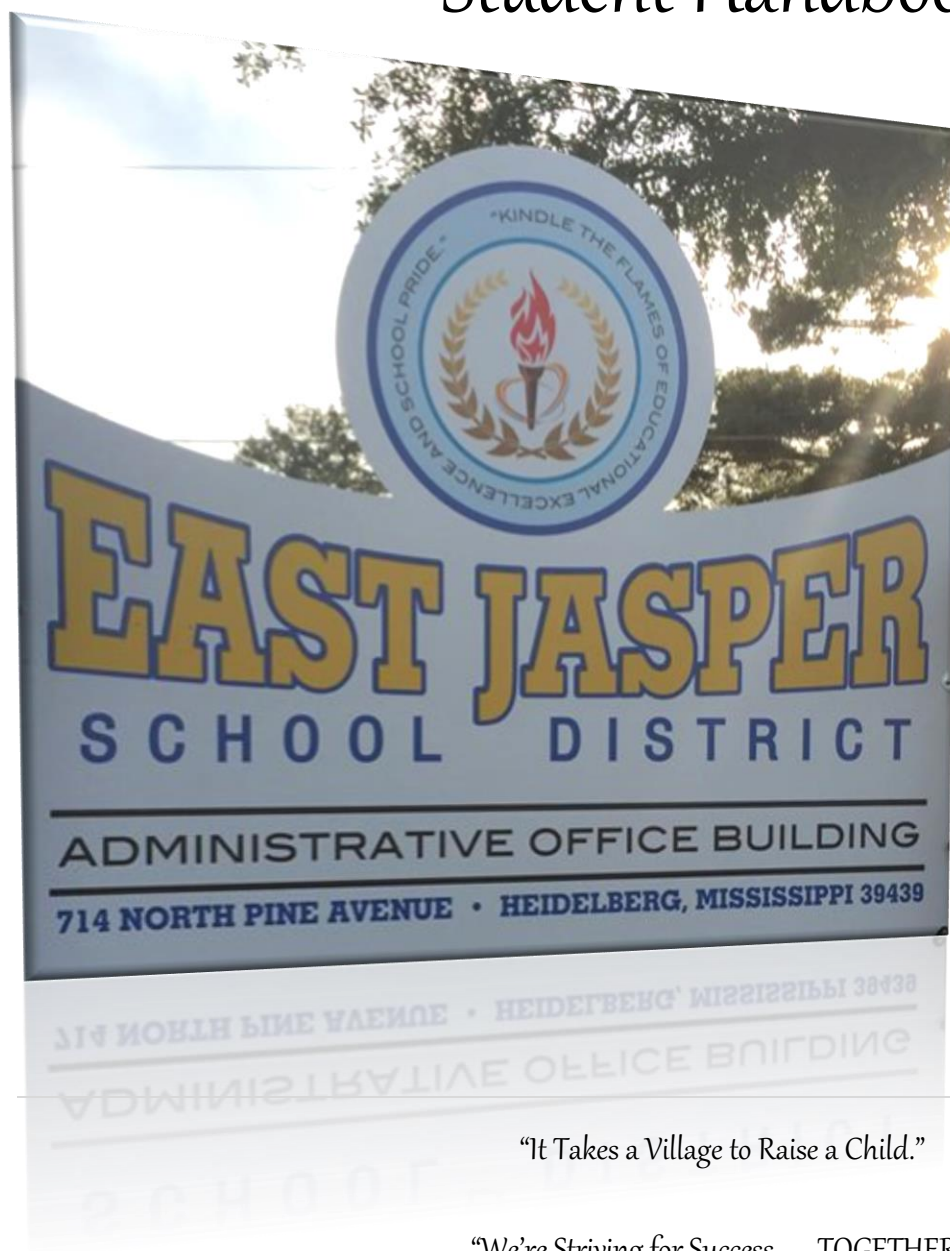


# East Jasper Consolidated School District

2016 – 2017

## Student Handbook



"It Takes a Village to Raise a Child."

"We're Striving for Success . . . TOGETHER."

## Table of Contents

<b>Handbook Table of Contents</b>	<b>Page</b>
District Mission Statement	6
Bullying Policy	7
Bullying Form	9
East Jasper School District Board of Trustees/Administration	10
East Jasper School District Telephone Numbers	11
Federal Compliance Policies	12
Federal Civil Rights Regulations and Compliance	12
Speech and Language	12
Handbook Introduction	13
East Jasper School District Calendar	14
Right to Know Policy	15
Absences/Tardiness	16
Attendance Period	16
Absentee Discrepancies	16
Activity Fund	16
Activity Schedule	16
Admissions/Registration	16
Arrival and Departure	17
Asbestos Notice	17
Attendance	17
Absences	17
Awards Program	18
Awarding of Academic Credit	18
Backpacks/Book Bags	19
Band	19
Bus	19
Cafeteria	19
Campaigning	20
Cheating	20
Cheerleaders, Majorettes, Drum Majors, etc.	20
Choir	21
Class Rank (Rank in Class)	21
Course Credit Descriptors and Weighting	21
Class Rank/ Valedictorian, Salutatorian, and Historian Selection	21
Co-Curricular Activities	22
Contacting Parents	22
Corporal Punishment (Paddling)	22
Correspondence Courses	22
Course Selection/Carnegie Units	23
Curriculum Information	23

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

Dress and Grooming Code General Rules	24
Dress Code "Schools"	25
Uniform and Dress Code Restrictions for all East Jasper School District Campuses	26
Dress code for School Activity	26
Driver Licenses	27
Dual Enrollment/Dual Credit	27
Eligibility for Competitive Activities	28
Emergency Action by School Staff	35
Emergency Operations	36
Extracurricular Activities	36
Family Educational Rights and Privacy Act of 1974	36
Fees, Workbooks, Labs, and Other Materials	37
Field Trips	37
Fundraising	37
GPA Conversions Course Credit Descriptors and Weighting	37
Letter and Numerical Equivalents	38
Grading System and Nine Weeks Policy	38
Grade Changes	38
Mississippi Assessment Program (MAP)	39
Graduation/Promotion Policy, Grade 9-12	39
Graduation Requirements	40
Hall of Fame	63
Hall Passes	63
Homecoming Selection Criteria for Heidelberg High School and Heidelberg Junior High	63
Homecoming Selection Criteria for The New William J. Berry	65
Honor Graduates	66
Immunizations and Vaccinations	66
Communicable Diseases	67
Insurance	67
Kindergarten Pre-registration/Enrollment	67
Late Entrance	68
Lost and Found	68
Makeup Work	68
Media Center/Library	68
K-3 Literacy Initiative	69
Mississippi Virtual Public School	69
<i>Every Student Succeed Act (ESSA)</i>	69
National School Lunch	69
Organizations and Clubs	69
Organizations That Are Prohibited	69
Parent/Guardian Responsibilities	70
Parent Teacher Association (PTA)	70

Parties	70
Perfect Attendance	70
Incentives for Perfect Attendance	70
Prom Policy	70
Promotion and Retention	71
Active Parent	71
Progress Reports	71
Report Cards/Academic Credit	72
Report Cards/Issuance	72
Residency Verification Requirements/Registration	72
Safety Act of 2001 (Senate Bill 2239: Mississippi Bills	73
Safe Schools	73
Fighting	74
Gang or Unauthorized Group Activity or Association	74
Tobacco Possession or Use	74
Vandalism	74
Weapons on School Premises (East Jasper Board Policy)	74
School Bus Discipline	75
Senior and Junior Officers	76
Senior Awards	76
Senior Recognition Program	77
Sexual Harassment	77
Sororities, Fraternities and Secret Organizations	78
Special Education (SPED) Discipline Procedures	78
Special Notes	84
State Regulations on School Violence	84
Students and News Media/Releases	84
Special Programs and Services	85
Sports	85
Staff-Student Relations	85
Star Student	86
Student Activities	86
Student Body, Student Council, and Class Officers	86
Student Checkout Policy-Dismissal from School	87
Student/Parent Concerns, Complaints Grievances	88
Student Health Services	88
Medical Assistance	88
Medicines/Medications	88
Asthma and Diabetes Medication	88
Student Schedules/In-School Transfers	89
Suspension of Students	89
Tardiness	92

Telephones/Electronic Devices	93
Textbooks/Calculators	93
Transfer/Change of Address	94
Transcripts	94
Trespassing	94
Truancy	94
Vehicles	95
Visitors	95
Volunteers	95
Withdrawals	95
Work Permits	96
Early Release for Seniors	96
The New William J. Berry Elementary School	97
Contact Information	97
Homework Policy	98
Heidelberg High School and Heidelberg Junior High School	100
Contact Information	100
East Jasper School District Discipline Procedures	101
East Jasper School District Code of Conduct	101
East Jasper School District Disciplinary Matrix	102
East Jasper School District Disciplinary Definitions	108
Heidelberg High School Graduation Etiquette	110
Appendices	111
Mississippi Regulations on School Violence	111
Parent-Student-Teacher-Administrator Compacts	114
Media Release Form	117
Acceptable Use Policy	118
CIPA/COPPA Compliance Policy	121
Homeless Survey	123
Title Parental Involvement Policy	124
Receipt of Handbook Acknowledgement	126

## DISTRICT MISSION STATEMENT

The East Jasper School District has as its mission to provide an educational program, so designed that it reflects the wide range of learning capabilities, backgrounds, needs and interests of our students. This program will guide the students toward mastery of basic learning skills, individual creativity, acceptable social behavior, and active participation in improving the socioeconomic standards of their environment.

To accomplish this mission, emphasis is focused on strong administrative leadership, quality instruction, and student achievement, which we believe to be important factors to achieve this accomplishment.



## COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

Students and employees in the East Jasper 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 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 tolerated when it takes place on school property, at any school-sponsored function, 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 subjected 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 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. If applicable, a neutral district administrator will be assigned to institute said investigation depending upon the status of the individuals involved.

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 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 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 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 10 working days after receipt of the decision of the superintendent. The Board

---

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

shall, within 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 10 working days following the victim's appearance before the Board.





**East Jasper Consolidated School District  
Bullying/Harassing Behavior Complaint Form**

Complainant		Date	
Home Address	City		State
Home Telephone	Date of Alleged Bullying/Harassing		
Name of Person Responsible for the Bullying/Harassing			
When and Where did the incident occur?			
Describe other details of the Bullying/Harassing as clearly as possible. Attach additional pages if necessary.			
Did anyone witness the Bullying/Harassment?	Yes	No	If yes, name of witness(es)
What was your reaction to the Bullying/Harassing?			
How should this Bullying/Harassment be resolved?			
Signature of Complainant			Date

# East Jasper Consolidated School District

## **East Jasper Consolidated School District Board of Trustees**

*Mr. Bobby R. Bender, Chairperson*  
*Mrs. Saundra Walker, Vice Chairperson*  
*Mrs. Gail Bolden, Secretary*  
*Mrs. Harriett Cooley, Member*  
*Mrs. Clemateen Epps, Member*  
*Mr. David Sullivan, Attorney*

## **Central Office Administration**

*Dr. Nadene Arrington, Interim Superintendent*  
*Mrs. Marie Parker, District Test Coordinator/Federal Programs Director*  
*Mrs. Melanie Triplett, Director of Finance*  
*Mrs. Cheryl Jones, Curriculum Coordinator*  
*Mrs. Lashundra Parker-Dorris, Director of Exceptional Education*

## **District Support Staff**

*Mrs. Ester Reese, Superintendent/Board Secretary*  
*Mr. Russell Jones, Transportation Director*  
*Mrs. Kimberly Pierce, Child Nutrition Director/Purchasing*  
*Mrs. Caroline Barnett, Accounts Payable*  
*Mrs. Janice Morgan, Personnel/Insurance*  
*Mrs. Gloria Pugh, Secretary/16<sup>th</sup> Section Land*  
*Mr. Gregory Terrell, Director of Facilities, Maintenance and Janitorial Services*  
*Mr. Billy Wright, Athletic Coordinator*  
*Mrs. Harlena Jones, MSIS Coordinator*  
*Mrs. Andrea Pugh, School Behavioral Specialist*  
*Mr. Terrance McGill, School Resource Officer*

## **Heidelberg Junior High School**

*Mrs. Edna Burrage, Principal*

## **Heidelberg High School**

*Dr. Bufus Ellis, Principal*  
*Mrs. Kim Bullock, Assistant Principal*  
*Mrs. Javelle Hawkins, Counselor*  
*Mr. Billy Wright, Athletic Coordinator*

## **William J. Berry Elementary School**

*Ms. Keithsha Jones, Principal*  
*Mr. Kevin Jones, Assistant Principal*

**East Jasper Consolidated School District  
Departmental Contact Numbers**

Department	Phone Number	Fax Number
Central Office/Superintendent	601-787-3281 or 601-787-2055	601-787-3410
Federal Programs	601-787-3281	601-787-3281
Heidelberg High School	601-787-3414	601-787-3416
Heidelberg Junior High School	601-787-3665	601-787-3045
The New William J. Berry Elementary School	601-787-2601	601-787-2662
Special Education	601-787-3281	601-787-4430
Transportation	601-787-3281	
Technology	601-787-3281	601-787-2496
Food Service	601-787-3281 or 601-787-2055	601-787-3410
The New William J. Berry Elementary School Cafeteria	601-787-2601	
Heidelberg High School Cafeteria	601-787-3414	



## **Federal Compliance Policies**

### **Title VI, Title IX, Section 504, and FERPA**

The East Jasper School District is in compliance with Title VI of the Civil Rights Act of 1964, including regulations in vocational educational, Title IX of the Educational Amendment of 1973, Section 504 of the Rehabilitation Act of 1973, and the Family Educational Rights and Privacy Act of 1974 (FERPA).

District Policy assures that no one shall, on the grounds of race, color, age, religion, national origin, sex, or handicap, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program or activity of the school.

It is the policy of the East Jasper School District not to discriminate against any otherwise qualified individual with a disability, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school cooperation.

Inquiries regarding compliance with this policy should be directed to the Section 504/ADA Coordinator, Mrs. Lashundra Parker-Dorris, or to the Office of Civil Rights, U.S. Department of Education, and Washington, D.C.

### **Federal Civil Rights Regulations and Compliance**

It is the intent of the East Jasper County Board of Education to comply with all provisions of the Federal Civil Rights Statutes, which became effective July 21, 1975. The Board directs that no person(s) on the basis of sex, race, creed, age, national origin or marital status be discriminated against or excluded from or denied the benefits of any program or any opportunity or activity.

### **Speech-Language Screening**

The East Jasper Consolidated School District ensures that students will be screened for articulation, language, voice, and fluency disorders before the end of Grade 1.

For those students who fail the screener, the parents and/or legal guardians will be notified of the results. The school district, in its discretion, may perform a comprehensive speech-language evaluation.

Parents and/or legal guardians of a student who fails the speech-language screener may request an evaluation which must be administered by a 215 endorsed speech-language pathologist. The school district shall consider the evaluation for eligibility for speech-language in accordance with the procedures mandated by the federal Individuals with Disabilities Education Act (IDEA).

Parents and/or legal guardians may provide written notification to the local school district opting out of the mandatory screening provided by the district. The provisions of this section shall not apply to homeschooled students.

### ***Legal Reference: House Bill 896 (2013)***

---

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

## Handbook Introduction

It is the responsibility of parents and students to familiarize themselves with this student handbook, which is approved by the School Board and includes official district policies with which they should be acquainted.

The handbook has been prepared by the staff of the East Jasper School District as a guideline to procedures, policies, and practices governing the operation of our schools and the behavior of our students. East Jasper administrators and instructional staff members believe that the handbook will properly inform parents and students about matters that concern all of us. Academic and extracurricular opportunities, routine day-to-day events and activities, disciplinary rules and consequences of misbehavior, accreditation requirements, and special programs and services are all a part of this handbook, together with many other concerns that are clearly explained in the publication.

The School Board and the administration of the East Jasper School District work closely together to establish sound and reasonable goals for our schools, to anticipate district needs, and to provide an environment conducive to learning. The primary purpose of providing this handbook is to help make your school experiences in this environment more satisfying by providing pertinent information that will make this year both pleasant and successful.

Please read the information contained in this handbook. Sign the pages that are located in the *Appendices* section of this handbook and return these pages to your child's teacher. The pages included in the *Appendices* are:

1. State Regulations on School Violence
2. Parent-Student-Teacher-Administrator Compact(s)
3. Media Release Form
4. Acceptable Use Policy
5. CIPA/COPPA Compliance Policy
6. Acceptable Use Permission Form
7. Title I Parental Involvement Policy
8. Receipt of Handbook Acknowledgement

It will be necessary at various times across the year for the East Jasper School District to utilize directory information regarding your child. This information may include name, birth date, height, weight, or address. This information will be used by the superintendent and principals for Honor Roll, graduation, scholarships, Awards Day, display of student academic work on bulletins boards, athletics, and other extracurricular activities.

If you have any objections to the East Jasper School District utilizing directory information on your child as described above, please notify your child's principal in writing regarding your decision.

Thank you for the support that you have given in the past. Your continued support will be greatly appreciated.

## East Jasper Consolidated School District 2016 – 2017 District Calendar

August 4, 2016	First Day of Classes	
October 7, 2016	End of T1 Grading Period	
December 20, 2016	60% Day	
December 20, 2016	End of T2 Grading Period – 1 <sup>st</sup> Semester	
March 9, 2017	End of T3 Grading Period	
May 16, 2017	Seniors Last Day of Class	
May 20, 2017	Graduation Day	
May 19, 2017	Last Day of School for Students – 60% Day	
Mid Term Reports		
Progress Reports	Report Cards	
T1 Progress Report go home - September 7, 2016	T1 Report Cards go home – October 18, 2017	
T2 Progress Report go home – November 11, 2016	T2 Report Cards go home – January 6, 2017	
T3 Progress Report go home – February 3, 2017	T3 Report go home – March 10, 2017	
T4 Progress Report go home – April19, 2017	T4 Report Cards Mailed home May 31, 2017	
Professional Development Days		
August 1, 2, & 3, 2016	Full Day/ No Classes	
October 11, 2016	Full Day/ No Classes	
April 18, 2017	Full Day/ No Classes	
May 22 – 23, 2017	Full Day/ No Classes	
Holidays		
September 5, 2016	Labor Day	
October 10, 2016	Fall Break	
November 21 - 25, 2016	Thanksgiving	
December 21, 2016 – January 3, 2017	Christmas Break	
January 16, 2017	Dr. Martin Luther King Day	
March 13 – 17, 2017	Spring Break	
April 14, 2017	Good Friday	
April 17, 2017	Easter Break	
May 29, 2017	Memorial Day	
July 4, 2017	Fourth of July	
Monthly Attendance Reports		
August 4 – September 30, 2016	41 Days	End of 1 <sup>st</sup> Month
October 1 – October 31, 2016	19 Days	End of 2 <sup>nd</sup> Month
November 1– 30, 2016	17 Days	End of 3 <sup>rd</sup> Month
December 1 – 20, 2016	14 Days	End of 4 <sup>th</sup> Month
January 4 – 31, 2017	19 Days	End of 5 <sup>th</sup> Month
February 1 – 28, 2017	20 Days	End of 6 <sup>th</sup> Month
March 1 – 31, 2017	18 Days	End of 7 <sup>th</sup> Month
April 1 – 28, 2017	17 Days	End of 8 <sup>th</sup> Month
May 1 – 19, 2017	15 Days	End of 9 <sup>th</sup> Month
Total Days	180 Days	

If school is cancelled during the year for inclement weather, any such days will be added to the month of May 2017 Calendar for make-up.

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

# *East Jasper County School District*

## *Administrative Office*



Post Office Drawer E  
Heidelberg, Mississippi 39439

Phone: 601.787.2055  
Fax: 601.787.3410

August 4, 2016

RE: Right to Know Policy

Dear Parent(s)/Legal Guardian(s):

Your child attends East Jasper County School District, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At East Jasper School District, we are very proud of our teachers and they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I district, we must meet federal regulations related to teacher qualifications as defined by the Every Student Succeeds Act (ESSA). These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any-time, you may ask:

- Whether the teacher met State qualifications and certification requirements for the grade level and subject he/she is teaching.
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

If you would like to review any of this information, please contact your child's school. Once your request is made, you may pick this information up at the school or it will be mailed to you not later than five (5) days after the reception of your request.

Sincerely,

*Dr. Madene Arrington*

Superintendent, East Jasper School District

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

## **Absences/Tardiness**

It is extremely important for every student and parent to be familiar with district policies related to absences and tardiness. Students should make every effort to be present, punctual and present to school or to class every day. Any questions related to absences or tardiness should be referred to the principal immediately following enrollment. (See handbook sections regarding Attendance and Tardiness.)

## **Attendance Period**

The official attendance period for The New William J. Berry Elementary School will be homeroom period. Heidelberg Junior High and Heidelberg High School's attendance period will be first period.

## **Absentee Discrepancies**

The names of students who are absent from class and whose names do not appear on the absentee list should be written on a discrepancy form. The form should be sent to the office immediately.

## **Activity Fund**

Social clubs and organizations will deposit all monies into school activity fund accounts and make requests for withdrawals through the principal while following approved purchasing procedures.

## **Activity Schedule**

On designated school days, the schools may operate an activity period schedule. The activity period will be used for clubs, special classes, assemblies, and homeroom meetings. Announcements of tentative meetings to be held during the activity period will be made in advance.

## **Admissions/Registration**

1. Children of legal school age whose parents or legal guardians are residents of the school district are eligible to attend East Jasper Schools. In the case of separated or divorced parents, court orders, and decrees involving custody of children will be controlling.
2. All secondary students must complete a registration form. Students new to the district also must provide the following information:
  - Report Card or transcript
  - Release for Records (cumulative)
  - Proof of Residency (two documents)

*(All students enrolling from outside of the district will be enrolled on a probationary basis.)*
3. A certified birth certificate must be presented upon admission. The birth certificate must be from the Bureau of Vital Statistics or from the State Department for students born overseas. Hospital records, baptismal records, etc., will not be acceptable. No other birth certificate is acceptable. The principal or his/her designee must verify the birth certificate. Telephone calls are not acceptable.
4. The Principal shall require that a postal money order in the required amount be deposited for students who are unable to present a certified birth certificate upon admission. The student will be enrolled on a temporary basis until the school receives the certified birth certificate. Temporary enrollment will preclude official recordings or release of grades.
5. Students must present an up-to-date immunization record. (See handbook sections regarding Immunizations and Vaccinations.)
6. If a student is transferring into the East Jasper School District from a school accredited by a state or regional accrediting agency, an official transcript mailed directly from the office of the school previously attended will be required. A report card or transfer papers from the previous school attended may be used for temporary class placement.



7. Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited regionally or by a state board of education will be given either a standardized achievement test(s) or teacher-made special subject test(s) to determine appropriate classification of the student within 30 days after filing for transfer. Notice of the administering of such test(s) shall be given to applicant not less than five days prior to the date of the administration of such test. (MS Code 37-15-33)

## Arrival and Departure

Students are NOT to arrive on the school campus prior to 30 minutes before the beginning of the school day—when teachers report to duty. The school will not assume responsibility for any student arriving on school grounds prior to the stated time unless they are transported by school bus. Students are to leave the school at the end of the school day, unless they are participating in a supervised school activity and are under the direct supervision of certified personnel. The parents of the students who violate this policy will be notified in writing. In instances where students habitually remain on campus prior to or after the stated times, the students will be subject to disciplinary actions. The principal will determine whether or not the students' actions are habitual.

## Asbestos Notice

The Federal Environmental Protection Agency (EPA) requires that on an annual basis each school district will notify every parent and employee of the status of any asbestos in the school. This report will serve as the annual notification by the East Jasper School District. A copy of this report is on file in the school administration office and is available to the public for review.

## Compulsory Attendance

### *Compulsory-School-Age Definition*

"Compulsory-school-age child" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program. (MS Code 37-13-91 (2) (f) (2013))

### *Compulsory Enrollment*

1. If a compulsory-school-age child has not been enrolled in school within fifteen (15) calendar days after the first day of the school year or if a child has accumulated five (5) unlawful absences during the school year, the superintendent shall or his designee, within two (2) school days or within five (5) calendar days, whichever is less, report, on the form provided by the State Department of Education, the absences to the school attendance officer. The superintendent, or his designee, shall report any student suspensions or student expulsions to the school attendance officer when they occur. §37-13-91 (6)
2. When a compulsory-school-age child accumulates five unexcused absences, the attendance officer of the youth court or family court will be notified.
3. Parents of a compulsory-school-age child who has not been enrolled in school within 18 calendar days after the first day of school of the public school which the child is eligible to attend or parents of a compulsory-school age child who has accumulated 12 unexcused absences during the school year are subject to prosecution under the Mississippi Compulsory School Attendance Law.

## Absences

1. When students who are enrolled in grades K-12 are absent from school; upon the student's return to school, a doctor's excuse or a written statement signed by the parent/guardian verifying the absence *must be presented* to the office. A maximum of *five parent notes per year will be accepted*. Students who have either excused or unexcused absences will be responsible for making up all schoolwork missed during the time of absence.

2. After a student has been absent for more than three consecutive school days for a cumulative illness, injury, or death of a family member, the parent/guardian must provide the school with written verification of the cause of absence. Acceptable written verification includes, but is not limited to, the following:
  - a. Medical Excuse
  - b. Medical/Hospital Release Forms
  - c. Obituary
  - d. Other Official Documentation
  - e. Written notes by the parent/guardian are considered unofficial and, therefore, unacceptable. Additional verification may be required, if deemed necessary.
3. Students must be at school at least 63% of the day to be counted present.
4. If students are not present for 63% of the school day, they will be counted as absent for the day.
5. Early checkouts disqualify students from earning Perfect Attendance.

#### *Early Checkouts and Dismissals*

When a student arrives on campus, the student becomes the responsibility of the school.

Anyone wishing to check out a student must be listed on the Parent Authorization Form and show a *valid picture ID*. When it is necessary for a student to check out during the school day, the parent/guardian/authorized representative must come inside the school to complete the process. *Once a student checks out, he/she must leave the campus. Student checkout should occur before 2:45 p.m.*

*Administrators MUST approve checkouts requested after this point.*

#### *Leaving Campus*

Once a student arrives at school, he/she is not permitted to leave campus at any time without proper dismissal. Students who violate this rule will be subject to disciplinary action. Under no circumstances can the student leave campus without being checked out through the office by the parent/guardian. If a student returns to school after being checked out earlier in the day, he/she must report to the office for re-admittance papers before reporting to class.

### **Awards Program**

Highest academic achievement in departments and/or courses will be recognized in awards programs for East Jasper students. Awards will recognize outstanding academic work or other student achievement and includes, but is not limited to, academic letters for classroom excellence.

### **Awarding of Academic Credit**

1. Academic credit for courses taken by students in the East Jasper School District shall be awarded upon successful completion of courses.
2. Credit for high school courses will be awarded in half units, full units, or multiple units as approved in the latest edition of the *Mississippi Public School Accountability Standards*, State Department of Education.
3. In grades 9-12, students must complete both semesters for a year-long (two semesters) course with a yearly passing average of 60 or higher in order to receive any credit for that course.
4. Students who fail year-long courses may attend Extended Year/Summer School programs in order to acquire academic credit or may enroll in a state-approved correspondence course, subject to principal approval and compliant with all other district and state guidelines.
5. Students who attend Extended Year/Summer School programs must master all objectives failed and/or missed during the entire school year for that course.
6. Students in grades 9-12 may earn only one (1) Carnegie unit of academic credit during Extended Year/Summer School programs.

7. Upon successful completion of all Extended Year objectives for a particular course, a grade of 60 will be awarded and documented in all applicable district grade documentation systems. Upon successful completion of a Summer School course, the student will receive the documented grade.
8. The East Jasper School District will recognize and honor courses taken at other accredited schools if courses are recorded on the permanent record or transcript. However, in the matter of required courses, students shall meet all regulations governing graduation requirements for Heidelberg High School. Students transferring into an East Jasper school from a non-accredited school must be given achievement tests to determine grade and/or subject placement.
9. Each student is responsible for completing required work without assistance. The integrity of the grading and testing procedures must not be compromised and any student who is determined to be guilty of cheating will receive a zero on graded work and will receive appropriate counseling and/or disciplinary action.
10. In order to graduate with honors or highest honors from Heidelberg High School, a student must have attended Heidelberg High School for a minimum of one full semester.
11. Transfer students who enroll in the East Jasper School District for less than 20 school days must arrange for credit through their previous schools.

### **Backpacks/Book Bags**

Backpacks or book bags may be brought to school but are subject to search if an administrator has reasonable suspicion or if security has probable cause. By bringing a backpack or book bag to school, a student hereby consents to a search of the contents of the backpack or book bag subject to school board policy.

### **Band**

The performing band provides music for many school and community activities, both as a marching and as a concert band. The director selects band members. Although the school owns a number of instruments, most members must furnish their own. Band fees may be assigned.

### **Bus**

Bus transportation will be provided to students whose residence is at least a mile or more by the nearest traveled road from the school to which they are assigned. Bus transportation for exceptional education students may be exempt from the distance provisions upon discretion of the superintendent or designee.

Once a student is in route to school, the student becomes the responsibility of the school district. Therefore, appropriate behavior required in the classroom also is required while a student is waiting at a bus stop and is in route to and from school. Violation of bus transportation rules or regulations may result in disciplinary action. Transportation is a privilege and may be revoked. All requests for bus passes must be made by 1:30 p.m.

### **Cafeteria**

Breakfast and lunch are served each day in all East Jasper Schools. For the 2016 – 2017 school year, all children will receive free breakfast and lunch due to Provision 2 status.

In an effort to reduce paperwork for parents and school districts, congress has incorporated into section 11 (a) (1) of the National school lunch Act three alternative Provisions to the normal requirements for annual determinations of eligibility for free and reduced price meals and daily meal counts by type (free, reduced price, and paid meals) at the point of service. These Provisions are known as Provision1, Provision 2, and Provision 3.

All students must remain at school during the lunch period on a daily basis unless signed out by parents or legal guardians.

Students will not take food out of the cafeteria. Students who bring their lunch to school may eat in the cafeteria or in other approved areas.

In compliance with Federal (USDA) guidelines, commercially prepared, competitive food and drink items will not be distributed or sold on campus one hour before breakfast or one hour before lunch and until the end of either serving period. Such foods also shall not be taken into the cafeteria during lunch.

The number system will be used to identify students' meal status. The concept of the number system requires that all students be assigned a certain coded number for the school year, enabling each student to eat breakfast and lunch in the school cafeteria without a ticket or I.D. card.

Misconduct in the cafeteria will result in appropriate disciplinary action based upon the school discipline plan.

### **Campaigning**

All candidates for office may use poster campaigns. However, the principal or his/her designee before presentation must approve such campaigns. Student campaigning for any office should make an effort to keep expenses to a minimum. Campaign signs and activities are permitted in the school building only, with specific days designated for campaigning. The principal must approve all political materials of an informative nature or intent and campaign activities.

### **Cheating**

Any student found to be cheating on an assignment, test, or examination for the first time will be given a zero for that assignment, test, or examination. The student's citizenship grade will be lowered to Needs Improvement and parents will be notified. On the next occurrence, the student will receive a three-day suspension from school, receive a zero, and the citizenship grade lowered to Unsatisfactory.

Should there be a third occurrence, the student will receive a five-day suspension from school, receive a zero, and the citizenship grade lowered to Unsatisfactory. In addition, the student will not be allowed to participate in or attend any school activities or hold any office or school-related honor for one full year.

Any further instances of cheating will result in a recommendation for expulsion. Students will be afforded due process, and the parents will be notified in each case.

### **Cheerleader, Majorette, Drum Major, Flag Corps Member Selection, Student Body, Student Council, and Class Officer Elections**

The selection and participation in the extracurricular activities of cheerleader, majorette, drum major, flag corps member, student body officer, student council officer or representative, and class officer are privileges, not rights, afforded to individual students. It is the administration's intent to apply stringent rules upon those who may be eligible for try-outs and elections, as well as to apply those rules during the period of continued participation of such students. Those who are selected are representatives of the entire student body and are expected to conduct themselves at all times in a manner that reflects favorably upon the East Jasper School District.

Students who are enrolled in the East Jasper School District are eligible to try out for or participate as cheerleader, majorette, drum major, flag corps member, student body officer, student council officer/representative, or class officer.

Certain extracurricular activities are governed by the rules and regulations of the Mississippi High School Activities Association (MHSAA).

## Choir

The Heidelberg High School Choir provides music for many school and community activities, both as a concert choir and as small ensembles.

## Class Rank and Ranking in Classes

Seniors of the year of 2006 – 2007 and Later

Rank in Class will be computed by using a cumulative weighted grade point average (GPA) system. This average will be computed based on cumulative course grades earned through the end of the first semester of the senior year. The total number of grade points earned in each eligible credit course will be divided by the total number of eligible courses attempted during grades eight through twelve (grades 8-12). Course credit will be weighted and computed according to the following descriptors: General Education/College Prep, Accelerated, Advanced Placement, and/or Dual Enrollment/Credit.

### Course Credit Descriptors and Weighting

General Education/College Prep (Un-weighted)	Accelerated /Honors (Weighted)	Advanced Placement/Dual (Weighted)
A - - - - - 4.0	A - - - - - 4.5	A - - - - - 5.0
B - - - - - 3.0	B - - - - - 3.5	B - - - - - 4.0
C - - - - - 2.0	C - - - - - 2.5	C - - - - - 3.0
D - - - - - 1.0	D - - - - - 1.5	D - - - - - 2.0
F - - - - - 0.0	F - - - - - 0.0	F - - - - - 0.0

In January of the senior year, the computer program, SAMs, will be utilized to compute the cumulative weighted grade point average (GPA). General Education and College Preparatory courses are assigned the same weight. **All courses will be counted once.**

### Class Rank

- Will be utilized to determine class Valedictorian, Salutatorian, and Historian.
- Will be computed on a cumulative weighted grade point average (GPA) system.
- Will be based on cumulative course credits earned through the end of the first semester of the senior year.
- Will be available by January of the senior year.
- May be utilized to determine the awarding of other academic achievements.

The Principal and the Counselor will verify official class rankings. Prior to the release of class rankings to students, parents, or the public, the Superintendent and the East Jasper School Board must approve such rankings.

### Valedictorian, Salutatorian, and Historian Selection

Eligibility for Valedictorian and Salutatorian shall be as follows:

- Only students who have taken courses and earned credit(s) under the college Preparatory curriculum (i.e., lab-based science courses, higher-level math courses, etc.) will be eligible to hold the honor of Valedictorian or Salutatorian.
- The student must be enrolled at Heidelberg High School from grades 9 – 12.

Eligibility for Historian selection shall be as follows:

- The honor of Historian shall be awarded based on the cumulative weighted grade point average.
- The student must be enrolled as a senior at Heidelberg High School at the beginning of the regular school term.
- The student must be enrolled in Heidelberg High School a minimum of three semesters prior to the selection.

The selection of Valedictorian, Salutarian, and Historian shall be as follows:

1. The Valedictorian shall be that student who holds the highest academic grade point average (GPA) and ranks first in the graduating class. This average will be computed based on course credits earned from the eighth grade through the end of the first semester of the senior year (grades 8-12).
2. The Salutarian shall be that student who holds the second highest academic grade point average (GPA) and ranks second in the graduating class. This average will be computed based on course credits earned from the eighth grade through the end of the first semester of the senior year (grades 8-12).
3. The Historian shall be that student who holds the third highest academic grade point average (GPA) and ranks third in the graduating class. This average will be computed based on course credits earned from the eighth grade through the end of the first semester of the senior year (grades 8-12).

#### Event of a Tie

In the event that a tie occurs following the initial class ranking process, the cumulative weighted grade point average (GPA) of all eligible courses will be computed to at least the fifth decimal place. If a tie still remains, the honor of Valedictorian, Salutarian, or Historian will be shared.

#### Course Exclusions

Courses taken in home school will not be considered as eligible courses for the Valedictorian, Salutarian, and Historian selection process.

### Co-Curricular Activities

Any activities that are an extension to the regular classroom are considered co-curricular activities. Students will not be allowed to attend co-curricular activities if they are serving a suspension or if they are currently enrolled in the Alternative School.

### Contacting Parents

It is the parent's/guardian's responsibility to provide accurate and current telephone numbers that will permit school personnel to reach a responsible adult at all times. The school must be informed of any changes in telephone numbers and addresses. Parents/guardians are advised that if a responsible adult cannot be reached after good faith efforts by school personnel, Jasper County Social Services, the Heidelberg Police Department, and/or the Jasper County Sheriff's Office will be contacted.

### Corporal Punishment (Paddling)

Corporal punishment (paddling) will be permitted within the East Jasper School District only with written authorization by parents. Paddling may be administered by a certified administrator or certified teacher for minor infractions, with the student receiving a maximum of three strikes to the buttocks. A certified witness must be present. A disciplinary referral must be completed.

### Correspondence Courses

A student in the East Jasper School District may earn a maximum of only one Carnegie unit of State-required courses through completion of a correspondence course. A student will be allowed to enroll in a correspondence course only after all other alternatives have been pursued. In order to receive credit, the following criteria must be met:

1. The Commission on School Accreditation must approve the correspondence course.
2. Correspondence courses must be taken for the full duration of the course. Half-units of full-credit courses will not be accepted.
3. A professional staff member of the East Jasper School District must administer the evaluation criteria. A student will have only one opportunity to take the final examination in a course.

4. The principal must approve the course.

A student must receive permission and order the correspondence course no later than two weeks after the beginning of the second semester. No correspondence course will be approved after this date. The deadline for correspondence course completion (lessons and tests) will be April 1 to allow time for grading and acknowledgement of grades. If April 1 falls on a weekend, the first working day following April 1 will be the deadline. If the credit is necessary to meet graduation requirements, the principal or his/her designee must receive the final grade by the deadline for receipt of senior grades.

### **Course Selection/Carnegie Units**

Heidelberg High School students, parents, and counselors regarding the academic program will follow the policies listed below:

1. Students will be permitted to receive through the regular day program a maximum of seven units of credit toward graduation within any one school year.
2. All students attending Heidelberg High School, other than those who are in vocational courses must schedule seven courses each school year.
3. A maximum of one Carnegie unit may be earned during one summer session/extended school year.
4. It is the intent of the East Jasper School District that students will be assisted at the beginning of ninth grade in making choices that will best meet their needs, interests, and capabilities in college preparatory, career/technical, or military track programs. This will be accomplished through focused counseling, which includes the placement of students in programs that are most appropriate and also affords parents the opportunity to request schedule adjustments.

### **Curriculum Information**

#### **Regular Diploma Program**

1. All students enrolled in a regular diploma program must meet the following requirements:
  - a. Graduation must be based on Carnegie units as stated in the policies and procedures of the East Jasper School District.
  - b. Carnegie units must be earned in a regular education program under the supervision of a teacher properly certified in the academic area.
2. Students enrolled in band, choral music, physical education, or art may count only one credit in each of these areas toward meeting the number of state-required units for graduation. However, credit for these courses may be counted toward the additional units required by the district.
3. All 11th grade students interested in being considered as a National Merit semi-finalist must take the Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT), which is administered at local high schools in October for a nominal fee. (Additional information may be obtained from the high school Guidance/Counseling office.) All 11th and 12th grade students are encouraged to take the American College Test (ACT) and the Scholastic Assessment Test I (SAT I). A nominal fee is charged to take these tests and advanced registration is required. Students may obtain additional information from the Guidance/Counseling office.
4. A student will be allowed to take a class only when he/she has completed all prerequisites.
5. Courses that receive one-half credit are semester courses. All other courses will be awarded one credit upon successful completion of both semesters.
6. In order to participate in graduation ceremonies, a student must attend the graduation practices as arranged by the principal and class sponsors.

**Note:** Mississippi State University requires an additional one and one-half unit (1½) of free electives.

## **Dress and Grooming Code General Rules**

*(The New William J. Berry Elementary School/Heidelberg Junior High/Heidelberg High)*

### *Philosophy*

Dress and grooming codes are based upon certain sound foundations, not just arbitrarily selected and dictatorially enforced for no relevant cause. Laws surrounding indecent exposure, conditions necessitating safety and personal well-being, health, and sanitation represent some of the basic fundamentals. Conditions conducive to learning must not be impaired because of individualized fads. In order for students to be able to cope with even larger restrictions and responsibilities in society, they must learn while still in school to observe basic regulations set forth for a group as a whole. Keeping this total concept in mind and realizing a need to satisfy peer group desires for current fashions, the board will make an effort, periodically, to restructure the dress and grooming code according to current conditions.

### *Dress and Grooming Code*

1. The dress code for East Jasper School District students is the result of a joint effort by East Jasper parents, teachers, and administrators to provide guidelines that will govern the choice of appropriate school dress by our students.
2. Students must present a neat, well-groomed appearance.
3. Students will be required to wear clothing in the manner they are intended to be worn (e.g., low-riding or sagging pants) and in such a manner that will not cause undue attention or disruption of instructional activities.
4. Hair curlers/rollers are not allowed.
5. No hats, caps, bandanas, or other inappropriate headwear will be allowed on the school grounds at any time. Sunglasses may be worn for outside instructional activities only with the approval of the teacher.
6. Suspenders, if worn, must be worn in the manner intended for the garment (i.e., not hanging from outerwear.)
7. Appropriate footwear will be worn at all times. Footwear must be closed-toe. Sandals, flip-flop shoes, house shoes/slippers are not permitted.
8. Socks must be an appropriate color and worn in an appropriate manner with clothing. (e.g., not worn pulled up and/or over knees with shorts/skirts, not fluorescent or distracting/inappropriate colors or patterns).
9. Students will not be permitted to wear clothing that exposes the midriff.
10. Clothing with inappropriate patches, emblems, or with profane, vulgar, or abusive images or language will not be worn. Clothing, accessories, or manner of grooming, which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that, indicates or implies membership or affiliation with gang activities or gang association or unauthorized group activities/association will not be permitted. In addition, clothing displaying symbols or advertising or promoting the use of alcoholic beverages, tobacco, or drugs will not be worn at school. Clothing that includes logos or insignias for social clubs will not be allowed.
11. Clothing, accessories (e.g., belts, socks, headbands, jewelry, etc.), or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with a group or organization that is not authorized by the school or district will not be permitted.
12. If clothing and/or accessories are determined to be a distraction or possible danger to the learning and school environments, principals/administrators may use administrative discretion in prohibiting the wearing of such clothing and/or accessories.
13. Earrings are to be worn in ears only. Male students will not be allowed to wear earrings.
14. Metal picks are not allowed at school.



15. Students whose dress, appearance, or lack of dress is disruptive will not be permitted to remain at school.
16. All students shall wear appropriate undergarments. Underwear must not be visible.
17. Only white T-shirts (i.e., solid, plain, no slogans) are allowed to be worn under the dress code top. T-shirts of another color worn underneath the white T-shirt will not be allowed.
18. Torn or cut-up pants or other clothing will not be allowed.
19. All clothing worn must be appropriate in fit and in length and must not distract from the learning environment. Dresses and skirts at all schools must be knee-length or longer. Shorts for students in Grades K-3 at The New William J. Berry Elementary School must be knee-length or longer. Shorts for students in Grades 4-6 at The New William J. Berry Elementary School must be calf-length or longer. Shorts/capris at Heidelberg Junior High and Heidelberg High must be calf-length or longer.
20. In all instances, school administrators, who will consider the style or manner in which the clothing is worn or how it fits the student, will determine the appropriateness or inappropriateness of school dress.
21. Shirttails should be tucked in neatly at all times.
22. A belt shall be worn on pants with belt loops.
23. Pants should be worn properly fitted around the waist.
24. Hair should be clean and neatly groomed.
25. Designed cuts in hair shall be restricted to a single straight-line part. Students will not be permitted to wear hairstyles with initials, name(s), symbols, or other designs, or in any manner that is disruptive to the learning environment.
26. Gang identifiable tattoos cannot be visible; they must be covered.
27. Members of the Boys Scouts or Girls Scouts shall be exempt from wearing the mandatory school dress code wear on the day(s) they wear their Class A scouting uniform.
28. Members of the cheerleading or athletic team, dance or drill team, and band shall be exempt from wearing the mandatory school dress code wear on the day(s) they wear their pre-game attire. Pre-game attire must conform to the district's dress code and must be approved by the school administrator prior to wearing to school.
29. A waiver to the dress code is available to students on the basis of religious reasons. The individual must present the school with a copy of the church doctrine, which explains the basis for such an exception and a letter from the minister, rabbi, or religious leader verifying the religious position.
30. Upon enrollment during the school year, a student will have ten days in which to comply with the dress code.
31. The administration at each school shall confer with the parent of each student who fails to comply with the dress code in an effort to ascertain the reason(s) for non-compliance.
32. Students will follow the district-adopted Student Dress Code Policy.
33. Students are required to wear dress code wear when participating in off-campus school activities unless determined otherwise by administration.

*Dress code violations will result in disciplinary action according to the discipline policy.*

### ***Dress Code "Schools"***

The East Jasper School District uniform policy for the 2015-2016 school year, respective to each school as follows.

#### **The New William J. Berry Elementary School**

Uniform Tops: Burgundy polo-style shirts.

Uniform Bottoms: Navy slacks, shorts, or skirts/dresses (see restrictions below).

---

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

**NOTE:** Only white T-shirts are permitted to be worn under uniform tops.  
Shorts, skirts, dresses, or capris must be at most four inches ABOVE the knee.

### **Heidelberg Junior High**

Uniform Tops: Navy polo-style shirts.

Uniform Bottoms: Khaki slacks, shorts, or skirts/dresses (see restrictions below).

**NOTE:** Only white T-shirts are permitted to be worn under uniform tops.  
Shorts, skirts, dresses, or capris must be at most three inches ABOVE the knee.

### **Heidelberg High**

Uniform Tops: White polo-style shirts.

Uniform Bottoms: Navy slacks, shorts, or skirts/dresses (see restrictions below).

**NOTE:** Only white T-shirts are permitted to be worn under uniform tops.  
Shorts, skirts, dresses, or capris must be at most three inches ABOVE the knee.

### **Uniform and Dress Code Restrictions for all East Jasper School District Campuses**

- All clothing worn must be appropriate in fit. Sagging/low-riding pants and tight pants/skirts/dresses are not allowed.
- Tops/Shirts: All tops/shirts must be polo tops/shirts that are the appropriate color for the respective schools. All tops/shirts must have a collar that is the same color of the top/shirt.
- No large and flashy belt buckles.
- Only navy blue, black, brown, white, or gray jackets are allowed. Excessive colors, trim/accent, or designs are not allowed (For example: plaid, neon, crowns, etc.). Principal/administrator discretion will apply in such instances.
- Jackets may or may not have a hood. The hood and sleeves of the jackets MUST be the same color as the jacket.
- Jackets may only be button-up, zip-up, or toggle. (Jackets must open completely in front, not partially.) No pullovers or sweatshirts are allowed.
- Athletic and/or band school-issued letterman jackets that bear the Heidelberg High School logo are permitted.
- Only white T-shirts (solid; plain; no slogans) are allowed to be worn under the dress code top. T-shirts of another color worn underneath the white T-shirt will not be allowed.
- Students may be allowed to deviate from the dress code for special events or activities at the principal's and superintendent's discretion.

### **Dress Code for School Activity**

Any student attending the East Jasper Schools who shall be required to wear or who shall choose to wear dress code wear or other type of dress because of his/her participation in a school activity, which dress is clearly and readily identifiable with the East Jasper School District, whether the dress code wear or other type dress is provided to the student by the school system or whether the student provides the dress code wear, shall be expected to conduct himself/herself while in such dress code wear, at all times, in a manner acceptable to the school system.

This behavior is required whether or not the student is under the direct supervision of the school and/or its personnel and whether or not the student is on school premises or at an official school function.

It is the intent of the administration to inform such student that his/her participation in activities may be denied, terminated, or restricted as a result of behavior determined to be unbecoming or unacceptable to the school administration and/or Board of Education while the student is wearing dress code wear identifiable with the East Jasper School District.

### **Driver Licenses**

In accordance with Section 63-1-10, Mississippi Code of 1972, as amended, any applicant for a driver license who is younger than eighteen years of age must submit with his or her license application documentation that the applicant is a full-time student in the East Jasper Schools. This documentation must be retrieved from the appropriate school authority. These documentation forms can be obtained in the principal's or counselor's office. The student should complete the top of the form by providing the following information:

1. Name
2. Address
3. Date of Birth
4. Age
5. Social Security Number
6. Name of school being attended.

This information must be printed in ink. The form then will be verified for school attendance, signed by the principal or his/her designee, and notarized.

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

Dual enrollment is a program that allows high school students to simultaneously earn college credit toward a postsecondary diploma or degree at a Mississippi community or junior college or an institution of higher learning that also will count as credit toward a high school diploma. The purpose of the Dual Enrollment program is to (1) broaden the scope of high school curricular options, (2) increase the depth of high school study, and (3) shorten the length of time required to earn a college degree.

Students who wish to participate in the Dual Enrollment/Dual Credit program may obtain additional information from the high school Guidance/Counseling office.

Eligible students must meet the following eligibility criteria:

#### *Community and Junior College Programs*

- Students must have completed a minimum of 14 core high school units.
- Students must have a 2.5 grade point average (GPA) on a 4.0 scale, or better, on all high school courses, as documented by an official high school transcript, unless the college specifies otherwise.
- Students must have an unconditional, written letter of recommendation from their high school principal and/or guidance counselor.
- Students who have not completed the minimum of 14 core high school units **may** be considered for the dual enrollment program if they have a minimum ACT score of 30 or the equivalent SAT score and have the required grade point average (GPA) and the recommendation(s) listed above.

#### *Institutions of Higher Learning*

- Students must have completed a minimum of 14 core high school units.
- Students must have a 2.5 grade point average (GPA) on a 4.0 scale, or better, on all high school courses, as documented by an official high school transcript, unless the college specifies otherwise.
- Students must have an unconditional, written letter of recommendation from their high school principal and/or guidance counselor.

- Students who have not completed the minimum of 14 core high school units **may** be considered for the dual enrollment program if they have a minimum ACT score of 30 or the equivalent SAT score and have the required grade point average (GPA) and the recommendation(s) listed above.

Textbook purchases from the community college or university are the responsibility of the students and their parents. Students and parents also must provide their own transportation to and from the community college or university that the students choose to attend.

### **Eligibility for Competitive Activities**

Eligibility for competitive activities and athletics is determined according to the rules of the Mississippi High School Activities Association. Students must meet all requirements established by the MHSAA. Among the requirements are the following:

#### **"SECTION B. General Eligibility Rules"**

1. To be eligible to participate in interschool activities, a contestant must:
  - a. Be a bona fide student, having enrolled not later than the 15th day of any semester of participation, carry five major subjects and deport himself/herself satisfactorily.

Any pupil who becomes 19 years of age prior to August 1 shall be ineligible for interschool competition. *A FINE OF \$1,000 WILL BE ASSESSED TO ANY SCHOOL THAT PLAYS A STUDENT WHO HAS BECOME 19 YEARS OLD PRIOR TO AUGUST 1 OF THE CURRENT SCHOOL YEAR.*

Not be a graduate of a four-year high school.

- b. Not have enrolled in a college or junior college or participated in athletics above the high school level, and no eligible high school student shall be permitted to participate on a college level in any activity that is sponsored by the Mississippi High School Activities Association, Incorporated. However, a student who has successfully completed his or her junior year and is academically talented may take college courses as allowed by the Mississippi Department of Education, none of which would render the student more proficient in any sponsored activity of the MHSAA. The only restriction to be observed by pupils who participate in summer college academic programs is that they must not take any course that would ordinarily render them more proficient in a sponsored high school activity during their senior year. An illustration of this restriction is that a pupil should not take a summer college course in debating or in public speaking if he plans to participate in these activities during his senior year in high school.
- c. Upon the completion of grade eight, choose the high school he/she wishes to attend in a city or district where there are two or more high schools or schools of secondary grade. When a student has chosen a high school and enrolled in and attended that school for one day or longer, the school of his choice shall become his home school. In a junior high school situation, the choice of grade nine in a given junior high school means the choice of the senior high school, which is designated by the appropriate School Board as the senior high school for the graduates of that particular junior high school. Any pupil who enters grade nine in a member public junior high school or grade 10 or above in a member public high school and then transfers to a member private or parochial high school shall be ineligible for a period of one year. The same is true where a pupil enters grade nine in a member parochial or private junior high school or grade 10 or above in a member parochial or private high school and then transfers to a member public high school. Upon transfer from the first member high school chosen to the second member school, he will be ineligible for competition in either athletic and literary contests or meets until he has been in the second school for one year from the date he enrolls in the second school.

1. COUNTY SCHOOL UNITS: How General Eligibility Rule 1(e) applies: Since many of the counties of the state are legally constituted as County Units or County-wide School District and since some counties do not have specific districts with definite boundaries, but use school attendance centers as the plan of organization, the Mississippi High School Activities Association, Inc. will consider attendance areas as school districts for the purpose of determining residence eligibility.
2. When a pupil has enrolled in any county high school attendance center, by choice or otherwise, that school becomes the home school for the pupil. After enrolling in a county high school, a pupil cannot then enroll in a second county high school and be considered eligible until he has spent one year in the second school or the family has established a bona fide residence in the second school attendance area. In a countywide school district, a pupil cannot change schools and be eligible in the second school the first year unless the family moves. A change in school bus routes will not affect this regulation.
3. LINE SCHOOLS: In line school situations where the school attendance area includes parts of two or more counties, pupils shall be eligible in that school regardless of which county the family lives in.
4. TWO-COUNTY FREE PUPIL EXCHANGE SITUATIONS: This section has reference to this type of situation:  
*Counties A and B, by agreement or without agreement, permit a school bus to come out of County A into County B and transport pupils who live in County B to a school in County A and vice versa. In such situations the pupils shall be eligible in the county where they live, and they may establish their eligibility in the neighboring county under the provisions of General Eligibility Rule K, 1.*
5. TRANSFER OF PUPILS FROM NON-MEMBER MISSISSIPPI PRIVATE SCHOOLS: Pupils of member schools who attended non-member Mississippi private schools during the preceding school session may return to their home school without loss of residence eligibility.
6. PUPIL GROUP ASSIGNMENT OR TRANSFER TO OUT-OF-COUNTY OR OUT-OF-DISTRICT SCHOOLS: This has reference to a situation where County A has an agreement with County B by which all pupils in a given area or section of County A are transferred to a school in County B with transportation furnished and tuition paid by County A. In such a situation the pupils in the group transfer shall be considered eligible in County B.

**NOTE:** *Individual transfers do not carry eligibility.*

- a. In the case of a transfer student, the school shall secure a transcript of the high school work completed by the student and a transfer form signed by the principal of the school from whence he comes. The transfer form for out-of-state transfers shall give the date the student entered the ninth grade and whether he passed his work during the preceding year.
- b. If any school should refuse or delay unnecessarily in sending the transcript or the transfer form, when requested by the receiving school to do so, the Executive Director may, upon the presentation of satisfactory proof, authorize the school to use the student in athletic contests prior to the receipt of the transcript and the transfer form.

A transfer student is one whose parents or guardian has moved from one school district to another and established a bona fide residence therein for some other purpose than conferring athletic or interscholastic eligibility on the student. Any transfer student must be in good standing from the school he/she is leaving from in order to receive eligibility at his/her new school.

This includes MHSAA member schools, as well as non-member schools and students transferring from out of state. Any student who transfers during a sport season, even after making a bona fide move, must be approved for participation in the same sport season.

- c. Foreign Student Eligibility - a bona fide foreign exchange student may be immediately eligible the first year in residence in the school district in which the host family is a bona fide resident and be limited to one year of eligibility provided the student is a participant in an established foreign exchange program accepted for listing by the Council of Standards for International Education Travel (CSIET), and there is no evidence of athletic recruitment resulting in the student's attendance at the school either by the school or any other outside entities. The foreign exchange student shall meet all other eligibility requirements of the MHSAA Handbook. Any student that has established eligibility at a Mississippi school and participates in a Foreign Exchange Program sponsored by a CSIET approved program will be eligible for participation immediately upon his/her return to the same Mississippi School. The student shall meet all other requirements for eligibility as listed in the MHSAA Handbook.
- d. Eligibility Reporting – The report submitted to the State Office becomes a permanent record. Care should be utilized to have the eligibility complete and correct as an error on the original filing can cause difficulty one to three years later. The school should report each student only once during a school year. Eligibility is by years and not by sports. At the beginning of each school year, student eligibility should be updated 15 days prior to the first game or contest. Schools, which are late in filing eligibility, will be fined \$50.00. Players participating in athletics or activities may be added to or changed after the beginning of the season, provided a pupil is not allowed to participate in a game or contest until properly reported
- e. The list of players participating in athletics or activities may be added to or changed after the beginning of the season, provided a pupil is not allowed to participate in a game or contest until properly reported. Each school shall keep a file copy of the eligibility sheets.
- f. Not participate in interschool contests for more than four consecutive years after the date of entering into the ninth grade regardless of when he began to participate. Entering into the ninth grade is construed to mean that a student has completed most or all of the eighth grades and is carrying at least three ninth grade subjects.
- g. If a family established a bona fide residence in a school area for the purpose of making a pupil eligible for athletics, the family must establish a bona fide residence at least 60 days prior to the opening of school.
- h. A pupil must attend school in the school district in which his parents are actual bona fide residents. A parent can have no more than one bona fide residence at any given time. A bona fide residence is one where the family actually lives. This means the specific dwelling in which the family cooks, eats, and sleeps on a regular basis and claims as its sole or primary place of residence. This rule does not prevent a parent from commuting to work and it does not prevent a father from traveling out of state where his work requires him to do so, provided he returns to the home periodically and considers the home as his legal, permanent residence. The family mail must also be received where the family lives.  
Marriage, legal guardianship, nor changes of schools for subject matter purpose affect this rule. *Exceptions to Rule l may be made by the Executive Director in the following cases:*

- 7. Where a student has spent one school year in a school other than his home school (bona fide residence of parents) without participating in inter-school activities and must have been released by the home school. Eligibility under this exception can be established only during the year immediately preceding participation. This includes students from

broken homes, orphans, or students who do not live with their parents for any reason. If a pupil establishes his eligibility under this exception and later enrolls in his home school, he forfeits his eligibility elsewhere. Students who live in established church or other state recognized orphanages shall be eligible immediately when moved by orphanage officials to another school district.

8. Where a student is in his fourth year of high school and the family moves following the opening of school, after the family has lived in the school district for one year (12 months) or longer immediately preceding the move, the student may be considered eligible in the school district from which the family moved for the balance of the school session. A ninth, tenth, or eleventh grade student, under the same conditions, may be considered eligible for the balance of the semester in which the family moved.
9. Where a student has spent three consecutive years in a school and completed the tenth grade and the family moves, the student may be considered eligible in the school district the family moved from if the student lives with the parent or the person who has legal custody prior to the move. If a pupil establishes his eligibility under this exception and later enrolls in (his home school) he forfeits his eligibility elsewhere.
10. A pupil whose parents reside outside the United States or who resides in an area of any state where there is no accredited high school will be considered eligible where his temporary guardian lives. However, the pupil cannot transfer from this school unless the temporary guardian changes residence. A pupil who transfers from one temporary guardian to another will be ineligible for one year. Temporary guardianship papers issued by a probate judge are not valid for eligibility.
11. Where the parents of a pupil are legally separated or divorced by court order which also grants physical custody of the pupil to one of the parents, the pupil shall be eligible where that parent lives. If the pupil should thereafter transfer from the parent thus granted physical custody by the court to the other parent living in a different school area, regardless of whether or not such transfer is the result of a court order changing custody to the other parent, the pupil must remain out of competition for one year before becoming eligible.
12. Where the parents of a pupil are legally separated or divorced by court order which also grants them joint physical custody, the pupil shall be eligible in the school area in which the parent who has been awarded his physical custody for at least a majority of the school year lives, or if no such period of physical custody is awarded to either parent, then he/she is eligible in the school area where the parent with whom the pupil first elects to live after the entry of such court order. If without court order the pupil should thereafter transfer from that parent to the other parent who lives in a different school area, the pupil must remain out of competition for one year before becoming eligible; however, the granting of any type of legal custody or change of legal custody shall not be effective under the Residence and School Transfer Rule until a period of 45 calendar days from the date of awarding of custody has been proved by a judge.
13. If the parents have separated through no legal proceeding and physical custody has not been granted by a court to either parent, the pupil may choose the parent with whom he wishes to live, and he may be considered eligible where that parent lives. If a pupil under the above conditions transfers from one parent to the other and the parents live in different school areas, the pupil must remain out of competition for one year before becoming eligible.
14. If the parents are living and the pupil transfers from living with them to a guardian living in another school area, the pupil must remain out of competition for one year before becoming eligible.

15. If both parents are deceased, the pupil will be considered eligible in the school area where the guardian or adoptive parent or parents with whom he first lives after the death of both of his parents. In the event there is a subsequent guardianship or adoption and the new guardian or adoptive parent or parents' lives in a different school area, the pupil must remain out of competition for one year before becoming eligible.
16. Those children whose parent(s) or legal guardian(s) are instructional personnel or certified employees of a school district may at such employee's discretion enroll or attend the school or schools of their parent's or legal guardian's employment regardless of the residence of the child. If a child transfers back to his home school, he must lay out a year unless his parents or legal guardian are no longer employed by the school system the child attended. Exception: Eligibility in any sport will not be granted to a student at another school once he/she has started the season in any sport at the student's home school until the parents have made a bona fide move or the season at the home school has been completed. The start of the season is considered to be when practice for that sport or activity starts.

In school districts where there are no accredited high schools the following exceptions may be made: Students should be eligible in schools to which transportation is furnished and tuition paid by the county.

1. If this is not done, students should be eligible in schools most convenient from the standpoint of distance if allowed by the local districts.
2. When such students have participated in interschool activities at a school, they are tied to that school the same as if it were their own school.
3. An exception to General Eligibility Rule 1(k) may be made by the Executive Director on behalf of a private boarding school pupil under the following conditions:
  - a. The student must be a bona fide boarding pupil and the pupil must live outside the County Unit, the Separate School District, or the Consolidated School District where the school is located.
  - b. Approval must be given by the Head of the last school attended by the pupil.
  - c. The Executive Director must approve.
  - d. The Head of the private school and its head coach must furnish a sworn statement that no inducement of any kind was offered in order to get the pupil to attend the private school, and that insofar as they know or believe; the pupil's primary purpose in attending the school is for some purpose other than participating in athletics.
  - e. Boarding school students coming into the United States must sit out one year before becoming eligible to participate. International students coming to the United States primarily for academic purposes would not be affected by the rule. (International students entering after the ninth grade will be allowed to play junior varsity the first year and thereafter varsity unless that student is a senior – then the Foreign Exchange rule would apply; whereby, the student is eligible for one year only.)

*NOTE: The MHSAA office will always need to look at each individual case if there is a question of recruiting for athletic purposes, as it does in all of its member schools.*

If school district boundary lines change pursuant to the applicable laws of the State of Mississippi and annex territory from School District A into School District B, students who are currently enrolled in grades nine – twelve on the effective date of said annexation, and whose parents are bona fide residents of the area within the boundaries of the area annexed in School District B, shall be permitted to choose from either School District A or School District B, the high school he/she wishes to attend. When a student has chosen a high school and enrolled in and attended that school for one (1) day or longer, the school of his choice shall become his home school. If said student then changes his home school, eligibility must be established according to Special Eligibility Rule k. 1. A student who is ineligible for



any reason, in another state, shall be ineligible in Mississippi, unless the family has actually moved into Mississippi and has established a bona fide residence in the state.

**Academic rules for students participating in activities:**

To be eligible for athletics and activities, beginning with the freshman class of 2005 – 2006, students must pass five credits toward graduation with one year of six credits. The 5 units, with a grade of 70 or better, will be averaged as a whole and the overall average must be 75 or higher in order to maintain eligibility. Those students whose school districts are on a 10 point grading system or modified 10 point grading system will need to have a 2.0 average or better in order to remain eligible. This will be done on a yearly basis.

A student athlete may become eligible for the second semester only once during his/her high school career if he/she fails the last semester of the previous year, by passing 5 units with a 75 average the first semester of the current year or 2.0 if on a 10 point grading system or modified 10 point grading system. This will be done in order to keep the student on track for graduation.

Students on the block schedule participating in athletics and activities will have to have an overall 75 or higher average by passing 5 units of credit toward graduation the previous year or 3 units with an overall 75 average the first semester to be eligible the second semester. Those students whose school districts are on a 10 point grading system or modified 10 point grading system will need to have a 2.0 average or better in order to remain eligible.

**NOTE:** Beginning school year 2008-2009 and thereafter, all entering ninth graders will be required to have a minimum of 24 Carnegie units or pass 6 units of credit during the school year with a 75 average or better in order to maintain eligibility. Those students who opt out of the Mississippi school's curriculum and need 21 credits to graduate, will be required to pass five credits toward graduation to be eligible. However, they must pass six credits one of those four years of eligibility. Those students whose school districts are on a 10 point grading system or modified 10 point grading system will need to have a 2.0 average or better in order to remain eligible.

Special education students will be academically eligible if they are making satisfactory progress according to the committees reviewing their Individual Education Plans (IEP).

**Out of School One or More Semesters:** If a pupil who is eligible for a given semester drops out of school for one or more semesters, he/she is then ineligible until he/she passes five subjects with an overall average of 75 during a semester or 2.0 if the school district is on a 10 point grading system or modified 10 point grading system. A pupil who is eligible for a given semester cannot drop out of school during the semester or remain out of school for one or more semesters and then be eligible for the next semester he attends.

**SEVENTH, EIGHTH AND NINTH GRADE PARTICIPATION:** Pupils in the seventh grade, eighth grade, and ninth grade participating in high school extra-curricular activities must pass their grade level by achieving at least a grade with an average of 75 in three of the four core courses of Math, Science, English and Social Studies the previous year in order to be eligible to participate during the present year. If a student meets promotional requirements at the end of the school year but is retained in the same grade, the student is ineligible for one (1) year. If the student participates after being declared ineligible, the school will be placed on athletic probation by the MHSAA. Also, the school could lose accreditation by the State Department of Education.

**SUMMER SCHOOL CREDITS:** An accredited summer school shall be considered as an extension of the second semester of the school session, and credits earned in such a school may be considered in determining the scholastic eligibility of students. The completion of a full unit, major subject, during a summer school shall be classed as passing one major subject for one unit of credit and not as passing two major subjects for one half unit each. Accredited correspondence

courses may be accepted for establishing athletic eligibility provided the course has been completed and recorded by the opening of school.

*Exceptions to Rule (1) may be made by the Executive Director in the following:*

1. Students that have been tested, screened, and placed in a TMR or EMR Special Education program.
2. Students that have been tested, screened, and placed in accordance with their IEP in a Special Education Program approved by the State Department of Education will be ruled eligible with the following requirements:
  - a. Make satisfactory progress in their course work.
  - b. Maintain attendance according to district policy.
  - c. Be assigned a date of entering the ninth grade corresponding to other students of that age.
  - d. Be subject to all other rules and regulations of the MHSAA.
3. A curfew hour of 12:00 midnight is hereby set for all students who remain overnight in Jackson and participate in interscholastic activities.
4. Undue Hardship Cases.

**AUTHORITY:** The Executive Committee shall have authority to set aside the effect of any eligibility rule except the age limit upon an individual student when in its opinion the rule works an undue hardship upon that student.

- a. Serious injury or prolonged illness supported by a doctor's records, or other conditions which are beyond the control of the student and his/her parent/guardian, that cause the student to miss school for a prolonged period of time may be considered valid reasons for requesting an undue hardship case.
- b. It is understood that ordinary cases of ineligibility shall not be considered as coming under the hardship category. Inability to participate due to illness, injury, or other medical causes shall not be considered a hardship. The fact that a Student fails to pass the required number of courses, withdraws from school, is retained, or repeats his/her schoolwork is not sufficient grounds for a favorable decision on an undue hardship case.
- c. The appropriate time for hardship application is when the hardship is discovered, not after the student has completed four consecutive years.

**PROCEDURE:** The Executive Committee shall meet several times a year to consider requests to have the rules set aside for the benefit of individual students and shall consider such requests at the two meetings held for that purpose.

- a. The Executive Director shall rule on cases of eligibility prior to submitting the undue hardship case to the Executive Committee.
- b. Each application must be made in writing by the school principal, with the approval of the superintendent at least 30 days prior to the meeting and should contain all of the facts pertaining to the case, including sufficient data to make it possible to reach a decision without further investigation. Copies of all correspondence and documents pertinent to the case must be sent to the President, each Executive Committee member and four copies to the MHSAA state office, including a photo static copy of the student's cumulative folder which shows all scholastic and attendance data since entry in the ninth grade. In cases involving medical questions, the request for exception must be accompanied by the statement(s) of one or more qualified medical expert(s) explaining the medical aspect of the cases.
- c. A personal appearance of the principal and/or superintendent before the Executive Committee may be requested.
- d. A check must be submitted to the school in the amount of \$100.00 (non-refundable) for each case requested must accompany that request.
- e. Each school will be given 15 minutes to present any verbal information concerning their case. The principal will designate who will speak and how many, but cannot exceed the time limit.
- f. The decision of the Executive Committee to set aside the effects of the rule in each individual case shall be by majority vote.
- g. The Executive Director shall notify the school in writing of the decision.

---

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

### Section C. General Eligibility Rules, Junior High/Middle Schools

1. To be eligible to participate in interschool Junior High/Middle activities, a contestant must:
  - a. Be a bona fide student having enrolled not later than the fifteenth day of any semester of participation, carry four basic courses and deport himself satisfactorily.
  - b. A pupil must attend school in the school district of which his parents are actual bona fide residents.
  - c. Must pass their grade level by achieving at least an average of 75 or 2.0, if the school district is on a 10 point grading system or modified 10 point grading system, in four basic courses with a grade of 70 or better in each course the previous year, in order to be eligible to participate during the present year beginning with the 7<sup>th</sup> grade.
  - d. To be eligible for participation as a seventh grader a student must be promoted from sixth to seventh grade and for participation as an eighth grader a student must be promoted from seventh to eighth grade.
  - e. A pupil who is not eligible at the beginning of the school year may become eligible the second semester only once during the student's junior high school career by passing four basic courses with an overall average of 75 or 2.0 if school system is on a 10 point grading system or modified 10 point grading system.
  - f. The instructional program of the district is based on an instructional management plan/system, which defines core objectives, standards of mastery, and criteria for the academic promotion/progression of students from one grade level to the next. The criteria prohibit the retention of students for extracurricular purposes.
  - g. Have on file with the Executive Director at least 15 days prior to the first game or contest the eligibility list giving all information on the form required by the Director.
  - h. Age:
    1. Seventh grader must not have reached 14 years of age prior to August 1.
    2. Eighth grader must not have reached 15 years of age prior to August 1.
    3. Ninth grader must not have reached 16 years of age prior to August 1.
  - i. **Birth Certificates Required.** Seventh, eighth, and ninth graders shall not be eligible to participate until a certified copy of the student's birth certificate, issued by the Bureau of Vital Statistics in the state in which he was born, has been presented to the Principal or his designee of the school. Date of birth and birth certificate number shall be listed on eligibility list (form 1) along with other information the first time a pupil's name is submitted to the state office.
  - j. Students must have been examined by a physician and have been declared physically fit. Nurse practitioners may give physicals to athletes provided they are doing so in compliance with state law and are operating under proper approved protocols. A physician or nurse practitioner must sign the certificate.
  - k. A player shall not play in more than four quarters per week in football.
  - l. Players cannot be transferred back to junior high/middle school team once he/she plays on the high school varsity or "B" team.

*\* Basic courses - Any subject that meets the equivalent of at least 250 minutes per week or meets the State Department requirement.*

### Emergency Action by School Staff

School staff members faced with an emergency affecting the health and welfare of a student will exercise their best judgment as to procedures for handling the emergency, following established policy and procedural guidelines in every case in so far as possible. In the event that a parent or guardian cannot be reached, the school officials will act to safeguard the student.

## Emergency Operations

Schools are sometimes faced with emergencies that require the total cooperation of staff members and students. The East Jasper School District has made detailed plans for operating the school under such emergency conditions as fire, tornado, flood, severe weather, explosions, and other disasters.

Fire drills and other disaster preparation measures are a regular part of each school program. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully with the supervising teacher.

The classroom teacher and supervising staff will outline detailed instructions for emergency operations to all students.

## Extracurricular Activities

Any activities, including sports activities, cheerleading, band, and choir is considered to be extracurricular activities. Students will not be allowed to participate during a suspension, or if they are enrolled in the Alternative School.

## Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students may request, in writing to the principal, an appointment to inspect and review contents of the student's educational records.
2. Parents or eligible students may request, in writing to the principal that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parents or eligible students may request, in writing to the principal, a formal hearing. After the hearing, if the school still refuses the correction, the parents or eligible students have the right to put a note in the record explaining his or her concerns.
3. Parents or eligible students may review the student record upon request. Copies of a student's permanent record may be obtained for a fee of \$2.00. All other materials in the student's cumulative folder may be copied for .50¢ per page.
4. Educational records may not be released to a third party without the written consent of the parents or eligible students. The following exceptions are legal 34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

*School officials are defined as administrators, certified instructional staff, guidance counselors, and/or school data personnel. Legitimate educational interest is defined as inquiries regarding academic achievement, maintenance of accurate educational records or other relevant factors regarding the education of said student.*

5. The parent or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records (except as provided in Sec. 99.31). The written consent must:
  - a. Specify the records that may be disclosed;
  - b. State the purpose of the disclosure; and
  - c. Identify the party or class of parties to whom the disclosure may be made.

---

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

- A record of individuals requesting access to the educational record of each student will be maintained in each school building. The record will contain the signature, the date, and the reasons for needing access and will be available for parents' review upon request.

- Student records are available at the following locations:

**Type of Records**

**Locations**

**Custodians**

Cumulative School Records

WJB, HJHS and HHS

Counselor or Principal

Psychological Records

HHS SPED Office

Special Services Coordinator

- Parents or eligible students may request, in writing, within 30 days of the first official school day of the year requesting that identifiable information regarding the student be deleted from school publications.
- The school will release directory information concerning students unless requested in writing not to do so. Requests from colleges, military organizations, prospective employers, and other legitimate groups may be honored.

### **Fees, Workbooks, Labs, and Other Materials**

- There are situations in which students will need a prescribed set of materials to participate in certain classes or activities. Teachers, grade chairpersons, and/or department heads may prepare a list of these materials and designated costs to send to parents.
- All fees and bills are to be paid promptly.

### **Field Trips**

As part of the educational service of the school, students may be taken on field trips. Such trips are made only with the permission of the parent. When such trips are being planned, permission slips will be sent home to be signed by parents. All field trips must be approved by the district administration and must be supervised by a regular classroom teacher. Teachers serving as supervisors shall submit all forms (field trip requests, school business leave requests, and requisitions) at the same time. All requests must be approved at least two weeks prior to the field trip. No field trips will be approved for the weeks of nine weeks tests, state tests, or the last two weeks of school.

Students suspended from school during a nine-week term will not be allowed to go on field trips for that particular nine weeks.

### **Fundraising**

An organization must receive prior approval from the principal and the superintendent before beginning any fundraising project. No student representing groups outside of school will be permitted to conduct fundraising activities in the school. Students possessing candy or other items at school for sale to other students, other than for school-sponsored and approved activities, will be subject to disciplinary action.

Fundraising will be kept to a minimum at the school. Fundraising activities of pupils and teachers shall be restricted and limited to activities that recognize educational value.

### **GPA Conversions Course Credit Descriptors and Weighting**

General Education/College Prep (Un-weighted)	Accelerated /Honors/Dual (Weighted)	Advanced Placement/Dual (Weighted)
A - - - - - 4.0	A - - - - - 4.5	A - - - - - 5.0
B - - - - - 3.0	B - - - - - 3.5	B - - - - - 4.0
C - - - - - 2.0	C - - - - - 2.5	C - - - - - 3.0
D - - - - - 1.0	D - - - - - 1.5	D - - - - - 2.0
F - - - - - 0.0	F - - - - - 0.0	F - - - - - 0.0

## Letter and Numerical Equivalents

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

## Grading System and Nine Weeks Policy

All instructional personnel of the East Jasper School District shall use the following grading scale and practice: The teacher will inform students of how they will be evaluated. All student work shall be graded using a numerical grade (0-100). Letter grades will not be used.

- ✓ The minimum passing grade shall be 60.
- ✓ The certified classroom teacher shall check, correct, and assign the grade to students' work using ink.
- ✓ **Grades shall be posted by the end of the day every Monday.**
- ✓ Instructional staff shall be able to justify any assigned grade. Re-teaching must occur. Each student's papers shall be filed by each teacher to be made available for review should a school official, parent, guardian, or custodian question the assessment of a student's progress or grade average. Security of the filed papers shall be the responsibility of each teacher. In addition, teachers must maintain grade books, student portfolios, and lesson plans for three years. Sources of grades shall be educationally sound.

The nine weeks grade average will be computed on a percentage basis including the following:

Homework and daily grades (worksheets, etc.)	25%	<b>(At least 2 grades per week)</b>
Skill/unit tests, oral/written reports, projects	50%	<b>(At least 4 per nine weeks)</b>
Comprehensive nine weeks test	25%	

The average of these will give the nine weeks average. The semester grade average will be computed by getting an average of the nine weeks grades. The yearly grade average will be determined by getting an average of the two semester grades.

*A students' **actual grades will be recorded in teacher gradebooks for every assignment.** However, the lowest grade shown on the first nine weeks report card will default to 50. All grades must be justifiable, particularly those lower than a 50.*

## Grade Changes

Grades may be changed only under the following conditions:

1. A computation error exists.
2. The teacher did not follow proper procedures.
3. A grade of Incomplete (I) must be removed (i.e., extenuating circumstances, which may be determined at the principal's discretion, such as student illness, etc.).
4. Any grade changes must be made on the official form located in the school office.
5. Any removals of Incompletes must be made within ten days upon the student's return.
6. Administrators cannot mandate a grade change. However, teachers must be able to justify each grade, along with providing documentation of interventions, re-teaching/re-testing, adherence to grading procedures, and parental contact.
7. All Grades changes must be signed by the principal and teacher(s) and then approved by the Superintendent.

## Mississippi Assessment Program (MAP)

The Mississippi Assessment Program consists of assessments in math and language arts for grades 3-8 and in science for grades 5 and 8.

The Literacy-Based Promotion Act focuses on prevention and intervention to help children develop the reading skills required for 4<sup>th</sup> grade. To identify reading problems early, teachers will now assess the literacy skills of students in Kindergarten through 3<sup>rd</sup> grade at the beginning and end of the school year. Students who need help will be provided with intensive reading instruction, and their families will be given tips to help at home. **Students who do not read on grade level by the end of 3<sup>rd</sup> grade or do not qualify for a Good Cause Exemption will not be promoted to 4<sup>th</sup> grade.**

## Graduation/Promotion Policy (Grades 9—12)

Ninth grade classification shall be based upon successful completion of the eighth grade, as verified by school records. Classification for all other upper-level grades shall be based on the acquiring of Carnegie unit credits. Student grade-level classifications are as follows:

Grade	Carnegie Units
9	0-6.5
10	8
11	15
12	21
Graduation	24

Students in Grades 9-12 will be awarded Carnegie unit credit upon demonstrated mastery of the exit skills and a final average of 60 or higher, based on course/class requirements in each course. Students in Grades 9-12 will comply with the requirements of the Subject Area Testing Program related to graduation as established by the State Board of Education. Students must pass all subject area exams with a minimum state-required score (listed below) **and** obtain a score of 60; earn Carnegie units in all required classes in order to qualify for graduation.

- Each student receiving a standard diploma must have earned a minimum of 24 Carnegie units. No more than one of the minimum required number of units may be earned through completion of an approved correspondence course. Prior permission to enroll in a correspondence course must be granted by the principal. (MS Code 37-1-3(2)).
- Each student receiving a standard diploma must have achieved a passing score on state high school exit examinations/subject area tests. (MS Code 37-16-7)
- For high school, the Subject Area Testing Program (SATP3) includes the following exams: Biology I and U.S. History from 1877.
- For high school, the Mississippi Assessment Program includes the following exams: Algebra I and English II.
- The student who fails to meet the graduation requirements—including failing any exit exam—CANNOT be permitted to participate in graduation exercises.

**NOTE:** Absolutely no cellular phones or electronic devices are allowed during SATP exams. According to state policy, possession of such devices will result in the invalidation of a student's exam score.

No student shall be given a Carnegie unit of credit for any course in which the student has not demonstrated 60% mastery of the basic core competency requirements as stated in the Mississippi State Curriculum Frameworks and as adopted by the School Board of the East Jasper School District. Student performance on the core objectives must be used as the principal basis for determining whether a student fails or passes for each elementary school grade and each secondary school academic course.

**GRADUATION REQUIREMENTS  
STANDARD 14**

**DISTRICT OPTION**

Note: This option may be offered by districts, but it is not required.

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following table. Contents of each required and elective course must include the core objectives identified in the Mississippi Curriculum Frameworks. Course titles and identification numbers must appear in the current edition of the Approved Courses for Secondary Schools of Mississippi. (See SB Policies 2902 and 2903.) Enrollment in online and correspondence courses listed in this book must have prior approval granted by the principal. No more than one (1) of the minimum required number of units may be earned through completion of an approved correspondence course.

Any student who completes the minimum graduation requirements as specified below and has achieved a passing score on each of the required high school exit examinations is eligible to receive a high school diploma. The local school district may establish additional local requirements approved by the local school board as authorized under MS Code 37-16-7.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 <sup>1</sup>	English I English 11
MATHEMATICS	4 <sup>2</sup>	Algebra I or Integrated Math I
SCIENCE	3 <sup>3</sup>	Biology I
SOCIAL STUDIES	3	1 World History <sup>4</sup> 1 U.S. History <sup>4</sup> ½ U.S. Government ½ Mississippi Studies <sup>5</sup>
HEALTH	½ <sup>6&amp;7</sup>	Contemporary Health <sup>10</sup>
BUSINESS and TECHNOLOGY	1 <sup>8</sup>	1 Information and Communication Technology (ICT) II or 1 Science, Technology, Engineering & Mathematics (STEM) or 1 Technology Foundations or ½ Keyboarding and ½ Computer Applications <sup>11</sup>
THE ARTS	1	Any approved 500.000 course
ELECTIVES	4½ <sup>9</sup>	
TOTAL UNITS REQUIRED	21	



## APPENDIX A-1 (Continued)

### GRADUATION REQUIREMENTS STANDARD 14 DISTRICT OPTION

<sup>1</sup>Compensatory English, Compensatory Reading, and Compensatory Writing may not be included in the four (4) English courses required for graduation; however, these courses may be included in the four and one-half (4½) general electives required for graduation. Beginning school year 2014-2015, Compensatory English may only be taken if a credit-bearing English course is taken in the same school year. MYP-English I and MYP English II are accepted in lieu of the English I and English II requirements for students enrolled in the IB program.

<sup>2</sup>Compensatory Mathematics and any developmental mathematics course may not be included in the four (4) mathematics courses required for graduation; however, these courses may be included in the four and one-half (4½) general electives required for graduation. Beginning school year 2014-2015, Compensatory Mathematics may only be taken if a credit-bearing Math course is taken in the same school year. Beginning school year 2004-2005 for all entering eighth graders, at least one (1) of the four (4) required mathematics courses must be higher than Algebra I or Integrated Math I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Integrated Math II, Algebra II, Integrated Math III, CCSS Advanced Math Plus, Algebra III, SREB Math Ready, Calculus, AP

Calculus AB, AP Calculus BC, and AP Statistics. Advanced Algebra, Trigonometry, Pre-Calculus, Discrete Mathematics, and Statistics meet this requirement if taken prior to the 2015-2016 school year. One (1) of the four (4) required mathematics units may be in Architecture & Drafting if the student completes the two course sequence for Architecture & Drafting I & II. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I, may be taken in the eighth grade for Carnegie unit credit. Pre-Algebra and Transition to Algebra are no longer available after the 2013-2014 school year. Carnegie units may be earned by seventh and eighth graders effective with school year 2014-2015 for the following courses: CCSS Compacted Math Grade 7, CCSS Math Grade 8, CCSS Compacted Math Grade 8 (with Integrated Math I), and CCSS Math Grade 8 (with Algebra I/Traditional). MYP Geometry, MYP Algebra II, IBDP Mathematics I, IB-DP Mathematics II, IB-DP Mathematical Studies I, IB-DP Mathematical Studies II are allowable mathematics courses higher than Algebra I for IB students.

<sup>3</sup>One (1) unit may be in Concepts of Agriscience or Introduction to Agriscience, and a second unit may be earned by completing two (2) of the following three (3) courses: Science of Agricultural Plants, Science of Agricultural Animals, or Science of Agricultural Environment. Two (2) units may be in the following courses if the student completes the required course sequence ending with Healthcare & Clinical Services II, Aquaculture II, Forestry II, Robotics/Engineering II, Polymer Science II or Careers in Polymer Science,

Horticulture II or Horticulture Landscape and Turf grass, Engineering II or Applied Engineering Concepts, Health Sciences II or Workplace and Employment Skills in Health Sciences. The allowable lab-based physical science courses are Physical Science, Chemistry, AP Chemistry, Physics, AP Physics B, AP Physics C – Electricity and Magnetism, AP Physics C – Mechanics, Polymer Science II, and Robotics/Engineering II. IBDP Physics I, IB-DP Physics II, MYP Chemistry, and IB-DP Chemistry may be accepted as allowable lab-based physical science courses for students enrolled in the IB program. MYP Biology and IB-DP Biology I may be accepted in lieu of the Biology I requirement for students enrolled in an IB program. Effective with school year 2013-14, up to two (2) of the three (3) required science units (excluding Biology I) may be earned by completing Agriculture and Natural Resources I & II. One (1) credit allowed shall be awarded for Biology II, and one-half (½) credit shall be awarded for Botany, and one-half (½) credit shall be awarded for Field Experiences in Science. Effective with eighth graders of school year 2013-14, Introduction to Agriscience may be taken in the eighth grade for Carnegie unit credit.

<sup>4</sup>**Based on the 2011 Mississippi Social Studies Framework**, A.P. World History can be accepted in lieu of the required World History from the Age of Enlightenment to Present course. A.P. United States History can be accepted in lieu of the required U.S. History from Post-reconstruction to Present course. A.P. Government and Politics: United States can be accepted in lieu of the required United States Government course. IB-DP History of the Americas I is accepted in lieu of the required U.S. History course for students enrolled in the IB program. IB-DP History of the Americas II is accepted in lieu of the required Mississippi Studies, Economics, and/or U.S. Government courses for students enrolled in the IB program. MYP U.S. Government is accepted in lieu of the required Government course for students enrolled in the IB program.

*Mississippi Public School Accountability Standards, 2016*

---

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

<sup>5</sup>The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other one-half (½) unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other one-half (½) unit social studies course. Effective with eighth graders of school year 2013-14, Mississippi Studies and Geography may be taken in the eighth grade for Carnegie unit credit.

<sup>6</sup>Credit earned in Healthcare & Clinical Services I/Health Science I may be accepted in lieu of Contemporary Health to meet the graduation requirement for one-half (½) Carnegie unit in Health.

<sup>7</sup>Successful completion of JROTC I and JROTC II may be accepted in lieu of Contemporary Health to meet the graduation requirement for one-half (½) Carnegie unit in Health beginning in the 2010-2011 school year and thereafter, when instruction includes all health components in the JROTC curriculum.

<sup>8</sup>Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one (1) unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational). Information & Computer Technology (ICT) II may be accepted in lieu of Computer Discovery. A Carnegie unit earned for Science, Technology, Engineering, & Mathematics (STEM) in the 8<sup>th</sup> or 9<sup>th</sup> grade meets this graduation requirement. Technology Foundations replaces Computer Discovery, Keyboarding and Computer Applications and meets this graduation requirement when taken in grades 8-12. MYP Computer Discovery may be accepted in lieu of Computer Discovery for students enrolled in an IB program.

<sup>9</sup>Elective units in physical education include participation in interscholastic athletic activities, band, performance choral, dance and JROTC that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.

<sup>10</sup>Comprehensive Health or Family and Individual Health meet this requirement if taken prior to the 2014-2015 school year.

<sup>11</sup>Computer Discovery meets this requirement if taken prior to the 2012-2013 school year.

## APPENDIX A-2

### GRADUATION REQUIREMENTS STANDARD 14 SENIORS OF SCHOOL YEAR 2011-2012 (and thereafter) (Entering ninth graders in 2008-2009 and thereafter)

Each student graduating from a secondary school in an accredited school district will have earned the required Carnegie units as specified in the following table. Contents of each required and elective course must include the core objectives identified in the *Mississippi Curriculum Frameworks*. Course titles and identification numbers must appear in the current edition of the *Approved Courses for Secondary Schools of Mississippi*. (See SB Policies 2902 and 2903) Enrollment in online and correspondence courses listed in this book must have prior approval granted by the principal. No more than one (1) of the minimum required number of units may be earned through completion of an approved correspondence course.

Any student who completes the minimum graduation requirements as specified below and has achieved a passing score on each of the required high school exit examinations is eligible to receive a high school diploma. The local school district may establish additional local requirements approved by the local school board as authorized under MS Code 37-16-7.

Beginning school year 2008-2009 and thereafter, all entering ninth graders (seniors of school year 2011-2012 and later) will be required to have a minimum of 24 Carnegie units as specified below, unless their parent/guardian requests to opt the student out of Appendix A-2 requirements in accordance with local school board policy. Any student who is taken out of these requirements of Appendix A-2 will be required to complete the graduation requirements as specified in Appendix A-1 (District Option). The local school district may establish additional local requirements approved by the local school board as authorized under MS Code 37-16-7.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 <sup>1</sup>	English I English II
MATHEMATICS	4 <sup>2</sup>	Algebra I or Integrated Math I
SCIENCE	4 <sup>3</sup>	Biology I
SOCIAL STUDIES	4	1 World History <sup>4</sup> 1 U.S. History <sup>4</sup> ½ Geography <sup>4</sup> ½ U.S. Government ½ Economics <sup>5</sup> ½ Mississippi Studies <sup>4</sup>
HEALTH and PHYSICAL EDUCATION	1 <sup>7&amp;8</sup>	½ Contemporary Health and ½ Physical Education <sup>9&amp;11</sup>
BUSINESS and TECHNOLOGY	1 <sup>10</sup>	1 Information and Communication Technology (ICT) II or 1 Science, Technology, Engineering & Mathematics (STEM) or 1 Technology Foundations or ½ Keyboarding and ½ Computer Applications <sup>10</sup>
THE ARTS	1	Any approved 500.000 course
ELECTIVES	5 <sup>11</sup>	
TOTAL UNITS REQUIRED	24	

Mississippi Public School Accountability Standards, 2016

East Jasper Student Handbook 2016 - 2017

"It Takes a Village to Raise a Child."

"We're Striving for Success . . . TOGETHER."

**GRADUATION REQUIREMENTS  
STANDARD 14  
SENIORS OF SCHOOL YEAR 2011-2012  
(Entering ninth graders in 2008-2009 and thereafter)**

<sup>1</sup>Compensatory English, Compensatory Reading, and Compensatory Writing may not be included in the four (4) English courses required for graduation; however, these courses may be included in the five (5) general electives required for graduation. Beginning school year 2014-2015, Compensatory English may only be taken if a credit bearing English course is taken in the same school year. Accelerated English 9 can be accepted in lieu of English I. Accelerated English 10 and AP English Language Composition can be accepted in lieu of English II. Beginning school year 2010-2011 for all entering ninth graders, English I is a required prerequisite course for English II. English I may not be taken after a student completes English II.

<sup>2</sup>Compensatory Mathematics, Introduction to Engineering, and any developmental mathematics course may not be included in the four (4) mathematics courses required for graduation; however, these courses may be included in the five (5) general electives required for graduation. Beginning school year 2014-2015, Compensatory Mathematics may only be taken if a credit-bearing Math course is taken in the same school year. Math 8 cannot be taken after Algebra I or Integrated Math I. Beginning school year 2007-2008 for all entering eighth graders, at least two (2) of the four (4) required mathematics courses must be higher than Algebra I or Integrated Math I. Effective with ninth graders of 2010-2011, Survey of Mathematical Topics may not be included in the two (2) math courses higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I or Integrated Math

I are: Geometry, Integrated Math II, Algebra II, Integrated Math III, CCSS Advanced Math Plus, Algebra III, SREB Math Ready, Calculus, AP Calculus AB, AP Calculus BC, and AP Statistics. Advanced Algebra, Trigonometry, Pre-Calculus, Discrete Mathematics, and Statistics meet this requirement if taken prior to the 2015-2016 school year. MYP Geometry, MYP Algebra II, IB-DP Mathematics I, IB-DP Mathematics II, IB-DP Mathematical Studies I, and IB-DP Mathematical Studies II are allowable mathematics courses higher than Algebra I for IB students. One (1) of the four (4) required mathematics units may be in Architecture & Drafting if the student completes the two-course sequence for Architecture & Drafting I & II. One (1) of the four (4) required mathematics units may be in Survey of Mathematical Topics; however, this course does not meet the mathematics requirement for admission to institutions of higher learning. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I may be taken in the eighth grade for Carnegie unit credit. Pre-Algebra, Transition to Algebra, and Survey of Mathematical Topics are no longer available after the 2013-2014 school year. Carnegie units may be earned by seventh and eighth graders effective with school year 2014-2015 for the following courses: CCSS Compacted Math Grade 7, CCSS Math Grade 8, CCSS Compacted Math Grade 8 (with Integrated Math I), and CCSS Math Grade 8(with Algebra I/Traditional). Effective with the eighth graders of 2008-2009, Geometry may be taken in the eighth grade for Carnegie unit credit. Effective with 7<sup>th</sup> graders of 2012-13, Pre-Algebra, Algebra I, Biology I, ICT II (Information & Communication Technology), and first-year Foreign Language may be taken in the 7<sup>th</sup> grade for Carnegie unit credit provided the course content is the same as the high school course. Effective with 8<sup>th</sup> graders of 2012-2013, STEM (Science, Technology, Engineering, & Mathematics) and second-year Foreign Language may be taken in the 8<sup>th</sup> grade for Carnegie unit credit provided the course content is the same as the high school course. Effective with 8<sup>th</sup> graders of 2013-2014, Introduction to Agriscience may be taken for Carnegie unit credit provided the course content is the same as the high school course.

<sup>3</sup>One (1) unit may be in Concepts of Agriscience or Introduction to Agriscience, and a second unit may be earned by completing two (2) of the following three (3) courses: Science of Agriculture Plants, Science of Agriculture Animals, and Science of Agricultural Environment. Two (2) units may be in the following courses if the student completes the required course sequence ending with Healthcare & Clinical Services II, Aquaculture II, Forestry II, Robotics/Engineering II, Polymer Science II or Careers in Polymer Science, Horticulture II or Horticulture Landscape and Turf grass, Engineering II or Applied Engineering Concepts, Health Sciences II or Workplace and Employment Skills in Health Sciences. Beginning school year 2008-2009 for all entering eighth graders, one (1) unit must be a lab based physical science. The allowable lab-based physical science courses are Physical Science, Chemistry, AP Chemistry, Physics, AP Physics B, AP Physics C – Electricity and Magnetism, AP Physics C – Mechanics, Polymer Science II, and Robotics/Engineering II. IB-DP Physics I, IB-DP Physics II, MYP Chemistry, and IB-DP Chemistry may be accepted as allowable lab-based physical science courses for students enrolled in the IB program. MYP Biology and IB-DP

*Mississippi Public School Accountability Standards, 2016*

Biology I may be accepted in lieu of the Biology I requirement for students enrolled in an IB program. Effective with school year 2013-14, up to two (2) of the four (4) required science units (excluding Biology I) may be earned by completing Agriculture and

---

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

Natural Resources I & II. One (1) credit allowed shall be awarded for Biology II, one-half (½) credit shall be awarded for Botany, and one-half (½) credit shall be awarded for Field Experiences in Science. Effective with eighth graders of school year 2013-14, Introduction to Agriscience may be taken in the eighth grade for Carnegie unit credit.

<sup>4</sup>**Based on the 2011 Mississippi Social Studies Framework**, A.P. World History can be accepted in lieu of the required World History from the Age of Enlightenment to Present course. A.P. United States History can be accepted in lieu of the required U.S. History from Post-reconstruction to Present course. A.P. Government and Politics: United States can be accepted in lieu of the required United States Government course. A.P. Macroeconomics or A.P. Microeconomics can be taken in lieu of the required Economics course. A.P. Human Geography can be accepted in lieu of the required Geography course. MYP World Geography is accepted in lieu of the required Geography course for students enrolled in the IB program. IB-DP History of the Americas I is accepted in lieu of the required U.S. History course for students enrolled in the IB program. IB-DP History of the Americas II is accepted in lieu of the required Mississippi Studies, Economics, and/or U.S. Government courses for students enrolled in the IB program. MYP U.S. Government is accepted in lieu of the required Government course for students enrolled in the IB program. Effective with eighth graders of school year 2013-14, Mississippi Studies and Geography may be taken in the eighth grade for Carnegie unit credit.

<sup>5</sup>Credit earned for Business Fundamentals or Business Fundamentals II may be accepted in lieu of one-half (½) unit in Economics.

<sup>6</sup>The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other one-half (½) unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other one-half (½) unit social studies course.

<sup>7</sup>Credit earned in Healthcare & Clinical Services I, Health Sciences I, or Theory and Application of Health Sciences I may be accepted in lieu of Contemporary Health to meet the graduation requirement for one-half (½) Carnegie unit in Health.

<sup>8</sup>Successful completion of JROTC I and JROTC II may be accepted in lieu of Contemporary Health to meet the graduation requirement for one-half (½) Carnegie unit in Health beginning in the 2010-2011 school year and thereafter.

<sup>9</sup>Comprehensive Health or Family and Individual Health meet the health requirement if taken prior to the 2014-2015 school year. The graduation requirement for one-half (½) unit in physical education may include participation in interscholastic athletic activities, band, dance and JROTC that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.

<sup>10</sup>Evidence of proficiency in technology is accepted in lieu of the required courses if the student earns one (1) unit in a technology-rich academic or career technical course related to their program of study. Effective with school year 2012-2013, a Carnegie unit credit for ICT II (Information & Communication Technology) may be awarded to 7<sup>th</sup> grade students. Effective with school year 2012-2013, a Carnegie unit credit for STEM (Science, Technology, Engineering, & Mathematics) may be awarded to 8<sup>th</sup> grade students. ICT II may be accepted in lieu of Computer Discovery. A Carnegie unit earned for STEM in the 8<sup>th</sup> or 9<sup>th</sup> grade meets this graduation requirement. Technology Foundations replaces Computer Discovery, Keyboarding, and Computer Applications, and meets this graduation requirement when taken in grades 8-12. MYP Computer Discovery may be accepted in lieu of Computer Discovery for students enrolled in an IB program. Computer Discovery meets this requirement if taken prior to the 2012-2013 school year.

<sup>11</sup>Only one (1) elective unit in physical education including participation in interscholastic athletic activities, band, performance choral, dance or JROTC that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association may be applied each year to the minimum 24 required state units. If a local district has graduation requirements above the state requirements, they may award additional credits as outlined in the local Board policy.

*Mississippi Public School Accountability Standards, 2016*

**GRADUATION REQUIREMENTS  
STANDARD 14**

**CAREER PATHWAY OPTION  
SENIORS OF SCHOOL YEAR 2011-2012(and thereafter)  
(Entering eleventh graders in 2010-2011 and thereafter)**

In 2010, Mississippi state policymakers passed legislation to create multiple pathways to a standard diploma. The 2010 legislative actions created a career pathway to a standard diploma, with the goal of improving Mississippi graduation rates and providing students with career and technical training that prepares students for postsecondary credential or certification programs and employable workplace skills. This legislative change created Section 37-16-17, *Mississippi Code of 1972*, as amended, to provide for high school career option programs and career track curricula for students not wishing to pursue a baccalaureate degree.

Enrollment in online and correspondence courses listed in this book must have prior approval granted by the principal. No more than one (1) of the minimum required number of units may be earned through completion of an approved correspondence course.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 <sup>1</sup>	English I English II
MATHEMATICS	3 <sup>2</sup>	Algebra I or Integrated Math I
SCIENCE	3 <sup>3</sup>	Biology I
SOCIAL STUDIES	3 <sup>4, 5</sup>	1 U.S. History ½ U.S. Government ½ Mississippi Studies
HEALTH or PHYSICAL EDUCATION	½ <sup>6</sup>	½ Contemporary Health or ½ Physical Education <sup>10</sup>
CAREER and TECHNICAL	4 <sup>7</sup>	(Selected from Student's Program of Study)
BUSINESS and TECHNOLOGY	1 <sup>8</sup>	Technology Foundations, Information and Communication Technology (ICT) II, Science, Technology, Engineering, and Mathematics (STEM), or Computer Applications and Keyboarding
ELECTIVES	2½ <sup>9</sup>	Courses selected from the student's approved program of study
TOTAL UNITS REQUIRED	21	

**NOTE:** Mississippi's Institutions of Higher Learning requirements differ from minimum graduation requirements for this diploma pathway.

*Mississippi Public School Accountability Standards, 2016*

## **APPENDIX A-3 (Continued)**

### **GRADUATION REQUIREMENTS STANDARD 14 CAREER PATHWAY OPTION SENIORS OF SCHOOL YEAR 2011-2012 (and thereafter) (Entering eleventh graders 2010-2011 and thereafter)**

<sup>1</sup>Compensatory English, Compensatory Reading, and Compensatory Writing shall not be included in the four (4) English courses required for graduation. Beginning school year 2014-2015, Compensatory English may only be taken if a credit-bearing English course is taken in the same school year. The two (2) additional English credits must be from the student's program of study which includes Technical Writing, Creative Writing, English III, English IV, or any college-level dual credit courses.

<sup>2</sup>Compensatory Mathematics may not be included in the three (3) mathematics courses required for graduation. Beginning school year 2014-2015, Compensatory Mathematics may only be taken if a credit bearing Math course is taken in the same school year. Math 8 cannot be taken after Algebra I or Integrated Math I. For students pursuing the Career Pathway Graduation Option, at least one (1) of the required mathematics courses must be above Algebra I or Integrated Math I and selected from the student's program of study. The allowable mathematics courses that can be taken which are higher than Algebra I or Integrated Math I are: Geometry, Integrated Math II, Algebra II, Integrated Math III, CCSS Advanced Math Plus, Algebra III, SREB Math Ready, Calculus, AP Calculus AB, AP Calculus BC, and AP Statistics, or any college-level dual credit courses. Survey of Mathematical Topics, Advanced Algebra, Trigonometry, Pre-Calculus, Discrete Mathematics, and Statistics meet this requirement if taken prior to the 2015-2016 school year. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I may be taken in the eighth grade for Carnegie unit credit. Effective with the eighth graders of 2008-2009, Geometry may be taken in the eighth grade for Carnegie unit credit. Pre-Algebra and Transition to Algebra are no longer available after the 2013-2014 school year. Carnegie units may be earned by seventh and eighth graders effective with school year 2014-2015 for the following courses: CCSS Compacted Math Grade 7, CCSS Math Grade 8, CCSS Compacted Math Grade 8(with Integrated Math I), and CCSS Math Grade 8(with Algebra I/Traditional).

<sup>3</sup>For students pursuing the Career Pathway Graduation Option, at least one (1) of the required science courses must be above Biology I and selected from the student's program of study. If a student's program of study allows, one (1) unit may be in Concepts of Agriscience (AEST). A second science unit may be earned by completing a two-course sequence selected from the following options: Science of Agricultural Animals, Science of Agricultural Plants, or Science of Agricultural Environment. Two (2) units may be in the following courses if the student completes the two-course sequence: Healthcare & Clinical Services I & II, Health Science I & II; Aquaculture I & II; Forestry I & II; Horticulture I & II; Polymer Science I & II; and Engineering I & II. Effective with school year 2013-14, up to two (2) of the three (3) required science units (excluding Biology I) may be earned by completing Agriculture and Natural Resources I & II. One (1) credit allowed shall be awarded for Biology II, and one-half ( $\frac{1}{2}$ ) credit shall be awarded for Botany, and one-half ( $\frac{1}{2}$ ) credit shall be awarded for Field Experiences in Science. Effective with eighth graders of school year 2013-14, Introduction to Agriscience may be taken in the eighth grade for Carnegie unit credit.

<sup>4</sup>AP U.S. History is accepted in lieu of the required U.S. History Post-reconstruction to Present. The third social studies credit should be selected based on the student's program of study.

<sup>5</sup>The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other one-half ( $\frac{1}{2}$ ) unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other one-half ( $\frac{1}{2}$ ) unit social studies course.

Credit earned for Business Fundamentals or Business Fundamentals II may be accepted in lieu of one-half ( $\frac{1}{2}$ ) unit in Economics. Effective with eighth graders of school year 2013-14, Mississippi Studies, Geography and Introduction to Agriscience may be taken in the eighth grade for Carnegie unit credit.

<sup>6</sup>Credit earned in Healthcare & Clinical Services I/Health Science I may be accepted in lieu of Contemporary Health to meet the *Mississippi Public School Accountability Standards, 2016*

graduation requirement for one-half (½) Carnegie unit in Health. Interscholastic athletic activities, band, and ROTC, if they meet the instructional requirements specified in the *Fitness through Physical Education Framework*, may also be accepted.

<sup>7</sup>Career and Technical Education (CTE) courses must be based on the student's program of study and should include dual credit/dual enrollment options as found in Section 37-15-38 of the *Mississippi Code of 1972*.

<sup>8</sup>Evidence of proficiency in technology is accepted in lieu of the required courses if the student earns one (1) unit in a technology-rich academic or career technical course related to their program of study.

<sup>9</sup>Electives must be selected from courses related to the student's program of study. Credits earned not approved for that student's program of study will not be counted toward graduation requirements.

<sup>10</sup>Comprehensive Health or Family and Individual Health meet the health requirement if taken prior to the 2014-2015 school year.



**GRADUATION REQUIREMENTS  
STANDARD 14**

**MISSISSIPPI EARLY EXIT DIPLOMA  
SENIORS OF SCHOOL YEAR 2013-2014 (and thereafter)  
(Entering ninth graders in 2011-2012 and thereafter)**

Qualification for a Mississippi Early Exit Diploma signifies to students that they are ready to do college-level work without remediation and opens up a variety of education and career pathways within and beyond high school.

In order to qualify for a Mississippi Early Exit Diploma, in addition to earning the Carnegie units listed below, students must meet college and career qualification scores in all core content areas on a series of end of course exams and/or the required benchmarks for college readiness on the ACT (18 in English Composition; 22 in Mathematics; 22 in Reading; 23 in Science) or Institutions of Higher Learning (IHL) approved college entrance exam.

Enrollment in online and correspondence courses listed in this book must have prior approval granted by the principal. No more than one (1) of the minimum required number of units may be earned through completion of an approved correspondence course.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	2	English II (equivalent Course)
MATHEMATICS	3	Algebra I (Equivalent Course)
SCIENCE	2	Biology I (Equivalent Course)
SOCIAL STUDIES	2½	1 World History 1 U.S. History (Equivalent Courses) ½ Mississippi Studies
HEALTH and PHYSICAL EDUCATION	1	Any combination of Health and Physical Education
BUSINESS and TECHNOLOGY	1	Technology Foundations; Information and Communication Technology (ICT) II; or Science, Technology, Engineering, and Mathematics (STEM)
THE ARTS	1	Any approved 500.000 course
ELECTIVES	5	(Should focus on college admission or national certification requirements)
TOTAL UNITS REQUIRED	17½	

Mississippi Public School Accountability Standards, 2016

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

**Equivalency Chart for Innovative Programs**  
**Authorized by the State Board of Education**

**Equivalency Curriculum Chart for MS Tested Areas**

MS Curriculum	Cambridge	Innovative High School	Quality Core ACT
Algebra I or Integrated Math I	Cambridge IGCSE Mathematics I Or Cambridge IGSE Extended Sequence	Integrated Mathematics I	ACT Quality Core Algebra I
Biology I	Coordinated Science I Or Cambridge IGCSE Biology	Integrated Science II	ACT Quality Core Biology I
English II	Cambridge IGCSE English Language	Integrated English Language II	ACT Quality Core English II
US History	Cambridge IGCSE American History	Integrated History II	ACT Quality Core American History

Equivalency Test Chart for MS Tested Areas

MS Curriculum	Cambridge	Innovative High School	Quality Core ACT
Algebra I	Cambridge Mathematics End of Sequence Test	PLAN or ACT	ACT Quality Core Algebra I EOC Test
Biology I	Coordinated Science I or Cambridge IGCSE Biology End of Course (EOC) Test	PLAN or ACT	ACT Quality Core Biology I EOC Test
English II	Cambridge IGCSE English Language EOC Test	PLAN or ACT	ACT Quality Core English II EOC Test
US History	Cambridge IGCSE American History EOC Test	PLAN or ACT	ACT Quality Core American History EOC Test

Mississippi Public School Accountability Standards, 2016

East Jasper Student Handbook 2016 - 2017

"It Takes a Village to Raise a Child."

"We're Striving for Success . . . TOGETHER."

**ADDITIONAL OPTIONS IN LIEU OF SATP**  
**7 MISS. ADMIN. CODE PT. 3, CH. 36, R. 36.4 (EFFECTIVE 2013-2014 SCHOOL YEAR)**

7 Miss. Admin. Code Pt. 3, Ch. 36, R. 36.4, provides approved options for students to meet high school end-of-course Subject Area Test requirements for graduation through approved alternate measures. State Board Policy 3804 applies to past, current, and future graduates and allows a student to meet the graduation requirements once he or she has failed to pass any required end-of-course Subject Area Test one (1) time.

Assessment Options	Math	Science	English	Social Studies
ACT	17	17	17	17
Dual Credit/ Dual Enrollment	C or higher in MAT credit-bearing course	C or higher in BIO Credit-bearing course	C or higher in ENG Credit-bearing course	C or higher in HIS Credit-bearing course
ASVAB + CS-CPAS2 or Industry Certification	ASVAB score of 36 plus one (1) of the following: <ol style="list-style-type: none"> <li>1. CPAS score that meets the attainment lever assigned by Federal Perkins requirement OR</li> <li>2. Earn approved industry Certification specified in the Career Pathway's Assessment Blueprint</li> </ol>			
ACT WorkKeys + MS-CPAS2 Or Industry Certification	WorkKeys Silver Level plus one (1) of the following: <ol style="list-style-type: none"> <li>1. CPAS score that meets the attainment lever assigned by Federal Perkins requirement OR</li> <li>2. Earn approved industry Certification specified in the Career Pathway's Assessment Blueprint</li> </ol>			

## APPENDIX A-5

### 7 MISS. ADMIN. CODE PT. 3, CH. 36, R. 36. (EFFECTIVE 2014-2015 SCHOOL YEAR)

7 MISS. ADMIN. CODE PT. 3, CH. 36, R. 36.3 provides Concordance Tables for each of the four (4) end-of-course Subject Area Tests. To use the concordance tables, follow the 4 steps listed below:

- Step 1.** Identify the appropriate State Board-approved Concordance Table for the course (i.e., Algebra I, Biology I, English II, or U.S. History).
- Step 2.** Identify the student's final passing course grade for the class (i.e., A, B, C, or D).
- Step 3.** Identify the student's highest scale score on the corresponding SATP2 assessment.
- Step 4.** Using the appropriate Concordance Table, identify if the combination of course grade and test score meet on a "Pass" or "Fail" cell.

**Note for all Concordance Tables:**

- **Pass** indicates the student meets the graduation requirements for Option 2(c).
- **Fail** indicates the student does not meet the graduation requirements for Option 2(c).

#### SATP2 Assessments

Table 1. Algebra I

Course Grade	Scale Score Range				
	646-644	643-642	641	640 – 639	< 639
A	Pass	Pass	Pass	Pass	Fail
B	Pass	Pass	Pass	Fail	Fail
C	Pass	Pass	Fail	Fail	Fail
D	Fail	Fail	Fail	Fail	Fail

Note: Cut score is 647

Table 2. Biology I

Course Grade	Scale Score Range				
	644-640	643-637	636-345	640 – 639	< 632
A	Pass	Pass	Pass	Pass	Fail
B	Pass	Pass	Pass	Fail	Fail
C	Pass	Pass	Fail	Fail	Fail
D	Fail	Fail	Fail	Fail	Fail

Note: Cut score is 645

Table 3. English II

Course Grade	Scale Score Range				
	644-641	640-639	638-635	640 – 639	< 635
A	Pass	Pass	Pass	Pass	Fail
B	Pass	Pass	Pass	Fail	Fail
C	Pass	Pass	Fail	Fail	Fail
D	Fail	Fail	Fail	Fail	Fail

Note: Cut score is 645

Table 4. U.S. History

Course Grade	Scale Score Range				
	640-637	636-635	634-633	632-631	< 631
A	Pass	Pass	Pass	Pass	Fail
B	Pass	Pass	Pass	Fail	Fail
C	Pass	Pass	Fail	Fail	Fail
D	Fail	Fail	Fail	Fail	Fail

Note: Cut score is 641

PARCC Assessments

Table 1. Algebra I

Course Grade	Scale Score Range				
	724-722	721-719	718-716	715	<715
A	Pass	Pass	Pass	Pass	Fail
B	Pass	Pass	Pass	Fail	Fail
C	Pass	Pass	Fail	Fail	Fail
D	Fail	Fail	Fail	Fail	Fail

Note: Cut score is 725

Table 2. English II

Course Grade	Scale Score Range				
	724-722	721-719	718-716	715	<715
A	Pass	Pass	Pass	Pass	Fail
B	Pass	Pass	Pass	Fail	Fail
C	Pass	Pass	Fail	Fail	Fail
D	Fail	Fail	Fail	Fail	Fail

Note: Cut score is 725

MAP Assessments

Table 1. Algebra I

Course Grade	Scale Score Range			
	1040	1048	1047	1046
A	Pass	Pass	Pass	Pass
B	Pass	Pass	Pass	Fail
C	Pass	Pass	Fail	Fail
D	Fail	Fail	Fail	Fail

CSEM at the 1050 cut score Level 3 "PASS" is four (4).

MAP Assessments

Table 2. English II

Course Grade	Scale Score Range			
	1049-1048	1047	1046	1045
A	Pass	Pass	Pass	Pass
B	Pass	Pass	Pass	Fail
C	Pass	Pass	Fail	Fail
D	Fail	Fail	Fail	Fail

CSEM at the 1040 cut score Level 3 "PASS" is five (5).

## REQUIRED COURSES IN THE CURRICULUM OF EACH SECONDARY SCHOOL

## STANDARD 26

## Effective Beginning School Year 2014-2015

CURRICULUM AREA	COURSES	UNITS	TOTAL UNITS
ENGLISH	English I English II English III English IV	1 1 1 1	4
MATHEMATICS	Algebra I or Integrated Math I Geometry or Integrated Math II Algebra II or Integrated Math III Elective Mathematics Courses	1 1 1 2	5
SCIENCE	Biology I Chemistry Physics <sup>1</sup> Elective Science Courses <sup>2</sup>	1 1 1 3 <sup>2</sup>	6
SOCIAL STUDIES	U.S. History U.S. Government Mississippi Studies World History Economics Intro to Geography	1 $\frac{1}{2}$ $\frac{1}{2}$ 1 $\frac{1}{2}$ $\frac{1}{2}$	4
BUSINESS & TECHNOLOGY	Technology Foundations; Information and Communication Technology (ICT) II; Science, Technology, Engineering, and Mathematics (STEM); or $\frac{1}{2}$ Keyboarding and $\frac{1}{2}$ Computer Applications Personal Finance <sup>3</sup>	1    $\frac{1}{2}$ <sup>3</sup>	1 $\frac{1}{2}$
HEALTH/PHYSICAL EDUCATION	Contemporary Health Physical Education	$\frac{1}{2}$ $\frac{1}{2}$	1
THE ARTS	Any approved 500.000 course	1	1
FAMILY & CONSUMER SCIENCE	Family Dynamics	$\frac{1}{2}$	$\frac{1}{2}$
CAREER & TECHNICAL	Any combination of courses <sup>4</sup>	4 <sup>4</sup>	4
ADVANCED PLACEMENT <sup>5, 6</sup>	At least one (1) advanced placement course in each of the four (4) core areas. AP course in Mathematics AP course in Science AP course in Language Arts AP course in Social Studies	  1s, 6 1s, 6 1s, 6 1s, 6	4
ELECTIVES	Foreign Language (IHL) or Advanced World Geography (IHL) Any other Elective	1 $\frac{1}{2}$	1 $\frac{1}{2}$
TOTAL UNITS REQUIRED			32 $\frac{1}{2}$

## APPENDIX B (Continued)

### REQUIRED COURSES IN THE CURRICULUM OF EACH SECONDARY SCHOOL STANDARD 26

Effective Beginning School Year 2014-2015

<sup>1</sup>Includes Physics, AP Physics B, AP Physics C—Electricity and Magnetism, and AP Physics C—Mechanics.

<sup>2</sup>Two (2) of the three (3) elective science units may be offered through the following courses: Introduction to Agriscience, Concepts of Agriscience, Science of Agricultural Plants, Science of Agricultural Animals, Science of Agricultural Environment, Healthcare & Clinical Services I & II, Aquaculture I & II, Forestry I & II, Horticulture I & II, Agriculture and Natural Resources I & II, and Robotics/Engineering I & II.

<sup>3</sup>One-half ( $\frac{1}{2}$ ) unit in Financial Technology, one-half ( $\frac{1}{2}$ ) unit in Resource Management, or one-half ( $\frac{1}{2}$ ) unit in National Endowment for Personal Finance may be offered in lieu of one-half ( $\frac{1}{2}$ ) unit in Personal Finance.

<sup>4</sup>Includes Agriculture; Business Technology; Cooperative and Marketing Education; Family and Consumer Sciences; Health Education; Home Economics, Lodging and Hospitality; Technology Education; and Trade and Industrial.

<sup>5</sup>A school offering the International Baccalaureate program is exempted.

<sup>6</sup>Distance learning or approved MS Virtual Public School courses may be used as an appropriate alternative for the delivery of these required Advanced Placement (AP) courses.



**REQUIREMENTS FOR ADMISSION TO  
INSTITUTIONS OF HIGHER LEARNING (IHL) PUBLIC UNIVERSITIES IN MISSISSIPPI**

CURRICULUM AREA	COURSES	UNITS
ENGLISH		4 <sup>1</sup>
MATHEMATICS <sup>2</sup>	Algebra I <sup>3&amp;8</sup> Geometry Algebra II	3
SCIENCE	SELECT THREE (3) UNITS FROM THE FOLLOWING LIST:  Physical Science <sup>4</sup> Biology Advanced Biology Chemistry Advanced Chemistry Physics Advanced Physics Or any other science course with comparable content and rigor as approved by MDE	3 (2 lab-based)
SOCIAL STUDIES	U.S. History World History U.S. Government (½) Economics (½) <i>or</i> Geography (½)	3
COMPUTER EDUCATION	Technology Foundations or Information and Communication Technology (ICT) II Science, Technology, Engineering, and Mathematics (STEM) Computer Applications <sup>5</sup>	½
ADVANCED ELECTIVES	SELECT TWO (2) UNITS <sup>6</sup> FROM THE FOLLOWING LIST:  Foreign Language <sup>3</sup> World Geography 4 <sup>th</sup> year lab-based Science 4 <sup>th</sup> year Mathematics	2
TOTAL UNITS REQUIRED		15½ <sup>7</sup>

<sup>1</sup> Courses must require substantial communication skills. Compensatory English, Compensatory Reading, and Compensatory Writing may not be included.

<sup>2</sup> A fourth class in higher-level mathematics is highly recommended.

<sup>3</sup> Pre-high school units: Algebra I or first-year Foreign Language taken prior to high school will be accepted for admission, provided course content is the same as the high school course.

<sup>4</sup> One (1) Carnegie unit from a Physical Science course with content at a level that may serve as an introduction to Physics and Chemistry may be used.

<sup>5</sup> This course should include use of application packages such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation.

<sup>6</sup> One (1) of the two (2) units must be in Foreign Language or World Geography.

<sup>7</sup> Limited exceptions to high school unit requirements may be available. For more information contact the Office of Admissions. Admission requirements are subject to change without notice at the direction of the Board of Trustees of the Mississippi Institutions of Higher Learning.

<sup>8</sup> A secondary math equivalency chart is provided below.

Equivalency Curriculum Chart for Secondary Mathematics

Traditional Model	Integrated Model	Cambridge	Quality Core ACT
Algebra I	Integrated Mathematics I	Cambridge IGCSE Mathematics I or Cambridge Mathematics I Extended Sequence	ACT Quality Core Algebra I
Geometry	Integrated Math II	Cambridge IGCSE Mathematics I or Cambridge Mathematics I Extended Sequence	ACT Quality Core Geometry
Algebra II	Integrated Math III	Cambridge IGCSE Mathematics II or Cambridge Mathematics II Extended Sequence	ACT Quality Core Algebra II

## APPENDIX C-2

### COLLEGE PREPARATORY RECOMMENDED CURRICULUM FOR ADMISSION TO INSTITUTIONS OF HIGHER LEARNING (IHL) PUBLIC UNIVERSITIES IN MISSISSIPPI

CURRICULUM AREA	COURSES	UNITS
ENGLISH		4 <sup>1</sup>
MATHEMATICS	Algebra I <sup>2&amp;5</sup> , Geometry, Algebra II, and any one (1) Carnegie unit of comparable rigor and content (e.g., Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, or AP Statistics)	4
SCIENCE	Biology I, Chemistry I, and any two (2) Carnegie units of comparable content and rigor as approved by MDE (e.g., Physics, Physical Science, Biology II, Chemistry II, AP Chemistry, Physics II, AP Physics B, AP Physics C – Electricity and Magnetism, AP Physics C – Mechanics, Botany, Microbiology, or Human Anatomy and Physiology)	4
SOCIAL STUDIES	World History, U.S. History, Introduction to World Geography, U.S. Government, Economics, and/or Mississippi Studies <sup>2</sup> (Credit earned for a state/local government course in any other state may stand in lieu of Mississippi Studies.)	4
ARTS	Any visual and/or performing arts course(s), meeting the requirements for high school graduation.	1
ADVANCED ELECTIVES	Foreign Language I <sup>2</sup> and II, Advanced World Geography and a Foreign Language I or any combination of English, mathematics, or lab based science courses of comparable rigor and content to those required above.	2
COMPUTER APPLICATIONS	Technology Foundations or Information and Communication Technology (ICT) II Science, Technology, Engineering, and Mathematics (STEM) Computer Applications <sup>3</sup>	½
TOTAL UNITS REQUIRED		19½ <sup>4</sup>

<sup>1</sup>Courses must require substantial communication skills. Compensatory English, Compensatory Reading, and Compensatory Writing may not be included.

<sup>2</sup>Pre-high school units: Algebra I, first-year Foreign Language, or Mississippi Studies taken prior to high school will be accepted for admission provided the course content is the same as the high school course.

<sup>3</sup>Course should emphasize the computer as a productivity tool. Instruction should include the use of application packages, such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation.

<sup>4</sup>Limited exceptions to high school unit requirements may be available. For more information, contact the Office of Admissions. Admission requirements are subject to change without notice at the direction of the Board of Trustees of the Mississippi Institutions of Higher Learning.

<sup>5</sup>A secondary math equivalency chart is provided below.

**Equivalency Curriculum Chart for Secondary Mathematics**

Traditional Model	Integrated Model	Cambridge	Quality Core ACT
Algebra I	Integrated Mathematics I	Cambridge IGCSE Mathematics I or Cambridge 9 <sup>th</sup> Core Mathematics Extended Sequence	ACT Quality Core Algebra I
Geometry	Integrated Math II	Cambridge IGCSE Mathematics I or Cambridge Mathematics I Extended Sequence	ACT Quality Core Geometry
Algebra II	Integrated Math III	Cambridge IGCSE Mathematics II or Cambridge Mathematics II Extended Sequence	ACT Quality Core Algebra II

## **Graduation Requirements (Recommended) for Special Education (SPED) Students**

### **Option I: Regular High School Diploma**

1. Graduation will be based on Carnegie unit requirements as specified for students receiving diplomas from the East Jasper School District. Carnegie unit credits can be earned only in a regular education class.
2. A special education student must complete the requirements for the regular high school diploma by age 21.
3. Students may be resourced to special education classes for assistance as specified by their Individualized Educational Plan (IEP). Students in resource classes are not awarded academic credit for graduation.
4. A special education student who completes all requirements for graduation as stated in the East Jasper School District policies will be allowed to participate in graduation exercises and receive a regular high school diploma. (These requirements include attaining a passing score (300) on any Mississippi subject area exam for the applicable class in which a student is enrolled. For example, if a student is enrolled in a Biology I course, then the student must score at least 300 on the Biology I Subject Area Exam in order to graduate with a regular high school diploma.

### **Option II: Certificate of Completion**

1. This certificate is for SPED students who do not meet the district and/or state requirements for the regular high school diploma.
2. The certificate may be awarded after four years of high school (grades 9—12) attendance, based on the decision of the child's parent(s), and concurrence of school officials.
3. The certificate must be awarded when the student reaches age 21 and is no longer eligible to attend public high school.
4. A student must meet the attendance requirements of the East Jasper Schools as stated in the Policies and Procedures Manual. Further, the student must successfully complete the district's secondary curriculum for SPED students as provided in the student's Individual Educational Plan.
5. Students who successfully complete these requirements will be awarded a Certificate of Completion that states, "This student has successfully completed an Individualized Educational Program." Students eligible to receive the Certificate of Completion will be permitted to participate in graduation exercises.

### **Option III: Mississippi Occupational Diploma**

#### ***Requirements for East Jasper School District Mississippi Occupational Diploma***

Effective for students with disabilities as defined by the Individuals with Disabilities Education Act (Public Law 101-476) who began the ninth grade in 2001-2002 school year, students must earn the course credits outlined and successfully complete an approved occupational portfolio in order to be awarded the Mississippi Occupational Diploma.

---

**MISSISSIPPI OCCUPATIONAL DIPLOMA  
STANDARD 14.4****SENIORS OF SCHOOL YEAR 2008-2009 AND LATER  
(Entering ninth graders in 2005-2006 and thereafter)**

In accordance with MS Code 37-16-11(2), the State Board of Education has approved criteria for an occupational diploma for students with disabilities. The Mississippi Occupational Diploma provides an option for students with disabilities that emphasize high expectations in both academics and work experiences that will assist students in acquiring and maintaining the necessary competencies and skills needed to secure and retain competitive employment. The primary postgraduate goal for these students is competitive employment.

- The decision regarding participation in the Mississippi Occupational Diploma program will be made by the student's Individualized Education Program (IEP) committee, which must include a school counselor. Instructional program and diploma options are to be reviewed annually by the IEP committee and revisions made as necessary.
- The Mississippi Occupational Diploma program may be implemented in any Least Restrictive Environment deemed appropriate by the IEP committee. Students in the occupational diploma program may earn credits by successfully completing course work selected from the general education curriculum and/or special education courses as agreed upon by the student's IEP committee.
- Students with disabilities choosing to participate in the Mississippi Occupational Diploma program must earn a minimum of 21 course credits and complete an occupational diploma portfolio containing a collection of evidence of the student's knowledge, skills, and abilities.
- Students with disabilities choosing to participate in the Mississippi Occupational Diploma program must successfully complete a two-year Career/Technical (Vocational) Program. In lieu of completing a two-year Career/Technical (Vocational) Program, students with disabilities may document a minimum of five hundred forty (540) hours of successful, paid employment.
- Prior to graduation, an exit IEP committee meeting must be held to evaluate accomplishment of the goals and objectives on the IEP and the completion of all requirements for the Mississippi Occupational Diploma. At this meeting, the student will present the completed Mississippi Occupational Diploma Portfolio for review by the IEP committee.
- The final Mississippi Occupational Diploma Portfolio will be reviewed and approved prior to graduation by the principal or a designee.
- For additional details, see the State Board of Education approved guidelines for the Mississippi Occupational Diploma at [http://www.mde.k12.ms.us/special\\_education/pdfs/occupat\\_diploma.pdf](http://www.mde.k12.ms.us/special_education/pdfs/occupat_diploma.pdf).

*Mississippi Public School Accountability Standards, 2016*

---

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

## Hall of Fame

Seniors may be selected for membership into the Heidelberg High School Hall of Fame, designed to recognize the most outstanding graduating seniors and based upon criteria established by the school district.

## Hall Passes

At no time during class hours are students to be in the halls without a hall pass from a school official. The hall pass will state the date and the time the student has left one place to go to the next. Students without the proper pass will be considered to be cutting class.

## Homecoming Selection Criteria for Heidelberg High/Heidelberg Junior High

Mr. and Miss Heidelberg High and Mr. & Miss Junior High

Must have an Overall Average of 85 or above

HHS Homecoming Queen and King

Must have an Overall Averages of 75 or above

HHS Class Maids, Escorts, and Football Maids

Must have an Overall Average of 75 or above

Mr. and Miss Heidelberg Junior High

HJHS Maids and Escorts

### *Selection Process*

#### **Mr. and Miss Heidelberg High, Homecoming Queen, and Homecoming King**

##### **Mr. and Miss Heidelberg Junior High**

Mr. and Miss Heidelberg High, Homecoming Queen, Homecoming King, and Mr. and Miss Heidelberg Junior High will be selected through a school-wide election process. Votes will be cast by the entire student body. At the administration's discretion, elections for Mr. and Miss Heidelberg High and Mr. and Miss Heidelberg Junior High may be held during the fourth nine weeks of the school year prior to the year of service or at the beginning of the school year of service.

Interested students will be invited to sign-up for candidacy in the school office. All lists will then be forwarded to the data clerk or principal designee for determination of eligibility, based on specified criteria. Once eligibility has been determined, official election ballots will be created and then disseminated to the entire student body. Cast ballots will be returned to the Homecoming Committee and then counted. The list(s) of winners will be forwarded to the principal.

#### **Class Maids and Escorts**

Class Maids and Escorts will be selected for each grade through a grade-level election process.

Interested students will be invited to sign-up for candidacy in the school office. All lists will then be forwarded to the data clerk or principal designee for determination of eligibility, based on specified criteria. Once eligibility has been determined, official election ballots will be created and then disseminated to students in the applicable grade levels. Cast ballots will be returned to the Homecoming Committee and then counted. The list(s) of winners will be forwarded to the principal.

#### **Football Maids**

Football Maids (Grades 9-12) will be selected by the high school football team and must meet the established criteria.

#### **Criteria**

##### **Mr. and Miss Heidelberg High**

- Overall GPA of 85 or Above (Core Courses of English, Math, Science, Social Studies)
- Grade averages in core courses will determine eligibility

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

- Attended HHS from grades 9-12
- No suspensions from the last semester of the prior year or during the current semester of the election
- No severe disciplinary referrals during the current semester of the election

#### **Mr. and Miss Heidelberg Junior High**

- Overall GPA of 85 or Above (Core Courses of English, Math, Science, Social Studies)
- Grade averages in core courses will determine eligibility
- Attended HJHS from grades 7-8
- No suspensions from the last semester of the prior year or during the current semester of the election
- No severe disciplinary referrals during the current semester of the election

**Note:** *Regarding disciplinary referrals, Principal/administrative decision, in accordance with student discipline policies and levels of offenses, will determine whether the offense committed warrants elimination from the selection process. Inappropriate behavior or habitual misbehavior (any violation of school discipline policies) after the election will cause the winner of either category to lose his/her title. In this event, the runner-up will assume the title.*

#### **Homecoming Queen and King**

- Overall GPA of 75 or Above (Core Courses of English, Math, Science, Social Studies)
- Grade averages in core courses will determine eligibility
- Attended HHS during the 11<sup>th</sup>-grade year
- No suspensions from the last semester of the prior year or during the current semester of the election
- No severe disciplinary referrals during the current semester of the election

**Note:** *Regarding disciplinary referrals, Principal/administrative decision, in accordance with student discipline policies and levels of offenses, will determine whether the offense committed warrants elimination from the selection process. Inappropriate behavior or habitual misbehavior (any violation of school discipline policies) after the election will cause the winner of either category to lose his/her title. In this event, the runner-up will assume the title.*

#### **Class Maids, Escorts, and Football Maids**

- Overall GPA of 75 or Above (Core Courses of English, Math, Science, Social Studies)
- Grade averages in core courses will determine eligibility
- Attended HHS or HJHS (or WJBES) the year prior
- No suspensions from the last semester of the prior year or during the current semester of the election
- No severe disciplinary referrals during the current semester of the election

**Note:** *Regarding disciplinary referrals, Principal/administrative decision, in accordance with student discipline policies and levels of offenses, will determine whether the offense committed warrants elimination from the selection process. Inappropriate behavior or habitual misbehavior (any violation of school discipline policies) after the election will cause the winner of either category to lose his/her title. In this event, the runner-up will assume the title.*

#### **Other Criteria**

- All other eligibility criteria from last school year will apply, including no severe disciplinary referrals during the current semester of the election and no suspension from last semester or during this semester
- Remember: Severe disciplinary referrals or suspension from last semester or from this semester will make you ineligible to run for Homecoming
- Also, we will be conducting our Homecoming celebration as we have in the past, which means that we **WILL** have our traditional coronation, parade, and other week – long festivities. Winners for each category, including Homecoming Queen and King and Mr. and Miss Heidelberg High will be announced after elections have been completed and results have been verified



## **Homecoming Selection Criteria for The New William J. Berry Elementary School**

Mr. and Miss William J. Berry

Mr. and Miss Homecoming

Queens, Maids, Kings, and Escorts

### *Selection Criteria*

#### **Mr. and Miss William J. Berry Elementary School**

- Mr. and Miss William J. Berry Elementary School will be selected through a grade-level election process. Mr. & Miss William J. Berry will not have a court. Only students in grades 4-6 will cast votes in this election. Miss William J. Berry's dress/attire will be red.
- Overall academic average of 95 (4<sup>th</sup> and 5<sup>th</sup> Grade Year; Core Courses of English, Math, Science, Social Studies)
- Grade averages in core courses will determine eligibility.
- Attended WJBES from grades 4-6
- Must be a 6<sup>th</sup> grade student
- No suspensions from the last semester of the prior year or during the current semester of the election
- No severe disciplinary referrals during the current semester of the election (e.g., defiance, disorderly conduct, disobedience, etc.)

#### **Homecoming Queen and King**

Homecoming Queen and King will be selected through a grade-level election process. Only students in grades 4-6 will cast votes in this election. The Homecoming Queen and King will have a court. The Homecoming Court will consist of 1<sup>st</sup> and 2<sup>nd</sup> runner-ups only. Miss Homecoming's dress/attire will be white.

- Overall academic average of 93 the previous year (Core Courses of English, Math, Science, Social Studies)
- Grade averages in core courses will determine eligibility.
- Only students in grades 4-6 will cast votes in this election.
- Attended WJBES during the 5<sup>th</sup> grade year
- Must be a 6<sup>th</sup> grade student
- No suspensions from the last semester of the prior year or during the current semester of the election
- No severe disciplinary referrals during the current semester of the election (e.g., defiance, disorderly conduct, disobedience, etc.)

#### **Queens, Maids, Kings, and Escorts (K-3 and 4-6)**

One queen/king will represent each homeroom class. Homecoming queens and kings for Grades K-3 will be selected through a classroom-level election process. Grades 4-6 (Maids and Escorts) Homecoming maids and escorts for Grades 4-6 will be selected through a grade-level election process. 1<sup>st</sup> and 2<sup>nd</sup> runner-ups per grade (for grades 4-6) will serve as grade-level maids/escorts.

- Overall academic average of 90 the previous year (Core Courses of English, Math, Science, Social Studies)
- Grade averages in core courses will determine eligibility.
- Attended WJBES the previous year
- No suspensions from the last semester of the prior year or during the current semester of the election
- No severe disciplinary referrals during the current semester of the election (e.g., defiance, disorderly conduct, disobedience, etc.)

**Note:** *Regarding disciplinary referrals, principal/administrative decision, in accordance with student discipline policies and levels of offenses will determine whether the offense committed warrants elimination from the selection process. Inappropriate behavior or habitual misbehavior (any violation of school discipline policies) after the election will cause the winner of either category to lose his/her title. In this event, the runner-up will assume the title.*

## **Honor Graduates**

### *Highest (Special) Honors*

Students graduating with a cumulative weighted grade point average of 3.5 or above will qualify for Highest (Special) Honors. Such averages will be based on cumulative course credits earned through the end of the first semester of the senior year.

### *Honors*

Students graduating with a cumulative weighted grade point average of 3.0-3.499 will qualify for Honors. Such averages will be based on cumulative course credits earned through the end of the first semester of the senior year.

Classes considered "General Education" will be those listed in the courses required for graduation by the State of Mississippi and the East Jasper School District, including Physical Science and all electives that do not have "College Preparatory" prerequisites.

Classes considered "College Preparatory" will be those that are listed in the courses required for admission to public universities in Mississippi above and beyond those courses that are considered "General Education," such as Accelerated English, Chemistry, Technology Applications II, Agriscience II, and Allied Health II. This also will include any electives that have a "College Preparatory Class" as a prerequisite. Classes considered "Advanced Placement" will be true advanced college placement courses.

To calculate averages for rank in class and other honors, a cumulative weighted grade point average (GPA) system will be used.

Superintendent's List—requires all "A's" in each subject area (90-100). A grade of "B" or lower will not be accepted for *Superintendent's List*.

Principal's List—requires all "A's" and "B's" (80-89, 90-100). A grade of "C" or lower will not be accepted for *Principal's List*.

Band, chorus, P.E., speech, or handwriting/penmanship grades will not be considered in the averaging of grades for Principal's List, or Superintendent's List. Students are recognized each nine-week grading period for academic achievement by the posting of a Superintendent's List, and Principal's List on school bulletin boards, in local newspapers, and through other programs.

## **Immunizations and Vaccinations**

It is unlawful for any child to attend school without first being vaccinated with at least one dose of diphtheria, whooping cough, tetanus, red measles, rubella, and polio vaccines and completing the entire series within 90 days. Every student in kindergarten through grade 12 must present a Certificate of Immunization Compliance from his/her doctor or from the health department. The Certificate of Immunization Compliance must be presented in order to attend school. In order to secure this certificate of compliance, it will be necessary for the student to go to the Jasper County Health Department or the office of his/her family physician taking with him/her all official shot records. Before a child can register, the certificate of compliance must be presented. The validation of this certificate will become a permanent part of the

student's records and will be valid through grade 12. Effective the 2012-2013 school year all students entering seventh grade **must** have the **T-Dap** (tetanus, diphtheria and pertussis) vaccination.

**NOTE:** *No student may register or attend school until the Certificate of Immunization Compliance has been received by the school. If the doctor signs the certificate indicating that other doses are necessary, the student will be given 90 days to complete the required immunizations. If they are not completed at the end of the 90 days, the child by law must be suspended until compliance is achieved.*

*In addition to the required immunizations listed above, all incoming kindergarten students must have a third MMR immunization.*

## Communicable Diseases

<u>Disease</u>	<u>Exclusions from School</u>
Chicken Pox	8 days after eruption appears or until vesicles become dry
German Measles	4 days after onset of rash; clearance by physician
Red Measles	7-10 days after onset of rash; clearance by physician
Mumps	9 days after glands swell (until swelling has subsided)
Scarlet Fever	1 day with antibiotic treatment and 4 days without treatment
Hepatitis	Clearance by Physician
Mononucleosis	Clearance by Physician
Conjunctivitis (Pink Eye)	Until under proper treatment
Impetigo	Until under proper treatment
Pediculosis (Lice)	Until nits are gone
Ringworm	Until under proper treatment
Scabies	Until under proper treatment

**NOTE:** *The principal may require a written note from the student's family doctor or public health department for a student returning after having a communicable or infectious disease.*

## Insurance

School insurance is available at the beginning of each school year at a nominal cost to the student. Several plans are available at the option of the parent and student. All students enrolled in welding, metal trades, auto-mechanics, building trades, body and fender shop, any lab-based science courses, and driver education courses are required to have proof of insurance or sign a waiver. Parents of students participating in athletic activities **must** complete and sign a Participation Clearance Form and provide proof of health and accident insurance. Failure to provide proof of insurance or failure to sign the Participation Clearance Form will require the removal of the student from the program or activity. The school district, by law, cannot assume any responsibility for costs in connection with student accidents or injuries.

## Kindergarten Pre-Registration/Enrollment

Dates for Kindergarten Pre-registration for all incoming students will be announced in the spring of each school term. The necessary documents for pre-registration or enrollment include:

- Official Birth Certificate
- Social Security Card
- Mississippi Immunization Record (Shot Record/Certificate of Compliance)

---

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

- Two Proof of Residency documents—these documents **MUST** bear the name **and** the physical address of the parents or legal guardian. *No post office boxes are allowed.* Proof of Residency documents may include:
  - a. Current Property Tax Records
  - b. Current Mortgage Documents or Property Deed
  - c. Current Apartment or Home Lease
  - d. Current Utility Bills (listing present address)
  - e. Current Automobile Registration
  - f. Affidavit of Residence and/or Personal Visit by designated school district official at district option
  - g. Any Voters Registration Card
  - h. Any other documentation that, in the determination of the East Jasper School Board objectively and unequivocally establishes that the parent or guardian resides within the school district.

At the time of enrollment **or** registration, a student not living with a parent must present official documentation as to guardianship status. The above documents are required for both new enrollees and returning students/registrants. Each school is responsible for the placement of each child. Placement requests will not be honored. For parents who must miss work to register a child, a work excuse will be provided.

District-required documents during the registration process include the following:

- Student Information Form (completed)
- Acceptable Use Policy (signed)
- Children Internet Protection Act (CIPA) – signed
- Media Release Form (signed)
- Parent Compact (signed; Title I/NCLB requirement)

### **Late Entrance**

A student residing in the East Jasper School District at the beginning of the school year that is not attending another school and enrolls after the first day of the school in the East Jasper School District must make up work missed because of late enrollment. Failure to make up work missed will be cause for withholding grade for the term's work. All make up work due to late enrollment must be completed by the end of the grading period.

### **Lost and Found**

All lost and found articles should be reported to the principal's office. Students who have lost articles should inquire at the office after school to determine if the articles have been reported.

### **Makeup Work**

A student will be allowed to make up work missed following an absence by contacting his/her teacher(s) on the first day back at school. All work missed must be completed within ten days. Regarding excused absences, the principal may grant additional time, if it is determined that the absence is due to extenuating circumstances. However, the initiative must be taken by the student to contact his/her teachers on the first day back at school.

### **Media Center/Library**

1. All pupils in the school are entitled to use the media center and check out books if they present signed identification cards. Students with library deficiencies or overdue books are not permitted to check out books. Students will pay for lost books or for books that have been damaged.
2. Books taken from the library may be checked out for a two-week period. There will be five cents per day charged for each overdue book.

---

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

- Books on reserve may be borrowed for one period or after school, in which case they must be returned the next morning before the first period starts. There will be twenty-five cents per half-day charge for each overdue reserved book.

### **K-3 Literacy Initiative**

The Literacy-Based Promotion Act focuses on prevention and intervention to help children develop the reading skills required for fourth grade. To identify reading problems early, teachers will now assess the literacy skills of students in kindergarten through third grade. The Literacy-Based Promotion Act focuses on prevention and intervention to help children develop the reading skills required for fourth grade. To identify reading problems early, teachers will now assess the literacy skills of students in kindergarten through third grade at the beginning and end of the school year. Students who need help will be provided with intensive reading instruction, and their families will be given tips to help at home. Students who do not read on grade level by the end of third grade or do not qualify for a Good Cause Exemption will not be promoted to fourth grade.

### **Mississippi Virtual Public School**

Mississippi Virtual Public School offers schools another option of providing courses not currently provided by the district. Students interested in enrolling in a Virtual Public School course should contact the guidance counselor's office. Exit exam courses through this program will not be allowed.

### **Every Student Succeed Act (ESSA)**

Regarding schools served with Title I, Part A funds, the Every Student Succeeds Act 2015 requires the following notifications:

- Adoption of statewide standards in core academic subjects aligned with entrance requirements for college and universities and relevant career and technical education standards.
- Assessment of all students in the same grades and subjects as required under NCLB.
- Reporting on specific metrics, including student and subgroup (race, English, learners, economic status, etc.) results, at the school and district level to address student equity gaps.
- A singular rating system for all schools, including identification and improvement plans for schools in need of support and advancement.
- Authorization of federal education funding and competitive grant opportunities.

### **National School Lunch and School Breakfast Programs**

The National School Lunch and School Breakfast Programs as administered by the East Jasper School District provide free and reduced price meals for children unable to pay the full price.

Students from households who receive food stamps and/or Temporary Aid to Needy Families (TANF) and who have a social security number on file at the school may be eligible for direct certification.

### **Organizations and Clubs**

Every student is encouraged to participate in at least one school club or organization.

#### **Organizations**

Student Council  
Jr. Student Council

#### **Clubs**

Beta Club  
Junior Beta Club

### **Organizations That Are Prohibited**

No student shall actively participate or wear clothing or other indications of membership in an organization that advocates violence or hatred toward any group of students and other individuals, or an organization that either intends to do or does disrupt the educational process through its purpose or actions.

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

## **Parent/Guardian Responsibilities**

1. A parent, guardian, or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his or her minor child's destructive acts against school property or persons.
2. A parent, guardian, or custodian of a compulsory-school-age child enrolled in the East Jasper School District may be requested to appear at school by the school attendance officer or an appropriate school official for a discipline conference regarding the acts of the child.
3. Any parent, guardian, or custodian of a compulsory-school-age child enrolled in the East Jasper School District who refuses or willfully fails to attend such discipline conferences as specified in the above paragraphs may be summoned after proper notification by the Superintendent of Schools or the school attendance officer and be required to attend such discipline conference.
4. A parent, guardian, or custodian of a compulsory-school-age child enrolled in the East Jasper School district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

## **Parent Teacher Association (PTA)**

Close cooperation between home and school is fostered by the Parent Teacher Association, which is very active in East Jasper schools. Parents are encouraged to join the P.T.A. and attend meetings.

## **Parties**

No parties are permitted in the high school during the school day unless approved by the principal. All evening parties/dances shall be scheduled with administration.

## **Perfect Attendance**

Perfect Attendance shall be defined and observed by all schools in the East Jasper School District as no absences, no tardiness, and no early dismissals from school. Exceptions shall be school bus tardiness and/or school-sponsored field trips. (EJSD Board Policy JE)

## **Incentives for Perfect Attendance**

The East Jasper School District commends students who make an effort to attend school on a regular basis. Each student who has perfect attendance each year will be awarded a certificate at the end of the year awards ceremonies. As an incentive to encourage better attendance, a student who has perfect attendance in any class any nine week period will be awarded an increase of two points onto their final nine week grade. Perfect attendance shall be defined as observed by all schools in the East Jasper School District as on absences, no tardiness, and no early dismissals from school. Exceptions shall be school bus tardiness and or school sponsored field trips.

## **Prom Policy**

1. All school rules apply on citizenship, discipline, drugs, and alcohol (See handbook section regarding Student Conduct.). In addition, any drug/alcohol or other applicable violations will be turned over to law enforcement.
2. Security must be provided. Cost for law enforcement will be paid for by the sponsoring committee.
3. Admission: Invitation and/or Tickets
4. East Jasper students attending prom must be HHS juniors or seniors. Dates of HHS prom attendees may be other HHS students (juniors or seniors) or non-district students who are high school juniors or seniors or are under the age of 21.
5. All school administrators must be present but is a volunteer basis for teachers. Parents of juniors and seniors are welcome to attend.
6. Must end at 11:30 P.M.
7. Decorations and clean-up are the responsibility of the junior class.
8. All refreshments remain in the lobby only. No refreshments on gym floor.
9. Final plans for the activity must be approved by the administration of the school.

---

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

10. Rules will apply to all situations. When there is a question, the decision of the school administration will apply.
11. In order for students to qualify for king or queen, there should be no suspensions from the present school term and no more than one minor referral.
12. Additional security must be provided.

## Promotion and Retention

Retention shall be used only when it is to the academic advantage of the student. Under no circumstances shall a student be retained for extracurricular purposes. Teachers and administrators must rely on their professional judgment and expertise as they consider whether retention is the most feasible course of action for individual students.

Decisions relating to the retention of students can be made only after all available information has been compiled, the appropriate personnel have been involved, sufficient communication with parents has been conducted, and principal input has been received. Specific criteria for each grade level are as follows:

### *Kindergarten*

Kindergarten students may be retained if the student does not meet the state benchmarks. Students are expected to master 90 percent of the letters, letter sounds, and numbers at the kindergarten level. In addition, students are expected to master 80 percent of the remaining benchmarks.

### *Grades 1-3*

The Literacy-Based Promotion Act focuses on prevention and intervention to help children develop the reading skills required for 4<sup>th</sup> grade. To identify reading problems early, teachers will now assess the literacy skills of students in Kindergarten through 3<sup>rd</sup> grade at the beginning and end of the school year. Students who need help will be provided with intensive reading instruction, and their families will be given tips to help at home. *Students who do not read on grade level by the end of 3<sup>rd</sup> grade or do not qualify for a Good Cause Exemption will not be promoted to 4<sup>th</sup> grade.*

### *Grades 1-8*

Promotion and retention requirements for grades 1-8 will be fully implemented. If a student in grades 1-8 is to be promoted to the next level, the student must demonstrate mastery of the district and state core skills that are outlined in the Mississippi Curriculum Framework at a minimum of 60%.

In Grades 1-8, students must pass Reading, English/Language Arts, Math, and Science. Enrollment in Algebra I in the 8th grade is based upon approval of the counselor, math test scores, and previous performance in math classes, teacher recommendation, and the school administration.

## Active Parent

By using Active Parents, parents and/or guardians have the capability to view their child's class schedule, grades, discipline and attendance. Each parent may come into the East Jasper School District Technology Department and request login information and training on the use of Active Parent for their children only. Active Parent login information will only be given to the parent or legal guardian. Active Parent information will not be given out by phone.

## Progress Reports

At mid-term during each nine weeks term, the teachers will inform parents of students' progress or the lack of progress. This is done by way of a progress report. In addition, if a student is later identified as possibly failing, the parent will be informed through a second report. Students will sign receipts for the progress report, and it will be their responsibility to discuss the report with their parents. At their discretion, teachers may require the progress reports to be signed by a parent and returned to the school. Parents who wish to receive progress reports more frequently may contact the school counselor.

## Report Cards/Academic Credit

Report cards will be issued following the end of each nine-week term. Grades will be recorded for both academic work and school behavior. Grades will be awarded on the basis of the student's performance.

1. The East Jasper School District will accept transfer students and award credit for grades during the school year if the student is enrolled in the East Jasper School District for at least 20 school days. A student enrolled in the East Jasper School District for less than 20 school days will receive an incomplete grade except for those students transferring into the school whose grades in progress at a previous school are sent to the principal's office. Grades in progress will be averaged with grades received while in attendance in the East Jasper School District.
2. A student withdrawing from school prior to the last day of the grading period will not receive a final grade but will receive grades in progress for that term (See handbook section regarding withdrawals).
3. Examinations will not be administered prior to the regularly scheduled time.
4. In order for students to receive term, semester, or yearly grades, all courses or grade level requirements must be met.
5. Parents should be aware of dates when report cards will be issued. Parents should expect students to have their report cards on dates as noted in the school calendar.

## Report Cards/Issuance

All schools will be responsible for issuing report cards, progress reports, and other necessary reports to the students/parents. (Students/parents will sign for documents received.)

## Residency Verification Requirements/Registration (Proof of Residency)

Proof of Residency documents **must** be obtained for **every** student—whether a new enrollee or a returning student (registrant)--by the beginning of **each** school year, preferably during pre-registration opportunities. As a result of the Residency Verification Procedure adopted as a policy of the Mississippi Board of Education April 20, 1990, each parent or legal guardian or other adult with whom a student lives must provide to the school administration the following documents:

## Verification of Residency Requirements

As a result of the Residency Verification Procedure adopted as a policy of the Mississippi Board of Education on April 20, 1990, each Parent or legal guardian or other adult with whom a student lives must provide to the school administration the following documents:

1. A copy of **two** of the following items of verification of residence. **No post office box address will be acceptable.** All documents must reflect a street address or designated road address. All documents for verification of address must be for the student's permanent address only. Documents for rental or other commercial property will not be acceptable.
  - Filed Homestead Exemption Application form
  - Current Document for Mississippi Department of Human Service
  - Current Document for Department of Social Security Administration office
  - Mortgage documents or property deed
  - Apartment or home lease
  - Utility bills



- Automobile registration
  - Affidavit of residence and/or personal visit by designated school district official at district option
  - Any other documentation that is in the determination of the East Jasper School Board that will objectively and unequivocally establishes that the parent or guardian resides within the school district.
2. If you are the legal guardian of the student, you also must provide a copy of the court order appointing you as guardian. If a petition for guardianship has been filed and the decree is pending, you must provide a certified copy of the filed petition for guardianship.
  3. Student living with adults other than parents or legal guardians must provide:
    - Two of the nine items of residency verification as listed above, and
    - A legal document that shows that the adult in which student(s) is living with have legal custody of the student (s) listed on this form. **(An Affidavit will not be acceptable.)**
  4. The legal guardian of a student also must provide a copy of the court order appointing such individual as guardian. If a petition for guardianship has been filed and the decree is pending, you must provide a certified copy of the filed petition for guardianship.

**NOTE:** *Any legal guardianship for the purpose of establishing residency for school district purposes shall not be recognized by the Board. (MS Code 37-15-31)*

5. Students living with adults other than parents or legal guardians must provide:
  - Two of the items of residency verification as listed above, and
  - A sworn affidavit stating the relationship of the adult to the student and that the student is living in the affidavit's home full-time and fully explaining the reasons (other than school attendance zone or district preference) for this arrangement.
6. If the necessary documentation is not provided, such students will not be allowed to attend school in the East Jasper School District. No temporary enrollment or registration will be processed.
7. If the East Jasper School District receives a complaint regarding the residency of a student, the district is required to take action to further verify residency including, but not limited to, follow-up visits to the residents address by school officials.

## **Safety Act of 2001 – (Senate Bill 2239: Mississippi Schools)**

**Disruptive Behavior—** "Conduct so unruly, disruptive, or abusive that it seriously interferes with the ability to communicate with students, students' ability to learn, or with the operation of the school."

**Habitually Disruptive—** "Disruptive behavior acts committed on three occasions that requires the intervention of school personnel." The section further provides that no student may be so classified until a behavioral modification plan is developed in accordance with the code of student conduct and discipline plans of the district.

For students age 13 and older, after the second occurrence of disruptive behavior, an administrator, teacher, and parent must develop a behavioral modification plan. After the plan is developed, and the student commits a disruptive act for the third time, the student is subject to automatic expulsion.

In the case of a student younger than age 13, in addition to the behavior modification plan, the student also must undergo a psychological evaluation.

A behavior modification plan may be developed and implemented even if the parent declines to participate in the process.

## **Safe Schools**

In accordance with Title IX, Section 9532 of the Elementary and Secondary Education Act (ESEA), now reauthorized as the ESSA (*Every Student Succeeds Act*) and formerly the *No Child Left Behind Act of 2001*, the East Jasper School District will implement the Unsafe School Choice Option (USCO) policy, which allows students who attend a school deemed

"persistently dangerous" or those who are victims of a serious violent crime to transfer to a safe school within the Local Education Agency.

All states must have labeled schools as "persistently dangerous" by July 1, 2003, and each July 1<sup>st</sup> thereafter. Additionally, the states must provide a transfer option to students attending a persistently dangerous school as well as those students who are victims of a violent criminal offense by the start of the 2003-2004 school year and the start of each school year thereafter. The schools in the East Jasper School District have been labeled Safe Schools by the Mississippi Department of Education. For added safety and security, video cameras are used on the premises of the East Jasper School District (i.e., hallways, cafeteria, entrances, buses, etc.).

### **Fighting**

Students who are involved in assaults, who engage in fighting, or who are responsible in any manner for fighting while under the jurisdiction of the school will be subject to arrest, removal, and/or expulsion from school in accordance with state statutes. This includes fighting while on a bus, at a bus stop, or at any activity/event sponsored by the East Jasper School District.

### **Gang or Unauthorized Group Activity or Association**

Gangs or unauthorized/non-school-sanctioned groups that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or that disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a gang/group, presents a clear threat to educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliation that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The school district shall enforce the above rule and attempt to ensure that any student wearing, carrying, or displaying gang/unauthorized group paraphernalia or exhibiting behavior or gestures that symbolize gang/unauthorized group membership and/or participating in activities that intimidate or affect the attendance of another student shall be subject to appropriate disciplinary action, in accordance with the disciplinary ladder.

### **Tobacco Possession or Use**

Possession or use of tobacco in any form is prohibited within the school buildings, on the school campus, on school vehicles going to and from school, or in the general vicinity of the school campus. Anyone smoking on campus could be subject to a fine. Students possessing or using tobacco in any form at school will be suspended.

### **Vandalism**

The school district will not tolerate students writing on or otherwise defacing school buildings. Students guilty of this offense will be placed on the disciplinary plan according to the school policy, and restitution will be required from the students and/or their parents/guardians.

### **Weapons on School Premises (East Jasper Board Policy)**

The East Jasper Board of Education recognizes that the possession of pistols, firearms, weapons, and any other objects that can be used as weapons on school premises or at school functions by persons other than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of injury or death to district employees, students, visitors, and guests. It further creates an unreasonable and unwarranted risk of damage to properties of district

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

employees, students, visitors, and guests. Because of such dangers, the East Jasper Board of Education hereby prohibits the possessions of pistols, firearms, weapons, and other objects by any individual other than by duly authorized law enforcement officials on school premises, regardless of whether any such person possesses a valid permit to carry such pistols, firearms, weapons or any other object that can be used as a weapon. SB-2767, (43-21-151), SB-3349 (97-37-17). Possession of such weapons may result in expulsion from school for one calendar year.

## **School Bus Discipline**

The privilege of riding a school bus carries with it some responsibilities on the part of the students. Drivers are expected to keep order and discipline on the bus, but their major responsibility is driving the bus. Therefore, students are expected to adhere to the following regulations:

### **School Bus Regulations**

Students must be at assigned stops at loading times.

1. At no time are students to touch the outside of the bus or hang heads, arms, legs, bodies, or hands out the windows of the bus.
2. Immediately upon entering the bus, students are to be seated and are to remain seated until they arrive at their destination—school in the morning and bus-unloading zone in the afternoon.
3. Students will board the bus and leave the bus according to the instructions of the bus driver. Students are to obey all directions of the bus driver.
4. Students may not leave the bus on its way to or from the school except at their designated stop.
5. Students are not to throw or in any way sail/shoot/pitch objects on or from the bus.
6. Students must sit in the seat assigned by the driver; drivers have the option of delegating students to an assigned seat.
7. The bus must come to a complete stop before students try to enter or exit the bus.
8. Loud talking and other loud noises are not permitted on the bus.
9. Students are not allowed to damage any part of the school bus. Students and parents will be held financially responsible for any damage done.
10. No beverage or food may be consumed on the school bus.
11. Chewing gum is prohibited on the bus.
12. Intentional littering of the bus is prohibited.
13. Students must identify themselves properly when requested to do so by school bus personnel.
14. Vulgar language is prohibited on the bus.
15. Students are not to molest or bother in any way (harass, intimidate, or threaten) other students while waiting for the bus or while riding the bus.
16. Students will not fight on the bus or at the bus stop.
17. Use or possession of dangerous objects on the bus or at the bus stop is forbidden.
18. Students will not use, sell, or possess drugs, alcohol, or tobacco on the bus or at bus stops.
19. Stealing is prohibited.
20. Open defiance or open displays of disrespect or insolence toward bus driver will not be condoned.
21. Other misbehaviors as determined by the administration, including a pattern of repeated bus misbehavior, will not be permitted.
22. No soliciting, candy sales, or fundraising on the bus.
23. No radios, CD players, headphones, cell phones, or other electronic devices on the bus, excluding devices **used** for instructional purposes.
24. No doo-rags, headscarves, or boys wearing earrings on the bus.
25. Once doors are closed and the bus is in motion, doors will not be opened.
26. If students fight on the bus before leaving campus, the students will be removed from the bus immediately.

Any act that places the safety of students on the bus at risk will be referred to school administration for appropriate action.

A student's failure to follow regulations will result in placement on the Transportation Discipline Plan.

Student behavior will be monitored on a random basis through video recording equipment installed on district buses.

Students found to be continually disruptive will have riding privileges on the bus revoked. The severity of the offense will determine the number of days the student will be suspended from the bus.

For severe offenses on the bus, the student faces school suspension, **in addition** to bus suspension.

### **Other**

Students will not be allowed to ride another bus if they are currently suspended from a bus. Non-students will not be allowed in any part of the bus at any time during the transporting of students.

### **Public Law 37-11-21**

*Abuse of Superintendent, Principal, Teacher, or School Bus Driver; Penalty* "If any parent, guardian, or other person shall insult or abuse any superintendent, principal, teacher, or bus driver during the session of school in the presence of school pupils, such person shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than \$10.00, not more than \$50.00."

### **Public Law 37-41-2**

*Interference with Operation of School Bus; Penalty*

- a. It shall be unlawful for any individual, other than a student scheduled to be a passenger upon that particular bus, a member of the public school administration or faculty, or a law enforcement official, to directly or indirectly interfere in any way with passenger ingress and egress or the operation, including unauthorized boarding thereof, of a bus used in public school student transportation unless permission has been obtained as prescribed by pertinent rules and regulations promulgated by the state board of education or the local school authorities.
- b. Upon conviction of violation of any provision of this section, such individual shall be guilty of a misdemeanor and shall be subject to a fine of not to exceed \$500.00, imprisonment in the county jail for a period not to exceed six months, or both. Any person under the age of 17 who violates any provision of this section shall be treated as delinquent within the jurisdiction of the youth court.

## **Senior and Junior Officers**

The senior and junior classes will elect by secret ballot the following officers: president, vice-president, secretary, and treasurer. Qualifying candidates must receive an endorsement from 10% of the class to be eligible to run for class office. Students also must have endorsements from three of his/her current teachers. If currently a class officer, one of the three teacher endorsements must be from his/her class sponsor. Students failing to submit endorsements by the designated deadline will not qualify for the office. A candidate's speech is required and will be given in general assembly. A candidate's speech must be submitted to the office and certified by the principal two days before speeches are given. The speech must be delivered as submitted and approved with no additional or ad-lib remarks. Candidates who alter their approved speeches will be declared ineligible and removed from the ballot.

In order to qualify as a candidate, the student must have sufficient credits to be classified as a member of the class he/she wishes to represent.

## **Senior Awards**

All interested students should investigate any available scholarships through the Guidance office.

1. Projected honors graduates (3.0 GPA or higher) and highest honors graduates (3.5 GPA or higher) will be announced in the Senior Recognition Program. Honor cords are presented at graduation practice or graduation exercises to students officially graduating with honors and highest honors.

2. The National Merit Scholarship Corporation names national Merit Scholarship Finalists annually. All interested students must take the Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) October 12th or 15th to be considered as a finalist. Additional information may be obtained from the high school Guidance/Counseling office. The Heidelberg High School Band presents awards annually to the most outstanding seniors in the band. Other band awards are given as well.
3. The Heidelberg High School National Honor Society awards academic scholarships. Many seniors may enter local, state, and national essay contests and are recognized as winners.
4. Awards are presented to seniors by a number of civic and professional organizations.
5. Vocational medals are awarded in each vocational area.
6. The faculty selects a senior to receive the Heidelberg High School Citizenship Medal.
7. Science awards are presented to winners of science fair competitions.
8. Reading awards are presented to winners of reading fair competitions.
9. Numerous scholarships are offered for academic excellence, athletics, and other achievements by civic clubs, community organizations, professional groups, and colleges.

### **Senior Recognition Program**

The Senior Recognition Program will be held in late May. During this time, the recipients of scholarships and awards, as well as other outstanding accomplishments of the senior class, are announced.

### **Sexual Harassment (East Jasper School Board Policy)**

It is the policy of the East Jasper School District that no employee or student may sexually harass another. Any employee or student will be subject to the appropriate disciplinary action for violation of this policy. Sexual harassment is illegal under both state and federal law and is a violation of the rules and regulations of the East Jasper Board of Education. Sexual harassment should not be tolerated by any employee or student of the East Jasper Public School System, and any such actions should be reported to the Title IX Coordinator.

#### **Definitions of Sexual Harassment**

The Michigan Task Force on Sexual Harassment defines sexual harassment as "Sexual harassment includes continued or repeated verbal abuse of a sexual nature including, but not limited to, graphic commentaries on the victim's body, sexually aggressive objects or pictures in the workplace, sexually degrading words used to describe the victim, or propositions of a sexual nature. Sexual harassment also includes the threat or insinuation that the lack of sexual submission will adversely affect the victim's employment, wages, advancement, assigned duties or shifts, academic standing, or other conditions that affect the victim's livelihood."

#### **How to Recognize Sexual Harassment**

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical actions of a sexual nature directed toward employees, students, or applicants for position in the East Jasper School System, particularly when one or more of the following circumstances are present:

1. Toleration of sexual harassment as a condition of employment, admission, or academic evaluation
2. Submission to or rejection of sexual harassment as a basis for a personnel or academic decision affecting an individual
3. Interference with an individual's work performance
4. Creation of an intimidating hostile or offensive working or learning environment.

#### **Actions That May Constitute Sexual Harassment**

Sexual harassment may include, but is not limited to, such actions as:

1. Comments or jokes about individuals of the opposite sex or same sex (i.e. gay, fag, queer, etc.)

2. Explicit, derogatory sexual remarks
3. Placing obscene photographs, cartoons, graphics, or suggestive objects in the workplace
4. Physical contact such as petting, grabbing, pinching, or constant brushing against another's body
5. Any repeated or unwanted verbal or physical sexual advances that are offensive or objectionable to the recipient or that cause the recipient discomfort or humiliation or that interfere with the recipient's job performance
6. The threat or insinuation that the lack of sexual submission will adversely affect the victim.

### **Sororities, Fraternities, and Secret Organizations**

State laws specifically prohibit the existence of any sorority, fraternity, or secret society as a part of any high school in Mississippi. The East Jasper School District expressly prohibits the use of The New William J. Berry Elementary School or Heidelberg High School as a part of the name of any of these groups, raising funds in the name of The New William J. Berry Elementary School or Heidelberg High School (including wearing of unusual dress, signs, and directions, or instructions given to initiates by members), and the use of any school facility (grounds or buildings) for the purpose of meeting or holding any type of program or exhibition.

The above regulations are not all inclusive; other conduct in connection with these groups is forbidden at or in the schools. Students who violate the position of the East Jasper School District in this matter will be subject to suspension, with a parental conference required before student reinstatement.

### **Special Education Discipline Procedures**

*Removal due to violation of district's code of conduct for IDEA eligible student that does not constitute a change in placement*

The school will provide parents a notice of disciplinary action and procedural safeguards no later than the date the decision is made to take action.

1. School personnel may remove a student from his current placement when the behavior represents an immediate physical danger to himself or others or constitutes a clear emergency within the school such that removal from school is essential. Such violations of school rules may result in a removal for 10 consecutive school days or less. Services must be provided after removal for 10 school days. Removal must be consistent with district's policies and comparable to action applied to non-disabled students.
2. Additional removals of 10 consecutive school days or less in the same school year for separate violations of school rules are permissible as long as the removals do not constitute a change in placement. When such removals are made the following criteria apply:
  - a. Services must be provided following 10 days of removal;
  - b. Removals are made to the extent such removals would be applied to non-disabled students;
  - c. The behavior exhibited represents an immediate physical danger to the student or to others or constitutes a clear emergency within the school; and
  - d. Removals on multiple occasions in a school year are not used as a means of avoiding the requirements of addressing a student's behavior as part of the Individualized Educational Plan (IEP) requirements.
3. After a student has been removed from his current placement for more than 10 school days in the same school year, during any subsequent days of removal school personnel, in consultation with the student's special education teacher, determine the extent to which services are necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving goals set out in the student's IEP.

### **Removal due to violation of district's code of conduct for IDEA eligible student that does constitute a change in placement**

The school will provide notice of disciplinary action and procedural safeguards no later than the date the decision is made to take action.

1. School personnel may remove a student from his current placement for more than 10 consecutive school days in a school year when the behavior represents an immediate physical danger to himself or others or constitutes a clear emergency with the school, but services must be provided after removal for 10 days.
2. Although school personnel may remove a student from his current placement for 10 consecutive school days or less for separate violations of school rules in a school year, multiple removals must be reviewed by school personnel to determine if such removals constitute a pattern that results in a change in placement for the student. A series of removals that constitute a pattern are those removals that a) accumulate to more than 10 school days in a school year, and b) result in a change in placement because of factors such as the length of each removal, the total amount of time the student is removed and the proximity of the removals to one another.

A removal for a specified timeframe must be consistent with district policies and comparable to action applied to non-disabled students. In the above circumstances, an IEP Committee meeting is held, and one of two paths will be followed:

1. Before or not later than 10 business days after **first** removing a student for more than either 10 school days in a school year or commencing a removal that constitutes a change in placement, develop a functional behavioral assessment (FBA) plan or if the student has a behavior intervention plan, review and modify, as necessary, to address the behavior. As soon as practicable after completing the FBA, the committee must meet again and develop a behavioral intervention plan to address the behavior.

If subsequently, a student who has a behavior intervention plan is subjected to a removal that does not constitute a change in placement, the committee members must review the behavioral intervention plan and its implementation to determine if modifications are needed. If one or more of the committee members believe that modifications are needed, the committee must meet to modify the plan and its implementation, as necessary.

2. Immediately or within 10 school days, conduct a manifestation determination review based on specified standards.
  - a. If standards are met, relevant disciplinary procedures applicable to children without disabilities may be implemented, but services must be provided. Determine placement that enables a student to a) appropriately progress in the general curriculum, and b) appropriately advance toward achieving the goals set out in the current IEP. Written prior notice must be given to the parent.
  - b. If any standard is not met, the committee will review the student's services and placement and revise the IEP, as needed.

Revisions must be implemented without unnecessary delays. A change in placement that is appropriate and consistent with the student's needs may be implemented subject to the parent's procedural safeguards. Placement must enable the student to:

- a. appropriately progress in the general curriculum, and
- b. appropriately advance toward achieving the goals set out in the current IEP. Written prior notice must be given to the parent.

A parent may request an expedited hearing if in disagreement with the manifestation determination or change in placement. A hearing may also be requested if there is a disagreement with the provision of a *Free Appropriate Public Education* (FAPE). Pending a hearing or judicial proceeding, the student remains in his current placement unless the parent and school personnel agree otherwise. A district is not prohibited from seeking judicial relief through measures such as a temporary restraining order, when necessary.

## **Removal due to dangerous behavior of IDEA eligible student**

School personnel will report any crime to law enforcement authorities and will provide parent notice of disciplinary action and procedural safeguards no later than the date the decision is made to take action.

School personnel may recommend removal from current placement for more than 10 consecutive school days (change in placement). Services must be provided after removal for three school days. Removal for specified timeframe must be consistent with district policies and comparable to action applied to non-disabled students.

In the above circumstances, an IEP Committee meeting is held, and one of two paths will be followed:

1. Before or not later than 10 business days after first removing a student for more than either 10 school days in a school year or commencing a removal that constitutes a change in placement, develop a Functional Behavioral Assessment (FBA) plan or if the student has a behavior intervention plan, review and modify, as necessary, to address the behavior. As soon as practicable after completing the FBA, the committee must meet again and develop a behavioral intervention plan to address the behavior.

If subsequently, a student who has a behavior intervention plan is subjected to a removal that does not constitute a change in placement, the committee members must review the behavioral intervention plan and its implementation to determine if modifications are needed. If one or more of the committee members believe that modifications are needed, the committee must meet to modify the plan and its implementation, as necessary.

2. Immediately or within 10 school days, conduct a manifestation determination review based on specified standards.
  - a. If standards are met, relevant disciplinary procedures applicable to children without disabilities may be implemented, but services must be provided. Determine placement that enables a student to a) appropriately progress in the general curriculum, and b) appropriately advance toward achieving the goals set out in the current IEP. Written prior notice must be given to the parent.
  - b. If any standard is not met, the committee will review the student's services and placement and revise the IEP, as needed. Revisions must be implemented without unnecessary delays. A change in placement that is appropriate and consistent with the student's needs may be implemented subject to the parent's procedural safeguards. Placement must enable the student to a) appropriately progress in the general curriculum, and b) appropriately advance toward achieving the goals set out in the current IEP. Written prior notice must be given to the parent.

A parent may request an expedited hearing if in disagreement with the manifestation determination or change in placement. A hearing may also be requested if disagreement with the provision of a FAPE. Pending the hearing or judicial proceeding, the student remains in his current placement unless the parent and school personnel agree otherwise. A district is not prohibited from seeking judicial relief, through measures such as a temporary restraining order, when necessary.

The district may request an expedited hearing if the district contends it is dangerous for the child to be in the current placement. The hearing officer may order an appropriate placement due to dangerous behavior if specified standards are met. A hearing officer may order a placement for no more than 45 calendar days. A district may repeat its request for an expedited hearing, as necessary. A district is not prohibited from seeking judicial relief through measures such as a temporary restraining order, when necessary.

## **Removal due to weapon or illegal drug offense for IDEA eligible student**



School personnel will report the crime to law enforcement authorities AND order a change in placement to an interim alternative placement OR recommend removal from current placement for more than 10 consecutive school days (change in placement) based on district policies. The school will provide parent notice of disciplinary action and procedural safeguards no later than the date the decision is made to take action.

### **Interim Alternative Educational Setting (IAES)**

School authorities may order removal for 1) up to 10 consecutive school days (providing services after three school days) while convening an IEP Committee, and subsequently 2) not more than 45-calendar days in an Interim Alternative Educational Setting (IAES).

The IEP Committee Meeting will adhere to the following procedures:

1. Before or not later than 10 business days from the decision date to take action, develop a functional behavioral assessment (FBA) plan or if the student has a behavior intervention plan, review and modify, as necessary, to address the behavior. As soon as practicable after completing the FBA, the committee must meet again and develop interventions to address behavior.
2. Immediately or within 10 school days, conduct a manifestation determination review based on specified standards.
3. Determine IAES placement. The IAES must enable the student to a) continue to progress in the general curriculum, b) continue to receive services in the current IEP that will enable the student to meet the goals set out in the IEP, and c) include services and modifications to address the behavior so that it does not recur. Written prior notice for change of placement must be given to the parent.

### **Need for Additional IEP Meeting Prior to Day 45**

If the district decision is for expulsion, the committee must meet to determine the subsequent placement that should begin immediately following the 45-calendar day placement in an IAES. Written prior notice for change in placement must be given to the parent.

### **Expedited Due Process**

The parent may request a hearing if in disagreement with the manifestation determination, IAES placement or subsequent change in placement. The student remains in IAES until expiration of the 45-calendar day placement. On day 45, the student returns to prior placement unless parent and school personnel agree otherwise.

The district may request an expedited hearing if the district contends it is dangerous for the child to be in the prior placement. The hearing officer may extend the IAES placement or order another appropriate placement due to dangerous behavior if specified standards are met. A hearing officer may order a placement for no more than 45 calendar days. A district may repeat its request for an expedited hearing, as necessary. A district is not prohibited from seeking judicial relief through measures such as a temporary restraining order, when necessary.

### **Change in Placement**

School personnel may recommend removal from current placement for more than 10 consecutive school days (change in placement). Services must be provided after removal for three school days. Removal for specified timeframe must be consistent with district's policies and comparable to action applied to non-disabled students.

The IEP Committee will follow the following procedure:

1. Before or not later than 10 business days from the decision date, develop a FBA plan or if the student has a behavior intervention plan, review and modify, as necessary, to address the behavior. As soon as practicable after completing the FBA, the committee must meet again and develop behavioral interventions to address the

behavior.

2. Immediately or within 10 school days, conduct a manifestation determination review based on specified standards.
3. Determine placement. The change in placement must enable the student to a) appropriately progress in the general curriculum, and b) appropriately advance toward achieving the goals set out in the current IEP. Written prior notice for change of placement must be given to the parent.

## **Due Process**

A student who has been suspended or expelled or otherwise denied admission to attend school has the right to due process. All aspects, circumstances and records of the student's case shall be confidential and available only to authorized school officials dealing directly with the student or to the student's parents, legal guardians or attorneys for the student or for the Board. The following procedures provide notice and opportunity to be heard in such matters.

### **STEP ONE: INITIAL INFORMAL HEARING**

Applies to: Suspensions of 10 days or less suspension of 11 days or more recommendations of expulsions and denials of admission

1. An initial informal hearing is required in each case where disciplinary action may be taken against a student and where an expelled student makes application of readmission following the conclusion of the expulsion period. After an initial investigation appropriate under the circumstances, the principal, superintendent or designee shall:
  - a. Advise the student of the charges against him or reasons for no admission;
  - b. Afford the student a full opportunity to respond; and
  - c. If the student denies the charges or contests the reasons for non-admission; explain the evidence in support thereof.

*After the informal hearing, the principal may take the following actions:*

### **Suspension of 10 Days or Less:**

The principal may issue to the student and legal guardian a notice of suspension not longer than 10 consecutive school days. The suspension is effective immediately and no further due process is required.

### **Immediate Removal:**

The principal may immediately dismiss the student from school for the day when such is necessary to restore order, to protect the safety of the student or others and/or to resume normal school functions but when an immediate suspension is not or may not be appropriate. A student sent home under these circumstances shall be instructed to return the following day with his legal guardian. Should the student not return as instructed, the principal shall mail a "Notice of Suspension" for 10 days or less, as appropriate.

### **Immediate Suspension and Recommendation of Expulsion:**

The principal or superintendent shall immediately suspend a student for 10 days or less and recommend expulsion when there is reason to believe that the student committed an unlawful or violent act, as defined or otherwise provided by District policy. The suspension shall be effective immediately, pending conclusion of due process on the recommendation of expulsion.

### **Immediate Suspension and Recommendation of Suspension of 11 Days or More/Expulsion:**

The principal or the superintendent may immediately suspend a student for 10 days or less and recommend a suspension of 11 days or more or expulsion, as appropriate under the circumstances. The suspension shall be effective immediately, pending the conclusion of due process on the recommendation of long-term suspension or expulsion.

---

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

### **DENIAL OF ADMISSION:**

The principal or superintendent may recommend a denial of admission, which shall be effective immediately, pending the conclusion of due process.

### **STEP TWO: APPEAL**

Applies to: Suspensions of 11 days or more: expulsions and denials of admission

If after the initial hearing the principal or superintendent determines that a recommendation of suspension for 11 days or more, expulsion or other denial of admission is the appropriate disciplinary action:

1. The principal or superintendent shall give the student a written "Notice of Suspension and Recommendation of Expulsion/Non-admission and Statement of Rights" in a form provided by the superintendent for such purposes.
2. The notice shall contain a statement of the charges/reasons, advise the student of his rights to legal counsel, to present witnesses and to cross-examine witnesses presented against him and state the date, time and place for hearing. A copy of the notice will be hand-delivered to the student when possible and the original hand-delivered or mailed to the legal guardian.
3. A hearing before the Discipline Review Committee shall automatically be scheduled no later than the tenth school day following the date of notice.
4. Pending the outcome of the hearing before the Discipline Review Committee:
  - a. The student may be offered temporary placement in the alternative school program when the counselor verifies the student's suitability for such program and, in such case, the hearing before the Discipline Review Committee may be held at any appropriate time without application of the 10-day limitation. However, the District may not offer temporary placement when the offense upon which the action is based is gang or group-related fighting, violation of prohibitions against weapons or controlled substances, assault of a staff member or other unlawful or violent act.
  - b. The student may be offered temporary placement in the alternative school program when the counselor verifies the student's suitability for such program and, in such case, the hearing before the Discipline Review Committee may be held at any appropriate time without application of the 10-day limitation. However, the District may not offer temporary placement when the offense upon which the action is based is gang or group-related fighting, violation of prohibitions against weapons or controlled substances, assault of a staff member or other unlawful or violent act.

The student may be allowed to remain in school if the principal or, in the case of no admission, the superintendent determines that his continued presence is not detrimental to the normal functioning of the school program and, in such case, the hearing before the Discipline Review Committee may be held at any appropriate time without application of the 10-day limitation.
  - c. The hearing will be before the Discipline Review Committee
    - i. The Discipline Review Committee shall be composed of three or more school administrators, none of whom may be on the staff of the school from which the student is enrolled.
    - ii. The superintendent's designee will serve as the investigator, convener and administrative officer of the Committee but shall not vote.
  - d. The [Committee or insert appropriate body or designee] shall hear and consider all cases presented and is authorized to:

To concur or not concur in the suspension, expulsion or non-admission recommendation;

1. To confirm or specify the duration of a suspension of eleven days or more, to remove the suspension or expulsion or to recommend admission; and
2. Subject to review and approval of the superintendent, to recommend limited or unlimited expulsion or no-admission to the board.
3. The Discipline Review Committee shall prepare a written summary of each case.

4. All expulsion and non-admission recommendations shall be subject to review by the superintendent and by the board.
5. After completing this appeal step, a parent/legal guardian review of the decision by the board. A request for review must be submitted to the board within 2 days after receiving a decision at this appeal step.

### STEP THREE: *REVIEW BY THE SUPERINTENDENT*

Applies to: Expulsions and denials of admission

The superintendent shall review all recommendations by the Discipline Review Committee for expulsions or denials of admission:

1. If the superintendent concurs in the decision of the Discipline Review Committee, she shall submit the recommendation to the Board for final action.
2. If the superintendent does not concur in the decision of the Discipline Review Committee, she may remove expulsion, assign an appropriate duration of suspension or recommend expulsion or, in the case of other denial of admission, recommend admission.
3. All recommendations by the superintendent of expulsions or denials of admission shall be subject to review by the board.

### STEP FOUR: *REVIEW BY THE BOARD*

Applies to: Suspensions (only upon request by parents), expulsions, and denials of admission

The board shall, at its next regular or special meeting following the recommendation, review and take final action on all recommendations for expulsions, denial of admission and any requests for review of suspensions. All consideration of student disciplinary actions shall be conducted in accordance with standard board procedure. All decisions by the board shall be final.

According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. (Attorney General Opinion, Carter, 1-9-98) (#183) (97-0817).

## Special Notes

### **State Regulations on School Violence**

Mississippi state regulations regarding school violence and weapons are included in this handbook. The regulations provide for penalties as specified related to weapons, assaults, drugs, and other matters of particular concern to parents, students, school employees, or other persons. Parents and students are responsible for compliance with the law and for familiarizing themselves with the consequences of violation of the law. (See the Appendices section of this handbook.)

### **Students and News Media**

The school district affords parents/guardians options regarding the inclusion/exclusion of names and/or pictures of their children in school publications and school-related articles or the inclusion/exclusion of their children in other school-related news media programs. Parents/guardians must ensure that the Media Release Form is promptly completed and returned to their child's school, particularly when denying permission to include child's image in media-related releases. (See Media Release Form in the Appendices section of this handbook.)

## Special Programs and Services

1. Special Education Program for Learning Disabilities: Various education programs are available for students who have been screened and determined for special placement.
2. Removal of children from Special Education Classes: Children placed in a special education program can be removed only under the following circumstances:
  - a. The parent requests removal of the child from special education and agrees in writing to the removal after consultation with local school district personnel or agency officials.
  - b. The child is withdrawn from school by the parent.
  - c. A due process hearing (or appeal for review by the State Department of Education) results in the directive to remove the child from special education.
  - d. The child is re-evaluated and determined ineligible for special education by a screening team, and the removal is consistent with the child's IEP. The only time the Assessment Team may recommend an ineligible ruling is when the student is no longer in need of special education services. To remove students previously ruled Learning/Speech Disabled (L/S), each Service's Form DI-SE-F44 must be submitted by the LSC to the screening team for ineligible L/S rulings.
  - e. The child's behavior represents an immediate physical danger to himself/herself or others and constitutes a clear emergency within the school such that removal from school is essential. Such removal shall be for no more than three days and shall trigger a formal comprehensive review of the child's IEP. If there is a disagreement as to the appropriate placement of the child, the child's parents shall be notified in writing of their rights to a SPED impartial due process hearing. Serial three-day removals from SPED are prohibited.
  - f. In case of a state agency:
    1. There has been a determination, pursuant to the written policy and procedures established by that agency, that the child is no longer handicapped and in need of special education, or
    2. The child's admission to the agency program was pursuant to medical or judicial order, and that order has been modified by the physicians or the court.
    3. Classes are provided for gifted students who meet eligibility requirements in the enrichment program in grades two-eight
    4. The East Jasper School District is a school-wide Title I school district, and all children receive Title I benefits.
    5. Guidance Services encompass comprehensive testing, counseling, and placement programs.
6. Child Find Program is an ongoing project to locate, identify, evaluate, and place handicapped children.
7. Drop-out prevention is provided through placement in the East Jasper Alternative School.

## Sports

The Heidelberg High School athletic program includes the following major sports: football, basketball, track, baseball, cross-country, fast-pitch softball, slow-pitch softball, and soccer.

Heidelberg High School participates in District, South Mississippi, and State Tournaments.

The track season extends from March to May. The regular baseball season begins in March.

Sports activities are governed by the rules and regulations of the Mississippi High School Activities Association.

## Staff-Student Relations

Staff members shall regard each student as an individual. The staff shall respect all students and treat them with courtesy and consideration.

Students are expected to regard staff members as persons with specific knowledge and capabilities. No student shall be allowed to interfere with the learning of other students.

## Star Student

In order for a student to be deemed the Star Student, the student must make a minimum score of 25 on the ACT, as well as score the highest on the ACT at Heidelberg High School. In a case where two or more students score the exact same score on the ACT and meet the above criteria, the student with the highest GPA will be selected Star Student.

## Student Activities

The Mississippi State Department of Education Commission on School Accreditation mandates that a school district may not allow a student to miss more than 20 class periods for school-related activities in courses for which grades and/or units of credit are issued during the school year. Also, students may not have more than five absences in the same class period for school-related activities in courses for which grades and/or units of credit are issued during the school year. In compliance with this standard, the East Jasper School District will not grant permission for any student to participate in any school-related activity that would require absences that would exceed five per class and/or 20 total class periods during the school year.

When required, students participating in extra- and co-curricular activities must have on file at the school written parental consent and liability waiver forms. In order to participate in any extra- or co-curricular activity, **the student must attend school for at least three class periods on the day of the scheduled activity.**

No student in the East Jasper School District shall be retained at any grade level for the purpose of extending eligibility for participating in athletics or any other school activity.

## Student Body, Student Council, and Class Officers

The selection and participation in the extracurricular activities of student council officer or representative and class officer are privileges rather than rights afforded to individual students. It is the administration's intent to apply stringent rules upon those who may be eligible for elections, as well as to apply those rules during the period of continued participation of such students. Those who are selected are representatives of the entire student body and are expected to conduct themselves at all times in a manner that reflects favorably upon the East Jasper School District.

### Student Body

Student body officers are elected by the student body at large; include the president and two vice-presidents. They shall serve in these capacities on the Student Council. The election of student body officers for the upcoming school term will be held during the fourth nine weeks of the **current school term**. In this manner, students will have the opportunity of serving in such positions for the duration of an academic term. In order to become a candidate, a student will submit to the principal or his/her designee an endorsement by 10% of the students from each class of the high school, with the exception of the graduating senior class that is not affected by the outcome of the elections. Students must have endorsements from three current teachers. If the student is currently a class officer or representative, one of the three teacher endorsements must be from his/her class sponsor. Students failing to submit endorsements by the designated deadline will not qualify for the office. A speech is required and will be given in general assembly. A candidate's speech must be submitted to the office and certified by the principal two days before speeches are given. The speech must be delivered as previously written and approved with no additional or ad-lib remarks. Candidates who alter their approved speeches will be declared ineligible and removed from the ballot.

### Student Council

The Student Council is an advisory group serving the student body as a bridge between students and administration. Student Council officers, elected by Council members, include recording secretary, corresponding secretary, treasurer, parliamentarian, reporter, historian, sergeant-at-arms, and a student body liaison selected by the advisor and the student body president. Student Council members are elected by their respective classes. Junior and sophomore classes will elect Student Council representatives from those students who will have declared themselves candidates by turning in their petitions of candidacy with endorsements from 10% of the students in the class to be represented. If currently a

representative, one of the three teacher endorsements must be from his/her class sponsor. Students failing to submit endorsements by the designated deadline will not qualify for the office.

### **Student Council and Transfer Students**

Any transfer student at Heidelberg High School who held Council membership at his/her previous school will have honorary membership in the Heidelberg High School Student Council upon request.

### **Class Officers**

Class officers include president, vice-president, secretary, and treasurer. They are elected by their respective classes.

### **Qualifications**

Students must meet and maintain the following qualifications to be eligible to run for any class officer or position on the Student Council, and all requirements must be maintained to be eligible for continuation as a class officer or any position on the Student Council. All candidates:

1. Must maintain an overall numerical grade average during the preceding elections for the positions listed below. Numerical grade averages will be calculated by the Guidance office with data available from the cumulative records and carried out five decimals. Grades will not be rounded.
  - a. President and vice-president of the student body--80 numerical grade average
  - b. Class officers and Student Council officers--80 numerical grade average
  - c. Student Council representatives---75 numerical grade average
2. Must not have recurrent discipline problems.
3. Must not have received unsatisfactory citizenship marks from three or more teachers during the current school year.
4. Must not have been declared inactive from Student Council membership the previous year as a result of lack of attendance at Student Council meetings or activities or as a result of violation(s) of the Student Council Constitution.
5. Must meet the requirements and qualifications for any class office, student body office, Student Council office or position as set forth in the by-laws and constitution of the Heidelberg High School Student Council. Copies of the Student Council Constitution and by-laws are available in the office of the principal.

### **Election of Officers**

All officers are elected by secret ballot. All winners must receive a majority of the votes cast. A run-off will be held between the two candidates with the highest number of votes. In case of a tie, the election will be decided by a vote of the Student Council.

### **Student Checkout Policy Dismissal from School**

No student shall leave school without permission from the principal or his designee.

1. Students shall be allowed to be dismissed from school for personal illness or bona fide emergency. Students must secure a dismissal permit from the attendance office, and a parent or guardian appointed by the Chancery Court contacted before they will be allowed to leave school.
2. Students having an appointment with a doctor or dentist or for other valid reasons may be dismissed from school as follows:
  - a. A parent or guardian appointed by the Chancery Court may personally come to the school and checkout a student.

- b. The student may present a doctor or dentist appointment card to the attendance office and receive a dismissal permit.
- c. The student may present a note from a parent or guardian appointed by the Chancery Court to the attendance office, which contains the reason to be dismissed, time of dismissal, and phone number where the parent or guardian appointed by the Chancery Court can be contacted, in order to receive a dismissal permit.
- d. All dismissal permits must be obtained from the attendance office before **7:45 a.m.** on the day of the dismissal.
- e. The dismissal permit is to be used as the written excuse but must be signed by a parent, guardian appointed by the Chancery Court, doctor or dentist in order to be valid.
- f. Dismissal permits shall be issued for the last period of the day for doctors or dentist appointments or other valid reasons provided the above procedure is followed.
- g. If a note or appointment card cannot be verified, school officials reserve the right to refuse the issuance of a dismissal permit.
- h. Work must be made up if a dismissal is for any of the reasons shown above. Work must be made up if a dismissal to meet a doctor or dental appointment causes a student to miss classwork.

Any student leaving school on school related business must first obtain written permission from his/her teacher and then personally sign out at the attendance office. Upon return to school, the student must personally sign in.

No student shall leave school without a dismissal permit or without signing out at the attendance office

Dismissal requests during the last period of the day shall receive strict scrutiny by the attendance office due to abuse of the dismissal privilege.

### **Student/Parent Concerns, Complaints, and Grievances**

Students have both the right and the responsibility to express school-related concerns and grievances to the administration. For the discussion and consideration of a grievance, any student or group of students may request a meeting with the principal. In addition, parents, guardians, or students who are aggrieved by a decision or action of a teacher or other school personnel should present their grievances to the principal or administrator assigned to that level. If the aggrieved continue to be dissatisfied after meeting with the principal or appropriate administrator, then an appeal may be made to the appropriate district assistant superintendent or superintendent designee. Further, the board feels that it is incumbent upon the involved administrator to provide parents/guardians with a timely response when a grievance has been presented. In some cases, the administrator may request that the grievance be set forth in writing so that there is clarity in managing the grievance and so that an appropriate response may be given. In each case, the appropriate administrator shall provide a response and document the response within five working days of the date the grievance is submitted and a response is required or indicated.

### **Student Health Services**

#### *Medical Assistance*

Regarding the providing of medical assistance, school personnel may not exceed the practice of first aid in dealing with pupil injuries and sickness, **and** only qualified personnel shall administer first aid to pupils. (In most cases, qualified personnel refer to the school nurse, if available).

#### *Medicines/Medication*

Generally, medication shall not be provided or administered by the school or its employees--particularly over-the-counter medications--pursuant to School Board policy. However, if parents must bring prescription medication to school for their children, the following conditions apply:

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*



1. The parent should bring the medication to the school office. The student should not bring any medications to school.
2. A letter or order from the student's physician containing instructions for medicating the individual student. Instructions also should be included on the original medication bottle from the drug store. (Pharmacists may provide duplicate bottles for school use.)
3. A request must be made by the parent in writing or by signature on a *Medication Authorization* form.
4. If a student is taking daily medication at school and the doctor changes the dosage, a new order from the doctor will be necessary, as well as the new medicine bottle with the new information.
5. Prescription medication that is ordered twice a day or three times a day should be administered by the parent at home, unless a doctor orders otherwise.
6. All medicine, except medicine that requires self-administering (asthma inhalers, insulin, etc.), must be checked with the school nurse or other designated school personnel and will be kept under lock and key in an area designated by the principal.
7. Home telephone numbers, business telephone numbers, and emergency telephone numbers must be furnished to the school.
8. Students should not possess or self-administer any over-the-counter medication (Ex.: Tylenol, etc.)

### *Asthma and Diabetes Medication*

A student with asthma or diabetes may possess and use medications when at school, at school-sponsored activity under the supervision of school personnel, or before and after normal school activities while on school properties (including sponsored child care and after-school programs) according to state and local guidelines and policies. In addition, a student may carry necessary medication (such as inhalers) upon his/her person solely for the purposes of self-administering in cases of emergency.

### *Regarding the self-administration of medications, the following is required:*

1. Written consent from the parent
2. A written, medical authorization statement from the student's doctor certifying that the student has asthma or diabetes and has been instructed in the self-administration of asthma or diabetes medications.
3. The medical authorization statement also shall contain the name and purpose of the medication(s), prescribed dosage, and the time to be administered and under what additional special circumstances the medications are to be administered, and the length of time for which the medications are prescribed.
4. Such statements will be kept on file in the principal's office and/or school nurse's office.
5. Parents are informed and acknowledge that the District shall incur no liability as a result of any injury sustained by the student from the self-administration of medications.
6. The *Authorization for Self-Administration/Release and Indemnity* form shall be effective for the school year in which it is granted and shall be renewed each following school year only upon fulfilling each of the aforementioned requirements.

## **Student Schedules/In-School Transfers**

No student will be permitted to change his/her schedule without permission from the administration. The principal shall make the final determination.

Teacher-to-teacher transfers may be considered for any student whose special needs dictate such transfer, and all transfers will be handled on an individual basis. Schedule changes after the first ten school days will be considered only after a parent conference.

The student who requests a transfer must submit in writing his/her reasons for requesting said transfer. The appropriate forms will be available from the counselors. The student, parent, counselor, principal or his/her designee must sign these forms, and the teachers of all classes involved. Student transfer forms will be returned to the Guidance office by the teacher of the class being entered.

## **Suspension of Students**

When unacceptable behavior cannot be corrected by the resources of the teacher or school administration, the East Jasper School District Board of Education hereby authorizes the school principal or his/her designee to suspend any student for violation of any published rule or regulation or for any other act of misconduct or insubordination as a final effort to influence the student's future behavior.

### **Definition of Suspension**

Suspension is the denial of the privilege of attending school in the district imposed after due process upon any student of the district at the direction of the principal of the school in which the student is enrolled. A suspended student may return to school following the expiration of the suspension period without application for readmission but may be required to be accompanied by a parent, legal guardian, or custodian upon the return to school.

A suspension includes the denial of the privilege of participating in or attending any school related activity for the period of suspension. Further, suspended students shall not trespass upon any other school campus or enter into any other school building except for a pre-arranged conference with a principal.

### **Authority to Suspend**

As provided by statute, the superintendent has the power, authority, and duty to delegate student disciplinary matters to appropriate school personnel. (MS Code 37-9-14 (r)).

1. The superintendent or his/her designee may immediately suspend a student for misconduct for no longer than 10 consecutive school days, subject to an informal hearing.
2. The superintendent or his/her designee may recommend suspensions for 11 days or more or expulsions for more serious disciplinary offenses. In such cases, the superintendent or his/her designee may immediately suspend the student for no longer than 10 consecutive school days and recommend a long-term suspension or expulsion, subject to an informal hearing and pending the conclusion of formal due process proceedings.

### **Appeals/Due Process**

Applies to: Suspensions of 11 days or more: expulsions and denials of admission

If after the initial hearing the principal or superintendent determines that a recommendation of suspension for 11 days or more, expulsion or other denial of admission is the appropriate disciplinary action:

1. The principal or superintendent shall give the student a written "Notice of Suspension and Recommendation of Expulsion/No admission and Statement of Rights" in a form provided by the superintendent for such purposes.
2. The notice shall contain a statement of the charges/reasons, advise the student of his rights to legal counsel, to present witnesses and to cross-examine witnesses presented against him and state the date, time and place for hearing. A copy of the notice will be hand-delivered to the student when possible and the original hand-delivered or mailed to the legal guardian.

A hearing before the Discipline Review Committee shall automatically be scheduled no later than the tenth school day following the date of notice.

- a. Pending the outcome of the hearing before the Discipline Review Committee

- b. The student may be offered temporary placement in the alternative school program when the counselor verifies the student's suitability for such program and, in such case, the hearing before the Discipline Review Committee may be held at any appropriate time without application of the 10-day limitation. However, the District may not offer temporary placement when the offense upon which the action is based is gang or group-related fighting, violation of prohibitions against weapons or controlled substances, assault of a staff member or other unlawful or violent act.
- c. The student may be offered temporary placement in the alternative school program when the counselor verifies the student's suitability for such program and, in such case, the hearing before the Discipline Review Committee may be held at any appropriate time without application of the 10-day limitation. However, the District may not offer temporary placement when the offense upon which the action is based is gang or group-related fighting, violation of prohibitions against weapons or controlled substances, assault of a staff member or other unlawful or violent act.
- d. The student may be allowed to remain in school if the principal or, in the case of non-admission, the superintendent determines that his continued presence is not detrimental to the normal functioning of the school program and, in such case, the hearing before the Discipline Review Committee may be held at any appropriate time without application of the 10-day limitation.
- e. The hearing will be before the Discipline Review Committee
  1. The Discipline Review Committee shall be composed of three or more school administrators, none of whom may be on the staff of the school from which the student is enrolled.
  2. The superintendent's designee will serve as the investigator, convener and administrative officer of the Discipline Review Committee but shall not vote.
- f. The Discipline Review Committee shall hear and consider all cases presented and is authorized to: To concur or not concur in the suspension, expulsion or non-admission recommendation;
  1. To confirm or specify the duration of a suspension of eleven days or more, to remove the suspension or expulsion or to recommend admission; and
  2. Subject to review and approval of the superintendent, to recommend limited or unlimited expulsion or no admission to the board.
  3. The Discipline Review Committee shall prepare a written summary of each case.
- g. All expulsion and non-admission recommendations shall be subject to review by the superintendent and by the board.
- h. h. After completing this appeal step, a parent/legal guardian review of the decision by the board. A request for review must be submitted to the board within 2 days after receiving a decision at this appeal step.

## **Suspension Procedures**

When a principal or superintendent/designee determines that a suspension should be invoked against a student due to misconduct, the following procedures/guidelines will be applicable. These guidelines are applicable to out-of-school suspension or suspension of bus privileges that remove the student from the school setting, deny the student from attending school or school activities during the normal school day, or deny the student to ride a school bus to and from school:

1. A principal may suspend a student for a period not to exceed five school days.
2. A student may be suspended for more than five school days if approved by the superintendent or designee.
3. If the student is to be suspended immediately during normal school hours, the parent/guardian will be contacted prior to the student being dismissed from the campus.
4. For any suspension, the principal may require a re-admission conference with the parent/guardian prior to the student's being re-admitted to school or school activities.
5. At the time the appropriate administrator invokes a suspension against a student, a written notice will be provided to the student/parent/guardian. Further, a copy of the suspension notification shall be mailed to the

parent/guardian within 24 hours of the suspension. This notice shall be in the form of the districts adopted suspension form. The notice shall state, at a minimum, the reason for the suspension, the duration/dates of the suspension, the student's action to deny or admit the infraction, and an explanation of the due process rights available to the student/parent/guardian.

6. Students placed on out-of-school suspension shall have the days missed during the suspension period counted as unexcused absences.
7. Suspended students are not permitted to trespass or enter upon school grounds or attend or attend any school activity during the time of suspension.

## **Tardiness**

The practice of being prompt is considered by East Jasper School District to be an acquired habit that enhances students' ability to succeed in adult life. Students who are not in the classroom and uninvolved in the instructional process cannot achieve at the same level as students who are present and involved. In addition, students who are tardy disrupt the instructional process for all other students in the class. Tardiness both to school in the morning and to classes will be considered detrimental to the instructional process.

The official attendance period for The New William J. Berry Elementary School is homeroom; Heidelberg Junior High and Heidelberg High will be **first** period. A student is considered tardy if he/she arrives after the tardy bell, even if no classes for that day have been met. A student is tardy for class if the student is not in the assigned classroom when the tardy bell rings for each class period.

### **Tardy to Class**

Students who are late to class should be allowed to enter the classroom. The teacher will document the tardy in SAMS and place the tardy slip in the principal's office before the end of the day.

1 <sup>st</sup> Tardy:	Teacher warning
2 <sup>nd</sup> Tardy:	Teacher notifies parents (via note home or phone call).
3 <sup>rd</sup> Tardy:	Office referral

### **Tardy to School**

If students arrive late to school, they must report to the main office for a tardy slip. Please note that any student arriving to campus after 8:15 A.M. will not be given a clearance slip to class unless he/she:

1. Shows evidence of an emergency and is accompanied by a parent (Not a relative)
2. Shows a doctor's excuse.

Admission to class due to any other reasons (such as missed buses or oversleeping) will require an administrative decision.

If detained in the office or by a teacher, the student should ask the person who detained him/her for a tardy slip that is signed, dated, and includes the time of departure before going to the next class.

### **The following tardies will be excused:**

1. Being detained by a school administrator
2. Being detained by a teacher
3. Being detained by a counselor/safety officer.

If a teacher, counselor/safety officer or administrator detains a student, the student will be admitted to class if he/she has a signed pass that includes the date and time of departure.

## Telephones (Cellular)/Electronic Devices

Personal cellular phones or any other electronic devices are allowed on East Jasper School District Campus following rules and regulations set forth by the administration. Phones and/or other electronic devices must be turned off and completely out of sight during instructional time. These devices shall not be used in any way that disrupts or detracts from the educational environment. If any student is found in violation of the electronic devices policy (whether the device is on or off) the following procedures will be followed:

**First Offense:** Administrator keeps the phone/device for (7) seven school days. The student's name will be recorded and the parent must pick up the phone/device at the school office. A \$25.00 storage fee will be charged to the student/parent and must be paid before the parent can retrieve the device.

**Second Offense:** The Administrator keeps the phone/device for one-full semester and the parent must pick up the phone/device at the school office. A \$25.00 storage fee will be charged to the student/parent and must be paid before the parent can retrieve the device.

**Third Offense:** The Administrator keeps the phone/device for the entire school term and the parent must pick up the phone/device at the school office. A \$25.00 storage fee will be charged to the student/parent and must be paid before the parent can retrieve the device.

**Fourth Offense:** The student must appear before the East Jasper School Board. A \$25.00 storage fee will be charged to the student/parent and must be paid before the parent can retrieve the device.

If a cellular phone/electronic device seized by the school is lost or stolen while in the school's possession, The East Jasper Consolidated School District will assume no liability for such item(s). Students will assume all responsibility or liability for theft, loss, or damage of cell phones, or unauthorized calls made on a cell phone.

Any other items deemed by administration to be inappropriate, and/or interferes with the educational process will be confiscated and held in the same manner as cell phones.

**NOTE:** *Absolutely no cellular phones or electronic devices are allowed during Subject Area Testing Program (SATP) exams. According to state policy, possession of such devices will result in the invalidation of a student's exam score.*

## Textbooks/Calculators

Textbooks/calculators are supplied by the school at no cost to the students on a loan basis. Since these books/calculators remain the property of the school district, defacement or abuse of the books/calculators will result in the assessment of a damage fee. The amount charged will be determined according to the damage.

In cases where books/calculators are lost or damaged to a degree that will prevent further use, the student will be charged the remaining value of the books/calculators.

### Textbook/Calculator Fine List is as follows:

Years Used	Used Purchase Price on Book List
New	100% of purchase price
1 <sup>st</sup>	80% of purchase price
2 <sup>nd</sup>	60% of purchase price
3 <sup>rd</sup>	40% of purchase price
4 <sup>th</sup>	20% of purchase price
5 <sup>th</sup>	20 % of purchase price

In addition to paper, pencils, and composition books, parents will be responsible for the purchase of workbooks, weekly publications, art supplies, and other materials as needed.

### **Transfer/Change of Address**

1. The principal will release education reports or records when an official written request is received from the school district to which the student has transferred.
2. A parent or legal guardian has the right to review his/her child's school records.
3. A student leaving the East Jasper School system may obtain the following: a report card and/or record of the student's work to date for the current term and a book card. Reports may be held if the student has any indebtedness to the school (lunchroom, workbooks, library, textbooks, damages, etc.).
4. Any student who moves during the school year must record the change of address with student data personnel. Any change of telephone number must be corrected in the same manner. In order to be able to contact or locate parents or guardians in a timely manner, it is the responsibility of the parent/guardian to ensure that the addresses and telephone numbers on student data reports are accurate and up-to-date.
5. The student data personnel or counselor must have legal guardianship documents in hand from an attorney before the enrollment of a transfer student.

### **Transcripts**

A graduating senior will be furnished two transcripts of his/her credits without cost at the time of graduation. Up to ten additional transcripts will be furnished for a fee of \$2.00. If more than twelve copies are needed, an additional fee of 30 cents per copy will be charged.

### **Trespassing**

The administration and the School Board recognize that a problem exists with students who are on the school campus at night or on weekends for purposes of vandalism or other misbehavior. Students who are found on the school grounds at unauthorized times will be placed on the school discipline plan under school policy and will be subject to arrest. In all instances of such vandalism, restitution will be the responsibility of the students and their parents. Students who are assigned to parent care or to school suspension, recommended for expulsion, or expelled and are on campus unaccompanied by a parent/guardian will be considered to be trespassing.

### **Truancy**

All students are expected to be in the proper place at the proper time during the school day. A student is truant if he/she:

1. Is absent from school without the prior knowledge and permission of his/her parent. An absence is unexcused if the parent knew and approved, but the reason is inexcusable.
2. Is absent from class without permission of the teacher or administrator.
3. Leaves school at any time during the day without an approved sign-out slip from the principal or designated personnel.
4. Obtains permission to go to a certain place and does not go directly there or fails to return directly to class.
5. Becomes ill and goes home without administrative permission or stays in the restroom without reporting to the proper authorities.

### **Vehicles**

Students may be permitted to have vehicles on the school campus. However, student drivers must provide the following:

1. Proof of Insurance
2. Valid Driver's License
3. Completed Vehicle Registration Form (Provided by School)

---

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

4. Purchase Decal from School for Vehicle
- Students that do not have the above when asked or checked by the school district will not be permitted to bring their vehicle on campus.
  - Vehicles on campus represents a privilege, not a right.

## **Visitors**

The East Jasper School District Board of Education encourages parents and other citizens of the district to visit the schools and classrooms at any time to observe the work of students, teachers, and other employees. The Board believes there is no better way for the public to be aware of what actually occurs in the schools.

In order to ensure that no person enters the school with wrongful intent, all visitors to schools must report to the school office when entering, verify who they are, state their purpose for being in the school and on the school campus, and receive authorization to visit elsewhere in the building. Students will not be permitted to bring brothers, sisters, other children, or out-of-town guests to school.

### *Procedures for School Visitation*

Any person desiring to visit a school must report upon arrival at the school to the principal's office for clearance. The principal shall have the right to deny visitation rights to any individual if in the judgment of the principal the visit might negatively affect the classroom procedures.

Members of the supervisory or administrative staff who have invited professional visitors may elect to serve as hosts to the visitors whom they have invited, as well as to other visitors who may have a mutual interest and area of competency.

Parents and other persons who wish to visit the public schools should be routed to the school office, be greeted by the principal, and provided guided services. All visitors are to be made to feel welcome. There shall be no solicitation of teachers or pupils on personal matters on the school premises by salespersons or agents. Out of town visitors who have made arrangements through the superintendent's office will have a member of the superintendent's staff or a principal as host for the visitor or delegation.

Visitor must be assigned a visitor's badge or pass.

### *Pupil Visitation*

The schools, because of space factors in the classrooms, will not be able to allow school pupils to have pupil visitors accompany them as visiting guest at school.

### *Classroom Visitation*

As part of East Jasper School District's safety and security program, only school or district personnel, law enforcement officials, or educational professionals designing an individual educational program shall be allowed to visit classrooms during instructional times.

## **Volunteers**

The East Jasper School District Board of Education recognizes that volunteers can make many valuable contributions to the school district. The assignment of volunteers shall be made by the concurrence of the school principal and shall follow the existing procedures for the selection of compensated staff. As such, a background check is required for any volunteer who may work outside the direct supervision of a district employee.

## **Withdrawals**

If a student withdraws during the last two weeks of the school year and moves out of the district, the student will receive grades in progress to be presented to his/her new school. The school to which the student is transferring will have the option of accepting the grades in progress as the student's final grade or use other means adhering to its policy. No examinations will be given ahead of time. School officials must be notified one school day prior to the withdrawal of any

student. A parent must come to the student data personnel office or the Guidance office and officially withdraw the student. All books and fines must be cleared before official withdrawal is completed and the academic record is cleared.

### **Student Work Permits**

Heidelberg High School seniors who may have secured employment that requires them to report to duty during the school day must obtain a work permit, which must be approved /signed by the principal. The parent(s) must provide a letter to the school requesting permission for the student to leave school to work.

Verification/Proof of Employment (e.g., pay stub, etc.) is required before such permit will be granted. Such verification must be submitted monthly on a date designated by school administration. If a student discontinues employment, then the student must return to school.

### **Early Release for Seniors**

Requirements for eligibility for Early Release include the following:

- Classification as a Senior (as determined by the required Carnegie units for applicable graduation year);
- Attendance in class periods 1<sup>st</sup> through 4<sup>th</sup>;
- Early Release will not prevent the students from acquiring the necessary Carnegie units required for graduation;
- Parental/guardian permission must release the school district from any liability.

With written permission from the parent/guardian, a senior may leave school at the end of his/her instructional day.

To be considered as having attended school for a full day, a student must be present 63% of his/ her instructional day as determined by the Mississippi Department of Education and the school board.

A Heidelberg High School senior's instructional day will be defined by his/her schedule but must include instructional classes for at least four (4) consecutive instructional periods.

- Participants in the early release program will be eligible for all extra-curricular activities.
- Early release seniors are required to leave campus at their time of dismissal.
- Any student who is granted early release and is involved in after-school/extra-curricular activities must leave campus per the designated early release schedule.
- The authority to deny a student request for early release and or revoke early release privileges is at the principal's discretion (i.e., student progress, graduation requirements, violation of student discipline policy, etc.).
- The Parent/Guardian Permission Form must be signed by the parent/guardian in person at the school. All conditions listed on the permission form must be met.



# The New William J. Berry Elementary School

## Grades Pre-K – 6



Mrs. Keithsha Jones, Principal  
Mr. Kevin Jones, Assistant Principal

*(The school colors are maroon and white. The school mascot is a Brave.)*

Post Office Drawer O  
Heidelberg, MS 39439  
Phone: 601-787-2601  
Phone: 601-787-2602  
Fax: 601-787-2662

## Homework Policy

### **Purpose**

The purpose for a homework policy is to support and promote efforts of teaching and learning in the school and at home. The policy is developed with the desire to:

- Increase reading levels and engagement from grades Pre-K – 6
- Increase math facts fluency levels from grades Pre-K – 6
- Reinforce concepts taught and learned in the classroom work
- Enhance communication between students, parents/guardians and staff

*Homework is given four nights per week, Monday—Thursday, in grades Pre-K -6 in reading and math ONLY. Students may be required to spend time on weekends for any long-term assignments and required reading.*

Reading homework will enforce reading fluency and comprehension. Students will read a variety of fictional and nonfictional stories/books and a variety of genres. Students will have to respond to what they read or what is read to them by completing a literature response activity nightly. Some examples may include completing a reading log, story web, drawing a picture and writing a sentence, or writing two sentences to describe the main character.

Math homework will enforce math facts. Students will participate in activities that reinforce addition, subtraction, multiplication, and division facts. Students may also receive assignments that further support their acquisition of math skills being covered during class.

### **Time Frame of Homework Assignments**

While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the general guidelines for each grade level.

Pre-K – Kindergarten:

- 15 minutes of reading per night
- 15 minutes of math per night

Grade 1-2:

- 20 minutes of reading per night
- 20 minutes of math per night

Grade 3-4

- 30 minutes of reading per night
- 30 minutes of math per night

Grade 5-6

- 30 minutes of reading per night
- 40 minutes of math per night

### **Homework Policy Guidelines for Students**

- Always do your **best** work.
- Record directions for homework in an assigned notebook/homework folder.
- Understand assignments clearly before leaving class.
- Bring home proper materials to complete the assignments.

- Hand in completed assignments on time.
- Budget time properly for long-term assignments.
- Complete any work missed due to absence from class.
- Understand how homework will affect your class grade.
- Talk to your parents and teacher if you are having difficulty in homework.
- Homework will not be assigned during school vacation except for the completion of previously assigned long-term projects.

### **Homework Policy Guidelines for Parents**

- Be familiar with the philosophy and guidelines of homework policy.
- Check your child's assignment notebook, homework log, or homework folder.
- Provide a time and place to do homework assignments with limited interruptions.
- Actively supervise homework completion, assisting, but **not doing the work.**
- Oversee completion of long-term assignments to assist in understanding time management.
- Contact the teacher with questions or concerns especially if your child exceeds the allotted time frame.
- Homework will not be assigned during school vacation except for the completion of previously assigned long-term projects.

### **Homework Policy Guidelines for Teachers**

- Assign homework on a regular basis in keeping with homework policy.
- Assignments may be on a daily basis or a long-term type, such as a project.
- Provide each student with a copy of the homework log.
- Students are to understand clearly all homework assignments.
- Require that each student have an assignment book or homework folder.
- Make clear to students at the time of the assignment, the purpose of homework, the guidelines or rules, and the basis for evaluating the work performed.
- Teachers should coordinate assignments, tests, and projects with other teachers, as appropriate, to avoid overburdening students.
- Assignments should be discussed, checked, and when appropriate, corrected and returned to students.
- Specific policies/practices of teachers are to be submitted to the principal and clearly communicated to students and parents.
- Teachers have the responsibility to communicate with parents of students who are falling behind in completing homework assignments.
- Homework will not be assigned during school vacation except for completion of previously assigned long-term projects.

# Heidelberg High School - Grades 9-12

## Heidelberg Junior High School - Grades 7-8



Mrs. Edna Burrage,  
Principal

Post Office Drawer M  
Heidelberg, MS 39439  
Phone: 601-787-3665



Mr. Bufus Ellis, Principal

Post Office Drawer M  
Heidelberg, MS 39439  
Phone: 601-787-3414  
Fax: 601-787-3416

(The school colors are blue and gold. The mascot is an *Oil Well*.)

## **East Jasper School District Discipline Procedures**

### **General Information**

One of the main purposes of education is to prepare a person for life so he/she may be a useful, contributing member of society. The discipline program at Heidelberg Junior High is designed for correction of student misconduct, but more importantly, it is designed to assist a student in taking responsibility for his/her own behavior. The objectives for the discipline program at Heidelberg Junior High are as follows:

- a. To prepare students for effective participation in society by making positive behavioral choices and understanding positive and negative on sequences for all actions
- b. To establish conditions under which no student will be permitted to prevent any teacher from teaching or any student from learning
- c. To maintain a positive and safe school environment
- d. To instill the fundamental lessons of self-control.

Discipline expectations at Heidelberg Junior High are based upon the theory that students in grades seven and eight should be capable of conducting themselves in accordance with accepted standards of behavior. Administrator discretion is applicable in discipline matters, particularly in the absence of policy. However, such discretion must abide within reasonable parameters of board policy.

## **East Jasper School District Code of Conduct**

### **East Jasper School District Student Discipline Code of Conduct Policies**

Although in most cases, student conduct in the East Jasper School District is considered to be exemplary, East Jasper schools are required to establish policies and procedures that detail expectations of student and outline consequences of student misbehavior. The publication of these policies and procedures in student handbooks will help to assure that there is a clear understanding among students and parents concerning matters covered in the handbooks under Student Conduct.

The Board wishes to establish an educational climate in which student behavior is at all times exemplary and in which the important processes of education can best be carried out. Recognizing the need to support the professional personnel of the East Jasper School District in their instructional and supervisory duties, the Board encourages the development of harmonious and cooperative relationships between students and faculty members that is based on mutual respect and understanding.

Significant interruptions of the educational process resulting from overt disrespect shown by students to faculty members, hostile/defiant student behavior, and vulgar or otherwise discourteous actions will not be permitted.

A student must obey any and all instructions of the faculty and administrators, in the absence of parental instructions to the contrary. If a student refuses to obey instructions because of contrary parental instructions, he/she may be suspended from school until a conference between the principal of the school and the parents can be arranged. In case of an emergency, the principal or his/her designee or the official then in charge of the school may so inform the student and require his/her immediate cooperation.

Disciplinary action that may result in the student being placed in his/her parent's care, in-school suspension, out-of-school suspension, or expulsion will be taken as a result of the following student misbehaviors: (1) refusal to follow instructions from faculty members; (2) profane language; (3) failing to identify oneself when asked to do so by a member of the faculty; (4) insolent, contemptuous, or belligerent behavior or remarks; (5) other just cause.

No student in the East Jasper School District shall be permitted to use or to carry upon his or her person or in any other manner or to have in his or her possession in any way any knife, razor, razor blade, ice pick, brass or metallic knuckles, pistol, or other weapon (whether the same be manufactured or homemade), BB gun, cap pistol, plastic or toy gun, or any dynamite, firecrackers, caps, or other fireworks of any nature, kind or description, or other instrument or paraphernalia which, when used in a vicious manner could cause bodily harm, injury, or death to any person. In

---

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*

addition, no student in the East Jasper School District shall be allowed to assault the physical person of another individual. Students who are in violation of the aforementioned rules will be subject to immediate arrest and transportation to a local law enforcement facility and/or a youth detention center, as determined by state and local policies and the Youth Court. In such instances and pursuant to school district policy, school/district personnel will file the appropriate legal charges (disturbance, assault, etc.).

**Note:** *These actions will be taken in addition to school disciplinary actions, including, but not limited to, suspension, alternative school placement, and/or expulsion.*

No student enrolled in East Jasper schools shall be permitted to use or to carry upon his or her person any other "leisure" or recreational drug, opium, heroin or their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drug, barbiturate, substance, ingredient, or compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence of any of the same at any attendance center in this school district.

Stalking or bullying will not be tolerated. Stalking is defined as one student or student group following another student or student group with malicious intent, intimidations, harassment, or intent to cause physical or emotional harm.

The provisions of these policies shall apply to all students during all of the time period that they are under and subject to the jurisdiction of the Board of Education of this school district as defined by the laws of the state of Mississippi, and/or while participating in or going to or from any school activity sponsored by this school district and/or while under the supervision and direction of any teacher, principal, or other authority of this school district.

Any student violating any of the provisions of these policies of the Board of Education, in the sole and absolute discretion of the principal of the attendance center wherein such offense is committed, and the Superintendent of the East Jasper School District, or in his/her absence, the Superintendent's designee, shall be suspended for a period to be determined by the school administrator and may be expelled in the sole and absolute discretion of the Board of Education of this school district. Appropriate referrals will be made to juvenile authorities as required under state law.

**Note:** *In addition, students who commit violations punishable by state law may be subject to immediate arrest and transportation to a local law enforcement facility and/or a youth detention center, as determined by state and local policies and the local Youth Court. In such instances and pursuant to school district policy, school/district personnel will file the appropriate legal charges (disturbance, assault, etc.).*

## **East Jasper School District Disciplinary Matrix**

### **Disciplinary Class Matrix PK-12 Levels of Interventions and Disciplinary Responses**

Each of the levels indicated in the Matrix above corresponds to a set of possible interventions and disciplinary responses. Each school is required to provide academic and behavior interventions. Students whose behavior is not in line with their peers receive assistance by a teacher, assistant, or counselor on deficit skills. These interventions are determined and monitored by the principal and Teacher Support Team/Response to Intervention Team. For more information contact your child's principal or the Intervention Specialists.

Staff should use the interventions and responses in a graduated manner. Where appropriate, discipline will be progressive. This means that a student's first violation will usually merit a lesser penalty than subsequent violations, taking into account all factors relevant to the severity of the current violation. When principals and school staff respond to student behavior, they are expected to take into account the factors listed in the prior section.

Staff should review the academic performance for all students who demonstrate inappropriate behaviors. If there are academic concerns, students should be referred to at TST or IEP team

Teachers or administrators must pick at least one (1) intervention and one (1) disciplinary response.

	Interventions	Disciplinary Responses
These interventions aim to teach and correct alternative behavior so students can learn and demonstrate safe and respectful behavior. Teachers are encouraged to try a variety of teaching and classroom management strategies.		
Level 1	<ul style="list-style-type: none"> <li>Have student re-state positive behavior expectation</li> <li>Differentiate behavior instruction (have another student explain positive behavior expectations, seat change have student physically show expectations, etc.)</li> <li>Have student complete a district approved discipline learning packet specific to behavior</li> </ul>	<ul style="list-style-type: none"> <li>Teacher/Student Conference</li> <li>Written apology</li> <li>Verbal Warning</li> <li>Loss of classroom/school privileges</li> <li>Student/parent/teacher conference</li> <li>In-class time out</li> </ul>
These interventions often involve support staff, both school-based and within the broader community, and aim to engage the student's support system to ensure successful learning and consistency of interventions, and change the conditions that contribute to the student's inappropriate or disruptive behavior.		
Level 2	<ul style="list-style-type: none"> <li>Any lower level interventions</li> <li>Re-teach behavior expectations</li> <li>Daily behavior report card, task completion, and achievement</li> <li>Refer to RTI team</li> <li>Refer to IEP team (SPED only)</li> <li>Refer to counselor for conflict management, social skills or appropriate behavior skills</li> </ul>	<ul style="list-style-type: none"> <li>Any lower level discipline response</li> <li>Removal from class to other supervised time-out in another classroom with principal approval</li> <li>Administrator/student/parent conference</li> </ul>
These interventions can involve the school administration and aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.		
Level 3	<ul style="list-style-type: none"> <li>Any lower level interventions</li> <li>Referral to support staff (social worker, counselor, etc.)</li> <li>Change in schedule/class</li> <li>Mentoring program</li> <li>Peer Mediation</li> <li>Refer to TST</li> <li>Functional Behavior Assessment</li> <li>Behavior Intervention Plan</li> <li>Modify IEP (SPED only)</li> </ul>	<ul style="list-style-type: none"> <li>Any lower level discipline response</li> <li>School/community service</li> <li>Corporal Punishment</li> </ul>
These interventions may involve the short-term removal of a student from the school environment because of the severity of the behavior. The duration of the short-term suspension, if issued, is to be limited as much as practicable while adequately addressing the behavior.		
Level 4	<ul style="list-style-type: none"> <li>Any lower level interventions</li> <li>Refer to community organizations</li> </ul>	<ul style="list-style-type: none"> <li>Any lower level discipline response</li> <li>Out of school suspension 1-3 days</li> <li>Restitution (only discipline response that can be used with another response)</li> </ul>
These interventions involve the removal of a student from the school environment because of the severity of the behavior. They may involve the placement of the student in a safe environment that provides additional structure to address behavior. These interventions focus on maintaining the safety of the school community and ending self-destructive and dangerous behavior.		
Level 5	<ul style="list-style-type: none"> <li>Any lower level interventions</li> <li>Refer to IEP Team for manifestation determination (SPED only)</li> </ul>	<ul style="list-style-type: none"> <li>Disciplinary Hearing</li> <li>Out of school suspension 1-10 days</li> <li>Recommendation for expulsion</li> <li>Refer to alternative education placement</li> <li>Arrest or referral to law enforcement</li> </ul>

Key: Use lowest level indicated first					
Level 1: Classroom support - May be appropriate when the student has no prior incidents and interventions have not been put in place.	Level 2: RTI/IEP Team - may be appropriate when supports have been put in place in the classroom to address behavior but the behavior has continued to negatively impact the learning of the student and others.				
Level 3: TST, Intensive Support Staff, and Appropriate Administration - may be appropriate when school supports are needed to correct behavior.	Level 4: Suspension and Intervention Referral - may be appropriate when interventions and supports have been put in place but the behavior is escalating (repeated offenses).				
Level 5: Extended Suspension, Expulsion, and Intervention Referral- may be appropriate when student's behavior seriously impacts the safety of others in the school.					
Note: On the first Instance of an Inappropriate or disruptive behavior, use one or more intervention from the lowest level indicated for that behavior, or any lower level. If the same behavior is repeated during the same school year, one or more interventions or disciplinary responses from the next highest level may be used. Lower-level interventions may always be used, but Interventions or disciplinary responses from the shaded boxes may never be used.					
Inappropriate Or Disruptive Behavior	Levels				
	1	2	3	4	5
Academic dishonesty (cheating or plagiarizing)	*	*	*		
Alcohol (Under the Influence		*	*		
Alcohol Using Possession or Selling				*	*
Bullying, including cyber bullying and gang-related incidents to follow procedures per policy		*			
Intentional conduct including verbal, physical, or written conduct, or electronic communication that is threatening or intimidating and substantially disrupts the orderly operation of a school.					
Bullying, including cyber bullying and gang-related incidents to follow procedures per policy					
Serious bullying is defined as repeatedly over time engaging in intentional negative behaviors that adversely affect another student's ability to participate in or benefit from the school's education or extra-curricular programs			*	*	
Inappropriate Or Disruptive Behavior	Levels				
	1	2	3	4	5
Bus Disruptions					
Minor disruptions on the bus (eating drinking, being too loud, or standing while the bus is moving)	*	*			
Bus Disruptions					
Serious disruption on the bus that causes an immediate threat to the safety of other people				*	



Classroom Disruptions					
Minor disruptions					
<ul style="list-style-type: none"> <li>Talking out in class</li> <li>Talking out of turn</li> <li>Other behavior that distracts from student learning</li> </ul>	*	*	*		
Classroom disruptions					
Major Disruptions (causes an immediate threat to other people--- throwing objects etc..)			*	*	*
Cutting Class					
Failure to appear to attend a scheduled class	*	*	*		
Defiance of authority and/or insubordination					
Non-violent and non-physical					
<ul style="list-style-type: none"> <li>Talking back to school staff</li> <li>Refusal to participate in classroom activities</li> </ul>	*	*	*		
Defiance of authority and/or insubordination					
Non-violent and non-physical					
<ul style="list-style-type: none"> <li>Failure to respond to school staff/administrators questions/requests</li> </ul>		*	*	*	
<b>Inappropriate Or Disruptive Behavior</b>	<b>Levels</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Defiance of authority and/or insubordination					
Non-violent and non-physical					
<ul style="list-style-type: none"> <li>Failure to follow directions leading to a potential threat of harm to self or others</li> </ul>			*	*	*
Disrespectful behavior may include					
<ul style="list-style-type: none"> <li>Verbal insults, putdowns, use of profane or offensive language, picking on, bothering, teasing, distracting other students, making inappropriate gestures or comments and other behavior that is rude or disrespectful</li> </ul>			*	*	
Dress code violations		*	*		
Drugs or Controlled Substances including inhalants					
Under the influence		*	*		
Drugs or Controlled Substances including inhalants					
Using, possessing, distributing, or selling					*
Extortion					
Taking or attempting to take from another money or property by threat or force, express or implied			*	*	Only repeat level 4 may be

False activation of a fire alarm			*	*	*
Fighting/Assault/Battery Physical aggression no injury Pushing and shoving	*	*	*		
Fighting/Assault/Battery Simple assault or battery		*	*		
Fighting/Assault/Battery More serious fighting May include minor injuries			*	*	*
Fighting/Assault/Battery Assault with a weapon or battery causing serious bodily injury					*
Inappropriate Or Disruptive Behavior	Levels				
	1	2	3	4	5
Fire Fire setting				*	*
Fire Arson					*
Gambling		*	*	*	
Hallway misbehavior Running making excessive noise or loitering	*	*	*		
Harassment based on race, ethnicity, gender, sexual orientation, disability, or religion against members of the school community Minor harassment (verbal discriminatory actions)	*	*			
Harassment based on race, ethnicity, gender, sexual orientation, disability, or religion against members of the school community Serious harassment (persistent or long-term harassment)		*	*	*	
Inciting or participating in disturbance Causing a large disturbance to the atmosphere of order and discipline in the school that is necessary for effective learning, outside of general classroom disruption, such as a riot			*	*	*
Lying to, giving false information to, or misleading school personnel	*	*	*	*	*
Portable Electronic Device Use (will follow handbook procedures)					
Property Damage Minor or accidental damage less than \$50	*	*			

Property Damage Intentional damage or defacement of another person's or school property less than \$300		*	*	*	
	Levels				
Inappropriate Or Disruptive Behavior	1	2	3	4	5
Property Damage Intentional damage or defacement of another person's or school property more than \$300			*	*	*
Sexually-Based Behaviors Sexual Activity Grades PK-3	*	*	*		
Sexually-Based Behaviors Sexual Activity Grades 4-12 or grade equivalent		*	*	*	*
Sexual Harassment Unwelcome sexual advances, request for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature		*	*	*	*
Sexual assault					*
Tardiness Persistent or Excessive tardiness to Class/School	*	*	*		
Technology Acceptable Use Policy Violation		*	*	*	*
Theft Less than \$500		*	*	*	
Theft Greater than \$500					*
Threat against school personnel written or verbal PK-Grade 3 or equivalent	*	*	*		
Threat against school personnel written or verbal Grade 4-12 or equivalent			*	*	*
Trespassing Level 5 interventions may only be used when a student has entered onto school property without permission and then refused to leave school property upon request			*	*	*
	Levels				
<b>Inappropriate Or Disruptive Behavior</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Tobacco Possession of tobacco	*	*	*	*	*
Tobacco Possession of lighter/matches		*	*	*	*
Unauthorized use of school equipment	*	*	*		

Verbal or physical threat to student			*	*	
Threatening or aggressive language or gestures directed toward another student			*	*	
Weapons Firearms and Explosives	*	*	*		
Bringing or possessing firecrackers					
Weapons Firearms and Explosives				*	
Igniting fireworks / firecrackers					
Weapons Firearms and Explosives					*
Bringing possessing or using other explosives (non-fireworks)					
Weapons Firearms and Explosives					*
Threat or false report related to explosives/bomb threat					
Bringing possessing or using firearms					*
Bringing or using other deadly weapons				*	*
Bringing or possessing other items that can be used as weapons			*	*	
Slingshot, chains, BB Guns, Rat-tail Combs, ETC...					

## East Jasper School District Disciplinary Definitions

**Conference:** A formal meeting held between the student and one or more school officials.

**Counselor Involvement:** Includes counselor, administrative, or student-initiated counseling sessions. The involvement may include seminars, which are specific instructional modules on specific topics aimed at helping the student cope with certain behavioral problems.

**Expulsion:** The total exclusion of the student from participation in or attendance at any school-related activity. A student who has been expelled from the East Jasper School District must apply in writing to the Board of Education for possible re-admission. Due process will be followed.

**Fighting or Provoking a Fight:** Striking or grabbing a fellow student, starting a fight by the same manner, verbally or in some other way encouraging people to fight, or play fighting constitutes this offense. These may be considered violent acts. Students who are involved in assaults, who engage in fighting, or who are responsible in any way for fighting while under the jurisdiction of the school are subject to arrest, removal, and/or expulsion from school in accordance with statutes and/or district policy. This includes fighting while on a bus, at bus stops, or at any activity/event sponsored by the East Jasper School District. In addition, students who commit violations punishable by state law may be subject to immediate arrest and transportation to a local law enforcement facility and/or a youth detention center, as determined by state and local policies and the local Youth Court. In such instances and pursuant to school district policy, school/district personnel will file the appropriate legal charges (disturbance, assault, etc.).

**Involvement of Security:** If security gains control of the incident, the parent will be contacted to remove the student from the campus. If security is unable to gain control of the incident, the student will be processed into the legal system of the local police department or sheriff's office.

**Parent Conference at School:** Held when the parent must come to the school for a formal meeting concerning a student.

**Parent Contact/Involvement:** Occurs when parents are notified by telephone, personal contact, or letter. A conference is conducted between the student, parents or legal guardian, and appropriate school personnel.

**Referral to Alternative School:** Students are assigned to the Alternative School according to School Board Policy. Students who are assigned to the Alternative School may not attend any school activities at any school in the East Jasper School District. Further, if the home school is participating in an activity on another school campus, the student who is assigned to the Alternative School may not attend the activity on the campus where the school is participating.

**Referral to Outside Agencies:** Students and/or educationally negligent parents may be referred to mental health agencies, the juvenile court judge, the juvenile officer, etc.

**School Bus Suspension:** Student cannot ride any school bus during the time of his/her suspension.

### **Suspension**

**Out-of-School:** Occurs when the student is removed from the regular school program from one to ten days. It is a forfeiture of participation in regularly scheduled school activities for the time designated during suspension. Graded work missed during the time of suspension may be made up at a time designated by school officials. Parents must have a conference with the designated school administrator before the child will be allowed to return to classes. Telephone calls will not be acceptable. The out of school suspension may be at home or assignment may be made to the alternative school. State law requires suspension for certain indicated offenses. Repeated patterns of misbehavior may require counseling, parental involvement, and assistance to the extent that the parent may be requested to come to school and attend classes with the student in order to identify and correct such behavioral patterns. *Further, suspended students shall not trespass upon any other school campus or enter into any other school building except for a pre-arranged conference with a principal.*

**In-School suspension (ISS):** Occurs when the student is removed from regular classes but remains on the school site. ISS requires that a student complete all assignments during the period of suspension. Additional time in ISS may be given for failure to complete assignments in the ISS program. A student who disrupts the ISS program will be referred to the appropriate building administrator and the student will complete the assigned suspension out-of-school. He/she will not be allowed to return to regular classes until suspension is completed in its entirety.

**Corporal Punishment:** Will be permitted at The New William J. Berry Elementary School with written authorization by parents and will be administered by the principal or teacher for minor infractions. A certified witness must be present.

**Behavior Modification Plan:** A plan developed by teachers, administrators, and parents when a student has been determined to be continually disruptive. The plan will outline desired behavioral goals for the student, methods of achieving the goals, and consequences for noncompliance.

**Expulsion** The total exclusion of the student from participation in or attendance at any regular school or school-related activity. A student who has been expelled from the East Jasper School District must apply in person to the Board of Education for possible re-admission into the regular school program.

## Heidelberg High School Graduation Etiquette

### Student Etiquette

1. All seniors participating in the Baccalaureate service and class night must attend practice; and graduating seniors must attend graduation practice. Practice will focus on seating arrangements, procession, and the graduation ceremony.
2. Students who participate will be expected to cooperate with their class advisors and graduation coordinator in all parts of the graduation ceremony.
3. Students must arrive at least 30 minutes in advance. If you arrive late, you will not be allowed to select your seat or whom you will walk with during the ceremony.
4. During the Baccalaureate service and class night all students will line up according to their height with the exception of Valedictorian and Salutatorian.
5. Students will line up alphabetically during the graduation ceremony with exception of the Valedictorian and Salutatorian.
6. Leave all valuables at home, with your parents, or locked in a car.
7. Bring your cap and ironed gown to the ceremony to be worn.
8. Caps and gowns will be worn in the proper manner, as designated by the school administration and class advisor.
9. Proper attire is required:
  - a. The gentlemen are required to wear black/navy blue slacks (no jeans or black/blue khaki), a white dress shirt with a collar (no polo shirts), a black/navy tie, black dress shoes, and black socks (no earrings).
  - b. The ladies are required to wear black dresses (no pants) at least knee length (no strapless, spaghetti strap, spandex, form fitting, or halter dresses will be worn) and black dress shoes (no sandals). *A check for proper attire will be made prior to marching.*
10. Students are not allowed to chew gum, eat, talk, or horseplay during the
11. Baccalaureate service, class night or graduation ceremony. However, graduating seniors will be allowed to participate in the hat toss, if desired.
12. No electronic devices will be allowed during the ceremonies!

### Parent(s)/Guest Etiquette

1. Parents/Guests will not be allowed to leave their seat to take pictures during the graduation ceremony. The district will have a professional photographer on standby where pictures can be purchased.
2. We are asking all parents/guests to hold your applause and remain seated during the graduation ceremony. Please turn off or put all cellular devices on silent/vibrate. All balloons and gifts must be kept inside vehicles until after the ceremony, due to distractions or blocking of view.

## Appendices

The items listed below are included in the "Appendices" section of this student handbook. Parents should sign all forms that require a signature and return them to your child's school as soon as possible.

1. Mississippi Regulations on School Violence
2. Parent-Student-Teacher-Administrator Compacts
3. Media Release Form
4. Acceptable Use Policy and Permission Form
5. CIPA/COPPA Compliance Policy
6. Title I Parental Involvement Policy
7. Receipt of Handbook Form

## Mississippi REGULATIONS ON SCHOOL VIOLENCE

### Prohibition of Weapons on School Property

1. **Educational Property:** Any public or private school building or bus, public or private school campus recreational area, athletic field, or other property owned or actually used or operated for school purposes.
2. **Student:** A person enrolled in a public or private school or a person who has been suspended or expelled within the last five years from a public or private school, college, or university, whether the person is an adult or a minor.
3. **Switchblade Knife:** A knife containing a blade or blades, which opens automatically by the release of a spring or a similar contrivance.
4. **Weapon:** shall mean any of the following: gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive, BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshots, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation for food, instruction and maintenance of educational property.
5. It shall be a felony for any person to possess or carry whether openly or concealed any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. (This does not apply to a BB gun, air rifle, or air pistol.) Any person violating this section shall be guilty of a felony and, upon conviction thereof, shall be fined not more than \$5,000.00 or imprisoned for not more than three years or both.
6. It shall be a felony for any person to cause, encourage or aid a minor who is less than 18 years old to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. (This does not apply to a BB gun, air rifle or air pistol.) Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than \$5,000.00, or committed to the custody of the State Department of Corrections for not more than three years, or both.
7. It shall be a misdemeanor for any person to possess or carry whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors, and razor blades, and any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation for food, instruction and maintenance of educational property. Any person violating this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$1,000.00 or imprisoned not exceeding six months or both.

8. It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than 18 years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation for food, instruction and maintenance of educational property. Any person violating this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$1,000.00 or imprisoned not exceeding six months or both.
9. **Exceptions to Weapons Prohibition** include weapons used solely for educational or school sanctioned ceremonies, carried by persons as authorized by law, kept in a home school and used in organized shooting events as well as certain non-prohibited weapons in vehicles under parental control and used to transport a student and carried, concealed in whole or part, if going or returning from a legitimate weapon-related sports activity.

### **Enrollment and Assignment of Students**

Expulsion Notice: A child or parent must now indicate on the registration form if the child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If the Cumulative Record or application shows that the child has been expelled, the District may deny admission until the Superintendent or his designee has reviewed the record and determined that the child has participated in successful rehabilitative efforts including progress in an alternative or similar program.

Temporary Admission: If a child is a party to an expulsion proceeding, the child may be admitted to school pending final disposition of the proceeding. If it results in expulsion, the school may revoke admission.

Denial of Admission for Violent/Other Acts: 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 which may result in expulsion, the District is not required to grant admission or enrollment before one calendar year after the date of expulsion. 37-15-9 Mississippi Code, Annotated 1972.

### **Parental Responsibility**

Weapons Possession: A parent may be guilty of a misdemeanor and fined up to \$1,000.00 and/or up to six months in the county jail for knowingly allowing a child (under 18) to have, own, or carry a concealed weapon. 97-37-13 Mississippi Code, Annotated 1972.

General Responsibility for Child's Acts: The district's discipline plan must be given to students, and parents must sign a statement verifying notice of the plan. The plan must include statements regarding parental responsibility and any parent, guardian, or custodian of a compulsory school age child who refuses or fails to perform any of the duties imposed, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed \$3,500.00. 37-11-53 Mississippi Code, Annotated 1972.

A parent, guardian, or custodian of a compulsory school age youngster enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds (fine not to exceed \$3,500.00). 37-11-53 Mississippi Code, Annotated 1972.

Damages: The public school district is entitled to recover up to \$20,000.00 in damages in addition to any other recovery, from the parents of a child (7-17 years of age) who maliciously and willfully damages or destroys property belonging to the School District. 37-11-53 Mississippi Code, Annotated 1972.



Attendance at Discipline Conference: Any parent, guardian, or custodian of a compulsory school age child who shall fail to attend a discipline conference to which such parent, guardian, or custodian has been summoned shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed \$250.00.  
37-11-53 Mississippi Code, Annotated 1972.

## **Reporting Requirements**

Teachers and School Employees: Any teacher or other school employee who has knowledge of any unlawful activity or violent acts which occurred on educational property or during a school-related activity shall report such activity or acts to the principal of the school who shall notify the appropriate law enforcement officials as required by this section.  
37-11-29 Mississippi Code, Annotated 1972.

Principals: When the principal has reasonable belief that an act has occurred on educational property or during a school-related activity involving assault resulting in serious physical injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of a law, possession of a weapon in violation of a law, or possession of a controlled substance in violation of a law, the principal shall immediately report the act to the appropriate local law enforcement agency.  
37-11-29 Mississippi Code, Annotated 1972.

Superintendents: The superintendent shall notify in writing the parent, guardian, or custodian, youth court, and law enforcement of any expulsion of a student for criminal activity. 37-9-14 Mississippi Code, Annotated 1972.

The superintendent shall notify the youth court and local law enforcement by affidavit, of the occurrence of any crime committed by a student or students upon school property or during any school related activity, regardless of location and identity of the student or students committing the crime.

If any person charged with making reports as set out above, shall willfully fail, refuse or neglect to file any such report, he/she shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$1,000.00 or be imprisoned not exceeding six months or both.



THE NEW WILLIAM J. BERRY ELEMENTARY SCHOOL

P.O. Drawer O  
Heidelberg, MS 39439  
601.787.2607

PARENT-STUDENT-TEACHER-ADMINISTRATOR COMPACT

**Mission Statement:** *The mission of The New William J. Berry Elementary School is to create lifelong learners in a global, technological society. Our goals are to improve and elevate the higher-level thinking skills needed for students to demonstrate measurable improvements suitable to their ability levels in reading comprehension and mathematics and to teach students the necessary personal responsibility skills.*

**HAND IN HAND, WE CAN LEARN AND WORK TOGETHER TO BUILD A BETTER WORLD.**

**As a Parent/Guardian, I \_\_\_\_\_, will**

- See that my child attends school regularly and on time;
- Provide a home environment that encourages my child to learn;
- Insist that all homework assignments are completed;
- Communicate regularly with my child's teachers;
- Support the school in developing positive behaviors;
- Talk with my child about his/her school activities every day;
- Encourage my child to read at home and to monitor his/her TV viewing;
- Volunteer time at my child's school or provide other assistance;
- Show respect and support for my child, the teachers, the administrators, and the school.

**As a Student, I \_\_\_\_\_, will**

- Always try to do my best in my work and in my behavior;
- Work cooperatively with my classmates;
- Show respect for myself, my school, and other people;
- Obey the school and the bus rules;
- Take pride in my school;
- Come to school prepared with my homework and my supplies;
- Believe that I can learn and will learn.

**As a Teacher/Administrator, I \_\_\_\_\_, will**

- Believe that each student can learn;
- Show respect for each child and his/her family;
- Come to class prepared to teach;
- Provide an environment conducive to learning;
- Help each child grow to his/her fullest potential;
- Provide meaningful and appropriate homework activities;
- Enforce school and classroom rules fairly and consistently;
- Maintain open lines of communication with students and parents;
- Seek ways to involve parents in the school program;
- Demonstrate professional behavior and a positive attitude.

**HAND IN HAND, WE WILL WORK TOGETHER TO CARRY OUT THE AGREEMENT OF THIS COMPACT.**

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*



HEIDELBERG JUNIOR HIGH SCHOOL

P.O. Drawer M  
Heidelberg, MS 39439  
601.787.3665

PARENT-STUDENT-TEACHER-ADMINISTRATOR COMPACT

Mission Statement: *The mission of Heidelberg High School is to make all students productive citizens by affording them the opportunity to fulfill their learning potential and to meet the highest standards in a safe environment.*

**HAND IN HAND, WE CAN LEARN AND WORK TOGETHER TO BUILD A BETTER WORLD.**

**As a Parent/Guardian, I \_\_\_\_\_, will**

- See that my child attends school regularly and on time;
- Provide a home environment that encourages my child to learn;
- Insist that all homework assignments are completed;
- Communicate regularly with my child's teachers;
- Support the school in developing positive behaviors;
- Talk with my child about his/her school activities every day;
- Encourage my child to read at home and to monitor his/her TV viewing;
- Volunteer time at my child's school or provide other assistance;
- Show respect and support for my child, the teachers, the administrators, and the school.

**As a Student, I \_\_\_\_\_, will**

- Always try to do my best in my work and in my behavior;
- Work cooperatively with my classmates;
- Show respect for myself, my school, and other people;
- Obey the school and the bus rules;
- Take pride in my school;
- Come to school prepared with my homework and my supplies;
- Believe that I can learn and will learn.

**As a Teacher/Administrator, I \_\_\_\_\_, will**

- Believe that each student can learn;
- Show respect for each child and his/her family;
- Come to class prepared to teach;
- Provide an environment conducive to learning;
- Help each child grow to his/her fullest potential;
- Provide meaningful and appropriate homework activities;
- Enforce school and classroom rules fairly and consistently;
- Maintain open lines of communication with students and parents;
- Seek ways to involve parents in the school program;
- Demonstrate professional behavior and a positive attitude.

**HAND IN HAND, WE WILL WORK TOGETHER TO CARRY OUT THE AGREEMENT OF THIS COMPACT.**

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*



P.O. Drawer M  
Heidelberg, MS 39439  
601.787.3414

# PARENT-STUDENT-TEACHER-ADMINISTRATOR COMPACT

Mission Statement: *The mission of Heidelberg High School is to make all students productive citizens by affording them the opportunity to fulfill their learning potential and to meet the highest standards in a safe environment.*

## **HAND IN HAND, WE CAN LEARN AND WORK TOGETHER TO BUILD A BETTER WORLD.**

**As a Parent/Guardian, I \_\_\_\_\_, will**

- See that my child attends school regularly and on time;
- Provide a home environment that encourages my child to learn;
- Insist that all homework assignments are completed;
- Communicate regularly with my child's teachers;
- Support the school in developing positive behaviors;
- Talk with my child about his/her school activities every day;
- Encourage my child to read at home and to monitor his/her TV viewing;
- Volunteer time at my child's school or provide other assistance;
- Show respect and support for my child, the teachers, the administrators, and the school.

**As a Student, I \_\_\_\_\_, will**

- Always try to do my best in my work and in my behavior;
- Work cooperatively with my classmates;
- Show respect for myself, my school, and other people;
- Obey the school and the bus rules;
- Take pride in my school;
- Come to school prepared with my homework and my supplies;
- Believe that I can learn and will learn.

**As a Teacher/Administrator, I \_\_\_\_\_, will**

- Believe that each student can learn;
- Show respect for each child and his/her family;
- Come to class prepared to teach;
- Provide an environment conducive to learning;
- Help each child grow to his/her fullest potential;
- Provide meaningful and appropriate homework activities;
- Enforce school and classroom rules fairly and consistently;
- Maintain open lines of communication with students and parents;
- Seek ways to involve parents in the school program;
- Demonstrate professional behavior and a positive attitude.

## **HAND IN HAND, WE WILL WORK TOGETHER TO CARRY OUT THE AGREEMENT OF THIS COMPACT.**

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

East Jasper Consolidated School District

**Media Release Form**

School publicity photographs, video images, and/or voice images are made of various student activities and awards throughout the year for educational and informational purposes. These items may be submitted for use in news stories, advertisements, or brochures.

We request your permission for your child's image to be used for school media/publicity releases. Please return this form to your child's school.

**Please provide the following information:**

CHILD'S NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_ Grade \_\_\_\_\_

HOMEROOM TEACHER \_\_\_\_\_

**Please select one of the following options:**

\_\_\_\_\_ I DO give permission for my child's photograph (image) to be used in East Jasper School District publications, news releases, or other media/publicity releases.

\_\_\_\_\_ I DO NOT give my permission for my child's photograph (image) to be used in East Jasper School District publications, news releases, or other media/publicity releases.

PARENT'S NAME (Print) \_\_\_\_\_

PARENT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**EAST JASPER SCHOOL DISTRICT  
ACCEPTABLE USE POLICY (AUP)**

East Jasper School District has established a computer network and is pleased to offer Internet access for students, staff, and with special permission, "guests". This network will provide them with access to a variety of Internet resources. In order for students to use the Internet, students and their parents or guardians must first read and sign the following acceptable use policies. All staff, students, and guests of the East Jasper School District who will use this network must also read and sign the following acceptable use policies.

**Acceptable Uses**

1. The computer network at East Jasper School District has been set up in order to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via email, message boards, and other means.
2. Students, teachers, and staff will have access to the Internet via classroom, library, lab, office, and etc. Student access is limited to regular school hours or other pre-arranged times, etc.
3. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/guardians may revoke approval at any time.
4. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect material placed on personal Web pages and other work that is created on the network may be viewed by a third party.
5. Network users must keep their passwords private. Accounts and/or passwords may not be shared.
6. Network users are expected to adhere to the safety guidelines listed below.

**Unacceptable Uses**

1. The network may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the network administrator.
2. The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the network administrator.
3. Use of the network for advertising or political lobbying is prohibited.
4. The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.

5. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
6. Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
7. Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promote illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.
8. Network users may not engage in "spamming" (sending an email to more than 10 people at the same time) or participate in chain letters.

### **Consequences of Inappropriate Network Behavior**

Repeated or severe infractions of the procedures and guidelines may result in termination of access privileges. Student infractions may result in appropriate disciplinary action, in addition to suspension or termination of access privileges. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed theft.

### **Safety Guidelines for Students**

1. Never give out you last name, address, or phone number.
2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
3. Notify an adult immediately if you receive a message that may be inappropriate, or if you encounter any material that violates this Acceptable Use Policy.
4. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. East Jasper School expects you to follow your parents' wishes in this matter.

**ACCEPTABLE USE (AUP) PARENT/GUARDIAN PERMISSION FORM**  
**(IN ACCORDANCE WITH ACCEPTABLE USE AND CIPA/COPPA POLICIES)**

I have read and understand the above information about the appropriate use of the computer network in the East Jasper School District. I understand that this form will be kept on file at the school.

I give my child permission to access the network as outlined in the Acceptable Use Policy and in the CIPA/COPPA Compliance Policy.

I also understand that my child's work and photo (writing, drawing, etc.) may occasionally be published on the Internet and be accessible on a World Wide Web server.

Parent's Name: (Print)\_\_\_\_\_

Parent's Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Student's Name: (Print)\_\_\_\_\_

Student's Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Staff:\_\_\_\_\_

Guest:\_\_\_\_\_

Date:\_\_\_\_\_



## **CIPA and COPPA Compliance**

### **(CIPA—Children's Internet Protection Act)**

### **(COPPA—Children's Online Privacy Protection Act)**

The East Jasper School District is CIPA and COPPA compliant. The East Jasper Acceptable Use Policy (AUP) is a legally binding document based on this compliance.

Under the terms of CIPA and COPPA, a user will not disclose, use, disseminate, or divulge personal and/or private information about himself/herself, minors, or any others, including personal identification information, etc., except to authorized users for authorized purposes. The East Jasper School District will not disclose personal information about students on websites-such as full name, home or e-mail address, telephone number, and/or social security number (COPPA).

The user agrees not to access, transmit, or re-transmit any materials in furtherance of any illegal act or conspiracy to commit any illegal act of violation of local, state, or federal law or regulations and/or school district policy. Furthermore, the user shall not violate copyrighted materials(s), including plagiarism, generate threatening, harassing, obscene, or protected by trade secret, and/or any other material that is inappropriate to minors (COPPA).

CIPA requires that schools must have an Internet Safety policy in place. This policy must include a Technology Protection Measure that blocks and filters access to visual depictions that are obscene, child pornography, and harmful to minors. The East Jasper School District Network is in compliance with CIPA through the filtering system provided by the Department of Education Technology Department. As such, the user shall have the right and responsibility to use computer resources for academic purposes only. Further, the user should not expect any files stored on a school-based computer to remain private. Authorized staff will periodically inspect folders and log network usage. Should routine review and maintenance of the system indicate violations of policy, school codes, local law, state law, or federal law, the East Jasper School District will fully cooperate with the appropriate legal officials in any investigation related to illegal activities conducted through the user's Internet account.

**ACCEPTABLE USE (AUP) PARENT/GUARDIAN PERMISSION FORM**  
**(IN ACCORDANCE WITH ACCEPTABLE USE AND CIPA/COPPA POLICIES)**

I have read and understand the above information about the appropriate use of the computer network in the East Jasper School District. I understand that this form will be kept on file at the school.

I give my child permission to access the network as outlined in the Acceptable Use Policy and in the CIPA/COPPA Compliance Policy.

I also understand that my child's work and photo (writing, drawing, etc.) may occasionally be published on the Internet and be accessible on a World Wide Web server.

Parent's Name: (Print)\_\_\_\_\_

Parent's Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Student's Name: (Print)\_\_\_\_\_

Student's Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Staff:\_\_\_\_\_

Guest:\_\_\_\_\_

Date:\_\_\_\_\_

## HOMELESS SURVEY

*Please complete the following survey by checking either YES or NO.*  
IF YOU CAN ANSWER **"YES"** TO ANY OF THE FOLLOWING QUESTIONS,

1. Do you know anyone who is homeless? Yes \_\_\_ No \_\_\_
2. Do you know anyone who lives in a shelter, motel, vehicle, or campground? Yes \_\_\_ No \_\_\_
3. Do you know anyone who lives on the street? Yes \_\_\_ No \_\_\_
4. Do you know anyone who lives in an abandoned building, trailer, or other inadequate accommodations? Yes \_\_\_ No \_\_\_
5. Do you know anyone who lives doubled up with friends or relatives because they cannot find or afford housing? Yes \_\_\_ No \_\_\_

**PLEASE CONTACT OUR HOMELESS LIAISON AT 601.787.2601, ext. 2531 or ext.1281, OR INCLUDE YOUR CONTACT INFORMATION:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

*All Information Obtained Is Confidential.*

## Title I Parental Involvement Policy

*(Policy for Including Parents/Guardians/Custodians in the Planning, Design, and Implementation of their Children's Title I Compensatory Education Program)*

The principal of each school receiving Title I funds with the assistance of the director of Title I for the East Jasper School District shall convene annually at least one public meeting to which all parents of eligible children shall be invited. The purpose of this meeting shall be to:

1. Discuss with parents/guardians the program and activities carried out with Title I funds.
2. Inform parents/guardians of their right to consult in the planning, design, and implementation of Title I projects.
3. Solicit input from parents/guardians.
4. Provide parents/guardians an opportunity to establish mechanisms for maintaining ongoing communication among parents/guardians, teachers, and school officials.

Additionally, the principal and director shall consider incorporating some or all of the following specific activities into the annual Title I project as they attempt to enhance parental involvement:

1. Reporting to each child's parents/guardians on the child's progress through parent-teacher conferences
2. Establishing conferences between individual parents/guardians and teachers
3. Arranging for teachers or other educators who work directly with the children to conduct in-home conferences with parents who are unable to attend such conferences at school
4. Providing materials and suggestions to parents/guardians to help them promote the education of their children at home
5. Training parents/guardians to promote the education of their children at home
6. Providing timely information concerning the Title I program including, but not limited to, program planning and evaluation, with an annual assessment of parental involvement in the Title I program
7. Utilizing the results of the annual evaluation to design strategies for school improvement and, if necessary, revise the parental involvement policies
8. Soliciting suggestions from parents/guardians in the planning, development, reviewing, and operation of the program
9. Consulting with parents/guardians about how the school can work with parents/guardians to achieve the program's objectives
10. Providing timely responses to recommendations from parents/guardians
11. Facilitating volunteer or paid participation from parents/guardians in school activities
12. Establishing parent/guardian advisory councils that will meet in the fall and spring of each school year to provide regular opportunities for parental input into the program
13. Providing parent-student-teacher-administrator compacts that will require a commitment from each person defining his or her personal responsibilities
14. Providing transportation and childcare during Title I meetings when appropriate
15. Coordinating and integrating parental involvement strategies with outside agencies such as Head Start, Even Start, and State-run preschool programs
16. Adopting and implementing model approaches to improving parental involvement, such as Even Start
17. Arranging meetings at a variety of times and locations to maximize opportunities for parents/guardians to participate in school-related activities
18. Providing various parent/guardian training and/or workshops
19. Ensuring opportunities, to the extent practicable, for the full participation of parents who lack literacy skills or whose native language is not English
20. Providing information to participating parents regarding such areas as the national, state, and local education goals and the Every Child Succeeds Act 2015

### *Parental and Community Involvement in Title I Programs*

The East Jasper School District and the Department of Federal Programs invite parental/community input regarding the district's Title I programs and or School Compacts. Please provide any comments below and return to your child's school or to the Department of Federal Programs (located on the Heidelberg High School campus):

Comments:

---

---

---

---

---

Name \_\_\_\_\_ Date \_\_\_\_\_

EAST JASPER SCHOOL DISTRICT

PARENT AND STUDENT RECEIPT OF STUDENT HANDBOOK ACKNOWLEDGEMENT

2016-2017

Grades K-12

My signature below signifies that I have read and understood the contents of the *East Jasper School District Student Handbook and Code of Conduct*. I understand that failure to sign this form and return it to the principal's office will not relieve me or my child from the responsibility for the knowledge of the contents of the rules and will not excuse any non-compliance by the student.

*This form will be kept on file at your child's school.*

Student's Name (Print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Name (Print): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



---

*East Jasper Student Handbook 2016 - 2017*

*"It Takes a Village to Raise a Child."*

*"We're Striving for Success . . . TOGETHER."*