

Neshoba Central Elementary School

The vision of the NCSD is that all students graduate college and career ready with courses, certifications, and external opportunities beyond a high school diploma.



Student Handbook
Grades K – 5
2018 - 2019

Welcome Back

I am very excited about beginning this school year. Whether you will be dropping your child off for the first day of kindergarten or you are a veteran parent of a school-aged child, the start of a new school year is always a time filled with excitement. Our focus is to provide each child with new challenges that will result in a rewarding school experience. We want your child to feel welcome, happy and supported at Neshoba Central Elementary and you play a key role.

We have an extremely dedicated faculty and staff at Neshoba Central. I am very thankful to be a part of such an amazing learning community, and we are excited to have each of you and your children as part of our school community. It takes us all working as a team to help each and every child reach his/her potential.

I look forward to partnering with you to make this a successful year for our students. Thank you in advance for your support and commitment. If you have any questions please do not hesitate to contact me at 601-656-2182.

One Community, One Mission, One Neshoba!

Tiffany Plott, Principal

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**NESHOBA COUNTY
BOARD OF EDUCATION**

Michelle Phillips.....	District One
Davis Fulton.....	District Two
Shannon Winstead	District Three
Johnny Crenshaw.....	District Four
Jill Byars.....	District Five
Robert Thomas	Attorney

CENTRAL OFFICE

Dr. Lundy Brantley.....	Superintendent of Education
Penny Hill	Assistant Superintendent of Academic Services/HR
Mendy Bowen.....	Director of Special Education
Michael Thomas	Director of Transportation/Safety
Deirdre Manning.....	Director of Federal Programs
Nicki Tadlock.....	Food Services Administrator
Shelby Griffin.....	State School Attendance Officer
Rita Miller Daugherty.....	Payroll/Fixed Assets/16 th Section
Stephany Winstead	Administrative Assistant, Central Office
Sherry Smith	Accounts Payable/Purchasing
Crystal Chesney.....	Chief Financial Officer
Dudley Winstead.....	Maintenance Supervisor
Vickey Timmons.....	MSIS Coordinator
Tommy Holland.....	Director of Athletics/Student Services and Maintenance
La'Monica Calloway.....	District Test Coordinator/TAG/504/CTE

ELEMENTARY SCHOOL

Tiffany Plott.....	Principal (K-5)
Jessie Smith	Assistant Principal (K-1)
Tarla Page.....	Assistant Principal (2-3)
Kim Nicholson.....	Assistant Principal (4-5)
Sheila Brantley.....	Bookkeeper
Janice McCombs.....	Secretary
Chastity Williams.....	Secretary
Emily Thrash.....	Counselor
Kasey Edwards.....	Lead Teacher
Laura Merritt.....	Records Clerk
Jenna Sanderford.....	Office Assistant
Mindy Hutchison.....	TST Coordinator

VISION – MISSION - BELIEFS

The **vision** of the NCSD is that all students graduate college and career ready with courses, certifications, and external opportunities beyond a high school diploma.

The **mission** of the Neshoba County School District is to develop every student intellectually, emotionally, and physically in a safe environment.

We believe:

- ✓ A safe and positive environment is foundational to educational success.
- ✓ All students can learn and grow.
- ✓ Strong educators delivering high-quality instruction are essential to student learning.
- ✓ It is critical to equip every student with an education for an ever-changing world.
- ✓ Schools, students, families, and the community must share the responsibility of ensuring success for our students.
- ✓ All members of the Neshoba family are life-long learners and are called to grow and develop.
- ✓ In understanding and valuing the diverse cultures and interests of our students.

One Community. One Mission. One Neshoba.

NESHOBA COUNTY SCHOOL DISTRICT

2018-2019 School Calendar

August 6.....	Professional Development
August 7.....	Students Report
September 3.....	Labor Day Holiday
September 10	1st 9 Weeks Progress Reports
October 9	End of 1 st nine-weeks
October 10 (No Students).....	Professional Development Teachers
October 11 & 12 (No School)	Fall Break
October 22	Report Cards 1 st 9 weeks
November 12.....	2 nd 9 Weeks Progress Reports
November 19-23 (No School).....	Thanksgiving Holidays
December 21 (Friday- 60% day).....	60% Day (end of 2 nd nine-weeks)
December 24-31.....	Christmas Holidays
January 1-4	Christmas Holidays
January 7 (No Students)	Professional Development Teachers
January 8	Students Report for 2 nd Semester
January 14	2 nd 9 weeks Report Cards
January 21	Martin Luther King Holiday
February 11	3rd 9 Weeks Progress Reports
March 11-15	Spring Holidays
March 18(No Students).....	Professional Development Teachers
March 20.....	End of 3 rd 9 weeks
March 22	3 rd 9 Weeks Report Cards
April 19	Good Friday
April 22 (No Students).....	Professional Development Teachers
April 23.....	4 th 9 Weeks Progress Report
May 24	60% Last Student/Teacher Day/4 th 9 weeks Report Cards/Graduation

**Neshoba Central Elementary School
Schedule of Progress Reports and Report Cards
2018-2019**

September 10	First 9 Weeks Progress Reports
October 22	First 9 Weeks Report Cards
November 12	Second 9 Weeks Progress Reports
January 14	Second 9 Weeks Report Cards
February 11	Third 9 Weeks Progress Reports
March 22	Third 9 Weeks Report Cards
April 23	Fourth 9 Weeks Progress Report
May 24	Fourth 9 Weeks Report Cards

ATTENDANCE (ref Policy JBD/JBA)

Starting in the 2018-2019 school year, the MDE will use the federal definition of an absence (present less than 63% of the school day).

After 8:00 a.m., students are considered tardy and must be accompanied by an adult to the office to sign in. **A student is recognized for perfect attendance only if he/she has been present each day from 8:00 a.m. to 3:20 p.m.**

A student may have 3 days per semester for parental excuses. All other absences are unexcused unless a medical excuse is provided within 2 days of the student's return to school. If a note is not provided within the time stipulated, the absence will be counted as UNEXCUSED. For an absence to be excused, the parent or guardian must provide a note or medical excuse. The note **MUST NOT** have the child's nickname, but real name. **Make-up work** must be completed within 3 school days of the student's return to class.

Unavoidable (Excused) - After 6 parental excused have been used, an "unavoidable excused absence" may be granted by the principal as a result of a parent conference. A parent conference may, or may not, result in an absence being excused. The principal shall consider only serious personal or family illness or death in the family.

NOTE: Once a student has accumulated 5 UNEXCUSED absences, Neshoba Central Elementary, in accordance with state compulsory attendance law, will report the student/parent to the truancy officer. Each unexcused absence after the fifth is required to be reported to the truancy officer as well. If a child reaches 12 UNEXCUSED absences, the truancy officer will file charges in the proper court.

TARDY/ CHECK IN & CHECK OUT POLICY

- Students who are tardy must be checked in at the office before going to class.
- An adult must accompany the student, sign the “check in log”, and fill out an admission pass. The student gives the Admission Pass to the Homeroom Teacher
- It is extremely important to the success of our children that students be on time to school and remain at school until dismissal.
- **Anyone dropping off a child in front of the school MUST come inside with the child. NO drop off in front of the school prior to 7:55 a.m.**

CHECK OUT POLICY (ref Policy JBD)

- Any person checking out a student must have a picture identification and be on the checkout list.
- **No checkouts allowed after 2:45 p.m.**, except for emergency. In case of emergency, an administrator must approve the late checkout.
- Pickup restrictions: An official form for pickup restrictions is available in the school office. These forms **must be updated each year**; they **will not** carry over from the previous school year.
- No car can be in the car pick-up line before 1:30pm.

If checking in or out results in the student being absent more than 63% of his/her instructional day, the student will be counted absent for the entire day.

BUS CHANGE NOTIFICATIONS

Bus/Car rider changes will not be accepted by phone, text, fax, or email. All changes must be submitted in writing with date, parent signature and child’s name (not a nickname) to the elementary school office or in person by the parent, guardian or authorized people from the data sheet BEFORE 2:45 pm. Other information to be included on the note: a phone number in case of questions, the correct bus number, and the address at which the student will be dropped off. Once boarded, students will not be allowed to get off the bus until the bus reaches home or regular destination. The principal has discretion in an extreme emergency to make a bus change by phone or fax.

BUS REGULATIONS (ref Policy JCDAD)

Questions and inquiries regarding stops, routes, student eligibility and bus personnel are directed to the Director of Transportation, **Michael Thomas at 601-656-7471.**

A student’s privilege to ride the bus is dependent upon proper conduct.

Pupils shall...

1. Be ready in the morning at the scheduled time and place for the bus to arrive.
2. Pass in front of the bus, if necessary to cross road or highway, to mount bus or after dismounting bus.
3. Wait until the bus comes to a complete stop before trying to load or unload.

4. Be quiet when bus is nearing and crossing a railroad and highway.
5. Wait for a signal from the bus driver before crossing if it is necessary to cross to enter or leave the bus. Always look in both directions along the road to be sure that it is safe before crossing.
6. Obey the driver.

Pupils shall not...

1. Play on the road while waiting for the bus.
2. Put body parts out of windows.
3. Ride outside of bus.
4. Mar or deface the bus.
5. Use tobacco or intoxicants.
6. Fight or tussle on the bus. (Carries the same penalties as fighting at school.)
7. Strike or threaten bus driver.
8. Use profane language or make vulgar gestures.
9. Carry deadly weapons.
10. Make excessive noise.
11. Throw objects.
12. Commit any other act of improper conduct.
13. Get off the school bus except at school in the morning.
14. Get off the school bus in the afternoon except at his/her home or regular stop unless he/she has written permission from parent or guardian, countersigned by a principal.
15. Possess electronic devices such as radios, tape/CD players, tapes, CDs, cameras, beepers, etc.
16. Wear hats.
17. Possess or use cell phone.

BUS DISCIPLINARY ACTIONS (Minimum Consequences)

Students reported to the principal and found guilty of misbehaving on the school bus shall be punished according to the steps below. **Any student that is redlined from corporal punishment will start on step 3.** Exceptions will be made only in an extreme emergency as determined by the principal, who has discretion on all matters of discipline. **Any student suspended from the bus must have a parent – administrator conference (can be by phone) before the student can ride the bus.**

Disciplinary Actions for Students in Grades K - 5 Riding School Bus

- 1st : Warning (may include paddling) and parental contact.
- 2nd : Paddling and parental contact notifying of suspension on next offense. (ref Policy JDB)
- 3rd : 1 day bus suspension
- 4th : 2 day bus suspension
- 5th : 3 day bus suspension
- 6th – 8th: 5 day bus suspension
- 9th referral and after - the student may be suspended for 10 days or the remainder of the year. (ref Policy JD)

CODE OF CONDUCT

The primary responsibility for the conduct and personal appearance of a student rests with the student and the parents. Students and parents must understand that learning is most conducive when discipline and order is maintained in the school. In carrying out school regulations, students, parents, teachers, and the administrative staff should observe the following:

STUDENT CONDUCT

The superintendent and principals are authorized to institute appropriate disciplinary action including immediate suspension for the following:

- a. Fighting ** (ref Policy JCA)
- b. Physical or verbal harassment/threatening a student or employee (ref Policy JCBE)
- c. Obscene language/behavior (ref Policy JCA)
- d. Theft (ref Policy JCA)
- e. Damage to school property (personal or public) (ref Policy JCBD)
- f. Use/possession of tobacco, illegal drugs and/or alcoholic beverages (ref Policy JCDAC)
- g. Gang related activities (ref Policy JCBB)
- h. Possession or use of anything that is detrimental as determined by administration (ref Policy JCA)
- i. Possession or use of materials of which possession is punishable by law (ref Policy JCBH/JCBE/JCDAE)
- j. Indecent exposure (ref Policy JCA)
- k. ELECTRONIC DEVICES ARE NOT ALLOWED INCLUDING CELL PHONES, VIDEO GAMES, CD/DVD PLAYERS, ETC.

First offense- Electronic devices will be confiscated and (1) parent may pay a fifty dollar (\$50.00) fine (cash only) and get the phone back or (2) phone will not be returned for 30 days.

Second Offense- Electronic devices will be confiscated and parents may pick up after 30 days.

- l. **All Subsequent Offenses-** Electronic devices will be confiscated and student will receive a three (3) day Out-of School Suspension. Cell phones will be returned to parent at parent conference. (ref Policy JCA)

****CARRIES PENALTY OF AUTOMATIC SUSPENSION**

Any student suspended from school must have a parent – principal conference before the student can re-enter school. * After 3rd fight, behavior interventions must be put in place. (ref Policy JCA/JDD)

Grades K – 5

****Fighting:** All fights warrant an Out-of-School suspension.

1st offense: 1 day Out-of-School suspension (OSS)

2nd offense: 2 days OSS

3rd offense: 3 days OSS

4th offense: 4 days OSS

5th offense: 5 days OSS plus recommend Alternative School 4th-5th grade students

DISCIPLINE POLICY

Grades K – 2: Daily discipline chart (A clean slate begins daily for K-2.)

- Green – Great Day
- Yellow – Warning
- Orange – Loss of Privilege/Isolation
- Red – Parental Contact/Corporal Punishment (After 3rd red per nine-weeks, red will be omitted.)
- Blue – Principal Referral

Grade 3 - 5: Individual classroom discipline

The teacher will exercise classroom level discipline (warnings, parental contacts, loss of privileges, corporal punishment). All classroom consequences must be exhausted before an office referral, unless the offense is considered serious. In the event that the discipline issue continues (no more than 3 classroom referrals per 9 weeks) or rises to a more serious nature, the student will then be referred to the principal or his designee for the following discipline consequences: (ref Policy JCB/JDC/JDD/JD)

Principal Referrals:

1 st offense	paddling
2 nd offense	1 days In-School Suspension
3 rd offense	2 day In-School Suspension
4 th offense	3 days In-School Suspension
5 th offense	1 day Out-of-School Suspension
Beginning with 6 th offense	2 days Out-of-School Suspension

*After 3 office referrals (blue), students will be referred for Behavior Tier interventions.

The principal will make the final determination regarding disciplinary actions.

IDEA Guidelines will be followed as applicable. (ref Policy JCD/JDD)

After the tenth out-of-school suspension, in grades 4 and 5, the student may be referred to alternative school upon the next office referral.

The principal has the discretion to send any student to alternative school for good cause at any time deemed appropriate during the discipline process. The principal may suspend any student for good cause for up to 10 days.

In-school suspension begins at 8:00 A.M. and ends at 3:20. You must attend all day to receive credit as one day in-school suspension. The first time a student is sent to the office for a discipline problem while in ISS, the student will receive corporal punishment. The second time a student is sent to the office for a discipline problem while in ISS, the student will receive a 3 day out of school suspension plus make up the time missed from ISS. **Students that are redlined from corporal punishment will receive 3 days OSS for first offense while in ISS.**

Redline Discipline Policy (K-5) (ref Policy JDD)

- a. For a student that cannot be paddled, “Red” will be omitted and the student will be on “Blue” or the classroom step of paddling will be omitted. The following disciplinary actions will be taken:
 - 1 day In-School Suspension
 - 2 days In-School Suspension
 - 3 days In-School Suspension
 - 1 day Out-of-School Suspension
 - 2 days Out-of-School Suspension
 - 3 days Out-of-School Suspension, etc.

ALTERNATIVE SCHOOL STUDENT (Policy ref: JCD, IDDG)

Alternative School students will NOT be allowed to ride the bus. **Parents/guardians are responsible for transporting their student to and from Alternative School.** Any alternative school student is also banned from all activities at Neshoba Central. *Exceptions will be made only in an extreme emergency as determined by the principal. Parents may request a due process hearing (See Policy JCAA) if they do not agree with their student’s placement of alternative school. Due process procedures will be followed.

STUDENT EXPULSION (ref Policy JDE)

The school board may expel a student for conduct that disrupts the educational process or endangers the health or safety of the student, his/her classmates, or school personnel. Prior to final action, the board and its administrators must follow the requirements of due process.

DRESS CODE (ref Policy JCDB)

In preparing students to become productive adult citizens, it is necessary to hold an expectation of high standards of behavior, appearance, and grooming in order to meet the philosophy of the school district. All students are expected to observe certain minimum standards of hygiene, sanitation and personal appearance. The following regulations are to be observed by all students. Any student violating any such regulations will be subject to appropriate disciplinary action.

The principal has discretion regarding discipline for habitual dress code violation.

Anything that is deemed a disruption of the educational process is a violation of the dress code.

1. Hair shall be neatly groomed. Any hairstyle that is determined to disrupt the educational environment of the school, including but not limited to non-natural hair color, designs being cut into hair, etc. is prohibited.
2. Shoes shall be worn. (House shoes, roller skate shoes, etc. are prohibited.)
3. Tank tops, muscle or body shirts are prohibited.
4. Any style of clothing tending toward immodesty in dress is prohibited.
5. Clothing or articles worn or possessed with profane, inflammatory, vulgar, or immorally suggestive language, alcoholic or tobacco slogans are prohibited.
6. Garments that do not meet the definition of proper dress include bicycle shorts, thigh huggers, cut off frayed shorts, gym shorts or nylon material shorts are prohibited.
7. Any clothing with holes, shall not have holes any higher than the tips of the fingers when the student is standing with his/her arms by his/her side.
8. No hats or caps shall be allowed on school premises or school buses. (**These items will be confiscated and not returned**)
9. See-through clothing is prohibited.
10. Pajamas, or sleepwear are prohibited.
11. Sagging pants are not allowed.
12. If an item of dress is questionable or may be subject to criticism DO NOT WEAR IT.
13. All coats/jackets/oversize sweaters that fall at hip level will be removed inside school buildings.
14. Pierced ears are allowed. Any other body piercing is prohibited.
16. No clothing with chains or extended straps will be allowed. No wallet chains will be allowed. (**Chains will be confiscated and not returned**)
17. Shorts, skirts, dresses or skorts may be worn only when the bottom of the garment is below finger tips of the student when standing and arms held to their side.
18. Clothing worn shall not be excessively low in front or back.
19. No visible tattoos

NOTE: The principal or designee has the final decision determining if the attire is acceptable.

The Board of Education has adopted these standards expecting the support of parents and students in the implementation of the standards. Students are expected to dress and groom within the limits set by these standards. Students are expected to obey the rules and directions of their principals and teachers in charge of their educational program. **Parents are requested to help their children meet the expectations of the personal appearance standards. Parents are requested to encourage their students to dress appropriately and behave appropriately according to the standards set.** The personal appearance code will be positively enforced by teachers, principals, and administrators.

Bullying/Harassment (Cross Ref: Policy JDDA, HB 263)

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

(1) 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 an actual or perceived differentiating characteristic that takes place on school property, at any school-sponsored function, or on a school bus, and that:

a) Places a student or school employee in actual or 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 severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

(2) No student or school employee shall be subjected to bullying or harassing behavior by school employees or students.

(3) No person shall engage in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior.

(4) A school employee or student who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.

(5) Conduct described in section (1) is considered bullying or harassing behavior if that conduct interferes with a student's education or substantially disrupts the operation of a school.

The Neshoba County School District recognizes the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Neshoba County School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school official in authority when subjected to bullying or harassing behavior.

Procedures for Reporting Bullying/Harassing Behavior (Also see www.neshobacentral.com for procedures and bullying complaint form) Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information

that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman. The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties in a timely manner 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 in a timely manner. 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, in a timely manner, 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 in a timely manner following the victim's appearance before the Board.

CAFETERIA

	<u>Breakfast</u>	<u>Lunch</u>
Student full price	1.00	2.50
Student reduced price	.30	.40
Adults	2.25	3.25
Ice cream products. Slushes, chips and bottled water are sold separately with prices beginning at \$1.00.		

If you would like to pay for your child's meals online please sign up at www.myschoolbucks.com . For questions regarding the Child Nutrition Payment and Charge Policy refer to Policy JGHRD on the district's website.

DELIVERY OF FLOWERS, BALLOONS, COMMERCIAL FOODS, ETC.

The school does not accept commercial delivery of food, flowers, balloons, candy or gifts **to students** and will direct the delivery to the home. **There is to be no food or drinks in commercial cups or wrappers inside the cafeteria.**

EMERGENCY SCHOOL CLOSINGS

In case of bad weather or other emergency, the closing of school will be announced on local radio stations and television channels, the district's website, social media, and/or automated phone message between 5:00 A.M. and 7:00 A.M. Be sure to listen for the specific school name as the closing of other schools in our community, or the closing of schools in our adjacent community, may not mean we are closed. **NOTE: We will utilize the AIM notification phone system as well as other listed methods of announcing emergencies. Please be sure to have your current phone number updated with the school to ensure you are contacted.**

GRADING SYSTEM

Elementary 1st – 5th	<u>Kindergarten</u>	<u>1st – 2nd grades:</u>	<u>3rd-5th grades:</u>
A 90-100	50% assessments/tests	65% tests	50% grade level assessments/tests
B 80-89	30% classwork	30% classwork	10% quizzes
C 70-79	20% quizzes	5% homework	35% classwork
D 65-69			5% homework
F 64 and below			

HONOR ROLL

Students may earn recognition in grades 1-5 for:

Highest Honors – All As

Honor Roll – All As and Bs

This will be calculated by 1st, 2nd, and 3rd nine-weeks grading periods.

COUNSELING AND SOCIAL SERVICES

Counselor, lead teacher, and a social worker are on staff to assist students and parents.

Emily Thrash (Counselor) and Kasey Edwards (Lead Teacher): 601-656-2182

Morgan Moore 601-656-5142

PROMOTION/RETENTION (ref Policy IHE)

Promotion and retention of students in the Neshoba County School District shall be based upon the mastery of state standards. A student may not be assigned a grade level based solely on age or any other factor that constitutes social promotion, nor can a student be retained for extracurricular purposes. If a parent requests to have their child retained, yet their grades do not reflect retention status, the collaboration of the principal, teacher and parents should determine the final decision.

Kindergarten

A student must master all state standards in English Language Arts (ELA) and Mathematics with an 80% accuracy or higher.

NOTE:

- 1) A Promotion Review Committee consisting of the principal and at least three (3) other professional staff members will review final course grades of 75-79 and other criteria that cause a student to be retained and decide if a student needs to be transferred to the next grade.*
- 2) For special education students, other considerations will be given when determining promotion such as goals stated in the student's IEP. The IEP committee will make a recommendation to the principal as to whether the student is to be promoted or retained.*
- 3) Grades will not be given in kindergarten the 1st 9 weeks. A report of progress will be sent to parents.

Grades 1 & 2

A student must demonstrate mastery of all state standards in ELA and mathematics with a 65% accuracy.

Grade 3

A student must demonstrate mastery of all state standards in ELA and mathematics with a 65% accuracy AND;

Beginning in the 2018-2019 school year, a student must score a Level 3 or higher on the 3rd Grade Reading Summative Assessment as determined by MDE. A student who does not a level 3 or higher will NOT be promoted to 4th grade unless the student meets the good cause exemptions for promotion.

Good cause exemptions for promotion are limited to the following students:

- (a) Limited English proficient students who have had less than two (2) years of instruction in an English Language Learner program;
- (b) Students with disabilities whose individual education plan (IEP) indicates that participation in the statewide accountability assessment program is not appropriate, as authorized under state law;
- (c) Students with a disability who participate in the state annual accountability assessment and who have an IEP or a Section 504 plan that reflects that the individual student has received **EITHER** intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading **OR has been previously retained for one (1) year in Kindergarten or First, Second or Third grade (revised in 2016 legislative session);**
- (d) Students who demonstrate an acceptable level of reading proficiency on an alternative standardized assessment approved by the State Board of Education; and

(e) Students who have received intensive intervention in reading for two (2) or more years but still demonstrate a deficiency in reading **and who previously were retained in Kindergarten or First, Second or Third Grade for a total of two (2) years** and have not met exceptional education criteria.

Grade 4

A student must demonstrate mastery of all state standards in ELA and mathematics with a 65% accuracy.

Grade 5

A student must demonstrate mastery of all state standards in ELA, mathematics, and science with a 65% accuracy.

NOTE:

Universal Screener and TST results will be considered in promotion.

Any student that does not master the above standards for K-5, during each progress reporting period (4 ½ weeks) will be referred to the TST committee. Students must have been referred to the TST team prior to being recommended for retention.

For grades 1 – 6:

- 1) A Promotion Review Committee consisting of the principal and at least three (3) other professional staff members will review final course grades of 62-64 and other criteria that cause a student to be retained and decide if a student needs to be transferred to the next grade.*
- 2) For special education students, other considerations will be given when determining promotion such as goals stated in the student's IEP. The IEP committee will make a recommendation to the principal as to whether the student is to be promoted or retained.*

VISITORS

A. Parents who wish to visit the school are welcome to set up a time with the child's teacher; however, prior arrangements must be made for a teacher conference and not conducted during instructional time. Teacher conferences must be held during a teacher's planning time or after school hours. Classroom interruptions will not be allowed.

B. All parents and visitors must sign-in and obtain a visitor's badge before visiting school buildings or classrooms. No office pass is needed to attend a program except programs in classrooms.

SCHOOL NURSE SERVICES

The Neshoba Central Elementary employs two full-time registered nurses. School nurses can be contacted at 601-656-5142.

MEDICATIONS

- Medication will **NOT** be administered without **written instructions**.
- Non-Prescription/Over-the-Counter Medications must not be sent to school.
- Medication must be picked up by a parent or guardian at the end of the school year.

If a student must bring medication to school, the following requirements must be met:

Prescription Medications:

1. Prescription medications are not to be transported by students on the bus. Prescription medications must be brought to the school by parents/guardians.
2. The prescription label must be current and clearly indicate the child's name, drug identity, dosage instructions, doctor's name and prescription date.
3. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times and other instructions if necessary.
4. Medication will be given by the school nurse.
Refrigeration is available if needed.

Students will be sent home from school if they have:

1. temperature of 100 or above
2. vomiting and/or diarrhea
3. must be free of fever and vomiting for 24 hours prior to returning to school.
4. head lice

The Mississippi passed House Bill 1072 that permits school students to self-administer asthma medications with written consent from the parent and a statement from the health care provider outlining the proper process to administer the medication.

If your child has asthma and uses an inhaler, the school will need a release form signed by the parent/guardian and the physician. The teacher will also need to be notified of the use of the inhaler. This will permit your child to carry their inhaler with them at all times.

(Ref Policy JGCD)

POLICY ON RESIDENCE (*ref Policy JBC*)

Residency may be determined in the following manner:

A. STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S)

The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two of the items numbered 1 through 5 below as verification of their address. NO post office box as an address will be accepted. Every school year, the parent or legal guardian must submit two (2) current proofs of residency in the Neshoba County School District.

The two (2) proofs of residency MUST BE one of the following:

1. Filed Homestead Exemption application form **OR** Current mortgage document or property deed **OR** Current official home/apartment lease agreement with length of lease included
2. Valid driver's license **OR** voter identification card
3. Current utility bill (dated within 60 days) showing the service location - Acceptable bills: electricity, gas, water, or landline telephone
4. Automobile Registration receipt

5. Any other document that will objectively and unequivocally establish that the parent or guardian resides within the school district, and in the case of a student living with a legal guardian who is a bona fide resident of the school district. (Official government documentation - i.e. current tax year return, social security statement, DHS statement, etc.)

- Legal guardian(s) must also provide a copy of the court order appointing guardianship. If a petition for guardianship has been filed and the decree is pending, a certified copy of the filed petition for guardianship must be provided.
- If residency is questioned any time throughout the year, the parent/guardian will be required to provide a third proof of residency.

B. HOMELESS CHILDREN

When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431 (1), 11432 (e) and 11302 (a), this school district shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432 (e) (3).

C. STUDENTS LIVING WITH ADULTS OTHER THAN PARENTS OR LEGAL GUARDIANS:

1. The non-parent(s) claiming district residency must meet the criteria of subparagraph (A) (1) through (5) above, required of a parent or legal guardian.
2. The district resident must provide the school with an **affidavit** stating his or her relationship to the student, and that the student will be living at his/her abode full time, and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The superintendent or his/her designee will make the necessary factual determinations as required under this policy. Examples of situations where "in loco parentis" authority of an adult will be recognized to establish residency of the minor include but are not limited to the following:
 1. Death or serious illness of the child's parent(s) or guardian(s);
 2. Abandonment of the child;
 3. Child abuse or neglect;
 4. Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;
 5. Students enrolled in recognized exchange programs residing with host families.
2. Whenever appropriate the person who has assumed responsibility for the care and custody of the child shall be encouraged to obtain legal guardianship of the child.

D. The school district may require additional documentation and verification at any time.

PREVENTION OF SCHOOL VIOLENCE ACT SENATE BILL 3349

A. PROHIBITION OF WEAPONS ON SCHOOL PROPERTY

1. Educational Property. Any public or private school building or bus, public or private school campus, recreational area, athletic field, or other property owned or actually used or operated for school purposes.
2. Student. A person enrolled in a public or private school or a person who has been suspended or expelled within the last five (5) years from a public or private school, college, or university, whether the person is an adult or a minor.
3. Switchblade. A knife containing a blade or blades which opens automatically by the release of a spring or a similar contrivance.
4. Weapon shall mean any of the following: gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive, BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation for food, instruction and maintenance of educational property.
5. It shall be a felony for any person to possess or carry whether openly or concealed any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property (this does not

apply to a BB gun, air rifle or air pistol). Any person violating this section shall be guilty of a felony and, upon conviction thereof, shall be fined not more than \$5,000.00 or imprisoned for not more than three (3) years or both.

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

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

8. Exceptions To Weapons Prohibition. Include weapons used solely for educational or school sanctioned ceremonies, carried by persons as authorized by law, kept in a home school and used in organized shooting events as well as certain non-prohibited weapons in vehicles under parental control and used to transport a student and carried, concealed in whole or part, if going or returning from a legitimate weapon related sports activity.

B. ENROLLMENT AND ASSIGNMENT OF STUDENTS

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

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

3. Denial of Admission For Violent/Other Acts: If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity which may result in expulsion, the District is not required to grant admission or enrollment before one calendar year after the date of expulsion.

37-15-9 Mississippi Code Annotated of 1972

PARENTAL RESPONSIBILITY

Weapons Possession. A parent may be guilty of a misdemeanor and fined up to \$1,000.00 and/or up to six (6) months in the county jail for knowingly allowing a child (under 18) to have, own, or carry a concealed weapon. 97-37-13 Mississippi Code Annotated 1972.

General Responsibility For Child's Acts. The district's discipline plan must be given to students and parents must sign a statement verifying notice of the plan. The plan must include statements regarding parental responsibility and any parent, guardian, or custodian of a compulsory school age child who refuses or willfully fails to perform any of the duties imposed, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed \$3,500.00. 37-1 1-53 Mississippi Code Annotated 1972.

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

Attendance at Discipline Conference. Any parent, guardian, or custodian of a compulsory school age child who shall fail to attend a discipline conference to which such parent, guardian or custodian has been summoned shall be guilty of a misdemeanor and upon conviction, shall be fined not to exceed \$250.00. 37-1 1-53 Mississippi Code Annotated 1972.

TRIBAL/PARENTAL INVOLVEMENT (Policy Ref: JBPAA)

It is the intent of the NCSD that all Indian children of school age have equal access to all programs, services, and activities offered within the school district.

Impact Aid applications, evaluations, Indian Education Committee meeting minutes, and information related to the educational programs and activities of the NCSD are posted on the district's website (<http://www.neshobacentral.com/>) under Quick Links: Tribal/Parental Involvement.

The NCSD provides multiple ways for the Mississippi Band of Choctaw Indians and parents of Indian children to submit comments and recommendations. Comments and recommendations can be submitted by email to Neshobacommunication@neshobacentral.com, verbalized to the administrative offices at the schools, or through the Indian Education Committee at any time during the year.

NOTIFICATION OF COMPLIANCE WITH ASBESTOS LAWS

To Parents or Guardians of Students, Faculty and Employees of Neshoba County Schools:

On October 22, 1986, the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519) was signed into law. The law requires schools to inspect for friable and nonfriable asbestos and develop ASBESTOS INSPECTION AND MANAGEMENT PLANS that address asbestos hazards in school buildings and implement response actions in a timely fashion.

The Neshoba County School District has taken and shall continue to take steps to comply with these guidelines. All asbestos-containing building material has been removed from the school plant with the exception of asbestos-containing floor tile. Due to the nonfriable nature of asbestos-containing floor tile, consultants advise that it should remain undisturbed.

As required by law, the LEA designee has conducted and shall continue to conduct an inspection of the school plant every six months. There has been no significant change in the condition of the remaining asbestos in the floor tile. No new asbestos has been found. The district will continue to inform the public of the status of the Asbestos Program. Copies of the ASBESTOS INSPECTION AND MANAGEMENT PLAN are in the offices of the superintendent and each principal and are available for public review.

Due to the action taken above and the plans set forth, the Neshoba County School District is in compliance with AHERA, Public Law 99-519.

If you have any questions concerning the Asbestos Program, please contact Lundy Brantley, Superintendent of Education at 601-656-3752.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) (Ref Policy JRAB & Policy JR)

Parents and eligible students (a student or former student who has reached age 18 or is attending a post-secondary school and who is no longer a dependent of the parent for federal tax purposes) have the following rights under FERPA and district policy:

1. The right to inspect and review the student's education record;
2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

NOTE: The educational records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his/her own use are exempted from this definition.

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record he/she wishes to inspect. The principal will contact the parent or eligible student to discuss how access will be best arranged (copies, visit to site, etc.) The fee for copies will be from no cost to 10 cents per page.

The school will require a prior written consent before information other than **directory information** may be divulged to third parties. The NCSD designates the following as directory information:

- The student's name, address, and telephone number;
- The names of the student's parents;
- The student's date and place of birth;
- The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
- The student's extracurricular participation;
- The student's achievement awards or honors;
- The student's weight and height if a member of an athletic team;
- The student's photograph;
- The student's electronic mail address;
- The student's date of attendance; and
- The most recent educational institution the student attended prior to the student enrolling in this school district.

NOTE: A parent or eligible student will have two weeks to advise the school district in writing (a letter to the superintendent) of any or all of the items they refuse to permit the district to designate as directory information about the student. The student's record will be marked to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written notification of the parent.

For more information on compliance with FERPA, see Policy JRAB.

STUDENT RESTRAINT AND SECLUSION POLICY (ref *Policy JCBA*)

In accordance with Miss. Code Ann. §§ 37-9-69 and 37-11-57, it is recognized that staff may intercede in situations wherein students are displaying physically violent behavior or are deemed to be a danger to themselves or others. The use of excessive force or cruel and unusual punishment regarding student management is prohibited. Restraint and/or seclusion shall not be utilized as a punitive measure.

Only school personnel trained in the use of restraint and seclusion should be used to observe and monitor these students. Staff engaged in monitoring students shall have knowledge of effective restraint and seclusion procedures, emergency procedures, and knowledge of how to effectively debrief students after the use of restraint or seclusion.

This policy in no way shall inhibit the right of staff to reasonable self-defense in accordance with the provisions of the 5th and 14th amendments to the Constitution of the United States, or the Constitution of Mississippi, nor negate the obligation of the district to provide a safe work environment.

In any situation in which a student is a danger to himself/herself or others, and it becomes necessary to contact law enforcement or emergency medical personnel, nothing in this policy guidance shall be construed to interfere with the duties of law enforcement or emergency medical personnel.

Restraint

Physical restraint is considered to be an emergency response after all other verbal and non-verbal de-escalation measures have failed in effectiveness. When using physical restraint for students who are a danger to themselves or others, staff should take precautions necessary to ensure the safety of the student and the staff members engaged in restraining the student.

1. Physical restraints that restrict the flow of air are prohibited in all situations.

2. The use of mechanical restraints is prohibited, except by law enforcement.
3. The use of chemical restraints is prohibited.

Seclusion

The use of seclusion occurs in a specially designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. The room or space used for seclusion may not be locked and staff shall be present to monitor the student. Seclusion shall cease once the student regains control of his or her behavior.

Parental Notification

- a. All parents shall receive written information about the policies and procedures for restraint and seclusion issued by this school district in the student handbook annually.
- b. Parents or guardians shall be notified verbally or in writing on the day of the restraint or seclusion or no later than 48 hours following the incident. In the event a parent cannot be reached by telephone, a letter shall be sent informing the parent of the incident and the person who can be contacted at the school to address any questions the parent may have. At the time the parent is notified, the school shall schedule a debriefing with the parent to discuss the incident.
- c. A complaint from a parent regarding the physical restraint or seclusion of their child may be submitted in writing to the principal. The written complaint must state the student's name, the nature and date of the restraint or seclusion, the persons involved (teacher, witness, etc.) and requested action. The principal shall provide an initial response to the complainant within five school days. If the parent is not satisfied with the response, he/she may request (in writing) a review by the superintendent. Within 10 days from receiving the request for a review, the superintendent will issue a decision.

Literacy Based Promotion Act: Senate Bill 2347 (for Third Grade)

(ref Policy ICHI)

In compliance with the "Literacy Based Promotion Act," it is the intent of the Neshoba County School District to improve the reading skills of Kindergarten - Third Grade students so that every student completing the Third Grade is able to read at or above grade level.

This district shall comply with all requirements of the Act, including, but not limited to:

3rd Grade Reading Summative Assessment - a student scoring at the two lowest achievement levels in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the child meets the criteria for a good cause exemption.

Social Promotion – A student may not be assigned a grade level based solely on age or any other factor that constitutes social promotion.

Public School Requirements

If a K - 3 student has been identified with a substantial deficit in reading, the teacher will immediately, and with each quarterly progress report, notify parents or legal guardians of the following in writing:

- Determination of a substantial deficit in reading;
- Description of student services and supports presently provided;
- Description of proposed supplemental instruction and support to remediate the student's deficit areas;
- Strategies for parents to use to help students at home; and,
- Notification that student will not be promoted to 4th grade if reading deficiency cannot be

remediated by the end of 3rd grade.

Provide intensive reading instruction and immediate intervention to each K - 3 student who exhibits a substantial deficiency in reading at any time. The intensive reading instruction and intervention must be documented for each student Grades K-3 in an individual reading plan, including, at a minimum, the following:

- a) The student's specific, diagnosed reading skill deficiencies as determined (or identified) by diagnostic assessment data;
- b) The goals and benchmarks for growth;
- c) How progress will be monitored and evaluated;
- d) The type of additional instruction services and interventions the student will receive;
- e) The research-based reading instructional programming the teacher will use to provide reading instruction, addressing the areas of phonemic awareness, phonics, fluency, vocabulary and comprehension;
- f) The strategies the student's parent is encouraged to use in assisting the student to achieve reading competency; and,
- g) Any additional services the teacher deems available and appropriate to accelerate the student's reading skill development.

Good Cause Exemptions

A 3rd grade student who fails to meet the academic requirements for promotion to the 4th grade may be promoted for good cause:

- a) Limited English Proficient students who have had less than two (2) years of instruction in English Language Learner program;
- b) Students with disabilities whose Individualized Education Program (IEP) indicates that participation in the statewide accountability assessment program is not appropriate, as authorized under state law;
- c) Students with a disability who participate in the state annual accountability assessment and who have an IEP or Section 504 plan that reflects that the student has received intense remediation in reading for two (2) years but still demonstrates a deficiency in reading OR was previously retained in Kindergarten or First, Second or Third grade;
- d) Students who demonstrate an acceptable level of reading proficiency on an alternative assessment approved by the State Board of Education; and
- e) Students who have received intensive intervention for two (2) or more years but still demonstrate a deficiency in reading, and who previously were retained in Kindergarten or First, Second or Third Grade for a total of two (2) years and have not met exceptional education criteria.

Teacher Qualifications

Dear Parents,

We are notifying you that, upon request, the Neshoba County School District will provide information regarding the professional qualifications of your student's classroom teachers, including at a minimum of the following:

- If the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which instructions are provided.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- If the student is provided services by paraprofessionals (assistant teachers), and, if so, their qualifications.
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified (example: substitute teacher filling in for regular teacher on sick leave or maternity leave, extending illness, etc.)

If you have any other questions about your child's teachers, please feel free to call the principal for further information. Thank you and we are looking forward to a great school year.

TECHNOLOGY POLICIES (Cross Ref: Policies IJ & IJB)

TECHNOLOGY & INSTRUCTION

INTERNET ACCEPTABLE USE AGREEMENT

The Neshoba County School District is pleased to offer to its students, faculty, and staff access to the Internet in accordance with the terms and conditions of this policy. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users globally. This computer technology will help propel our schools through the communication age by allowing students and staff to access and to use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

Overview

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and President signed into law, the Children's Internet Protection Act (CIPA). CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet Safety policies. These Internet safety policies must include a technology protection measure for blocking access to "visual depictions" of obscene material, child pornography, and material that is "harmful to minors" when minors are accessing the computer. CIPA also requires that the Internet safety policy include monitoring of all online activities of minors. Additionally, the policy must address all of the following: (a) access to inappropriate matter on the Internet and World Wide Web, (b) the safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called "hacking", installation/manipulation or software/hardware and other unlawful activities online, (d) unauthorized disclosure, use, and dissemination of personal information, and (e) measures designed to restrict access to harmful materials.

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a "good faith effort" to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

These guidelines are provided so that you are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Neshoba County School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

NCSC will send home a letter for students and parents to sign indicating that they have read the terms and conditions carefully and understands their significance. The signatures are legally binding.

Neshoba County School District Internet Terms and Conditions of Use

Personal Safety:

1. User will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any other including personal identification information such as, but not limited to, credit card information, social security numbers, telephone numbers, addresses, etc.
2. User will immediately report to the Neshoba County School District Authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.

Illegal Activity:

1. User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or the Neshoba County School District laws, policies or regulations.
2. User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.
3. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
4. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking, installation/manipulation of software/hardware.
5. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
6. Personnel dismissal may occur when inappropriately associating with or writing about students/children on internet social networking websites, such as Facebook, MySpace, chatrooms, blogs, etc. This includes posting comments, data, and/or photos of students. Employees, faculty, and staff should not give social networking website passwords to students. Access to social networking websites for individual use during school hours is prohibited.
7. User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.

8. User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.

System Resource Limits:

1. User shall only use the Neshoba County School District system for educational and career development activities and limited, high quality self-discovery activities as approved by the Neshoba County School District faculty for a limited amount of time per week.
2. User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at a time when the system is not being heavily used.
3. User agrees not to post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to large numbers of people).
4. User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist protecting user against a claim of intentional violation of this policy.

User Rights:

1. The Internet is considered a limited forum, similar to a school newspaper, and therefore the Neshoba County School District may restrict user’s right to free speech for valid educational reasons. The Neshoba County School District will not restrict user’s right to free speech on the basis of disagreement with the opinions expressed by user.
2. User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.
3. User should not expect files stored on school-based computer to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of user’s files.
4. The Neshoba County School District will fully cooperate with local, state or Federal officials in any investigation related to illegal activities conducted through the user’s Internet account.

Individual schools within the district may create additional guidelines and procedures consistent with this policy including, but not limited to, the bulleted items below. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.

Unacceptable behavior

- Downloading inappropriate materials, viruses, or software;

- Using or possessing hacking or file-sharing software
- Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator;
- Vandalizing or tampering with equipment, files, software, system performance, or other network equipment;
- Attempting to repair, remove, or install computer hardware or software;
- Opening the computer to access internal parts;
- Causing network congestion or interfering with the work of others, including sending chain emails or broadcast messages;
- Revealing, sharing, or posting personal information including full name, address, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others;
- Using another person's username or password, or allowing another to access your account using your username or password;
- Pretending to be someone else when sending or receiving messages;
- Forwarding or distributing inappropriate email messages;
- Engaging in harassment or transmitting obscene, messages, picture, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content;
- Accessing or attempting to access Internet sites not approved by district/teacher including non-educational use of chat rooms, instant messaging, or social networking, social media sites and other sites that could expose students to harm or distraction from engagement in academic and school-related pursuits
- Attempting to disable or bypass NCSD Internet content filter or firewall, or attempting to
- Cyber-bullying in any form is unacceptable.

Consequences for Failure to Follow Terms and Conditions of Internet Use Policy

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

When user is using the Neshoba County School District system, it may seem as though these policies could be easily broken and that the user would not get caught. This is not true. Electronic footprints are left behind on a machine each time it is used, and the potential for apprehension always exists.

INTERNET SAFETY POLICY

CHILDREN'S INTERNET PROTECTION ACT (CIPA) POLICY

The Neshoba County School District (NCSD) adopts guidelines that require efficient, ethical, and legal utilization of Internet resources within the educational setting. The Neshoba County School district shall be in compliance with The Children's Internet Protection Act (CIPA) which is a federal law enacted by

Congress in December 2000 to address concerns about access to offensive content over the Internet on school and library computers.

CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-Rate Program, a program that makes certain communications technology more affordable for eligible schools and libraries. The following policy issues that are addressed in the “Internet Safety Policy” are:

1. Minors and employees will not be allowed access to inappropriate matter on the Internet and World Wide Web;
2. For the safety and security of minors and employees on the Internet, students and employees will not be allowed to access chat rooms, blogs, and other forms of direct electronic communications from the general public;
3. All employees are prohibited from text messaging an individual student at any time. This behavior creates opportunities for inappropriate relationships and should therefore be avoided except for educational purposes (ex: teachers, instructors, coaches may text the entire team concerning time changes or postponements in games, tournaments, performances, etc.)
4. Students and employees are unauthorized to access Internet “hacking” and other unlawful activities online;
5. Students and employees are unauthorized in the use, disclosure, and dissemination of personal information regarding minors and employees;
6. The NCSD provides measures designed to restrict minors and employees access to harmful materials (i.e., pictures that are obscene, are child pornography, etc.) through internet filtering/blocking via a District Content Filter/and Bell South Internet filtering services. A district authorized person may disable the blocking or filtering measure during any use by an adult to enable access for bona fide research or other lawful purposes;
7. The NCSD provides reasonable public notice through the local newspaper and holds a public hearing to address proposed technology protection measures and “Internet Safety Policy”.
8. The NCSD will provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms. (Added by amendment to meet July 1, 2012 CIPA regulations)
9. The NCSD will provide activities which will increase the awareness level of students, staff, and parents regarding cyberbullying and the appropriate methods for response and reporting. (Added by amendment to meet July 1, 2012 CIPA regulations)

By adopting and implementing the “Internet Safety Policy,” the NCSD is committed to providing an Internet network that allows legitimate access to educational resources for our students and employees.

**Neshoba Central Elementary School
Official Receipt of Student Handbook
2018-2019**

This is to certify that I will abide by the policies relating to technology “Acceptable Use Policy” and “Internet Safety Policy”. These policies will be available upon request in each office and also on the school website under “Technology Dept.” and then “Technology Policies”.

_____ (Parent Signature) Date _____
_____ (Student Signature) Date _____

I have received and read the Student Handbook published by the Neshoba County School District.

My child has my permission to respond to surveys/questionnaires designed to assess school services and be photographed or videoed for publicity or educationally related purposes. The school has my permission to do any routine testing necessary to aid in planning an instructional program for my child.

I understand that according to House Bill 1530 if my child misses more than 37% of his/her instructional day he/she will be counted as absent for the entire day.

I have received and read the copy in this Handbook of the Neshoba County School District Technology Policy.

PARENT’S SIGNATURE: _____

STUDENT’S SIGNATURE: _____

GRADE: _____ DATE: _____