



2020-2021
Student Handbook

TABLE OF CONTENTS

Calendar	3
Admission	4
Attendance	5
Academics	8
Graduation Policies/Procedures	13
Transportation	15
Discipline	17
Dress Code	25
Medical Issues	26
Cafeteria	28
General Guidelines/Procedures	29
Technology	34
District Contact Information	39
Financial Hardship Waiver	40
Parental Opt-Out Letter	41
Signature Page	42

2020/2021 ASD Calendar

July 30- August 4	Staff Development
August 5	First Day of School
September 7	Labor Day
October 9 -October 12	Fall Break
November 23-27	Thanksgiving Break
December 18	Last Day of Fall Semester (60% Day- students and staff)
January 4	Staff Development
January 5	First Day of Spring Semester
January 18	MLK Day- No School
February 15	Staff Development
March 8-12	Spring Break
April 2	Good Friday
April 5	Staff Development
May 21	Last Day of Spring Semester (60% Day- students)

INTRODUCTION

The Student/Parent Handbook is provided to each student and contains a discipline plan for the district. The parents, guardian, or custodian of each student shall sign a statement, located at the back of the handbook, verifying the receipt of notice of the discipline policies of the district. This plan or discipline code contains the following: Policy and Procedure concerning duties, responsibilities, and rights of students as required by law.

ADMISSION

ENTRANCE REQUIREMENTS

The Alcorn School District requires all students enrolling in kindergarten or first grade to present a certified birth certificate and valid immunization certificate. Students enrolling for the first time should report with their parent or guardian to the school office for enrollment information. Two proofs of residency are required prior to enrollment. Mississippi State law requires all students to be immunized prior to enrolling in school in Mississippi. The local Health Department or a child's physician may provide the proper certificate to be placed in the child's permanent record. No child can enroll without proof of immunization. The school must have a copy of a child's certified birth certificate from the State Department of Health, Bureau of Vital Statistics. A child's Social Security Number is needed for school attendance reports by the Mississippi State Department of Education.

GENERAL ELIGIBILITY

This school district shall admit into its free public schools all eligible residents and legally transferred minor children who are five and not over 20 years of age on September 1 of the school year. Each minor child shall attend school in the school district of his/her residence unless legally transferred to another district by the School Board pursuant to Mississippi Code Section 37-15-29 (1992).

ADMISSION FROM NON-ACCREDITED SCHOOLS

Students from schools or programs (including correspondence, tutorial, or home study) that are not accredited by a state or regional agency must undergo standardized achievement testing and/or teacher-made special tests to determine: (1) the grade level to which the K-8 transfer student should be assigned or (2) the number and validity of the Carnegie units the secondary transfer student has earned.

RESIDENCE VERIFICATION PROCEDURES

The State of Mississippi compulsory attendance law requires children ages 6-17 to attend school. A child must be five years old on or before September 1 to enroll in kindergarten. A child must be six years old on or before September 1 to enroll in first grade. (Miss. Code Ann. § 37- 13-1

Children of legal age whose parents or legal guardians are residents of this school district are eligible to attend school. In the case of separated or divorced parents, court orders and decrees involving custody of children will be the determining factor for school enrollment and residency.

All students who are currently enrolled or wish to enroll in the Alcorn School District must provide two current proofs of residency. The term residence, for school attendance purposes, means the legal residence of the student's custodial parent or legal guardian unless the student is classified as homeless. The office of the State Auditor mandates residency requirements and these documents must be on file before a child is officially enrolled in the Alcorn School District. The parent or legal guardian of a student seeking to enroll must provide this information yearly before being enrolled in the Alcorn School District and can do so with two of the following:

1. Filed Homestead Exemption Application Form
2. Mortgage Documents or Property Deed
3. Apartment or Home Lease
4. Utility Bills (Water, Electric, TV/Cable, Telephone (No cell phone bill will be accepted. Bill must be for a landline or internet service.)).
5. Driver's License
6. Automobile Registration
7. Certified copy of filed petition for guardianship if pending and final decree when granted.
8. The school district may require additional documentation and verification at any time.
9. A personal visit to the home of any student enrolled in the Alcorn School District by a designated school district official may occur at any time for the purposes of verifying residency.

NOTE: A 911 Address form is not acceptable as one of the two proofs of residency required.

The two items used as proofs of residency by the parent(s)/legal guardian(s) MUST be in the parent/guardian name. Proof of residency in the parent/guardian name must be presented at the time of enrollment – no temporary enrollment is allowed.

ASSIGNMENT OF PUPILS

No student shall be allowed to transfer from one school or attendance center in the district to another school or attendance center without approval of the School Board. No minor child may be enrolled in or attend any school, except in the school district of his/her residence, unless such child is lawfully transferred from the school district, in accordance with the statutes of this state. *LEGAL REF: Mississippi Code, Section 37-15-13 (1987); Section 37-15-15 (1987); Section 37-15-17 (1987); Section 37-15-21 (1987); Section 37-15-29 (1992).*

DISTRICT RELEASE

Alcorn County School District will only grant any new releases to surrounding school districts due to an exceptional circumstance. A transfer for exceptional circumstances will only be considered after the student has enrolled in another school in the Alcorn School District.

ATTENDANCE

ATTENDANCE LAWS AND POLICIES

Consistent with the mission of the Alcorn School District, student understanding of the importance of prompt and regular attendance in all classes is an important goal of the district staff.

For Grades 7-12, the school district must ensure that during the academic school year a minimum of 140 hours of instruction is provided for each Carnegie unit of credit offered and 70 hours of instruction is provided for each ½ unit offered. An exception is made for accelerated learning programs and remedial instructional programs that are proficiency based.

Based on the compulsory school attendance law **any student who is absent** more than 37% of the instructional day must be considered absent the entire day. The Mississippi Department of Education has interpreted that the intent amended *section 37-13-91* is to calculate 63% of the *individual* student's instructional day, not 63% of a school's instructional day. Each individual student's instructional day will vary based on a local school board's policy for early release of high school students, IEP's, dual credit/dual enrollment, participation in extracurricular activities, etc. *LEGAL REF: Mississippi Code 1972 Annotated, Section 37-13-91 amended April 25, 2013.*

The district will implement procedures that will monitor and report student absences. When possible, medical, dental or other personal appointments should be scheduled after school hours. Parents are asked to notify the school of appointments scheduled during the school hours prior to an absence. Written documentation, including medical excuses for absences, must be presented to the principal or his/her designees within five (5) days of the student's return to school.

***A student may have a maximum of 4 days of absenteeism excused by a parent note per semester.**

Subsequent absences will be excused ONLY if written documentation from appropriate medical personnel, court personnel, or funeral home personnel is presented to the principal or his/her designees within five days of the student's return to school.

Examples of excused absences include but are not limited to:

1. Illness/injury that prevents a child from being physically able to attend school.
2. Medical or dental appointments required during school day.
3. Death or serious illness of a member of a child's immediate family. Immediate family shall include parents, grandparents, brothers, sisters, stepbrother and stepsisters.
4. Absences approved in advance by the principal.

*If appropriate documentation is not presented within the 5-day limit, the absence(s) will not be excused.

Students participating in school activities are considered present (such as field trips, FBLA, 4-H, athletic events, Regional and State Science Fair/Reading Fair, etc.) No absence will be excused when it is due to suspension, expulsion, or other disciplinary actions. If appropriate documentation is not presented within the 5-day limit, the absence(s) will not be excused.

An absence will be *unexcused* if a parent or guardian does not contact the school in writing by the conclusion of the fifth school day after the student returns.

MAKE-UP WORK

1. The student is responsible for asking for makeup work and the teacher is responsible for ensuring that parents and students are given make-up work assignments and any necessary work materials.
2. Teachers may allow students to make up work prior to a planned absence if approved by the principal, excluding final exams.
3. Students will have the number of days absent, plus 1 day to complete make-up work. Work not made up in the required time limit will receive the grade of zero.
4. Excused absences that have work made up within the required time limit can earn full credit for the assignment.
5. Work missed as a result of an unexcused absence, even with the knowledge and consent of the parent, cannot be made up for full credit.
6. Unexcused absences that have work made up within the required time limit can earn a maximum grade of 65% of the original assignment's value.
7. Make-up tests that receive a zero, because they were not made up during the time allowed are not eligible for the Unit Recovery process.

EXCESSIVE ABSENCES/REPORTING OF ABSENCES

The Alcorn School District has procedures in place to monitor and report student absences. Students are expected to be in attendance ALL school days (number of school days which are open for students) for academic growth and success are based upon regular attendance.

If a compulsory school aged child who was expected by a school principal or his/her designee to enroll has NOT enrolled with fifteen (15) calendar days after the first day of the school year, or when a compulsory-school-age child has accumulated five (5) unlawful/unexcused absences during the school year in which he/she is enrolled, the principal or his/her designee shall immediately report such absence to the school attendance officer within two (2) school days or five (5) calendar days, whichever less. Mississippi Code, Section 37-13-91 (1993)

Any senior who accumulates 10 unexcused days throughout the school year will forfeit his/her right to participate in graduation commencement ceremony. Based on the compulsory school attendance law **any student who is absent more than 37% of instructional time in any school day, will be considered absent for that full day**. *LEGAL REF: Mississippi Code 1972 Annotated, Section 37-13-91 amended April 25, 2013.*

For an ASD high school student to be eligible for a peer nominated or elected office, position, or title that student must have attended a minimum of 170 school days during the previous school year. **The Alcorn School District Attendance Committee will make the final decision on any exceptions to the Alcorn District 9th- 12th Attendance Policy.**

PERFECT ATTENDANCE AWARDS

Perfect attendance recognition shall be presented to K-6th grade students who are present 100% of *every* school day. **(Student may not have any tardies, check-ins, or check-outs to receive this honor).**

TARDIES

Each school shall have the option of utilizing such methods as a detention room or other disciplinary procedures deemed appropriate for their particular school regarding tardiness. Students who enter school after one-half of the period may be assigned to a designated location for the remaining portion of the class period. A zero (0) may be given for any graded work missed by the student that is not made up. The student may forfeit his/her non-instruction time (such as recess/break) to make up work. This work may include class work, homework, or tests administered during the period.

CHECK-OUT FROM SCHOOL

In order to prevent classroom distractions, checkout will only be allowed between classes unless of an emergency. When a student becomes ill or an emergency arises during the regular school day which may warrant early dismissal, the student must report to the school office. Before a student will be allowed to leave school, the student's parents, legal guardian, or person authorized by the parent must come to the school to sign the student out, and the school reserves the right to verify the identity of the parent or guardian. A parental note excusing the checkout and the reason for the checkout will have to be stated in the note and on the check-out sheet in the school office if the check-out is not for medical appointments or other documentation that would apply to an excused absence is not available.

Based on the compulsory school attendance law **any student who is absent more than 37% of their instructional school day (total) in any school day, will be considered absent for that full day**. Please Note: Lunch, breaks, etc. do not count as instructional time for attendance law purposes. *LEGAL REF: Mississippi Code 1972 Annotated, Section 37-13-91 amended April 25, 2013.*

A student will be released, with an excused checkout for:

- (1) Sickness of a student;
 - (2) Doctor/dentist appointment;
 - (3) Illness, death, or marriage in the immediate family;
 - (4) Students who have to stay home to take care of illness in the family;
 - (5) Any school-sponsored event;
 - (6) Family emergencies/circumstances that may occur which are cleared with the School Administration.
- Proper documentation must be provided to the principal within the required time.

Upon checkout, a student shall not return to campus without first reporting to the school office. Students are not allowed to check out to go to lunch and then return to the campus. Eleventh and twelfth grade non-cooperative education students are not allowed to leave school before the end of 3rd block. Athletes who have a 4th block for an extracurricular will remain at school until the end of the school day. Students below the 11th grade may not obtain a standing check-out.

WITHDRAWAL FROM SCHOOL

1. The parent or legal guardian must contact the school counselor on the day of withdrawal.
2. The parent or legal guardian must sign a withdrawal form provided by the counselor.
3. The student must return all textbooks and library books.
4. The Principal/Counselor must sign the withdrawal form.
5. A record of student's grades and services received will be provided to the parent or legal guardian at the time of withdrawal.
6. If a student is moving out of state, a copy of the immunization records will be provided.
7. If a student withdraws to be homeschooled, parent/guardian must register the student with the School Attendance Officer.
8. Official records will be sent to the new school upon formal request.

ACADEMICS

ASD GRADING SCALE K-12	
A	100-90
B	89-80
C	79-70
D	69-65
F	Below 65

REPORT CARDS

- Report cards will be issued following the end of each 9-week period.
- End of the Year Academic Awards are averaged after the third 9 week grading period.

K-4 GRADING POLICY AND PROCEDURES

Kindergarten: Math-9 grades; Reading/Phonics-9 grades; Language/Spelling-6 grades

1st grade: Math-12 grades; Reading Phonics -12 grades; Language/Spelling -9 grades; Science and Social Studies will be given a grade of Satisfactory (S), Needs Improvement (N), Unsatisfactory (U)

2nd grade: Daily Grades – 40 % of average; Test Grades – 60% of average

Math-9 daily/3 tests; Reading/Phonics-9 daily/3 tests; Language/Spelling-6 daily/3 tests; Science, Social Studies, and Penmanship (cursive) will be given a grade of Satisfactory (S), Needs Improvement (N), Unsatisfactory (U)

3rd grade: Daily Grades-40% of Average; Test Grades-60% of Average

Math-9 daily/4 tests (9 weeks test is comprehensive); Language- 6 daily/3 tests; Reading- 9 daily/4 tests (9 weeks test is comprehensive); Science- 9 grades; Social Studies- 6 grades; Penmanship (Cursive)- will be given a grade of Satisfactory (S), Needs Improvement (N), Unsatisfactory (U)

4th grade: Daily Grades-40% of Average; Test Grades-60% of Average

Math-9 daily/4 tests (9 weeks test is comprehensive); Language- 6 daily/3 tests; Reading- 9 daily/4 tests (9 weeks test is comprehensive); Science-6 daily/3 test (9 weeks test is comprehensive); Social Studies-6 grades; Penmanship (Cursive)- Satisfactory (S), Needs Improvement (N), Unsatisfactory (U)

All tests may be comprehensive

Exemption Policy - There are No Exemptions (K-4)

Honor Roll Recognition is based upon A's and B's on the Report Card each nine weeks.

End of the Year Academic Awards are averaged after the third (3rd) nine week grading period

PROMOTION & RETENTION

First grade through 4th grade students must pass both reading and math to be promoted to the next grade.

THIRD GRADE GATEWAY

According to the Literacy Based Promotion Act, a third grade student must score Performance Level 3 or higher in order to be promoted to the 4th grade.

5th-6th GRADING POLICY AND PROCEDURES

Daily Grades – 30% of Average

Must have a minimum of 9 grades per 9 weeks

- Quiz & daily assessments – Minimum of 9 with each having at least 10 items
- Homework – Minimum of 1 HW grade each 3 weeks for progress reports

Test Grades – 50% of Average

Must have a total of 3 tests per nine weeks

- Tests must contain at least 20 items
- Contain a minimum of 10% prior objectives

9 Week Exam -- 20% of Average

- No exam will be given early
- Exam must have at least 25 items
- Will be comprehensive of objectives taught previously

EXEMPTION POLICY FOR GRADES 5-6

Exemptions will only be granted at the end of the 2nd and 4th nine weeks. Exemptions are an earned privilege.

To be exempt from a mid-term exam given at the end of the 2nd nine weeks in December, the student must be present 63% of the day for every day during the months of October and November.

To be exempt from a final exam given at the end of the 4th nine weeks in May, the student must meet one of the guidelines listed in the following table:

Average	Days Absent
65-79	0
80-89	4
90-100	6

PROMOTION/RETENTION

Fifth and sixth grade must pass 3 of the 4 required subjects (ELA, Math, Science, Social Studies,) to be promoted to the next grade. Of the 3, ELA and math must be passed in order to be promoted to the next grade.

HONOR ROLL

Yearly A and B Honor Roll is determined by A's and B's on the report card for every 9 weeks all year, not a yearly Average

7th- 12th GRADING POLICY AND PROCEDURES

Daily Grades – 30% of Average

Must have a minimum of 9 grades per 9 weeks

- Quiz & daily assessments – Minimum of 9 with each having at least 10 items
- Homework – Minimum of 1 HW grade each 3 weeks for progress reports

Test Grades – 50% of Average

Must have a total of 3 tests per nine weeks

- Tests must contain at least 20 items
- Contain a minimum of 10% prior objectives

9 Week Exam -- 20% of Average

- Exams must be administered by a staff member
- No exams will be given early
- Exam must have at least 25 items
- Will be comprehensive of objectives taught previously

EXEMPTION POLICY FOR GRADES 7-12

Exemptions will only be granted at the end of the 2nd and 4th nine weeks. Exemptions are an earned privilege.

To be exempt from a mid-term exam given at the end of the 2nd nine weeks in December, the student must be present 63% of the day for every day during the months of October and November.

To be exempt from a final exam given at the end of the 4th nine weeks in May, the student must meet one of the guidelines listed in the following table:

Average	Days Absent 1 credit course	Days Absent ½ credit course
65-79	0	0
80-89	2	1
90-100	4	2

PROMOTION/RETENTION (7th & 8th Grade)

Seventh and eighth grade students must pass 3 of the 4 required subjects (Math, Science, Social Studies, English) to be promoted to the next grade. Of the three, **Math must be passed to be promoted to the next grade.**

HIGH SCHOOL GRADE CLASSIFICATION/PROMOTION

To be promoted from 9th to 10th grade, student's need at least 9 credits

To be promoted from 10th grade to 11th grade, students need at least 15 credits

To be promoted from 11th grade to 12th grade, students need at least 21 credits

SCHEDULING

Students may not enroll in the next level of English until the previous course has been successfully completed (i.e. a student may not be enrolled in English I and English II, English II and English III, or English III and English IV during the same semester.)

**For requirements for college bound students entering one of the eight major universities as a freshman, see your local school counselor for any questions concerning entrance requirements or visit one of the suggested websites below:

<http://www.mississippi.edu>

<http://www.ihl.state.ms.us>

EARLY RELEASE

Only Seniors who have an ACT subscore of 17 in English and an ACT subscore of 19 in Mathematics or have earned a Silver Level on the ACT Workkeys, have a 2.5 GPA, have passed all four MAAP Assessments required for graduation, are on track to meet diploma requirements to graduate, and are employed are eligible for early release.

Only Juniors and Seniors who are second year vocational students or have completed the vocational program are eligible for the Career Pathway Course.

ADVANCED PLACEMENT COURSES

Students who are enrolled in Advanced Placement Courses may choose to take the Advanced Placement Exam at their own expense.

DUAL CREDIT/ENROLLMENT

Students interested in Dual Credit or Dual Enrollment should see the school counselor for additional information and necessary paperwork.

MISSISSIPPI SCHOLARS PROGRAM

Students may graduate from high school as a Mississippi Scholar by meeting the requirements of the Mississippi Scholars Course of Study Program. See your local school counselor for any questions concerning requirements.

CREDIT RECOVERY

The school district must ensure that during the academic school year a minimum of 140 hours of instruction is provided for each Carnegie unit of credit offered and 70 hours of instruction is provided for each ½ unit offered, except for accelerated learning programs and remedial instructional programs that are proficiency based. If a student has not met attendance requirements to constitute a full Carnegie Unit or half-unit, they **MUST** recover the time before school, after school, or during the summer in order to receive the credit. The make-up time will be designated by the building administration.

SUMMER SCHOOL FOR ELIGIBLE 7th and 8th GRADERS

- A non-passing grade in a course during the regular school year
- Must have earned an end of year average of 60 or higher in a non-passing course
- Retained one year previous to this school year
- Only one course may be taken

SUMMER PROGRAMS

Students shall not be eligible to enroll in a course during Summer School unless that course has been failed during the regular school year. Additionally, students must have earned a numeric end-of-year grade of 60 or higher in the failed course to be eligible for Summer School enrollment in that course.

UNIT RECOVERY POLICY FOR DROPOUT PREVENTION

The purpose of the unit recovery policy is to allow students who are failing a course the opportunity to receive remediation and retest those specific objectives during the course to recover the unit. Any student who is failing a Carnegie unit course may retest a previously failed test. In order to take the retest, the student must first attend a teacher scheduled remediation session. The student will be required to sign a Remediation Session Contract (**sample below**). Failure to attend the remediation session may result in forfeiture of the right to retest. A retest will be given only once per failed test. The unit recovery process must be completed within 2 weeks of the students receiving the failed test. The retest will be scored at 65% of the original test's value, which results in the maximum possible score being a 65. The higher of the two grades will be awarded. Make-up tests that receive a zero because they were not made up during the time allowed are not eligible for retest. This policy does not apply to students who are passing a course. The school district must ensure that during the academic school year a minimum of 140 hours of instruction is provided for each Carnegie unit of credit offered and 70 hours of instruction is provided for each ½ unit offered, except for accelerated learning programs and remedial instructional programs that are proficiency based. If a student has not met attendance requirements to constitute a full Carnegie Unit or half-unit, they **MUST** recover the time before school, after school, or during the summer in order to receive the credit. The make-up time will be designated by the building administration.

Date _____

I, _____ will be present for remediation with
Student's Name

_____ on _____ at _____. I understand that
Teacher's Name Date Time

NOT ATTENDING this remediation session may forfeit my right to retest the

_____. Subsequent remediation sessions will be at the
Name of Failed Test

teacher's discretion and may result in the student being provided review materials in lieu of direct instruction.

Student's Signature

Date

Teacher's Signature

Date

GRADUATION POLICIES/PROCEDURES

DIPLOMA OPTIONS FOR ENTERING NINTH GRADERS IN SCHOOL YEAR 2018-19

The Alcorn School District provides graduation options in order to accommodate every student's goals for a successful life after graduation. The Alcorn School Board has authorized these options according to MS Code 37-16-7. Every student and parent has access to a full explanation of these options in the high school office. The following is a link to the various pathways students may choose to graduate:

<https://www.mdek12.org/ESE/diploma>

All eighth graders must choose one of the three endorsement options when they pre-register for the ninth grade. They may change their endorsement option as they move through high school.

SUBJECT AREA GRADUATION REQUIREMENTS

Beginning with the 2014-2015 school year, students shall not be required to pass any end-of-course Subject Area Test in a course for which the student earns or receives credit in a Mississippi public school as a requirement for graduation. Student performance on the end-of-course Subject Area Test shall be considered, along with the overall course grade based on the State Board of Education approved Concordance Table.

1. All students enrolled in one of the four end-of-course Subject Area Test courses must participate in the applicable Subject Area Test in order to earn the Carnegie Unit.
2. Students shall graduate by passing the course and meeting one of the following options: (a) Passing the applicable end-of-course Subject Area Test; or (b) Using one of the options outlined in State Board Policy 3804*; or (c) Using the end-of-course Subject Area Test score with the overall grade based on the SBE approved Concordance Table** for each of the four end-of-course Subject Area Tests as provided to the school district by the Mississippi Department of Education. NOTE: Students must be enrolled in school in order to utilize this option
3. Beginning with school year 2015-2016, in addition to number 2, all students enrolled may achieve a combined minimum score from the end-of-course Subject Area Tests to meet the requirement for graduation in lieu of passing the end-of-course Subject Area Test.
4. Beginning with the school year 2016-2017, all students enrolled in an end-of-course Subject Area test course for the first time must participate in the assessment in order to earn the Carnegie Unit. The assessment score will constitute 25% of the student's final grade in the course.
5. Any Mississippi public school student who fails to pass a required end-of-course Subject Area Test, prior to school year 2016-2017, will be offered opportunities to retake the test.

A student who fails to meet the graduation requirements (successfully completing Subject Area Test Program as well as local graduation requirements) is not permitted to participate in the graduation exercises. MS Accreditation Standard 20.4

CALCULATING VALEDICTORIAN & SALUTATORIAN

The Alcorn School Board encourages the recognition of students who have excelled academically. Two such avenues of recognition are the Valedictorian and the Salutatorian Awards. The graduating senior with the overall highest grade point average, shall be awarded the Valedictorian Award and the graduating senior with the second highest grade point average shall be awarded the Salutatorian Award using the below procedure for calculating grade point average.

- The official and final grade point average and class ranking for the Valedictorian/Salutatorian shall be calculated at the end of the 3rd nine-week period of a student's Senior Year. The Required College Preparatory Curriculum list of courses along with the student's Mississippi High School Diploma requirements will be used to calculate the academic average for prospective recipients. For more information: <http://www.mississippi.edu/admissions/curriculum.asp>
- Advanced placement will be weighted at 1.05 for calculations of grade point average. Two points will be added for upper level courses such as Chemistry, Physics, Alg. III, Calculus, or the equivalent. School permanent records and transcripts will reflect the actual earned grade for all coursework. To be eligible for the award of Valedictorian/Salutatorian, a student must have been enrolled in the High School they plan to graduate during the entire 10th, 11th, and 12th grade year. An early graduate (student graduating in less than 4 school years) shall surrender all senior rights and privileges, i.e. class offices, awards, honors, titles, valedictorian, and salutatorian. Early graduates may be eligible to receive subject area awards, Star Student designation, and/or college/university scholarships. Please see your high school guidance counselor for more information regarding Alcorn School District's Early Graduation Policy.

STUDENT SPEAKERS AT GRADUATION CEREMONIES

The school district hereby creates a limited public forum consisting of an opportunity for a student to speak to begin graduation ceremonies and another student to speak to end graduation ceremonies. For each speaker, the district shall set a maximum time limit reasonable and appropriate to the occasion. The forum shall be limited in the manner provided by this article. Only students who are graduating and who hold one (1) of the following neutral criteria positions of honor shall be eligible to use the limited public forum: student council officers, class officers of the graduating class, the top three (3) academically ranked graduates, or a shorter or longer list of student leaders as the school district may designate. A student who will otherwise have a speaking role in the graduation ceremonies is ineligible to give the opening and closing remarks. The names of the eligible volunteering students will be randomly drawn. The first name drawn will give the opening and the second name drawn will give the closing.

The topic of the opening and closing remarks must be related to the purpose of the graduation ceremony and to the purpose of marking the opening and closing of the event, honoring the occasion, the participants, and those in attendance, bringing the audience to order, and focusing the audience on the purpose of the event.

In addition to the students giving the opening and closing remarks, certain other students who have attained special positions of honor based on neutral criteria, including, without limitation, the valedictorian, will have speaking roles at graduation ceremonies. For each speaker, the school district shall set a maximum time limit reasonable and appropriate to the occasion and to the position held by the speaker. For this purpose, the district creates a limited public forum for these students to deliver the addresses. The subject of the addresses must be related to the purpose of the graduation ceremony by marking and honoring the occasion, honoring the participants and those in attendance, the student's perspective on purpose, achievements, life, school, graduation, and looking forward to the future.

The subject must be designated for each student speaker, the student must speak on the subject, and the student may not engage in obscene, vulgar, offensively lewd or indecent speech. The school district shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the district treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and may not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

A written disclaimer shall be printed in the graduation program that states, "The students who will be speaking at the graduation ceremony were selected based on neutral criteria to deliver messages of the students' own choices. The content of each student speaker's message is the private expression of the individual student and does not reflect any position or expression of the school district or the board of trustees, or the district's administration, or employees of the district, or the views of any other graduate. The contents of these messages were prepared by the student volunteers, and the district refrained from any interaction with student speakers regarding the student speakers' viewpoints on permissible subjects."

TRANSPORTATION

SCHOOL BUS REGULATION AND POLICY

Students who ride buses must adhere to and abide by any rules or instructions given by the driver while traveling on the bus. Student misbehavior will be reported to the principal or designee for disciplinary action. A student shall not ride the bus to school and then leave campus without permission from a school administrator. It is unlawful for any individual, other than a student scheduled to be a passenger upon a particular bus, a member of the public school administration or faculty, or a law enforcement official to directly or indirectly interface in any way with a passenger boarding or alighting a bus used for public school student transportation, unless permission has been obtained as prescribed by the pertinent rules and regulations approved by the State Board of Education or the local school authorities. Bus drivers are instructed to not allow anyone to board a bus except employees of the district or Law Enforcement.

Bus Discipline Plan

Section I

1. Improper boarding or alighting procedures.
2. Bringing contraband or articles of an injurious nature onto the bus.
3. Failure to remain seated.
4. Refusal to obey the driver.
5. Eating or drinking on the bus.
6. Littering.
7. Pushing, shoving or otherwise assaulting another student.
8. Failing to keep one's head, hands, and other members or articles inside the bus.
9. Profanity.
10. Discourteous or rude behavior.
11. Throwing objects in or out of the bus.
12. Damaging Property

When a principal receives a violation form from the bus driver, the following disciplinary action can be taken:

- First offense: Office Option which may include corporal punishment or 1 day ISS
- Second offense: Office Option which may result in 2 days ISS, corporal punishment or 1-day bus suspension
- Third offense: Suspended from bus for 3 days. A parent must bring the student for a conference before the student is allowed to ride the bus again.
- Fourth offense: Suspended from bus for 5 days. A parent must bring the student for a conference before students are allowed to ride the bus again.
- Fifth offense: Suspended from bus for the remainder of the school year with ASD Board Approval

Bus Discipline Plan

Section II

1. Fighting
2. Violent Acts/Aggressive Behavior

When a principal or designee receives a violation form from the bus driver, the parents will be notified and the following disciplinary action can be taken:

- First offense: 3 days suspension from the school bus.
- Second offense: No less than 10 days suspension from the school bus, but up to the remainder of the school year at the discretion of the principal.
- Third offense: Suspended from the bus for the remainder of the year

3. Tobacco including e-cigarettes or vapes
4. Alcohol

When a principal or designee receives a violation form from the bus driver, the disciplinary action taken will be based on actions listed in the discipline guidelines section of the handbook.

** The principal is the administrator of discipline policies. Times and means of consequences will be left to the principal's discretion.

**OFFICE OPTION may include but not limited to: Student Conference, Parent Conference, Corporal Punishment, ISS, community service, or Bus Suspension

AUTOMOBILES AND STUDENT PARKING POLICY

Parking is a privilege on the high school campuses and can be revoked for disciplinary reasons. The schools are not responsible for any theft, damage, or vandalism to a vehicle while on school property. A student parks at his/her own risk and parents hereby agree that the use of the parking lot is at the student's and parent's own risk. Drivers must exercise caution at all times. **SHOW COURTESY TO PEDESTRIANS AT ALL TIMES.**

For Safety and Security Purposes the Following Will Apply:

- *Students who are granted parking permits will be subject to random drug tests in accordance with the Alcorn School District random drug testing policy. A positive drug test will result in one of the following consequences:*
 - *1st Offense- 30 Days Loss of Driving Privileges and a clean test*
 - *2nd Offense- 60 Day Loss/ Clean Test*
 - *3rd Offense- Driving Privileges Suspended for 1 Year from date of testing report/Clean Test*
- Students are not to congregate in the parking lot, sit in or on their vehicles, or play loud music while on school grounds.
- Reckless driving of any type by a student while on school grounds is not permitted and the consequence for this action could possibly lead to the student forfeiting their privilege to drive or park on campus.
- Unauthorized transport of other students off campus is prohibited.
- Leaving campus without permission and not signing out in the office is not permitted.

Violations:

Violation of one or more of the parking rules or failure to comply with the safety and security procedures listed here or in the school district handbook will result in disciplinary action and could result in temporary or permanent loss of the parking permit.

To register your vehicle, you must have the following:

- Valid Mississippi Driver's license
- Proof of automobile insurance

- Signed parking affidavit from parent/guardian
- No outstanding obligations
- Tag number
- Parking Permit

ALCORN CAREER AND TECHNOLOGY CENTER (ACTC) TRANSPORTATION

Alcorn Career and Technology Center students are to be transported to and from the center during school hours by bus, parent/guardian, or approved adult, with the following exceptions:

Emergency Driving Pass – May be issued by the administrator if parent/ guardian calls the school office providing valid reason and giving verbal permission. This will be limited to three (3) per semester at the discretion of the administrator.

Permanent Driving Pass – Director and school administrator must agree that there is a valid need. Documentation must be complete with required information, signatures, and turned in to the office. Students are NOT allowed to ride with other students. For a student to be granted a Permanent Driving Pass, that student must maintain a C average in each course taken and have no more than three (3) unexcused absences per nine weeks grading period. Driving Violations:

- First Offense – Two week driving suspension
- Second Offense – Permanent driving suspension

DISCIPLINE

The principal is the administrator of discipline policies. Times and means of consequences will be left to the principal’s discretion.

OFFICE OPTION may include but not limited to: Student Conference, Parent Conference, Corporal Punishment, ISS, or community service.

1. Students are expected to be at school on time. Failure to report to office upon late arrival to school will result in

- First offense- Office option
- Second offense- 1 day ISS
- Third offense- 2 days ISS
- Fourth offense- referral to School Board

Make-up work due to a tardy must be completed before the beginning of 1st block the next school day. Principals may deny a student’s driving privileges if tardiness is a persistent issue.

2. Disruptive Behavior (“Horse Play”)

- First offense- Office option
- Second offense- Corporal punishment or 1 day ISS
- Third offense- 3 days ISS

3. Initiating or participating in any unacceptable physical contact including, but not limited to, inappropriate physical display of affection

- First offense- Office Option
- Second offense- 1 days ISS
- Third offense- 3 days ISS
- Fourth offense- 5 days ISS
- Fifth offense- Alternative School days assigned at Principal's discretion

4. *In unauthorized area without pass*
 First offense- Office Option
 Second offense- 1 day ISS or corporal punishment
 Third offense- 3 days ISS
5. *Dress code violation*
 First offense- Office Option or change of clothes
 Second offense- 1day ISS
 Third offense- 3 days ISS
 Fourth offense- Alternative School days assigned at Principal's discretion
6. *Loitering in the halls, common areas*
 First offense- Office Option or Break detention
 Second offense- Corporal punishment or 1 day ISS
 Third offense- 3 days ISS
7. *Leaving school grounds without permission*
 First offense- 3 days ISS
 Second offense- 5 days ISS
 Third offense- Alternative School days assigned at Principal's discretion
8. *Skipping class or School (Not leaving campus)*
 First offense- 1 day ISS or corporal punishment or office option
 Second offense- 3 days ISS
 Third offense- 5 days ISS
9. *Entering another campus without authorization*
 Any offense- Alternative School days assigned at Principal's discretion. IF the student is already assigned to Alternative School that student will be given additional days
10. *Defiance, insubordination (refusal to comply to rules/instruction), disrespect, rudeness to staff or students*
 First offense- Corporal punishment or 1 day ISS
 Second offense- 5 days ISS
 Third offense- Alternative School days assigned at Principal's discretion
11. *Exhibition of any hostile action whether physical, verbal, or written (including posts on social media)*
 First offense- Corporal punishment or 1 day ISS or call Law Enforcement
 Second offense- 5 days ISS
 Third offense- Alternative School days assigned at Principal's discretion
12. *Acts that threaten the safety and/or well-being of students*
 First offense- Corporal punishment or 1 day ISS or call Law Enforcement
 Second offense- 5 days ISS
 Third offense- Alternative School days assigned at Principal's discretion
13. *Harassment, hazing, intimidation, or threats*
 First offense- Corporal punishment or 1 day ISS or call Law Enforcement
 Second offense- 5 days ISS
 Third offense- Alternative School days assigned at Principal's discretion
14. *Any physical, verbal, or written, threat (including threats made on social media), assault or profanity directed toward any Alcorn School District employee*
 Based on severity of each case, penalties will range from Alternative School days assigned at Principal's discretion to expulsion from the Alcorn School District.
15. *Behavior that disrupts instruction*
 First offense- Removal from class and/or corporal punishment
 Second offense- 3 days ISS
 Third offense- 5 days ISS

16. Fighting

First offense- 3 days OSS, (JDC may be called for student safety and protection)

Second offense- 5 days OSS, (JDC may be called)

Third offense- Alternative School days assigned at Principal's discretion (JDC may be called)

JDC may be called and student may be transported unless medical attention is needed. If the aggressor (the person who passes the first lick or initiates the first bodily contact) can be determined by the administration, 3 additional days of ISS will be added to time on the 1st and 2nd offense. There may be reduced or no disciplinary consequences for the student if the administration can determine if said student had no part, verbally or physically, in creating this situation and acted within reason to protect himself/herself from bodily harm.

17. Cell Phone/Electronic Device

The Alcorn School District works diligently to provide a safe and secure environment for all students and faculty. Inappropriate use of cell phones/electronic devices and/or cell phones ringing or being on during the school day is prohibited. Violation of cell phone/electronic equipment/device policy will result in:

First offense- Student warning

Second offense- The phone will be taken up and the student may pick up device after school.

Third offense- The phone will be taken up and the Parent must pick up device after school.

Fourth offense- ISS for student and conference with parent. Phone is returned at the conference.

- Lack of student cooperation changes the behavior into insubordination at which time the procedures for insubordination will be followed.
- Cell Phone should not be on during instructional time unless authorized by the teacher.
- A school day is defined as when a student loads a bus or is dropped off on campus via private transportation to when the student is dropped off at home by bus or is picked up from school via private transportation.
- According to Mississippi Public School Accountability Standards, 2006, Appendix F, Standard 22, "The school prohibits the possession and/or use of any electronic communication device, including cell phones and personal digital assistant devices, during the administration of scheduled statewide tests."

19. Gambling

First offense- Corporal punishment or 1 day ISS

Second offense- 5 days ISS

Third offense- Alternative School days assigned at Principal's discretion

20. Possession or the use of tobacco products in any form shall be prohibited for students during the regular school hours in the Alcorn School District

First offense- Paddling or One Day ISS

Second offense- Three Days ISS

Third offense- 5 days in ISS

Fourth offense- Alternative School days assigned at Principal's discretion

21. Theft of personal or school property

First offense- 5 days ISS and student must make restitution

Second offense- 7 days ISS and student must make restitution

Third offense- Alternative School days assigned at Principal's discretion and student must make restitution

22. Academic dishonesty - Cheating will result in a grade of zero for any student involved. In addition to the grade of zero, the student(s) will receive

First offense- Grade of zero (0) and parent contact

Second offense- Grade of zero (0) and one day ISS

Third offense- Grade of zero (0) and three days of ISS

23. *Vandalism of personal and/or school property*
 First offense- Replace/repair and 3 days ISS
 Second offense- Replace/repair and 5 days ISS
 Third offense- Replace/repair and Alternative School days assigned at Principal's discretion
A call to law enforcement is warranted for vandalism over \$500.00
24. *Using profane, obscene, indecent, immoral or offensive language and/or gestures, and possession of obscene materials*
 First offense- Office Option
 Second offense- Office Option
 Third offense- 5 days ISS
 Fourth offense- Alternative School days assigned at Principal's discretion
25. *Sexual Harassment/misconduct*
 All offenses- Alternative School days assigned at Principal's discretion
26. *Forgery*
 First offense- 1 day ISS
 Second offense- 3 days ISS
 Third offense- 5 days ISS
27. *Possession, use or under the influence of alcohol, illegal drugs, narcotics, controlled substance(s), or paraphernalia*
 First offense- Alternative School days assigned at Principal's discretion and law enforcement may be contacted
 Second offense- Expulsion
28. *Sale or distribution or conspiring to sell illegal drugs/alcohol, controlled substance*
 First offense- Expulsion for one calendar year
29. *Weapon(s) possession and/or use*
 First offense- Principals discretion which may include expulsion for one calendar year
30. *Driving on campus requirements/rules. Failure to follow rules will result in the following*
 First offense- 5 days' suspension of privilege to drive
 Second offense- 10 days' suspension of privilege to drive
 Third offense- 30 days' suspension of privilege to drive

****E Cigarettes, Vapes and Juuls—All forms of E Cigarettes are prohibited on any school campus at all times. Students are subject to the following discipline:**

First offense- 5 days ISS

Second offense- 3 days Out of School Suspension

Third offense- Alternative School days assigned at Principal's discretion

Fourth offense- Expulsion

***Confiscated Vapes, Juuls, or any form of E Cigarettes will not be returned to student or parents.**

****The Alcorn School District reserves the right to drug test any student who exhibits suspicious behavior.**

CORPORAL PUNISHMENT POLICY

A maximum of 3 licks may be administered for disciplinary purposes only. Licks will not be given for failing to do assignments or for a failing grade. Reasonable and proper application will consider age, size, sex, and the gravity of the offense. When a certified employee uses corporal punishment, a certified employee of the District will be used as a witness. No coach will paddle at a practice. The student(s) will be taken to the principal the next morning to receive punishment. Specifications for paddle are found in the Alcorn Board of Trustee Corporal Punishment Policy of October 11, 2011. The Alcorn Career Center will make all paddles for the District and principals will be in charge of their distribution

IN-SCHOOL SUSPENSION

The Alcorn School District provides an in-school suspension program which allows the principal or designee to place students in this program. The students are allowed to maintain attendance and school assignments. This is an isolated environment and students cannot attend school programs or functions while assigned to this program. In-school suspension is used as allowed for in this plan or other rule violation or conduct not deemed serious enough for out-of-school suspension, alternative school, or expulsion. Students must finish assignments and report to the principal's office before being readmitted to regular classes.

ISS rules are as follows:

No breaks. No talking. If you need to speak to the teacher, raise your hand. Talking or other disruptions may cause an additional period of time for in-school suspension or student may be referred to alternative school. Lunch will be served in the in-school suspension room. A positive behavior reward system for ISS may be created by school administration.

Students in in-school suspension shall not participate in any school activities, such as sports, band, clubs, etc., until suspension is complete. Students shall report to the in-school suspension room immediately upon arriving at school in the morning and remain there until the 3:00 p.m. bell in the afternoon. If the student is absent or checks out, they must make-up the time that is missed in the suspension room. Students are required to bring all textbooks, paper, pencils, etc. Students failing to be cooperative or working steadily on assignments shall be given additional penalties. After the third in-school suspension, students will be referred to the Alcorn School Board with the recommendation that they be placed in the alternative school. All assigned work must be completed before leaving ISS. If not complete, additional time will be required to complete work.

OUT-OF-SCHOOL SUSPENSION

Suspension is the denial of the privilege of attending school 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. Students under suspension shall not trespass upon any other school campus or enter into any other school building, except for a pre-arranged conference with a principal. Additionally, students under out-of-school suspension shall not attend any day or night school functions. When unacceptable behavior cannot be corrected by the resource local school agency, the board hereby authorizes the school principal or his/her designee to suspend any student for violation of any other act of misconduct or insubordination as a final effort to influence the student's future behavior.

Suspension Period

The principal may suspend students for a period not to exceed five (5) school days.

The principal, with the approval of the superintendent, may suspend a student for a period not to exceed ten (10) school days.

DUE PROCESS

Constitutional due process requires that students be forewarned of conduct that may result in disciplinary sanctions. Written codes of student conduct posted in the school and distributed annually to students is the usual way of placing students on notice about prescribed behaviors. Oral notice of a regulation may satisfy the constitutional requirement if school officials can show that the oral notice did in fact warn the students about the expected behavior. However, written regulations are preferred and will be used whenever possible.

Constitutional due process is not a fixed set of procedures; the requirements, which always seek to achieve fundamental fairness, vary according to the disciplinary sanction to be imposed. The US Supreme Court recognized in *Goss v Lopez* that there is no suggestion that a student has a constitutionally protected interest in extracurricular aspects of school--athletics, clubs, bands, chorus, social events, etc.—that comprises the

educational process.

Courts have consistently ruled that the minor punishments so traditionally a part of school discipline—counseling, admonition, reprimand, detention, additional assignments—do not require constitutional due process.

The practice of telling students what they are accused of doing and the evidence against them (notice), and allowing them an opportunity to explain their version of the facts (hearing) before imposing any punishment contributes to achieving fundamental fairness.

ALTERNATIVE SCHOOL PROGRAM

- The school district has established, maintains and operates, in connection with regular programs of said school district, an alternative school program for, but not limited to, the following categories of compulsory school-age students:
- Any compulsory-school-age child who has been suspended or expelled from school, except for any student expelled for possession of a weapon or other felonious conduct.
- Any compulsory-school-age child referred to such alternative school based upon a documented need for placement in the alternative school program by the parent, legal guardian, or custodian of such child due to disciplinary problems.
- Any compulsory-school-age child referred to such an alternative school program by the dispositive order of a chancellor or youth court judge, with the consent of the superintendent of the child's school district.
- Before a student may be removed to an alternative school education program, the superintendent of this school district must determine that a written and distributed disciplinary policy of the local school district has been followed.
- Students in Alternative School shall not be allowed at any school programs or activities.
- Students in Alternative School shall be present and accounted for all time assigned.
- Any student charged with a felony may be placed in the Alternative School until the legal matter is resolved. Depending upon the nature of the charges, a student charged with a felony may also be subject to expulsion at the discretion of the district.
- Transportation options will be discussed at the initial meeting.
- The Alcorn School District may or may not require a child returning from out-of-home placement in the mental health, juvenile justice or foster care system be placed in the Alternative School.
- The policy of this district is incorporated in a separate handbook. The Alternative School Program Handbook is incorporated herein by reference. This district operates the Alternative School pursuant of all requirements of Section 37-13-92 of the Mississippi Code of 1972, as amended in 1995 and as amended by Chapter 604, Senate Bill 2855 of the 1997 Legislative session.

POSSESSION OF WEAPONS AND VIOLENT CONDUCT

Any student possessing, displaying, or discharging a gun, a knife, or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17 of the Mississippi Code during regular school hours, at school functions, or involving school property, or at any school event after school hours or on a school bus shall be expelled for a calendar year, unless the time is modified as allowed by State Law.

DRUGS AND ALCOHOL

Any pupil who has in his/her possession, uses, or is under the influence of alcohol or drugs will be disciplined as follows:

First Offense-Student will be placed in alternative school for a period of thirty (30) school days. Seniors with less than thirty (30) days of school who violate this rule will not be allowed to participate in graduation ceremonies.

Second Offense-Student will be expelled for one calendar year.

- A. If any student is found guilty of the use, possession, or is under the influence of drugs or alcohol at school or at any school function, he/she shall be on a probation period upon his/her return to school after appropriate punishment is administered. Any student who is expelled may make an application for readmission at the end of the 365 days to the school board. The school board may, at its discretion, readmit the expelled student if the school board is convinced that it is in the best interest of the student and/or the school district.
- B. The Administration and the Board of Education may use discretion in administering this policy in such cases where across-the-counter, non-illegal/non-controlled drugs (such as aspirin, Tylenol, diet tablets, caffeine tablets, etc.) are used or distributed, but not abused. If a substance cannot be identified on sight, it will be treated as an illegal or controlled substance. Abuse of these so-called across-the-counter drugs, not-illegal/non-controlled drugs will still require the same penalty as described in the articles above. Abuse can be defined as taking more than is prescribed on the package or container.

Violators of item b should receive the following penalty:

- Students who use or possess across-the-counter drugs without permission from the office, shall be placed in in-school suspension.
- Students who distribute across-the-counter drugs shall be placed in ISS for a period of not less than seven (7) school days.
- Students who sell non-illegal/non-controlled drugs at school or at any school function shall be permanently expelled.
- Repeat offenses will be referred to a disciplinary committee.

ALCORN SCHOOL DISTRICT RANDOM DRUG TESTING POLICY

In an effort to protect the health and safety of students from illegal and/or performance enhancing drug use and abuse and to curtail the use of such drugs, the Alcorn School District randomly drug tests all students involved in extracurricular activities and those who are granted parking privileges.

***The Alcorn School District reserves the right to drug test any student who exhibits suspicious behavior.**

STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

Students and employees in the Alcorn 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 may constitute a waiver of the right to pursue a complaint at any level, including review by the Board. You have an opportunity to express concerns anonymously, online, through the use of the district website. Please refer to the section labeled "ALERTS". The information goes directly to the superintendent's email.

I. Definitions

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

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the

offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

II. Procedures for Processing a Complaint

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form, which shall include the name of the reporting person, the specific nature and date of the misconduct, the name of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman. The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined. If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days. If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.

ALCORN SCHOOL DISTRICT'S RESTRAINT AND SECLUSION POLICY

Parents have access to the Alcorn School District's Restraint and Seclusion policy on the district website or it will be made available to them by the principal or at the Alcorn District Office at 31 CR 401, Corinth, MS 38834.

Review procedure for Restraint and Seclusion Complaint

- a. A **written** complaint must be submitted to the Superintendent within 48 hours of the incident in question.
- b. The Superintendent will appoint a committee to include the Special Education Director, Assistant Superintendent and Principal of the school to investigate the incident.
- c. The Committee shall submit a written report of their investigative findings to the Superintendent within 14 days.
- d. Superintendent shall meet with the parents to review the investigative findings.
- e. Parents will have the right to request an Executive Session meeting with the school board.

DRESS CODE

It should be a matter of personal pride for a student of the Alcorn School District to maintain high standards of neatness and appropriateness of dress and appearance. The dress code of the Alcorn School District is not all inclusive – it is virtually impossible to write a dress and grooming code which will properly address every detail and aspect of appropriate dress and grooming.

A student who is not, at the discretion of the principal or designee, attired appropriately or exhibits grooming which is detrimental and/or distracting to the school environment shall be asked to refrain from wearing the inappropriate attire in the future or shall be required to make arrangements for more suitable or appropriate dress. If the arrangement for more suitable clothing requires the student to be absent from class, the absence shall be designated as unexcused. The following guidelines will be observed:

1. The length of shorts will not exceed four (4) inches above the top of the knee. Cut-off shorts, and shorts with holes and tears are prohibited. Jeans that expose skin or undergarments are prohibited.
2. NO athletic shorts should be worn for grades 7-12. Athletic shorts include gym shorts, cycling shorts, or shorts of a plastic or spandex material with an elastic waist band or a waistband with strings used to tighten. No athletic shorts even if they have pockets will be allowed. Swim trunks/board shorts are not allowed either.
3. The length of dresses and skirts will not exceed four (4) inches above the top of the knee and will also be appropriate for bending, stooping, sitting, and working overhead while at school.
4. Transparent clothing without proper underclothing {t-shirt, tank top or camisole} is inappropriate. Transparent wind suits are inappropriate. Wind suits which are part of an athletic uniform are appropriate when leaving for a sporting event and are not to be worn all day.
5. Muscle shirts, stringy tops, halter-tops, tank tops, tube tops, and fishnet tops are prohibited.
6. All tops/blouses shall provide proper coverage. The garment is not to be cut too low in the front so when standing or leaning forward that it reveals cleavage.
7. The midriff shall not be exposed while walking, standing, and/or sitting.
8. Any article of clothing or body art which contains or depicts the following is prohibited: (a) Profane, suggestive, and/or violent language. An example of clothing which include suggestive language includes shirts from Hooters, etc. (b) Derogatory symbols or remarks directed to any ethnic group.
9. Clothing, accessories {bandannas}, or manner of grooming which, by nature of its color, arrangement trademark, symbol, or any other attribute which indicates or implies membership or affiliation with gangs, gang activity or association is prohibited.
10. Hair must be neat, clean and worn in a manner that does not interfere with vision or cause a disruption in the classroom.
11. Basketball jerseys shall not be worn without appropriate underclothing {t-shirt}.
12. Shoes and/or sandals shall be worn. Shoes designed to be laced shall be laced. House shoes or shoes with cleats are inappropriate.
13. Tennis shoes are to be worn for students to participate in P.E. class.
14. Loose and/or sagging pants, slacks, pajama pants, and shorts falling below the waist are prohibited.
15. Leggings or Jeggings or form fitting pants may only be worn with clothing that shall not exceed four {4} inches above the knee.
16. Sunglasses will not be worn in the school building.
17. Hats and caps shall not be worn in the classroom without permission.
18. Neither male nor female students shall be permitted to wear rings and/or studs in their noses, tongues, or other exposed body parts other than their ears.
19. Doo-rags, bandanas, sweat headbands and washcloths are prohibited.
20. All fasteners and buckles designed for use with an article of clothing shall be used appropriately at all times.
21. Any jewelry or ornamentation which depicts a weapon of violence or substance illegal to minors are

prohibited.

MEDICAL ISSUES

COMMUNICABLE DISEASES

The Alcorn School Board has the power, authority, and duty to exclude from the school students with what appears to be infectious or contagious diseases; provided, however, such student may be allowed to return to school upon presenting a certificate from a public health officer or duly licensed physician that the student is free from such disease, as pursuant to *Section 37-7-301 (1990)*.

INFECTIOUS DISEASES POLICY

The following shall be the policy of this school district for educating students known to have a chronic infectious disease (persistent illness in the carrier state as compared to an acute, short-term self-limiting illness) such as, but not limited to, hepatitis B, herpes simplex, AIDS/ARC, or cytomegalovirus. A student with a chronic infectious disease shall be removed from the classroom temporarily and until the district's medical advisor in consultation with the student's physician determines whether the student's presence in the school poses a risk of transmission of such chronic infectious disease to others.

Infectious diseases are caused by viruses, bacteria, fungi or parasites and can spread from one individual to another. Parents will be notified when a communicable illness has been identified in their child's classroom; this will include a list of symptoms and other pertinent information. Please encourage good hygiene and regular hand washing at home. A child that is sent home, with a request to be seen by a physician before returning to school, will be required to bring a letter from their physician that they are clear to return to school, prior to or upon returning.

Parents may be asked to pick up their child from school under the following circumstances:

- The child has a fever of 100 degrees or more. The student should stay at home for 24 hours after the temperature returns to normal without fever-reducing medicine.
- The child is vomiting and /or has diarrhea.
- The child has a rash that may be disease related.
- The child does not feel well enough to return to the classroom.
- The child is bleeding and/or shows any signs of infection that needs to be evaluated by a physician.

Parents should *not* send their child to school if she/he:

- Has a fever of 100 degrees or more. The student should stay home for 24 hours after the temperature returns to normal without fever-reducing medication
- Has vomited or has diarrhea, the students should stay at home until 24 hours after the last episode.
- Has a rash that may be disease-related or from an unknown cause.

PRESCRIPTION MEDICATIONS (Policy Code JG CDC)

If your child requires a prescription medication, it is best to ask the doctor to schedule administration times outside of school hours so children can take medication at home. If your child must take medication at school, it is to be kept with designated staff and must be given to the student as prescribed, with parent authorization. Parent/Guardian is to sign in medication when delivered and sign it out when picked up.

Parents are asked to provide:

- The physician or licensed provider's authorization and directions for administration at school
- Parent permission for the medication to be administered at school
- The medication has to be in its original container from the pharmacist or physician (ask the pharmacist to provide you with a separate bottle labeled to be given at school.)

- Parent/Guardian is required to bring medications to school and pick the bottle up if medication is still in the bottle. They will not be given to students to take home. Medications that are not picked up by parents at the end of the school year or prescribed date, after being notified by staff, will be properly discarded.

Exceptions to this are prescription asthma medications. With parent and physician permission, the student may self-administer an inhaler and prescribed epinephrine (Epi-pen) that needs to be with the student at all times. Permission should be renewed each school year. School personnel will be unable to give medication that is delivered by the student, medication that is not in a bottle properly labeled according to policy, or medication that is not accompanied with an authorization form.

For self-administration of an inhaler or Epi-pen, the parents are asked to provide:

- Written authorization for self-administration to the Principal of the student's school
- Written statement from the physician that the student has asthma and has been instructed in self-administration of asthma medications. The statement should contain the following:
 - name and purpose of the medication
 - prescribed dosage
 - time or times the medications are to be regularly administered including any special circumstances, if any, in which the medications are to be administered
 - length of time for which the medication are prescribed
- Written statement acknowledging that the school district shall incur no liability and that the parent or guardian shall indemnify and hold harmless the school district and its employees against any claims relating to the self-administration of asthma medication.

OVER-THE-COUNTER MEDICATIONS (Policy Code JGCDC)

The Alcorn School District does not provide nonprescription medication and will not be responsible for the storage or administration of such medications.

Students who share, sell, or distribute medications to other students will be subject to serious disciplinary measures. Also, a student is not to have prescription or non-prescription medication

FIRST AID

Children who get cuts and bruises at school will be treated at school for these minor injuries. In case of serious accidents that need to be treated by a medical doctor, every effort will be made to reach the parents; however, if we fail to reach them, the principal will use his/her own discretion.

STUDENT SAFETY

Each student, while participating in or observing any of the following courses of instruction, is required to wear an appropriate industrial quality eye protective device at all times.

1. Vocational technical, chemical, or chemical-physical, involving exposure to:
 - (a.) hot molten metals, or other molten materials
 - (b.) milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials
 - (c.) heat treatment, tempering, or kiln firing of any metal or other materials
 - (d.) gas or electric a/c welding, or other forms of welding processes, and/or
 - (e.) caustic or explosive materials
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations or other hazards not enumerated.

For purposes of this section, unless the context indicates, otherwise, "industrial quality eye protective device" shall mean the standard of the American National Standard Practice for Occupational and Educational Eye and

Face Protection 87.1-1968, and the subsequent revisions thereof, approved by the American National Standards Institute, Inc. Such devices may, at the discretion of the individual school, be (a.) furnished for all students and teachers; (b.) purchased and sold at cost to students and teachers; (c.) made available for a moderate rental fee; (d.) such devices shall be furnished to all visitors to such shops and laboratories. Mississippi Code Section 37-11-49.

HEAD LICE

If it is determined that a student has head lice, he/she must be picked up from school, treatment administered, and cleared through the office before being admitted to class. Students must be treated and lice free before they will be allowed to return to their classroom. Regular shampoo will not remedy the problem. Special products available at the pharmacy should be used. Recurring cases will be reported to the county nurse and/or the Mississippi Department of Health. The school principal or administrator shall not allow the child to attend school until proof of treatment is obtained. **Sources:** 1997 Laws, Chapter 510, Sec. 1, HB154, Effective April 10, 1997. Amended by Laws 1999. Ch. 348, Sec. 1, eff. July 1, 1999.

CAFETERIA

The school cafeteria is operated on a non-profit plan in cooperation with the State and Federal Food Service Program. The meal served each day will be nutritious and well balanced, more than meeting State and Federal requirements. Each pupil will receive a plate lunch and one carton of milk. It is not the intent of the school district to prohibit school functions or programs, whereby individual teachers may allow pizzas or other fast foods to be brought on school premises in conjunction with school functions or programs with the approval of the building's principals. However, the State policy states that no food is to be sold on campus for one hour before breakfast or one hour before lunch and until the end of either serving period.

Applications for free and reduced meals will be completed online through the district website www.alcorn.k12.ms.us. A form can be sent home at the parent's request. These forms are to be completed, signed by the parent and sent back to school ASAP. Any child who does not have an application on file from the previous year will have to pay until they have an approved application on file.

Parents of the Alcorn School District will have available a secure online prepayment service to deposit money into their child's school meal account. This system is called *MySchoolBucks*. The service will provide parents the ability to view their child's account balance, along with an eating history report. Directions for signing up for this meal banking system can be obtained on the district web site www.alcorn.k12.ms.us or in the school office. Parents will be contacted if a student does not have lunch money. **Please remember to pay for your child's lunch in advance (by the week or month)-this will be much easier for all.**

Reduced Breakfast—\$0.30	Reduced Lunch—\$0.40
Paid Breakfast—\$1.00	Paid Lunch—\$2.50
Adult Breakfast—\$2.00	Adult Lunch—\$3.50
Additional milk—\$0.50	

The following steps will be taken to collect delinquent cafeteria debts:

- I. **When a student's debt reaches \$10.00 the Food Services Director will contact the parent to make them aware of the charge.**
- II. **When a student's charges reach \$15.00**
 - a. **A letter from the superintendent's office and the food service department will be sent to the parent requesting payment of the money owed.**

- b. **The parents will be encouraged to apply for free and reduced lunch.**
- III. **When the unpaid amount reaches \$20.00**
 - a. **The parent will be sent a letter requesting they appear before the school board.**
 - b. **The school board members will receive the names of the parents who are in default and will also list the amount owed.**

GENERAL GUIDELINES AND PROCEDURES

ASBESTOS

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) regulations established by the EPA, all school districts are required to provide an annual notification to all parents, teachers, and employees regarding our asbestos management program. This annual notification informs all persons of their option to review the Asbestos Management Plan for our school district. To provide continuing management of the asbestos in our schools, all Asbestos Containing Materials (ACM) are inspected every six months by an accredited asbestos inspector. Any changes to these materials are recorded in a surveillance report as part of the management plan. Additionally, an accredited Asbestos Management Planner conducts a comprehensive inspection of all ACM's every 3 years. This 3-year re-inspection has been performed as required and a copy has been filed with the Mississippi Department of Education. A copy of the Asbestos Management Plan is located in the principal's office at each school. In addition, copies of all Asbestos Management Plans for the district are maintained in the Superintendent's office located at 31 CR 401, Corinth, MS 38834. If you are interested in reviewing this information, please contact the Central Office at 662-286-5591 to schedule an appointment.

BALLOONS, FLOWERS, ETC.—DELIVERY POLICY

The delivery of balloons, flowers, etc., to students and faculty causes disruption of the school day and loss of instructional time in the classroom. The Alcorn Board of Education established as policy on March 4, 1991, that no deliveries of balloons, flowers, etc., to students or faculty at school would be permitted. Reason for this action may be summarized as follows: (1) Balloons may cause a safety problem on the school bus thus prohibiting the bus driver from monitoring students' conduct and could possibly distract the driver's attention. (2) Glass jars and vases constitute a safety hazard at school and on the bus. (3) Pins and other sharp objects used in floral arrangements may constitute a safety hazard. (4) Loss of instructional time in the classroom.

DUTIES OF PARENTS, GUARDIANS, AND CUSTODIANS

(a) A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against school property or persons; **(b)** A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection, or for any other discipline conference regarding acts of the child; **(c)** Any parent, guardian, or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph (b) of this section may be summoned by proper notification by the superintendent of schools and be required to attend such discipline conference; and **(d)** A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity as defined in Section 37-11-29 occurring on school grounds. Any parent, guardian, or custodian of a compulsory-school-age child who (a) failed to attend a discipline conference to which such parent, guardian, or custodian has been summoned under the provisions of this section or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars (\$250.00). Any public school district shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six

(6), who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree. The action authorized in this section shall be in addition to all other action which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parent, for damages to which such minor or other person would otherwise be liable. Mississippi Code Section 37-11-53.

EDUCATION FOR HOMELESS CHILDREN AND YOUTH Title X: The District complies with the Steward B. McKinney Homeless Assistance Act of 1990, as amended. Homeless Liaison is Brian Phelps and he can be contacted at 662-286-3202.

EDUCATION OF STUDENTS WITH DISABILITIES

The Alcorn School District has in place an “Alcorn School District Special Services Handbook” approved by the Alcorn Board of Education. The ASD Special Services Handbook includes policies, courses of study, special services graduation requirements, etc. This handbook can be viewed and/or copied on the Alcorn School District web site www.alcorn.k12.ms.us

EMERGENCY DRILLS

Emergency drills will be conducted at regular intervals as scheduled by the school administration in accordance with board policy and accreditation standards. Due to emergencies, catastrophic incidents, or weather related emergencies, the Superintendent has the authority, given by the school board, to cancel school, dismiss early, or begin later in the school day. The Superintendent shall make the final decision after consulting with weather and transportation authorities.

EQUAL EDUCATION OPPORTUNITIES

Every pupil of the district will have equal educational opportunities regardless of race, color, creed, sex, handicap, religion, or marital status. No student shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, and extracurricular activities. LEGAL REF: Mississippi Code 37-15-35 and 1972 Educational Amendments, Title IX; 45 CFR Part 86; 1964 Civil Rights Act, Title VI 1973 Rehabilitation Act, Section 503 & 504; 45 CFR Part 84. School board policies follow federal laws related to non-discriminatory practices in the operation of the schools, as pursuant to Mississippi Public Schools Accountability Standards, 2008.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The school district will comply with the Family Educational Rights and Privacy Act (FERPA) under the No Child Left Behind Act of 2001 (NCLB). Legal Ref.: Statute 20 U.S.C., 1232 g., Regulations 34 CFR Part 99. Unless the parent or guardian notifies the Alcorn School District otherwise within five days after notification by receipt of the Student/Parent Handbook, consent is implied for the Alcorn School District to release directory information to others including military recruiters. The implied consent includes the release of student directory information, or for non-directory information such as student work, for use in the following ways: (1) On the Alcorn School District’s website. (2) The web site will use the student's first name and/or first name and last initial only. Personal information such as home address, phone number, or names of family members will not be used. Any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities will not be used. (3) Schoolwork may include, but is not limited to, art, written papers, class projects, and computer projects, (4) Any material printed by the school or the Alcorn School District or printed by publishers outside the Alcorn School District. (5) Printed material may include a child’s full name. (6) Printed material may include, but is not limited to, school directories, yearbooks, programs, brochures, newspaper articles, and print advertisement. (7) In video produced and broadcast by the Alcorn School District or produced and broadcast by news organizations and others who receive approval from the Alcorn School District. Please check the appropriate box regarding this issue at the back of the handbook.

FEES SCHEDULE

The school board, according to state law, has authorized the charge of reasonable fees, but no more than the actual cost.

FIELD TRIPS

1. Field trip approval will be based on principal discretion.
2. Exams and state testing will be considered when scheduling field trips; however, they will not be allowed the week before or week of MAAP tests. .
3. Any student whose average is below 65 in all classes will not be allowed to go on field trips.
4. Students who have been placed in ISS or alternative school will not be allowed to go on field trips.
5. Any student not attending field trips or school will be counted absent.
6. Students with excessive absences will not be allowed to attend field trips.

FREE SPEECH, ASSEMBLY, ETC.

The district recognizes students' rights to free speech, free assembly, privacy, and participation in school programs which do not interfere with school instruction and activities, and are in accordance with all federal and state laws.

FREEDOM TO ORGANIZE RELIGIOUS GROUPS AND ACTIVITIES

Students may organize prayer groups, religious clubs, "see you at the pole" gatherings, and other religious gatherings before, during and after school to the same extent that students are permitted to organize other non-curricular student activities and groups. Religious groups must be given the same access to school facilities for assembling as is given to other non-curricular groups, without discrimination based on the religious content of the group's expressions. If student groups that meet for nonreligious activities are permitted to advertise or announce the groups' meetings, for example, by advertising in a student newspaper, putting up the posters, making announcements on a student activities bulletin board or public address system, or handing out leaflets, school authorities may not discriminate against groups that meet for prayer or other religious speech. School authorities may disclaim sponsorship of non-curricular groups and events, provided they administer the disclaimer in a manner that does not favor or disfavor groups that meet to engage in prayer or other religious speech.

INCLEMENT WEATHER

In the event of inclement weather, parents will be notified of any school closures. Depending on the severity of the situation, the school may close for the day, have a two hour delay of start, or be dismissed early. If a two hour delay is implemented, buses will run that morning two hours later than normal, and the start of the school day will be two hours later than the normally scheduled start time, as well.

INSURANCE

Students participating in athletics or cheerleading or enrolling in shop or lab (chemistry lab) classes must have school insurance or must have a written statement from the parents/guardian stating that they have sufficient coverage.

NATURAL DISASTER

A copy of the natural disaster plan will be posted in classrooms and offices and each student will be aware of the total plan. For the safety of all students, it is strongly encouraged by the School Administration that no check-out of students be made during a natural disaster warning.

PARENTAL OPT-OUT INFORMATION FOR PARENTS OF 9th-12th GRADE STUDENTS

Federal law requires each Local Educational Agency (LEA), upon request of a military recruiter or an institution of higher education, access to names, addresses, and telephone numbers of high school students. A parent may submit a request in writing to the LEA that such student information not be released without prior written consent of the parent.

If a parent wishes to provide written consent prior to the release of the information, the example located on page 41 of the handbook may be used and returned to your child's school. However, please be aware that if you choose not to return the form at this time, you may do so at any time during your child's school career. The request will be honored and it will be saved as a student record.

PARENT'S RIGHT TO KNOW

Under the **Every Student Succeeds Act** (ESSA), parents have the right to request information on:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- Whether the teacher is teaching in the field or discipline of the certification of the teacher; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

PARENT-TEACHER CONFERENCES

Parent and teacher conferences are encouraged. However, it is necessary that all conferences be scheduled in advance. The parent should contact the teacher for an appropriate time for both parties. All parents are encouraged to participate in the local parent/teacher organization.

RELIGIOUS EXPRESSION IN CLASS ASSIGNMENTS

Students may express the students' beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of the students' submission. Homework and classroom work shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the school. Students may not be penalized or rewarded on account of religious content. If a teacher's assignment involves writing a poem, the work of the student who submits a poem in the form of a prayer (for example, a psalm) should be judged on the basis of academic standards, including literary quality, and not penalized or rewarded on account of its religious content.

SCHOOLWIDE TITLE I PROGRAM

All the Alcorn School District Elementary Schools are school-wide schools. These schools may consolidate and use funds under Title I, together with other federal, state, and local funds, in order to upgrade the entire educational program in schools in which not less than 40% of the children enrolled are from low-income families. Parents are encouraged to be involved in school activities and your child's education. Parents will receive notices and information throughout the school year to keep you informed about the progress of your child and the status of the school in making progress toward helping all children meet high academic standards. Parents will be invited to attend school meetings when school staff will discuss the development, revision, and implementation of the School-Wide Program Plan.

SECRET SOCIETIES

It shall be unlawful for any pupil attending the public schools of this state to become a member of or belong to or participate in the activities of any high school fraternity, sorority, or secret society as defined in Section 37-11-37. Any student violating this policy shall be subject to expulsion.

LEGAL REF: Mississippi Code, Section 37-11-37 (1947); 37-11-39 (1942); 37-11-41 (1942); and 37-11-45 (1942)

STUDENT EXPRESSION OF RELIGIOUS VIEWPOINTS

The school district shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the district treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and may not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

STUDENT'S PERSONAL PROPERTY

Students are responsible for their wallets or purses or other personal belongings such as any electronic devices. The district and/or school ARE NOT responsible for replacing any personal property lost/stolen or damaged on school property or during school-sponsored trips/events.

TEXTBOOKS

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

Damage Fine

Writing/drawing/scribbling in book	\$1.00 per page
Excess wear/damage, but still usable	10% of cost of the book
Cover of book damaged	25% of cost of the book
Spine damaged	25% of cost of the book
Water damage, but still usable	25% of cost of the book
Water damaged, not usable	Cost of the book
Pages missing, not usable	Cost of the book
Obscene writing/drawing on or in the book	Cost of the book
Non-returned book	Cost of the book

VISITORS

All visitors must report directly to the school office and sign in. The principal has the right to deny visitation to any individual if, in the judgment of the principal, the visit might negatively affect school climate. The principal also has the right to contact the proper authorities if a problem with a visitor should arise. Parents are welcome to visit our school at any time. However, all visitors will not be allowed in classrooms during the school day. It has been proven that this kind of visit disrupts classroom work. Anyone wishing to see a student for a specific reason may seek permission to do so from the principal's office. Unauthorized personnel shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on school grounds. Such persons may be prosecuted. No solicitation of teachers or students on personal matters on the school premises by salesmen or agents is allowed. Students are not allowed to have visitors accompany them as visiting guests in the school.

TECHNOLOGY

The Alcorn School District is pleased to offer student access to computer usage to enhance academic development and skills in using media that are commonly found in all aspects of our daily lives. The district policy shall be that all computers with Internet access will be filtered in order to restrict the access of minors to harmful materials. The Alcorn School District uses the filtering solution approved by the Mississippi Department of Education with an additional solution managed by the Alcorn School District Technology Department.

INTERNET POLICY

It is the policy of ASD to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act {Pub. L. No. 106-554 and 47 USC 254 (h)}.

Definitions: Key terms are as defined in the Children's Internet Protection Act

Access to Inappropriate Material: To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the internet, or other forms of electronic communications, access to inappropriate information. Specially, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Inappropriate Network Usage: To the extent practical, steps shall be taken to promote the safety and security of users of the ASD's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specially, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors. *Education, Supervision & Monitoring:* It shall be the responsibility of all members of the ASD's staff to educate, supervise and monitor appropriate usage of the online computer network and access to the internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Director or designated representatives. The ASD or designated representatives will provide age-appropriate training for students who use the ASD internet facilities. The training provided will be designed to promote the ASD's commitment to:

- I. The standards and acceptable use of internet services as set for the in the ASD's Internet Safety Policy;
- II. Student safety with the regard to: (a) safety on the internet; (b) appropriate behavior while on online, on social networking web sites, and in chat rooms; and (c) cyber bullying awareness and response.
- III. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the ASD's acceptable use policies. *Adoption:* This Internet Safety Policy was adopted by the board of the Alcorn School District at a public meeting, following normal public notice, on June 11, 2012.

ACCEPTABLE USE POLICY

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

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

The operation of the ASD network is guided by policy or policies set forth by the Alcorn School Board, Superintendent, district administration, the Mississippi Department of Education, and all applicable local, state and Federal Laws. This AUP does not list every applicable policy or law, but sets forth some specific policies particular to ASD. Additional regulations and policies pertaining to schools/technology are E-Rate, Children's Internet Protection Act ("CIPA") and Family Educational Rights & Privacy Act ("FERPA").

MONITORING OF NETWORK USE

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

SCHOOL DISTRICT OWNERSHIP

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

- Use of the District Network is contingent upon their signing a copy of this Acceptable Use Policy;
- Material created and/or stored on the District Network is not guaranteed to be private. Students and staff should expect that files created/stored on the school computer equipment may be viewed by a Network Administrator. District technology staff may examine or monitor any computer equipment at any time to ensure that the computer and/or network is being used properly. District Technology Staff may access any computer equipment at any time for diagnostic purposes or installation of software;

CONSEQUENCES OF POLICY VIOLATION(S)

The use of the District Network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Any student or district staff, including contract services (outside parties), who violate any policy, regulation or law regarding use of the District Network will be identified and corrective and/or punitive actions will be taken. All users of the ASD network are charged with reporting violations or misconduct to their teachers, supervisors, or the Network administrator. Users who fail to report violations are subject to the same disciplinary actions as those who violate the policy. Violations of these procedures may result in, but is not limited to, a loss of access privileges, disciplinary action by the school and/or district administration, and/or contact of law enforcement agencies.

DISCLAIMER OF LIABILITY

ASD disclaims all liability for the content of materials to which a student or staff may have access on the Internet and for any damages suffered as a result of the student or staff member's Internet use.

Because the Internet and E-mail is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, ASD shall not be responsible for:

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

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

ASD makes no guarantee that the functions or services provided by or through the ASD Network will be error-free or without defect. The District will in no way be responsible for any damages suffered, including but not limited to loss of data or interruptions of service. The District is in no way responsible for the accuracy or quality of the information obtained through the network. The School District is not responsible for credit card fraud/theft or other damage whether monetary or otherwise incurred as a result of Internet access provided to the Alcorn School District.

FILTERING

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

EMAIL AND ELECTRONIC DOCUMENT RETENTION

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

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

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

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

Use of "internet mail" by students, staff, and faculty such as Yahoo mail, Gmail, and POP3 accounts provided by their "home" internet service providers is not allowed at this time, as previously stated all communication pertaining to school should be performed on the alcornschools.org E-mail accounts.

PROHIBITED ACTIONS

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

- Installing software, software application, utility, plug-In's or other such operations without the approval of the Technology office
- Creating, downloading, storing, sending, or displaying offensive messages or pictures including but not limited to pornographic or other sexually explicit material
- Unauthorized access, including so-called 'hacking,' and other unlawful activities
- Inserting, using, or attaching non-approved disks, CD-ROMs, or other media storage devices into or with computers
- Using obscene, profane, or vulgar language
- Harassing, insulting, intimidating, or attacking others
- No cyber bullying behavior shall be all, report all instances
- Giving out personal information about another person, including home address or phone number
- Engaging in any practice(s) that threaten the network and other technological tools
- Violating copyright laws
- Downloading entertainment/music/video/movie software or other files for transfer to a user's home computer, other personal computer, DVD, or any music/movie device. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly

related to the instructional and administrative purposes of the ASD. Software, files, and/or licenses owned by ASD cannot be transferred to staff or student personal or home computers.

- Using the password of others to access the network or any other electronic information or telecommunication services
- Accessing the documents, files, folders, or directories of others without permission from the owner of the files
- Using the network and telecommunication services for commercial promotion, product endorsement, or advertisement not previously approved by the ASD School Board
- Using the network, electronic information, computer-driven software and telecommunication services for personal gain or convenience
- Conducting business other than that deemed academic in nature over the network
- Misusing the resources of the district's network, electronic information, computer-driven software, or telecommunications service equipment and supplies
- Promoting causes that are religious in nature, with no apparent educational or instructional value; and/or violating this or other procedures and guidelines established and set forth by the ASD Technology Office
- Attempt to bypass network controls and filters
- Do not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours
- Do not use personal electronic devices on the district's network without permission from the ASD Network Administrator
- Users may not conduct commercial activities for profit, advertise products, or conduct political lobbying on the network; School district employees should not use personal email accounts or messenger services or online social networking sites to communicate with students, regardless of the nature or intent of the message; the above list is not all inclusive and will be amended from time to time

STIPULATIONS FOR WEBSITE USE AS DISTRICT REPRESENTATIVES

Use of Non-District web sites to present information, classrooms, clubs, or any other officially sponsored activities of the ASD is prohibited. Any sanctioned activity must be hosted on the District website, (<http://www.alcorn.k12.ms.us>). All web publications will abide by the Family Education Rights and Privacy Act (FERPA) for the dissemination of student information. Teacher and/or Student organization websites operating outside the ASD's website must state that they are a separate entity from Alcorn School District. If linking from ASD's main website or an individual schools website then the following disclaimer should be used: The disclaimer must read, "DISCLAIMER; you are now leaving the Alcorn School District Web Site. The district does not endorse and assumes no responsibility for content or control of the web site(s) to which you are about to proceed. The link provided at this page is a courtesy service. Responsibility of external web site control and content rest solely on the author(s) or manager(s) or webmaster(s) of such web site(s) and not with the district." At the external teacher or organization web site, another disclaimer should be posted, "As (a) representative(s) of the Alcorn School District, responsibility of external web site control and content rest solely on the author(s) or manager(s) or webmaster(s) of this web site(s) and not with the district. ASD does not endorse this web site for school, academic, business, or any other purposes." Personal electronic devices used on the district network should have anti-virus and spyware software installed when applicable.

IPAD OR ELECTRONIC DEVICE POLICY

Here are some guidelines relating to iPad or electronic devices.

- Students are responsible for the general care of the iPad or electronic device they are using and iPad or electronic devices that are broken, or fail to work properly, must be reported to staff immediately
- No food or drink is allowed next to your iPad or electronic device while it is in use
- Cords, cables, and removable storage devices must be inserted carefully into the iPad or electronic device
- Never transport your iPad or electronic device with the power cord and/or headphones or earbuds plugged in. Never store your iPad or electronic device in your carry case or backpack while plugged in

- Students should never carry their iPad or electronic devices while the screen is open
- iPad or electronic devices must remain free of any writing, drawing, or stickers UNLESS the iPad or electronic device is protected with removable skin. An identification label with the student's name is acceptable on the iPad or electronic devices
- Vents **CANNOT** be covered. iPad or electronic devices must have an Alcorn School District tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result
- iPad or electronic devices should never be left in a car or any unsupervised area
- Do not lean or put pressure on the top of the iPad or electronic device when it is closed
- Do not store the iPad or electronic device with the screen in the open position
- Do not place anything near the iPad or electronic device that could put pressure on the screen
- Do not place anything in a carrying case or backpack that will press against the cover
- Do not poke the screen with anything that will mark or scratch the screen surface
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks)
- Clean the screen with a soft, dry microfiber cloth or antistatic cloth
- Be cautious when using any cleaning solvents; Some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent
- Students are required to use their alcornschools.org domain user ID and password to protect their accounts and are required to keep that password confidential

GUIDELINES

All users are responsible for appropriate behavior on the school's computer network and equipment just as they are in a classroom or on a school playground. Use of a computer resource is a privilege, not a right, and may be revoked if abused. Action can, and will be taken for violation of this Appropriate Use Policy. Consequences can include:

1. Restricted use
2. Loss of network access
3. In-school disciplinary action, or legal action, including possible criminal prosecution depending on the type of violation. Before legal action is taken, the district shall have proof of such violation.

Alcorn School District

Alcorn Central Elementary
John Anderson, Principal
20 CR 254
Glen, MS 38846
Office: 662-286-6899

Alcorn Central Middle School
Travis Smith, Principal
8A CR 254
Glen, MS 38846
Office: 662-286-3674

Alcorn Central High School
Brandon Quinn, Principal
14 CR 254
Glen, MS 38846
Office: 662-286-8720

Biggersville Elementary
Elizabeth White, Principal
571A HWY 45 S
Corinth, MS 38834
Office: 662-286-6593

Biggersville High School
Pete Seago, Principal
571 HWY 45 S
Corinth, MS 38834
Office: 662-286-3542

Kossuth Elementary
Charla Essary, Principal
14 CR 604
Corinth, MS 38834
Office: 662-286-2761

Kossuth Middle School
Alex Bondurant, Principal
17 CR 604
Corinth, MS 38834
Office: 662-286-7093

Kossuth High School
Brian Johnson, Principal
15 CR 604
Corinth, MS 38834
Office: 662-286-3653

Alcorn Career & Technology
Russ Elam, Director
2101 Norman Road
Corinth, MS 38834
Office: 662-286-7727

Alternative School
Randy Holt, Director
2101A Norman Road
Corinth, MS 38834
Office: 662-286-3359

Notice of Nondiscrimination

The Alcorn School District does not discriminate on the basis of race, color, national origin, age religion, marital status, sex, or disability in employment, vocational programs, or activities set forth in compliance with federal and state statutes and regulations. Any person having inquiries concerning the Alcorn School District's compliance with Title II, IV, VI and IX and/or Section 504 may contact:

Alcorn School District Federal Programs office at 662-286-3202 Alcorn School District 504 Coordinator at 662-286-5591

CONFIDENTIAL
FINANCIAL HARDSHIP WAIVER APPLICATION
School Year 2020-2021

The following fee waiver applies to valid instructional activities. No extracurricular activities or supply fees apply for the use of this waiver.

To apply for a financial hardship waiver, carefully complete this form and return to the principal's office. If you need help with this form, please call the school office. If you are approved for a waiver, it will be in effect for the entire school year and will cover all fees as listed in the Alcorn School District Board Policy Manual.

Student Name _____

School Name _____ Your Relationship to the Student _____

Explain in detail why you are applying for this waiver _____

Does this student qualify for the National School Lunch Program? _____ If yes, skip to the certification **section**.

CERTIFICATION:

This application is made with full knowledge that the law provides penalties for making false statements or concealing material facts to obtain the benefits of the waiver.

Signature of Parent/Guardian:

Printed Name of Parent/Guardian

Home Address

Date Signed: _____

Home Phone

Work Phone

Cell Phone

OFFICE USE

Approved _____ Disapproved _____ By _____

Date _____

Information verified by _____

Date _____

PARENTAL OPT-OUT INFORMATION FOR PARENTS OF ALL 9th-12th GRADE STUDENTS

You may complete the following if you DO NOT consent to the release of your child’s information--name, address, and telephone number-- without first providing written permission to military recruiters and institutions of higher education that request this information. You must do so in writing. You may use this form to notify the school.

Student’s First Name

Student’s Last Name

Student’s Official Class/Grade _____

Name of School _____

I am requesting that my child’s name, address, and telephone number NOT be shared with the below without my expressed written consent:

_____ Military Recruiters and Institutions of Higher Education (such as Northeast, Mississippi State, etc.)

Parent/Guardian

Printed Name

Date

We agree to allow our child to be photographed and/or video-taped during the 2020-2021 school year at school and/or school-sponsored activities that may or may not be released in the media or published on the district website and/or the school's web page. (Please see Family Educational and Privacy Act on page 30 of the handbook).

1. _____ Yes _____ No _____ Parent Initials

2. I have thoroughly read the 2017-2018 Student Handbook and I understand the policies as outlined.

_____ Yes _____ Parent Initials _____ Student Initials

3. The Alcorn School District student handbook states: "As a matter of board policy, appropriate corporal punishment of a student is permitted as a disciplinary measure in order to preserve an effective educational environment which is free from disruption and is conducive to furthering the educational mission of the board." Corporal punishment is permitted as a disciplinary measure only with parental/guardian permission. (Please see Corporal Punishment Policy on page 20 of the handbook). Do you give permission to administer corporal punishment?

_____ Yes _____ No _____ Parent Initials

4. The student will abide by the Terms and Conditions for Internet use as stated in the Acceptable Use Policy (page 33). I further understand that violation of the Terms and Conditions is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action instituted.

_____ Yes _____ Student Initials

5. The parent understands that the student is expected to abide by the Terms and Conditions for Internet use as stated in the Acceptable Use Policy (page 33). I further understand that if my child commits any violation of the Terms and Conditions, his/her access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action instituted.

_____ Yes _____ Parent Initials

Student Signature

Date

Parent Signature

Date

PLEASE RETURN TO SCHOOL..