
- k. Do not commit any other acts deemed improper by the student code of conduct or by the bus driver.

- l. Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Students Complaints of Sexual Discrimination/Harassment - Title IX Procedures.
- m. Smoking is prohibited on the school bus and on all educational property. Violation of the no-smoking rule will be handled in accordance with the "Mississippi Adult Tobacco Use on Educational Property Act of 2000," ' 97-32-25 thru 97-32-29. (For details refer to sample policy JCB - Code of Conduct.)

### **FOR VIOLATION OF GENERAL RULES OF COURTESY AND GOOD MANNERS**

Disciplinary action will be taken for improper boarding or departing procedures, failing to remain in assigned seat, being discourteous to another student, and failing to obey the bus driver.

Consequences are determined by the number of referrals – not by infraction.

Consequences for these actions: (minimum)

**First Offense** – Reprimand, Warning Letter and Parent Contact

**Second Offense** – 2 day bus suspension

**Third Offense** – 5 day bus suspension

**Fourth Offense** – 10 day bus suspension

**Fifth Offense** – 20 day bus suspension

**Sixth Offense** - Suspension from bus for the remainder of the school year

(This discipline ladder will start over for K-2 students who do not have bus referrals for one calendar month)

**Students suspended from the bus must be picked-up at the school at dismissal time.**

### **SERIOUS OR DANGEROUS BEHAVIORS AND ACTIONS**

Include, but not limited to:

- Threatening a bus driver or staff member
- Profanity
- Fighting
- Fighting Words
- Use of Fireworks
- Use of Lighters/Matches
- Possession or use of tobacco or alcohol
- Possession of any items that are illegal or considered dangerous.

Consequences for these actions will be determined by the discipline policy for each school building. Repeated offences may result in permanent removal from bus.

Serious/Dangerous Behavior and Actions may also require additional consequences based on legal and District policies. Example: Weapons, Drug Violations, Fighting carry additional consequences. Students referred for a more serious violation may escalate more than one step on the bus discipline ladder.

**It is illegal for any person to board a Quitman School District bus.**

The Transportation Director will coordinate any meeting necessary involving bus drivers and school administrators to discuss reports submitted by bus drivers. This meeting shall take place in the appropriate principal's office.

### **CELL PHONE POLICY**

No cell phone should be allowed on a school campus except in personal vehicle or on out-of-town trips on buses. If a student is found with a cell phone (whether the phone is on or not), in addition to any disciplinary action, the following procedures will be followed:

1. The phone will be taken by the instructor or administrator;
2. The phone will be returned to the parent or guardian two (2) weeks (excluding holidays) from the date the phone was taken. Phones are returned after 3:30 p.m.

**In addition to the cell phone policy, other items that are deemed by the school administration as inappropriate, dangerous and/or interferes with the educational process will be confiscated and held by the school administrators for a minimum of nine weeks.**

### **CORPORAL PUNISHMENT**

The Quitman 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.
- B. 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.
- C. 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.
- D. Corporal punishment shall not be administered in the presence of other students.
- E. 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.
- F. 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.
- G. 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 Quitman 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 (or designee)**

In dealing with alleged misconduct, the principal shall investigate the incident and hear all available accounts of it. 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 a serious student misconduct under circumstances where immediate removal of the student is necessary to restore order or to protect persons on the school grounds. In such cases, the principal is required to conduct the investigation at least by the end of the school day following the summary suspension. 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 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.

### **DRESS AND PERSONAL APPEARANCE**

The Quitman 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 Quitman School District are expected to adhere to the dress code listed below. **"Any dress or personal appearance that the administration feels is disruptive to the instructional process is not acceptable."**

#### **DRESS CODE FOR STUDENTS**

Policy JCDB, board approved: 06/13/2016

The Quitman School Board, 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. No grooming 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 tennis shoes with wheels. **(No shower shoes, beach shoes, slides or flip flops of any kind.)**
5. No tank tops, strapless tops, halter tops, tops with spaghetti straps, tops with low necklines or backless, or tops that expose the midriff, with hands raised above the head, shall be worn. This includes dresses. Appropriate underclothing shall be worn. No clothing considered and designed as underclothing shall be worn as an outside garment. Underclothing shall not be exposed while worn underneath an outside garment. **(Male students shall not wear sleeveless shirts.)**
6. Any style of clothing tending toward immodesty is prohibited.
7. Picks, combs, rollers and other styling devices shall not be worn in the hair.
8. Unless prescribed for medical reasons, sunglasses are not allowed in the building.
9. No hats, caps, toboggans, head scarves, bandanas, wrist bands, sweat bands, hairnets, or shower caps, stocking caps or do rags are allowed on campus or in the building. This rule applies to both boys and girls. Hoods on shirts or sweatshirts may not be worn on the head during school hours.
10. No see-through clothing shall be worn.
11. Students may wear shorts, **provide the length meets the fingertip rule**. Shorts must have a hem and not be considered cut-offs. ***Athletic shorts are to be worn by the Pre-K through 5th grades only.***
12. Girls' skirt and dress length must meet the top of the kneecap. K-2 students may use the fingertip rule for skirts.
13. 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.
14. No pants with rips, holes, or frays are permitted. No pajama pants are permitted.
15. Pants with writing across the seat are prohibited.
16. Overall straps and suspenders shall be fastened and worn over the shoulders.
17. Leggings, skin-tight pants, jeans or biking shorts must be worn with the appropriate skirt or other covering which must meet the top of the kneecap rule for length.
18. Pants should be worn appropriately at the waist. **Sagging pants will not be tolerated.**
19. Students with tattoos may be requested to keep them covered.
20. Clothing with suggestive, vulgar, indecent, or disruptive slogans/pictures is not permitted.
21. Clothing advertising alcoholic products or drugs is not permitted.
22. A student shall not wear any clothing or present himself/herself in a manner (such as cuts in the eyebrows, one pants leg or sleeve rolled up) that would identify him/her with a gang or any other illegal activity. Further, a student shall not wear any clothing advertising gang-related signs, colors, or written gestures.
23. Males are not permitted to wear skirts and/or other garments traditionally designed to be worn by females.
24. Wallet chains are not allowed.
25. Trench coats or duster style coats are not allowed.
26. No sweatpants, **no athletic shorts for Grade 6 – 12**; no warm-ups.
27. All clothing should be of an appropriate size and fit for the student.
28. Certain events, such as homecoming, may allow for special dress. Modifications to the dress code may be allowed by school administrators for these special occasions.
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.

**Quitman School District is not responsible for lost or stolen sweater/vest/sweatshirts/fleece or pullover coats.**

#### **EXCEPTIONS TO THE DRESS CODE**

Students may wear an approved top that associates that student with an athletic team or activity on a given day that corresponds with an event associated with a team sport or activity.

Students may wear approved apparel other than the approved dress code on days associated with special school functions or activities designated by the administration.

#### **DRUG-FREE SCHOOLS**

- A. Determine the extent and character of drug use and establish a means of monitoring that use.
- B. Establish clear and specific rules regarding drug use that include strong corrective actions.
- C. Enforce established policies against drug use fairly and consistently. Implement security measures to eliminate drugs on school premises and at school functions.
- D. Implement a comprehensive drug prevention curriculum from kindergarten through grade 12, teaching that drug use is wrong and harmful, and supporting and strengthening resistance to drugs.

- E. Reach out to the community for support and assistance in making the school’s anti-drug policy and program work. Develop collaborative arrangements in which school personnel, parents, school boards, law enforcement officers, treatment organizations, and private groups can work together to provide necessary resources.

Source: *What Works, Schools Without Drugs*, U. S. Department of Education, William J. Bennett, Secretary, 1986.

**FEDERAL / STATE LAWS REGARDING DISCIPLINE**

School principals shall have the authority to suspend students from school attendance for unacceptable behavior. Walking to and from school, being transported by school bus, and all school sponsored activities regardless of time or place are considered as extensions of the school day and shall be governed by the same procedures. In order to establish effective school discipline, principals shall have the authority to place students in the care of their parents for the remainder of a school day. Such placement shall not be construed as suspension.

Special Education students will be subject to suspension and expulsion pursuant to state and federal law.

**Section 61-16-05 of the Laws of Mississippi states that if any parents, guardian, or other person willfully disturbs any school or insults any school official that person shall be guilty of a misdemeanor and subject to a fine if convicted.**

**Note: The sheriff's Department may be called at the discretion of the Principal.**

**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. However, this section 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, or as otherwise authorized by law. Every student is strictly accountable for any disorderly conduct in school or on school property.

**Student Restrictions**

Possession of the following items on school property is prohibited:

Radios	any type of weapon	Knives
tape players	noise-making devices	Slingshots
portable phones	cigarette lighters	CD players
cellular phones	alcoholic beverages	CDs
Gameboys	tobacco in any form	Firearms
Headphones	incendiary materials	illegal drugs
stolen property	Fireworks	Beepers
walking canes	pornographic materials	Cameras
toys (show & tell only)	drug paraphernalia	playing cards
gambling paraphernalia	gang paraphernalia	gun caps
pokemon cards	personal defense spray	fingernail files
gun jewelry	water pistols	paint guns
look-alike drugs	cartridges, bullets	laser lights
stink bombs	inappropriate Internet sites	eyebrow archers

- Grafitti, symbols, or drawings that are associated with groups not affiliated with Quitman School District are not permitted
- 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.***

## Student Code of Conduct

Students have certain 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 Quitman School District recognizes the teacher as the authority in classroom matters, and supports that teacher in any decision in compliance with the written disciplinary code of conduct.

**Category One** offenses are any offenses that are minor infractions that should be managed by the teacher at the classroom level. A reasonable effort must be made by the teacher to contact the parent for Category One offenses.

### **Grades K-5 Offenses**

Behavior that includes, but is not limited to:

- Leaving the playground without permission
- Throwing any objects
- Excessive noise in the classroom, playground, or hall
- Not obeying classroom rules
- Improper physical contact
- Disregard of authority
- Other behavior deemed by the principal to fall under Category One

### **Grades 6-12 Offenses**

Behavior that includes, but is not limited to:

- Attending class without proper materials
- Improper dress
- Cheating
- Disrespect
- Disruptive conduct
- Littering
- Loitering
- Improper physical contact (including public display of affection)
- Not obeying classroom rules
- Sleeping in class
- Disregard for authority
- Other behavior deemed by the principal to fall under Category One

### **Consequences**

- Classroom management plan
- Teacher/Student Conference
- Teacher/Parent Conference
- Teacher/Parent/Student Conference

**Category Two** offenses are either (1) more serious in nature than Category One, or (2) are Category One behaviors which continue to occur even after the teacher has followed the consequences for those behaviors.

### **Grades K-5 Offenses**

Behavior that includes, but is not limited to:

- Gambling
- Fighting
- Destroying school property
- Spitting at or on someone
- Improper touching
- Obscene gestures
- Profanity
- Theft
- Verbal Intimidation
- Extortion
- Bullying and/or cyberbullying

Possession of gang paraphernalia or pornographic materials  
Other behavior deemed by the principal to fall under Category Two

### **Consequences**

Principal/parent/student conference  
Corporal punishment  
One day in or out of school suspension  
Two days in or out of school suspension  
Three days in or out of school suspension

### **Grades 6-12 Offenses**

Behavior that includes, but is not limited to:

Skipping class  
Gambling  
Profanity  
Extortion  
Theft  
Bullying and/or cyberbullying  
Fighting or instigating/provoking a fight  
Unauthorized use of school computers  
Obscene gesture  
Smoking or possession of tobacco products to include matches and lighters  
Possession of gang paraphernalia or pornographic materials  
Igniting fireworks  
Water guns, toy guns or any liquid propulsion device  
Falsifying information, such as not giving correct name  
Vandalism and/or destruction of school property (less than \$50)  
Other behavior deemed by the principal to fall under Category Two

### **Consequences**

Principal/parent/student conference  
One day in or out of school suspension  
Two days in or out of school suspension  
Three days in or out of school suspension

**Category Three** offenses are more serious than Category Two. Students exhibiting Category Three behaviors shall be referred to the office and may result in the involvement of law enforcement authorities.

### **Grades K-5 Offenses**

Flagrant disregard for authority  
Theft (\$51 - \$299)  
Leaving campus without permission  
Extreme insubordination  
Unauthorized engaging of the fire alarm  
Incite/create riot, havoc or disorder  
Physical aggression requiring separation which may result in an injury that may require treatment  
Other behavior deemed by the principal to fall under Category Three

One day in or out of school suspension  
Two days in or out of school suspension  
Three days in or out of school suspension  
Three day suspension and change of placement for students in grades 4-5  
More than three day suspension and change of placement for students in grades 4-5

### **Grades 6-12 Offenses**

Obscene gestures directed at teacher or staff

Profanity directed at teacher or staff  
Indecent exposure  
Possession of a chemical device such as mace  
Theft (\$51 -\$299)  
Leaving campus without permission  
Extreme insubordination  
Unauthorized engaging of the fire alarm  
Incite/create riot, havoc or disorder  
Physical aggression requiring separation which may result in an injury that may require treatment  
Other behavior deemed by the principal to fall under Category Three

### **Consequences**

Three day suspension and parent conference  
Three day suspension and change of placement  
More than three day suspension and change of placement

**Category Four** offenses require administrative actions.

### **Grades K-12 Offenses**

Prescription drugs, illegal drugs, and/or alcohol

- a. Selling or distribution
- b. Unauthorized possession
- c. Unauthorized use

Aggravated assault on another student

Arson

Simple assault or battery on a school district employee by word or action

Possession of firearms or other deadly weapons

Bomb Threat

Explosives

Sexual Acts

Theft or vandalism exceeding \$300

Possession and use of a chemical weapon

Aggravated Battery

Breaking and entering

Transmission, downloading, printing, retrieval, or storage of any material from an unauthorized website

### **Consequences**

State law, federal law, and school district policy will be followed. Students may be suspended until a full investigation is completed. Participation in any Category Four offense may result in change of placement or expulsion.

### **ZERO TOLERANCE POLICY**

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

***NO EXCEPTIONS.***

# Student/Parent Agreement

## 2016 – 2017

This is to certify that we have reviewed the contents of this handbook.

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Student's Signature

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Parent's Signature

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Date

Please detach and return to your child's school.