

2025

2026

BAY SPRINGS ELEMENTARY SCHOOL  
BAY SPRINGS MIDDLE SCHOOL  
BAY SPRINGS HIGH SCHOOL  
STRINGER ATTENDANCE CENTER



WEST JASPER SCHOOL  
DISTRICT

STUDENT HANDBOOK

*EDUCATE - ENCOURAGE - EMPOWER*

## TABLE OF CONTENTS

Academic Awards	26
Administering Medicines to Students Regulations	16
Alternative School	40
Asbestos Management Program Public Notice	14
Athletics and School Activities "No Pass, No Play"	53
Automobiles	18
Behavior That Will Be Referred To The Principal's Office	46
Bullying Policy	43
Bus Regulations	49
Cafeteria and Free/Reduced Priced Meals	13
Care of School Property	13
Class Rank/GPA	26
Classroom Observations	13
Code of Student Conduct	36
Commuting Students	19
Complaints and Grievances	9
Corporal Punishment	44
Credit Recovery	26
Deliveries	14
District Evacuation Policy	14
Dual Enroll/Dual Credit	35
Early Release/Late Start	23
Elections	52
ELL/Foster Care/Homeless	11
Equal Educational Opportunities	4
Family Educational Rights and Privacy Act of 1974	6
Field Trips	22
Fundraising Activities	23
Gifted Education	9
Grading and Assessment	23
Graduation Requirements	28

Hazing/Harassment	45
Incompletes	24
Library	14
Make-up Work	22
Mississippi Diploma Options	29
Parent Conferences	12
Parent and Family Engagement	12
Parent Organizations	12
Personal Electronic Communication Devices	46
Promotion and Retention Overview	24
School Colors	52
School Searches	16
Special Education	7
Speech Language Screening	7
Student Attendance	20
Student Checkout	22
Student Discipline	37
Student Dress Code, Grades K-12	36
Student Enrollment	19
Student Fees	13
Student Intervention Process	25
Student Insurance	14
Student Restrictions	18
Student Safety	14
Student Social Events	36
Student Withdrawals	19
Tardiness	37
Textbooks	13
Threat Screener	39
Vaping Policy	46
Violations Resulting In Expulsion	39

Visitors	12
Weighted Classes	27
West Jasper District Office/Board of Trustees/School Directory	3
WJSD School Calendar	5
WJSD Acceptable Use Policy	55
WJSD Disciple Step Plan	47
WJSD Drug Screening Policy	54
WJSD Technology Distance Learning Plan	58

**INTRODUCTION**

The administration and staff of West Jasper School District would like to take this opportunity to welcome you. This handbook is a "guide" to school programs. Any changes in policy shall be approved by the school board.

**WEST JASPER BOARD OF TRUSTEES**

Jean Wheaton	District I
Debbie Smith	District II
Makisha Keyes	District III
Christy Holifield	District IV
Wade Hosey	District V

**WEST JASPER DISTRICT OFFICE**

**PHONE: 601-425-8500**

**FAX: 601-425-8501**

Dr. Jill Miller	Superintendent
Kathy Culpepper	Administrative Assistant
Marc Avary	Director of Operations
Kenli Fall	Director of Operations Secretary
Corey Price	Technology Coordinator / Fixed Asset Manager
Dawn Gentry	Director for Special Ed/ Federal Programs /Title IX Coordinator
Taylor James	Special Education Case Worker
Dedra Jones	Psychometrist
Mallie Ellis	Accounts Payable/Federal Programs Secretary
Kim Brown	Director of Professional Development
Bailey James	Chief Financial Officer

Ronda Barden	Payroll / Insurance Clerk / Human Resource Officer
Pheobie Trisler	Director of Child Nutrition
Debra Clark	MSIS Coordinator/Child Nutrition Secretary /Textbook Coordinator
Andrew Wu	Technology Technician

### School Directory

Melissa Pugh	Bay Springs Elementary School Principal	601-425-8520
James Bolen	Bay Springs Middle School Principal	601-425-8530
Denika McLaurin	Bay Springs High School Principal	601-425-8510
Tony Keys	Stringer Attendance Center Principal K-6	601-428-5508
Benton Holder	Stringer Attendance Center Principal 7-12	601-428-5508

### WJSD Mission

The West Jasper Consolidated School District has as its mission to provide a quality formal education for the youth in the community Goals:

- Every school will increase student achievement yearly.
- The district will create an environment that is conducive to safe and orderly schools.
- The district will operate an effective, efficient, and sound fund balance to ensure resources are distributed equitably and facilities are upgraded and updated.

### EQUAL EDUCATIONAL OPPORTUNITIES

The West Jasper School District Board of Education adheres to a policy of non-discrimination in educational programs/activities and employment, and strives affirmatively to provide equal opportunity for students and staff. Specifically, the district provides employment and educational opportunity without discrimination and without regard to gender, race, ethnicity, national origin, age, religion, disability, enrollment in CTE courses, or any other legally protected status. No student shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance and extra-curricular activities.

**West Jasper School District Calendar 2025-2026**

<b>July 28-July 31</b>	<b>Professional Development</b>
<b>August 1</b>	<b>First Day of School/1st Nine Weeks Begins</b>
<b>September 1</b>	<b>Labor Day Holiday</b>
<b>September 4</b>	<b>Issue Progress Reports</b>
<b>October 3</b>	<b>End of 1st Nine Weeks</b>
<b>October 6</b>	<b>2nd Nine Weeks Begins</b>
<b>October 9</b>	<b>Issue Report Cards</b>
<b>October 13-17</b>	<b>Fall Break</b>
<b>November 13</b>	<b>Issue Progress Reports</b>
<b>November 24-28</b>	<b>Thanksgiving Holidays</b>
<b>December 19 (60 % day)</b>	<b>End of 2nd Nine Weeks/1st Semester</b>
<b>December 22- January 5</b>	<b>Christmas Holidays for Students</b>
<b>January 5</b>	<b>Professional Development</b>
<b>January 6</b>	<b>Students Return/3rd Nine Weeks Begins</b>
<b>January 8</b>	<b>Issue Report Cards</b>
<b>January 19</b>	<b>MLK Holiday</b>
<b>February 5</b>	<b>Issue Progress Reports</b>
<b>March 10</b>	<b>End of 3rd Nine Weeks</b>
<b>March 11</b>	<b>4th Nine Weeks Begin</b>
<b>March 16-20</b>	<b>Spring Break</b>
<b>March 23</b>	<b>Students Return</b>
<b>March 26</b>	<b>Issue Report Cards</b>
<b>April 3</b>	<b>Good Friday Holiday</b>
<b>April 26</b>	<b>Issue Progress Reports</b>
<b>May 15</b>	<b>Graduation SAC @ 5 pm; BSH @ 6:30 pm</b>
<b>May 20 (60% day)</b>	<b>End of 4th Nine Weeks / 2nd Semester</b>
<b>May 21-22</b>	<b>Professional Development</b>

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

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student. At that time the student is an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1. You have the right to examine and review the student's education records kept by the school. The school must allow this within 45 days of receiving a written request. The request should identify the record(s) to be examined. The school is not required to provide copies of records and may charge a fee if copies are requested. Contact the Principal at your child's school
2. You have the right to request that the school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record that you are requesting be changed, and (b) why it is inaccurate or misleading. If the school decides not to change the record, the parent or eligible student has the right to a hearing. A hearing is like a legal trial where evidence is reviewed to determine what should be done. After the hearing, if the school still decides not to change the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. Contact the Principal at your child's school.
3. You have the right to control the release of your child's personally identifiable information from his or her education record. The school or district must, with certain exceptions, obtain parent written consent prior to the release of personally identifiable information from education records. The exception is that release of personally identifiable information without consent is allowable when it is released to authorized representatives of the school district with legitimate educational interests. This would be to:
  - a. a person employed by the district;
  - b. a person serving on the school board;
  - c. a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist);
  - d. a parent or student serving on an official committee, such as a grievance (complaint) or disciplinary committee or assisting another school official;
  - e. an official of another school district in which a student seeks to enroll;
  - f. an individual or agency responsible for audit, evaluation, or enforcement of compliance with state or federally supported programs.
4. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also release personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be released without prior consent if the categories to be released are designated and parents are given the opportunity to refuse to allow directory information to be released prior to it being released.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605, 00ESEA-SP-03 (Rev. 04/17 US)

**Title IX, American with Disabilities and Section 504****West Jasper School District****P.O. Box 610****510 Highway 18****Bay Springs, MS 39422****Phone: (601) 425-8500, Fax: (601) 425-8501**

**Title IX** --- No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under an educational program or activity receiving federal financial assistance. This act includes protection from sexual harassment which includes: unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment.

**Section 504 / ADA** -No student shall be discriminated against on the basis of disability in admission or access to, or treatment or employment in, its program and activities to the extent provided by law. The Section 504/ADA Compliance Officer for West Jasper School District: Dawn Gentry, West Jasper School District, PO Box 610, Bay Springs, MS 39422. Phone: 601-425-8500, Fax: 601-425-8501

**SPEECH LANGUAGE SCREENING** The West Jasper Consolidated School District ensures that students will be screened for articulation, language, voice, and fluency disorders by the end of Grade 1.

1. If a student fails the screener, the parent or legal guardian will be notified of the results of the screener.
2. If a student fails the screener, the school district, in its discretion, may perform a comprehensive speech-language evaluation.
3. If a parent or a legal guardian of a student who fails the speech-language screener exercises the option to have a subsequent evaluation performed, such evaluation shall be administered by a 215 endorsed speech-language pathologist. The subsequent evaluation obtained by the parents shall be considered by the school district for eligibility in the area of speech-language in accordance with the procedures mandated by the federal Individuals with Disabilities Education Act (IDEA) for a placement in a speech-language program in a nonpublic special purpose school. A parent or legal guardian may provide written notification to the local school district opting out of the mandatory screening provided by the district. The provisions of this section shall not apply to homeschooled students. Legal Reference: House Bill 896 (2013)

**DYSLEXIA SCREENING** It is the policy of this district to comply with all requirements of the dyslexia legislation provided in the Mississippi Code of 1972 Annotated, Section 17-173-15. Therefore, the district will ensure that all compulsory school age children be screened for dyslexia during the period between the spring of kindergarten and the fall of grade 1 and other appropriate times as deemed necessary.

The components of the screening must include:

1. Phonological awareness and phonemic awareness;
2. Sound symbol recognition;
3. Alphabet knowledge;
4. Decoding skills;
5. Encoding skills; and
6. Rapid naming

If a student fails the screener, the parent or legal guardian will be notified of the results of the screener. Subsequent dyslexia evaluations may be administered by licensed professionals, including: psychologists, licensed under Chapter 31, Title 73, Mississippi Code of 1972; Psychometrists licensed by the Mississippi Department of Education; or Speech Language Pathologists, licensed under Chapter 38, Title 73, Mississippi Code of 1972. If a student fails the screener, the school district, in its discretion, may perform a comprehensive dyslexia evaluation; such evaluation must be administered by any of the licensed professionals identified under paragraph (b) of this subsection. If a parent or legal guardian of a student who fails the dyslexia screener exercises the option to have a subsequent evaluation performed, such evaluation shall be administered by any of the licensed professionals identified above. The resulting diagnosis of the subsequent evaluation shall be accepted by the school district for purposes of determining eligibility for placement within a dyslexia therapy program within the current school or to receive a Mississippi Dyslexia Therapy Scholarship for placement in a dyslexia program in another public school or nonpublic special purpose school. The superintendent or designee shall establish procedures to support this policy. Legal Reference: House bill 1031 (2012)

#### **SPECIAL EDUCATION**

Special education programs are provided in the West Jasper School District in accordance with provisions of Title 37, Chapter 23 of the Mississippi Code, and with applicable federal legislation and regulations, including the Individuals with Disabilities Education Act Amendments of 2004, the Rehabilitation Act of 1973 and the State Plan for Special Education. Services are provided to students who are identified with disabilities in any of the following areas. Special education services are offered based on identified and approved student needs. Classes are provided for children with disabilities who have been evaluated and determined eligible for placement in a program. Services are provided in the West Jasper School District under the direction of trained and certified teachers of exceptional children.

#### **Free Appropriate Public Education (FAPE)**

Free appropriate public education is offered for students with disabilities ages 3-21 who are residing within the jurisdiction and enrolled in the district, excluding private or home schools.

**Full Services Goal for Students with Disabilities**

Students with disabilities are defined as students with a disability who, by reason thereof, need special education and related services as defined by the Individuals with Disabilities Education Act Amendments of 2004, Part B (IDEA) and state regulations. These services are provided at no cost to the parents and in conformity with an individualized education program (IEP) that meets the requirements of state rules and regulations.

**Individualized Education Program (IEP)**

The school district initiates and conducts meetings to develop and review annually the Individualized Education Plan (IEP) of a child with a disability residing within its jurisdiction and who is provided special education and related services (excluding students placed by parents in private schools or home-schooled children). Procedures for developing, implementing, reviewing, maintaining, and revising an IEP are implemented in accordance with the procedures contained in state rules and regulations. The IEP committee in accordance with the procedures contained in state regulations determines educational placement decisions.

**Least Restrictive Environment (LRE)**

The school district, to the maximum extent appropriate, educates each child with a disability with their nondisabled peers, including children in public or private institutions or other care facilities. No special classes, separate schools, or other removal of children with disabilities from the regular educational environment occurs unless the nature of severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Children with disabilities are afforded an equal opportunity to participate in nonacademic and extracurricular services and activities. The IEP committee determines the placement of each child with a disability. Decisions regarding children's educational placements in their least restrictive environment will be made in conformity with this policy and the procedures contained in the state regulations.

**Protection in Evaluation**

Following a referral by the Multidisciplinary Evaluation Team (MET), a comprehensive assessment is completed at no cost to the parent(s). The district conducts a full and individual initial evaluation in accordance with the procedures contained in the state rules and regulations before the initial provision of special education and related services to a child with a disability. A reevaluation is conducted of each child with a disability every three years in accordance with the procedures specified in state rules and regulations. All testing and evaluation materials and procedures used by district personnel for assessment and placement are, to the maximum extent possible, selected and administered so as not to be racially or culturally discriminatory.

**Child Find**

The West Jasper School District participates in the effort to identify and evaluate children age birth to 21 who have disabilities. Anyone who knows a child who may have a physical, mental, language, and/or emotional disability, may contact the Director of Special Services, 510 Hwy 18, Bay Springs, MS 39422, 601-425-8500.

**Special Education Participation in State and District-wide Testing**

The West Jasper School District ensures that children with disabilities are included in general state and district-wide assessment programs, with accommodations and modifications in administration in accordance with the policies and procedures established by the Mississippi State Department of Education, the district, and the child's IEP. Children with disabilities who cannot participate in general state and district-wide assessment programs are provided an alternate assessment in accordance with policies and procedures established by the Mississippi Department of Education, the district, and the child's IEP.

**Special Education Grade Level Promotion**

Students who are found to meet the criteria for significant cognitive disability are required to successfully complete the Individual Education Plan (IEP) for grade-level promotion.

Special education students who are placed in a least restrictive environment, i.e., mainstream or inclusion, are required to meet the same requirements as regular education students: a grade of D (65) or higher on course/class requirements as the final grade in the course. The district provides appropriate accommodations and/or modifications for students based upon the disability and as specified in the IEP.

**Alternate Diploma**

Mississippi public schools offer an alternate course of study for students with Significant Cognitive Disabilities. This course of study leads to the Alternate Diploma, which recognizes that a student has completed high school. The Alternate Diploma is not equivalent to a Traditional Diploma and is not recognized by postsecondary entities that require a standard high school diploma.

**Special Education Graduation**

A student who has exceptions for special education, in accordance with rules established by the state board, is not required to meet all requirements of MS Code §37-16-7, and will, upon meeting all applicable requirements prescribed by the West Jasper School District, be awarded a special diploma, if the special graduation requirements include the minimum graduation

requirements of the state board. Any student who meets all special requirements of the district for his/her exceptionality but is unable to meet the appropriate special state minimum requirements is awarded a special certificate of completion in a form prescribed by the state board. These provisions do not limit or restrict the right of an exceptional student solely to a special diploma. Any student may, upon request, be given the opportunity to meet all requirements of MS Code §37-16-7 through the standard procedures and thereby qualify for a standard diploma upon graduation.

Self-contained special education students may, upon completion of the IEP, be awarded a certificate of life skills that reads, in part, "Has completed the district's special education program as outlined in the Individual Education Plan." Students having a disability as defined by the federal Individuals with Disabilities Act, may, upon proper request, be afforded the opportunity to fully meet the requirements for a Mississippi Occupational Diploma upon graduation. The occupational diploma option is designed primarily for students with mild to moderate disabilities that, in the opinion of the IEP committee, are appropriate candidates. The option will provide the meaningful inclusion of students with disabilities in the community and the workplace, thereby achieving increased independence, citizenship, and post-school employment. The Mississippi Occupational Diploma offers an exit avenue that prepares students with disabilities for a productive and contributing adulthood.

#### **Special Education Students and Discipline**

Special education students are responsible for adhering to the same rules of conduct as non-disabled students. All special education students are entitled to a free appropriate public education, even those who have been suspended or expelled. Whenever a special education student is removed for disciplinary reasons from his/her current educational setting and placed in an interim alternative setting, the setting must be one which enables the student to continue to participate in the general curriculum, to continue to receive those services and accommodations/modifications described in the student's current IEP, and to receive services and accommodations/modifications designed to address the student's behavior. The Director of Special Services should be contacted immediately when a special education student commits a violation of the rules of conduct, which may result in the removal from the classroom, by suspension or expulsion. All procedural safeguards described in the IDEA shall be followed whenever a special education student is disciplined.

**GIFTED EDUCATION** is provided for students who meet eligibility criteria in Grades 2-6. The purpose of the program is to provide an enriched curriculum for eligible students. These activities and studies may involve exploring topics discussed in the regular classroom in greater depth or topics that may be developed in upper grades. To qualify for the program, the student must meet criteria set by Mississippi's State Department of Education in three areas: teacher questionnaire, achievement test scores, and mental abilities test scores. Participation is voluntary. Participating students are recommended annually.

**COMPLAINTS AND GRIEVANCES** Student complaints and grievances shall be resolved through orderly processes at the lowest possible level. However, the Board shall provide channels for eventual hearings should such circumstances dictate. Complaints and grievances shall be approached in the following manner:

- 1) The opportunity shall be provided for a student or his parents to discuss with the teacher(s) a decision or situation which is considered unfair or unjust;
- 2) If the matter remains unresolved, the student or his/her parents, or the teacher, may bring the matter to the principal's attention for his/her consideration and action;
- 3) If the matter is still unresolved, it may be brought to the Superintendent or his/her designee.

Complaints that remain unresolved following any action of the superintendent may be referred in writing to the Board of Trustees. LEGAL REF.:1972 Education Amendments, Title IX; 45; 1964 Civil Rights Act, Title VI; 1973 Rehabilitation Act, Section 504

**Federal Programs Complaint Policy** Complaints and grievances concerning the implementation of Federally funded educational programs in the West Jasper School District shall be resolved, when possible, at the source of the complaint. A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal funds and is unable to resolve the issue, may address the complaint in writing to the district's superintendent. If resolution is not achieved in the initial discussion, the complainant must provide a written, signed complaint to the Office of Federal Programs. The written complaint must include the address and other pertinent contact information of the complainant. The continuation of the resolution timeline process is as follows:

Within five working days of the receipt of the written complaint, the Coordinator of Federal Programs will notify the complainant in writing of receipt of the complaint.

Within ten working days of the acknowledgment of the complaint, the complainant will be afforded an opportunity for an informal hearing with the Coordinator of Federal Programs at which time oral/ written testimony will be accepted.

Failure to resolve the complaint in the informal sitting will necessitate a formal hearing and the complainant will be advised of the right to request in writing a formal hearing. The complainant will have five working days from the date of the informal hearing to make a written request to the District Superintendent for a formal hearing. The Superintendent will provide within

five working days a written receipt of the request for a formal hearing. The District Superintendent will make, when necessary, an on-site investigation of the complaint. The Superintendent of the West Jasper School District will conduct a formal hearing within thirty working days of receipt of the written complaint. The formal hearing will include the opportunity for the complainant and/or the complainant's legal representative and the district staff involved to submit evidence. Both the complainant and district staff will be provided the opportunity to question parties to the dispute and any witnesses. The Superintendent /designee will advise the complainant of a decision reached at formal hearing within five working days of the hearing. The entire procedure, from receipt of the complaint to satisfactory resolution at the district level, shall be completed within a period of no more than sixty working days. The complainant has the right to appeal the resolution of the WJSD to MDE, Federal Programs, within ten working days receipt of the written decision from Superintendent.

#### **STUDENTS COMPLAINTS OF SEXUAL DISCRIMINATION/HARASSMENT—TITLE IX**

Title IX of the Education Amendments of 1972 is an anti-discrimination law that states no person in the United States, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. The policy of the West Jasper Board of Trustees forbids unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment and/or discrimination against any student in the district. The West Jasper Board of Education will not tolerate sexual harassment activity by any of its students. The West Jasper School District has appointed an employee to serve as the Title IX Coordinator for the district. This person is authorized to coordinate the district's compliance efforts under this law. Because this policy is not amended each time the Title IX Coordinator changes, please contact the superintendent, the federal programs director, or any principal to request the name and contact information of the current Title IX Coordinator. The Title IX Coordinator is also identified with specificity in the district's student handbook, faculty handbook, and on the district website.

**Harassment** Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB.

#### **DEFINITIONS**

"Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or to any student of the school district. All employees of the district are mandatory reporters under Title IX.

The "complainant" is the person who is alleged to be the victim of sexual harassment.

"Deliberate indifference" is when a district's response is clearly unreasonable in light of known circumstances.

An "educational program or activity" includes any location, event, or circumstance over which the educational institution exhibits substantial control over both the alleged harasser and the context in which the harassment occurred. This includes programs or activities which occur on-campus or off-campus and can involve the use of email, social media, or other technologies. 34 C.F.R. § 106.44(a)

A "formal complaint" of sexual harassment is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegations.

The "respondent" is the individual who has been reported to be the perpetrator of the sexual harassment.

"Sexual harassment" is defined as conduct on the basis of sex that meets one or more of the following:

1. An employee of the recipient conditioning the provision of an aid, benefit or service of the educational institution on an individual's participation in unwelcome sexual conduct (quid pro quo sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity; or
3. Conduct on the basis of sex that meets one or more of the following: "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30)

"Supportive measures" are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or a respondent before or after the filing of a formal complaint or where a complaint has not been filed. Supportive measures should be designed to restore or preserve equal access to the educational program or activity without unreasonable burdening the other party. Examples of supportive measures include, but are not limited to:

1. Counseling
2. Course Modification
3. Schedule Changes
4. Increased Monitoring or Supervision

If the district does not offer supportive measures, the records should document why the response was not clearly unreasonable under the known circumstances.

INDIVIDUALS AND CONDUCT COVERED

These policies apply to all students and employees of West Jasper School District, and third parties, persons hired to provide contracted services, and persons volunteering at school activities. Conduct prohibited by these policies is unacceptable in all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs occur on campus, on a bus, or at another location away from campus. Individuals who violate these policies will be subject to disciplinary action, up to and including suspension or expulsion (if a student) or suspension or termination of employment (if any employee), and in egregious situations, law enforcement officials will be notified as required by law.

PARENTAL INVOLVEMENT

Parents/Guardians of students have the right to act on behalf of the complainant, the respondent, or other individuals at any time. The district will obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18), and inform parents/guardians of the complainant that the complainant may be accompanied by a parent/guardian during all steps of the complaint procedure. The Title IX Coordinator shall contact the parents/guardians and provide them with information regarding the report and Title IX sexual harassment procedures and grievance process for formal complaints.

REPORTING

Any person may report sex discrimination or sexual harassment regardless of whether the person is the alleged victim. These reports may be made in person, by mail, by telephone, or email to the Title IX Coordinator, or by any other means that results in receipt by the Title IX Coordinator. For K-12 educational institutions, actual notice of sexual harassment is notice of sexual harassment or allegations of sexual harassment made to any employee.

Consistent with Title IX, a school must respond when:

1. The school has actual knowledge of sexual harassment;
2. That occurred within the school's education program or activity;
3. Against a person in the United States.

Nothing in this policy or any other policy impedes or precludes a student, the student's parents, a school employee, or school officials from directly reporting to law enforcement officials any behavior that constitutes a violation of criminal law or any applicable laws. It is prohibited to knowingly make a false discrimination, harassment, or retaliation report or provide false information in an investigation. Individuals who knowingly file a false or misleading complaint alleging harassment, discrimination or retaliation or provide false information in an investigation are subject to appropriate disciplinary actions.

RETALIATION

The West Jasper School District encourages reporting all incidents of discrimination or harassment. Retaliation is prohibited against any person for the purpose of interfering with Title IX rights or because the person participated, or refused to participate, in any manner in a proceeding under Title IX regulations. The district must keep confidential the identity of a person who complains of or reports sexual harassment, including parties and witnesses, except as permitted by law to carry out the purpose of the regulations. 34 C.F.R. § 106.71 Retaliation against an individual for reporting harassment or discrimination or for participation in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will subject an individual to disciplinary action.

RECORDS

Any records related to reports of sexual harassment must be kept for a minimum of seven (7) years, including:

1. Investigative Records
2. Disciplinary Records
3. Remedies
4. Appeals
5. Records of action taken including supportive measures

The district must also retain for seven (7) years any materials used to train Title IX Coordinators, investigators, decision-makers, and any employee designated to facilitate an informal process. Training materials will also be posted on the district website.

LEGAL REF.: 1972 Education Amendments, Title VII and Title IX, Clery Act, 20 U.S.C. § 1092(f), Violence Against Women Act, 34 U.S.C. § 12291(a) A complete copy of the West Jasper School District's STUDENTS COMPLAINTS OF SEXUAL DISCRIMINATION/HARASSMENT—TITLE IX Policy may be viewed on the district website.

**FOSTER CARE** The West Jasper School District will ensure that children in foster care remain in their schools of origin unless it is determined to be in the student's best interest to change schools. Should a school transfer become necessary, the district will coordinate with the receiving school to ensure enrollment without delay. A complete copy of the West Jasper School District's Foster Care Policy may be requested from The Office of Federal Programs or viewed on the district website.

**HOMELESS CHILDREN AND YOUTH** The West Jasper School District will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. A homeless student will be admitted to the district school in the attendance area in which the student is actually living or to the student's school of origin as requested by the parent in accordance with the student's best interest. Transportation will be provided to and from the student's school or origin at the request of the parent. If this is not feasible and the child must attend a school other than the school of origin, the district will coordinate with the other LEA to determine the best interest of the student. Parents will receive a written explanation of the decision and notification of their right to appeal. A complete copy of the West Jasper School District's Homeless Policy may be requested from the Office of Federal Programs or viewed on the district website.

**ENGLISH LANGUAGE LEARNERS** The West Jasper ELL program is designed to meet the unique needs of ELL students. Eligibility for the ELL program is contingent on the outcome of a multi-phase screening process. This process involves the use of the Home Language Survey, the MDE approved English Language Proficiency Test, in-class monitoring, review of student performance on in-class formative and summative assessments, an analysis of any available test data, as well as, a review of student records from previous schools. A complete copy of the West Jasper School District's English Language Learner Plan may be requested from The Office of Federal Programs or viewed on the district website.

**PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS** In compliance with the requirements of the Every Student Succeeds Act, the West Jasper School District would like to inform PARENTS/GUARDIANS that you may request information about the professional qualifications of your student's teachers and/or paraprofessionals. The following information may be requested:

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

If you wish to request information concerning our child's teacher's and/or paraprofessional's qualifications, please contact the Principal of your child's school.

**PARENT AND FAMILY ENGAGEMENT** The West Jasper School District shall be in full compliance with Title 1-ESSA regulations requiring parental involvement in the school system's planning and implementation of Federal Programs. Informational parent meetings will be scheduled and will follow all federal regulations concerning parent participation. In addition, all schools will provide proper information to parents concerning their children and shall keep parents adequately informed of their children's progress, needs, and individual objectives. A complete copy of the West Jasper School District's Parent and Family Engagement Policy may be requested from The Office of Federal Programs or viewed on the district website.

**PARENT ORGANIZATIONS** West Jasper School District recognizes and works with all parent organizations. Parent organizations must comply with standards set forth by the Office of the State Auditor. The purpose of such groups is to support and recognize student and teacher achievement and performance. The procedures and regulations for these organizations can be obtained from the school principal. All parent organization meetings held at school must be scheduled with the principal's approval. The principal or designee must attend the meeting.

**PARENT CONFERENCES** Parents are always welcome but first must sign in at the office to obtain a pass from the principal or school secretary. Classes must not be disturbed. Formal parent/teacher conferences should be arranged by prior appointment for the time set aside each day which includes: (1) immediately following the close of school, or (2) during a teacher's planning period. Teachers and/or parents may request the principal to attend any parent-teacher conferences. Informal contacts between parents and teachers may be made outside of the instructional day to promote teamwork and healthy relationships between the parents and the school. However, any contact that leads to confrontation or harassment by either party shall be terminated immediately. A formal parent/teacher conference may be arranged for a later time. Any complaints should first be reported to the school principal. It is imperative that parents, teachers, and other district employees not discuss student data or problems during public events when other people are present. This violates the confidentiality laws and the privacy of the individual student. Discussion of problems regarding student behavior and academic achievement should take place in formal parent/teacher conferences when privacy is guaranteed and the time-frame is conducive to reaching a satisfactory solution in the best interests of the student.

#### **VISITORS**

In order to assure that no person enters the school with wrongful intent, all visitors to schools must report to the school office when entering, verify who they are, state their purpose for being in the school and on the school campus, and receive authorization to visit elsewhere in the building. Exceptions to this requirement are when visitors are attending a general school

function such as a pep rally, assembly program, athletic events, etc. Unauthorized persons 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 grounds. Such persons will be prosecuted to the full extent of the law. The principal shall have the right to deny visitation rights to any individual if in the judgment of the principal the visit might negatively affect the classroom procedures. Students will not be permitted to bring brothers, sisters, other children, or out-of-town guests to school. Members of the supervisory or administrative staff who have invited professional visitors may elect to serve as hosts to the visitors whom they have invited, as well as to other visitors who may have a mutual interest and area of competency. There shall be no solicitation of teachers or pupils on personal matters on the school premises by salesmen or agents.

#### **Vendors and Contractors**

Any individual who purports to be a vendor, temporary worker, contractor, or who has an appointment to do work at the district shall be verified before being allowed access to the campus. The identity of the visitor and the reason for the visit must be verified directly by a district administrator. If the visitor cannot be verified, he/she shall be turned away and denied access.

#### **Trespassing**

Unauthorized presence on school property will constitute trespassing. Such persons may be requested to leave the premises by a member of the administrative staff, teacher, staff member, or by a law-enforcement official. Persons failing to comply with any of the above regulations will be considered to be trespassing and in violation of the rules and regulations of the school district and shall be liable for prosecution in conformity with state law.

**CLASSROOM OBSERVATIONS** Classroom observations by parents/guardians must be pre-arranged at least one day in advance with the school principal. Parents/guardians will only be permitted to observe one (1) day per nine weeks and must agree to be non-verbal during any classroom observation. The parent/guardian must enter and exit the classroom quietly and must not in any way disturb the students' learning environment.

**CARE OF SCHOOL PROPERTY** Students are expected to do their individual part in caring for the buildings, school buses, and school grounds. School spirit and pride are evidenced by the proper use of furniture and instructional equipment. It will be the policy of the school system to require the parent to pay for damage to buildings, equipment or buses when it is determined that any such damage was caused by his/her child's carelessness, neglect or vandalism.

**TEXTBOOKS** Textbooks are furnished by the district and are paid for by taxpayers' money. Books will be issued by the teacher to each student for courses requiring textbooks each year. Teachers will conduct a textbook check at the end of each 9-weeks. Teachers will assess fines for amounts up to the current value of the book when it is obvious that the student has damaged or defaced the book. The student will be held responsible for the loss or damage of the textbooks issued to them. If a book is lost or damaged, that book must be paid for before another book is issued. Textbooks are adopted every seven years by the state. Older adopted textbooks can only be obtained if a supply is available from the vendors. Each school is limited to the number of textbooks available to them, and it is important that students exercise care and caution to prevent damage or loss of books provided for them. The following is the method used for book fines and damage replacement costs.

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

**STUDENT FEES** Students participating in activities that require additional equipment and material beyond that which is normally provided by the school district are subject to purchase or rent the said equipment and materials. The board hereby authorizes the superintendent to charge reasonable fees, but not more than the actual cost, for the following:

- Supplemental instructional materials and supplies, excluding workbooks;
- Other fees designated by the superintendent as fees related to a valid curriculum educational objective, including transportation; and
- Extracurricular activities and any other educational activities of the school district that are not designated by the superintendent as valid curriculum educational objectives.

**CAFETERIA AND FREE/REDUCED PRICED MEALS** The school cafeteria is operated on a non-profit plan in cooperation with state and federal child nutrition programs. All meals served meet patterns established by the U.S. Department of Agriculture.

Consideration for free/reduced meals is based on income and number of household members. Applications for free/reduced meals may be picked up in the principal's office. Mealtime is recognized as a very important part of a person's daily schedule. Rules and policies that govern other areas of school life apply here also and must be strictly adhered to. Mealtimes will be supervised by instructional personnel.

Adults not employed by West Jasper School District are not allowed to purchase meals except during an approved planned event. No outside food or food sales are allowed 1 hour prior or during any meal service.

**Charge Policy** FNS Instruction 796-2 (Rev. 3) lists bad debts as a non-allowable expenditure of Federal Funds; therefore, losses or meals which have been charged cannot be paid with Child Nutrition Funds.

- 1) Adults are not allowed to charge meals or solicit food from students.
- 2) NO charges will be allowed for extra sale items.
- 3) Students who are in the full pay category may charge up to but not more than \$8.00 in meal purchases.
- 4) Students who are in the reduced pay category may charge up to but not more than \$2.00 in meal purchases.
- 5) Charges will not be allowed after April 25th of the current school year to allow adequate time to collect student account balances.
- 6) ALL charges must be paid before the end of the current school year.
- 7) Parents/Guardians can be reported to the Department of Human Services at the discretion of the Superintendent and the School Food Service Administrator.

**STUDENT INSURANCE** WJSD is not responsible for any medical bills/balances not covered under the student's insurance. All students who participate in or try out for interscholastic sports or cheerleading are required to provide proof of insurance along with parental consent in order to try out or participate in any sport. Students in MHSAA activities are required to show proof of insurance at the beginning of every sport. Participation in extracurricular activities is voluntary. This school district does not furnish student insurance, nor does it sell insurance or act as agent for any insurance company or local insurance agency. Students shall not be allowed to participate in school sponsored activities where there is reasonable risk of injury or death without parent/guardian furnishing a signed statement certifying that health/accident insurance coverage exists on such student.

**LIBRARY** The school library is important to the school setting and to the total educational program. Students are highly encouraged to make effective use of books and other library materials for both course requirements and recreational reading. The library is staffed by a full-time librarian and/or library assistant to help in the location and selection of library materials.

**DELIVERIES** Due to disruptions in classrooms and interruption to the educational process caused by items being delivered to students or school employees, deliveries for students or school employees will not be accepted in the West Jasper School District. Rule applies to all deliveries from florists, gift shops, food deliveries of outside food, etc. No balloons are allowed on the bus.

**ASBESTOS MANAGEMENT PROGRAM PUBLIC NOTICE** The West Jasper School District wishes to inform its staff, students, parents, and the general public as to the status of its Asbestos Management Program. The district has on file with the Mississippi Department of Education an approved Asbestos Management Plan and has conducted the three-year asbestos inspection of all school facilities. Asbestos materials remain in district facilities and do not present a health risk to our students, staff or the general public. Asbestos Management Plans are available for public review at the Central Office and at each school location.

**DISTRICT EVACUATION POLICY** A disaster plan for the evacuation of school buildings in the event of fire, tornado, or other unforeseen disturbance, can be found in the individual classrooms of all schools. Each student will be made aware of this plan. It shall be the requirement of West Jasper School District to conduct the proper number of safety drills per year.

**STUDENT SAFETY** It shall be the duty of the principals and teachers in all school buildings in the West Jasper School District to instruct the pupils in the methods of safety drills and to practice safety drills until all the pupils in the school are familiar with the methods of escape. Such safety drills shall be conducted often enough to keep such pupils well drilled. It shall be the further duty of such principals and teachers to instruct the pupils in all programs of emergency management as may be designated by the Mississippi Department of Education. MS Code §37-11-5

**Safety Drills** Each school shall have a current Safety Crisis Manual and shall conduct regular safety drills, to include but not limited to bomb threat, earthquake, fire, and tornado. It shall be the further duty of such principals and teachers to develop and conduct an active shooter drill within the first sixty (60) days of each new school semester for students, teachers, and staff. '37-11-5.'

**Facilities and Equipment** The school district is in compliance with state and/or federal requirements for Driver Education. MS Code §37-25-1 et seq. The school district provides operational facilities that are clean, safe, and equipped to meet the

instructional needs of students and staff. The school District provides air conditioning in all classrooms in each school. Sanitary conditions in the schools shall meet State Board of Health Requirements.

**Staff and Student Protection** It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him/her not to attend such classes. Upon conviction of violation of any provision of this section, such individual shall be guilty of a misdemeanor and shall be subject to a fine of not to exceed \$500, imprisonment in jail for a period not to exceed six months, or both. Any person under the age of 17 years who violates any provision of this section shall be treated as a delinquent within the jurisdiction of the youth court. MS Code §37-11-20 (1972)

**Safety During Instruction** Each student and teacher is required to wear an appropriate industrial quality eye protective device at all times while participating in or observing any of the following courses of instruction:

1. Vocational, technical, industrial arts, 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 arc welding, or other forms of welding processes;
  - e. Caustic or explosive materials; or
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiation, or other hazards not enumerated.

For purposes of this section unless the context indicates otherwise "Industrial quality eye protective device" shall mean a device meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z 87.1-1968, and 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. Such devices shall be furnished to all visitors to such shops and laboratories. MS Code §37-11-49 (1974)

**School Closing** Upon application from the school board, the superintendent may close any school because of an epidemic prevailing in the school district or because of the death, resignation, sickness, or dismissal of a teacher or teachers or because of any other emergency necessitating the closing of the school. However, all such schools so closed shall operate for the required full time after being reopened during the scholastic year. MS Code §37-13-63 (1992)

**Transportation** The district complies with the applicable rules and regulations of the Mississippi State Board of Education in the operation of its transportation program. MS Code §37-41-53 Maximum regard for pupil safety and adequate protection of health shall be primary requirements that shall be observed by the school board in purchasing used school buses. MS Code §37-41-103 (1982)

1. All buses are inspected on a quarterly basis and are well maintained and clean.
2. Each bus driver has a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures.
3. The school district has on file a yearly motor vehicle report on each driver and evidence that each driver has received two hours of in-service training per semester.
4. Bus schedules ensure arrival of all buses at their designated school sites prior to the start of the instructional day.
5. Emergency bus evacuation drills are conducted at least once each semester.

**Bus Accidents** A number of actions shall be taken following a school bus accident; the order and number of such actions will vary based on the severity of the accident and the extent or nature of the injuries, if any, following a school bus accident, the procedures listed below shall be implemented:

1. The school bus driver must immediately check all student passengers for injury and ask whether anyone is hurt or injured. If so, first aid shall be administered, if appropriate. The school bus driver must notify authorities and/or the Transportation Department. The students should be evacuated from the school bus in accordance with standard procedures only if the condition or position of the school bus creates a further hazard to the student passengers. If there are no injuries or very minor injuries, the school bus driver must immediately take control of the student passengers, calm the students, and maintain discipline. While waiting for the proper authorities to arrive, the school bus driver will complete the necessary accounting data as required by the school district and the public safety department.

2. The Transportation Department, upon notification of an accident, will immediately dispatch a representative to the accident location and assist the school bus driver and the authorities as appropriate. The superintendent's office must be notified of all accidents, and in the case of severe accidents, the superintendent must be notified immediately.
3. The school will be notified of the accident if students were on board. The principal or his/her designee will be responsible for being sure that all parents of students on a bus involved in an accident are notified.
4. If a school bus accident occurs the children will be taken to an appropriate medical facility if necessary; however, West Jasper Schools will NOT be responsible for any medical bills unless the bus driver is at fault.

**SCHOOL SEARCHES** The Fourth Amendment to the United States Constitution and Article 3, §23 of the Mississippi Constitution provides all people with the right to be secure in their persons, houses, papers, and effects against unreasonable searches. However, circumstances will arise where searches of students' persons, possessions, lockers, desks and vehicles will be necessary. Administrators in the West Jasper School District have the authority and obligation to exercise discretion in the implementation of this policy, balancing the district's responsibility to maintain discipline, order, and a safe environment conducive to education with the students' legitimate expectations of privacy. The Superintendent or designee shall have the right to call upon law enforcement officials to assist school personnel in the general search of school property, including student lockers, for the possession and/or use of illegal drugs. Persons and cars/vehicles may be subject to search if there is reasonable suspicion. The law enforcement officers may, in their discretion, use specially trained canines to detect the presence of illegal drugs. The law enforcement officers may use other non-invasive tools such as electronic devices, to assist them in their search for illegal drugs on school property.

**REQUIREMENTS:**

1. All searches must be pre-approved by the superintendent, principal, assistant principal or acting principal. No other district employee may authorize a search except where an emergency situation exists.
2. At least two district employees must be present while a search is conducted. If, at the discretion of the administrator or employee conducting the search, the search is particularly intrusive, the person conducting the search and the witnesses, or at least one of them, should be the same sex as the student.
3. All searches must be reasonable in scope.

**SEARCHES PERMITTED:**

**Person, Possessions, Lockers:** Searches of a student's person, possessions or lockers may be conducted if a district employee has prior individualized reasonable suspicion that a student has violated or is violating a district policy, school rules or regulations or the law and that the search will result in discovery of evidence of such violation.

**Desks and other School Property:** Searches of desks and other school property (except lockers) may be conducted at any time, with or without reasonable suspicion of a violation.

**Vehicles:** Searches of vehicles driven to school by or for students may be searched with or without reasonable suspicion of violation.

**Canine Searches:** The district may at any time utilize canines to search vehicles, possessions not on the student's person, desks, lockers and other school property, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted.

**Group Searches:** Caution shall be exercised when a search involving a number of students is conducted. In most instances, in order to justify a search, the district's reasonable suspicion must be particularized to an individual student. Exceptions to this requirement are appropriate only where the intrusiveness of the search is minimal, such as canine searches of lockers, desks or book bags or automobile searches, etc.

**Video Surveillance:** School officials are authorized to use video taping of school property to assist in the supervision of student conduct and safety. Monitoring devices (cameras) are placed on school buses, in school buildings, and in other school campus locations to provide one source of observation for school officials to help with the maintenance of discipline and safety.

**ADMINISTERING MEDICINES TO STUDENTS/REGULATIONS** Students who become ill while in school should report to the office to ensure proper care and attention. Under no circumstances should a student have any kind of medication in their possession except for a special medical diagnosis such as asthma, anaphylaxis, diabetes, a heart condition, etc. or as determined by a licensed physician. Students who have been diagnosed with health problems such as asthma, anaphylaxis, or diabetes may carry medications only if a physician has written an order for them to do so. In that case, the parent would need to also sign a written consent for the student to carry the medications. Failure to adhere to this policy will be addressed under the provisions of Drug and Alcohol Possession. In order to protect the students involved as well as the personnel of the West Jasper School District, the following guidelines should be met.

**A. PRESCRIPTION MEDICATION ORDERED BY A DOCTOR**

1. The parent should bring the medication to the school office.
  2. A School Medication Administration form must accompany all medicines to be taken at school. It must be completed by the parent and physician prior to any meds being given.
  3. All prescription medications must be brought in a pharmacy labeled container with the name of the medicine, the dosage and instructions on how the medication is to be taken. Pharmacists will provide duplicate bottles for school use.
  4. At any time should the medication or dosage of the medication be changed, a new form must be completed by the parent and physician.
  5. Prescription medication that is ordered twice a day or three times a day should be administered by the parent at home unless a doctor specifically orders it to be given during school hours.
- Examples: "Twice a day" can be given before and after school.  
 "Three times a day" can be given before school, after school, and at bedtime.

**B. LOCATION, ADMINISTRATION, AND DOCUMENTATION**

1. All medicine will be kept under lock and key in an area designated by the principal.
2. The school nurse will administer medication (if on campus) or the person designated by the principal and trained by the nurse will assist the student in taking their medication. Accurate documentation on the Student Medication Record must be done by the nurse.

**Self-Administration of Asthma/Anaphylaxis Medications**

The West School Board will comply with all applicable provisions of the Mississippi Code of 1972, Annotated Section 41-79-31 including but not limited to [41-79-31 Self-administration of asthma/anaphylaxis medication at school by public and nonpublic students](#) as amended, and with all other applicable federal and state laws.

**REQUIRED AUTHORIZATION**

The school board of this public school district permits the self-administration of asthma and anaphylaxis medication pursuant to the requirements of this policy. A student with asthma and/or anaphylaxis is entitled to possess and self-administer prescription asthma and/or anaphylaxis medication while on school property, on school-provided transportation, or at a school-related event or activity if:

1. Provides written authorization for self-administration to the school; and
2. Provides a written statement from the student's health care practitioner, that states:
  - a. That the student has asthma/anaphylaxis and is capable of self administering the prescription asthma and/anaphylaxis medication.
  - b. The name and purpose of the medications;
  - c. The prescribed dosage of the medication;
  - d. The times at which or circumstances under which the medication may be administered; and
  - e. The period of time for which the medications are prescribed.

The school board authorizes the school nurse or trained school employee to administer auto-injectable epinephrine to a student who the school nurse or trained school employee, in good faith, believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine.

**RECORD KEEPING**

The physician's statements required as listed above shall be kept on file in the office of the school nurse or school administrator in the school the student attends.

**PROPER USE OF MEDICATION**

If a student uses his/her medication in a manner other than prescribed, he/she may be subject to disciplinary action under the school codes. The disciplinary action shall not limit or restrict the student's immediate access to the medication.

**INDEMNIFICATION**

This school district shall inform the parent or guardian of the student that the school and its employees and agents shall incur no liability as a result of any injury sustained by the student from the self-administration of asthma medications. The parent or guardian of the student shall sign a statement acknowledging that the school shall incur no liability and the parent or guardian shall indemnify and hold harmless the school and its employees against any claims relating to the self-administration of asthma medications.

**YEARLY RENEWAL**

The permission for self-administration of medications shall be effective for the school year in which it is granted and shall be renewed each following school year upon fulfilling the requirements as stated in this policy.

**STUDENT HEALTH SERVICES-MEDICATIONS**

School personnel may not exceed the practice of first aid in dealing with pupil injuries and sickness, and only qualified personnel shall administer first aid to pupils. The district will allow a parent to administer medical cannabis to his/her student during school hours with proper medical documentation, but the district will not store medical cannabis, administer medical cannabis or allow a parent to administer on campus. Smoking medical cannabis will not be allowed on campus.

**Administration of Prescription Medicine:**

School personnel will not administer prescription medicine to a student without authorization from the student's physician and the consent of the parent/guardian. The parents/guardians are responsible for obtaining a statement from the physician authorizing school personnel to administer the medicine. The statement should include:

- Student's name
- Diagnosis
- Name of medicine
- Time/Amount/Method of administration
- Date to discontinue medicine
- Physician's signature
- Date

The parents/guardians are responsible for getting the medicine to the school, which must be in a proper container with an unaltered label from the pharmacy which states:

- Student's name
- Name of medicine
- Time/amount/method of administration
- Prescription number
- Name of pharmacy
- Date filled

**Parental Pick-Up of Sick Children** Parents are required to pick up students that have contagious viruses such as: chickenpox, pinkeye, measles, fever, head lice (proof of treatment), and have an excuse from a doctor or health department. When a student is seriously ill and a parent or guardian either does not pick up the student within a reasonable time or refuses to pick up the student, the school will call for emergency medical services. To ensure that the student is properly cared for, the school may call the Department of Human Services and an emergency medical service may be called at THE EXPENSE OF THE STUDENT'S FAMILY.

**STUDENT RESTRICTIONS**

1. The school office is for business only; students should not be there except on business.
2. Use of the telephone is restricted to the business of the school. Administrative personnel will contact parents of students in case of emergencies.
3. No personal calls by students will be allowed. Messages received for students will be taken by office personnel and given to them at an appropriate time so as not to interrupt class.
4. No elementary students are allowed in the high school's buildings without permission.
5. No food, gum/candy is allowed inside classrooms during school unless the teacher has prior approval from the principal.

**AUTOMOBILES** No student may bring an automobile on any campus without permission from the principal of that school. Permission will be granted with proof of liability insurance, a copy of the student's driver's license, parental consent to search, and a completed parking application form filed with the school office. Upon approval of the application, the student must purchase a parking decal (\$5) from the office and have it prominently displayed on his/her vehicle.

**STUDENTS WHO HAVE 3 TARDIES DURING ANY SEMESTER MAY HAVE THEIR DRIVING PRIVILEGES REVOKED FOR THAT SEMESTER.** Due to a limited number of designated student parking areas, parking decals will only be issued to students in Grades 10-12, and priority will be given to students in Grades 11-12. Students who bring their automobiles to school will park only in student designated areas. All students entering or leaving campus in their autos are required to travel in a slow, safe manner at all times. Upon arrival at school, students must exit the vehicle immediately. Students should lock their vehicles and not return to the vehicle until leaving campus for the day. Driving privileges will be suspended or revoked if a student abuses school policies. Any student driving his/her own automobile to school shall be required to submit a consent form jointly signed by the parent/legal guardian and student giving school officials the authority to search the student's automobile whenever it is parked on school campus. Any student who does not submit the required consent form shall be refused the privilege of parking

his/her automobile on school grounds. The consent form may be obtained from the school principal. See also the section on School Searches.

**COMMUTING STUDENTS** Students who are transported to and/or from school by parents must come to designated areas to ensure proper safety. No student should be delivered to school before 7:20 a.m., and the student must immediately report to their homeroom teacher or the designated area as assigned. All students must be picked up no later than 15 minutes after school dismissal or a planned activity. School personnel will be responsible for students remaining at school for after school programs or activities until the designated time for parent pick-up. Only students involved in after school activities are allowed on campus after school, unless supervised by a parent. If the parent does not pick up the student at the designated time, the Department of Human Services or the local law enforcement office may be notified.

**STUDENT ENROLLMENT** Parent/guardian is required to complete all registration information prior to student enrollment which includes: Student Information, Parent/Guardian Contact Information, WJSD requests evidence or copy of Social Security card, Copy of Birth Certificate, MS Immunization Compliance Form 121, Emergency Information, Student Health History, McKinney-Vento Homeless Assistance Act, Home Language Survey, WJSD Standard Consent Form, Withdrawal Form, Report Card, or Transcript if student is entering from another school. **Residency Verification:** MDE requires that adequate documentation be given to verify primary residence physical address. Definition of residence for school attendance purposes: The student physically resides full time weekdays/nights and weekends, at a place of abode located within the limits of the school district. A Home Visit Residency Form may be used by the Principal or designee to document/verify residency. 2 Proofs of Residency are required and **Must Be Dated within 60 Days Of Registration and Parent/Guardian Name Must Be On Both Proofs.** Acceptable proofs are: Water, Rental Agreement, Electric, Gas, Mortgage Statement, Home Insurance, Cable/Satellite, Affidavit of Residency (must have Administrative Approval). Any full time employee of the WJSD may enroll their child in the WJSD regardless of residence (2 proofs of residency are required on these students.) **Students living with guardian: Guardian must provide legal court documentation signed by a Chancery judge, unless approved by the Superintendent.** West Jasper School District will accept student registration by electronic means for any pupil whose parents are pending military relocation to the state of Mississippi; SB2050.

**Student Emergency Contact Information** The school must be able to contact the parents/guardians of our students. PARENTS MUST PROVIDE THE SCHOOL WITH CURRENT PHYSICAL ADDRESS, PARENT INFORMATION UPDATES, AND TELEPHONE NUMBERS AT THE BEGINNING OF EACH SCHOOL YEAR. Any changes in emergency contact names and telephone numbers must be updated throughout the year. The school nurse may administer medication under a doctor's order with parent approval. Parents must be available for contact in case of emergencies.

**Mississippi for Better Sight Better Learning: Eye Examinations** All children six and younger are recommended to have a comprehensive eye examination before enrolling in public school for the first time, HB1322. Parents/Guardians are required to provide evidence of their child's comprehensive eye examination or a signed request opting out of the comprehensive eye examination.

**Immunization** All students enrolled in the school district must comply with immunization requirements. MS Code §37-7-301(i), §37-15-1, and §41-23-37 No student will be allowed to enroll without complete immunization records. Out of state immunization records must be transferred to Mississippi immunization records before acceptance. Beginning 2012-2013 the Tdap (tetanus, diphtheria, and pertussis-whooping cough)vaccine is required for all children entering the 7th grade. MS Code §37-7-301(c) (d)(j); §37-11-5, 49; §45-11-101; §37-17-6(2)

#### **Transferring Students**

1. If a student classified as a senior who has been enrolled in the district for at least one year transfers during the senior year and is unable to meet the receiving school's minimum units credit required for graduation, the school district shall award the diploma of graduation upon receipt of a transcript from the receiving school showing completion of the local school district's requirements for graduation, completion of the state's required examination(s), and verifying that the student did not receive a diploma from the transfer school.
2. A student who transfers from a non-accredited (i.e., not accredited by either the state or regional accreditation agency, school, or home schooling) program must demonstrate proficiency —as measured by a district-administered subject-area, criterion-referenced, or norm-referenced test for each subject—prior to recognition of the course and credit being awarded. Students enrolling from a non-accredited school or homeschool will be tested for grade placement within 5 school days of student enrollment.
3. Homeschool transfer students who have received high school Carnegie unit credit (9-12) are not eligible for Valedictorian, Salutatorian, or Historian.

**STUDENT WITHDRAWALS** Before a child can be officially withdrawn from school to attend a different school, parents are to notify the principal's office either in person or by telephone and all fees, fines and books must be paid or returned. A

withdrawal form must be filled out by appropriate school personnel and signed by the principal. All books must be returned by the student to the school. Children of estranged parents may be released only upon the written request of the custodial parent/guardian who is directly responsible for the child and who is the parent/guardian registered on the school record.

**STUDENT ATTENDANCE POLICY**-West Jasper School District complies with the Mississippi Compulsory School Attendance Law. Implementation of House Bill No. 1530: Each student must be present for 63% of his/her individual instructional day as fixed by the local school board for each school in order to be considered in full-day attendance. Regular attendance is extremely important to student progress and achievement. School attendance is ultimately the responsibility of the student and the student's family. It is the student's responsibility on the first day that the student returns to school after absence/absences to request teachers work assignments/tests missed during the absence. All missed assignments must be completed within three school days or the student will not receive credit for the assignments missed. In cases where the student feels that the time allowed for make-up may not permit successful completion of the assignment/tests, the student should discuss this problem with the principal/assistant principal. The ultimate goal is to have the student successfully complete missed assignments/tests within a time that is both fair to that particular student and fair to the students who were in attendance. When a student is absent from school to represent the school on official business, teachers will be notified by the office. However, the student has the responsibility to notify the teacher in advance of the absence. Students who accumulate an excessive number of absences shall be reported to the school attendance officer. Student or class skip days are not authorized by the school or the administration of WJSD.

**Compulsory School Attendance** Students who accumulate an excessive number of absences may be reported to the school attendance officer. Reports of truancy shall be made in accordance with the Mississippi Compulsory School Attendance Law. A compulsory school-age child means a child who:

- Has attained or will attain the age of five years on or before September 1st of the calendar year and has enrolled in a full day public school kindergarten program.
- Has attained or will attain the age of six years on or before September 1st of the calendar year, beginning in the school year that commences during the year that the child attains the age of six years old.
- Has not attained the age of seventeen years on or before September 1st of the calendar year.

**Reports To Attendance Officer** If a compulsory school age child has not been enrolled in school within 15 calendar days after the first day of the school year or if a child has accumulated five (5) unlawful absences during the school year, the principal or his/her designee shall, within two school days or within five calendar days, whichever is less, report, on the form provided by the Mississippi Department of Education, the absences to the school attendance officer. The principal or his/her designee shall report any student suspensions or student expulsions to the school attendance officer when they occur. Reports of truancy shall be made in accordance with the Mississippi Compulsory School Attendance Law.

**Absences Legal Action** State law, MS Code §37-13-91, authorizes law enforcement officers to investigate unexcused absences and all cases of non-attendance of compulsory school age children and to bring legal action against a parent/guardian or child under provisions of the Mississippi Compulsory Attendance Act. Law enforcement officials are authorized to file a petition with the court as it pertains to the violation of the act by a parent/guardian or child. Penalties for violation of the act that may be imposed by the court include a \$1,000 fine, one year in jail, and removal of the child from the parent's custody. According to a 1998 Attorney General Opinion, automatic fail provision of an absentee policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. Attorney General Opinion, Carter, 1-9-98) (#183) (97-0817)

**Absences and Excuses** An unexcused absence is an absence during a school day that is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension are considered "unexcused" and must complete work missed within three (3) school days. Each of the following constitutes a valid excuse for temporary nonattendance, provided satisfactory evidence of the excuse is provided to the school principal:

1. An absence is excused when:
  - a. It is an illness or injury that prevents the compulsory school age child from being physically able to attend school.
  - b. Isolation of students is ordered by county health officers, Mississippi State Board of Health or appropriate school officials.
  - c. Is from the death/serious illness of a member of the immediate family. Immediate family includes children, spouse, grandparents, parents, brothers, sisters, or stepbrother/stepsisters.
  - d. It results from the student's attendance of an authorized school activity with prior approval of the superintendent or designee. Activities may include field trips, athletic contests, student conventions, musical festivals.

- e. When it is from the student being at the proceedings of a court or an administrative tribunal If such child is a party to the action or under subpoena as a witness.
- f. Students must provide a legitimate excuse within two (2) days of an absence. EXCUSES WILL NOT BE ACCEPTED AFTER THAT TIME WITHOUT ADMINISTRATIVE APPROVAL.
- g. If the religion to which the student or such child's parents adheres requires or suggests the observance of a religious event. The approval of such absence is within the discretion of the superintendent or designee, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.
- h. When it is demonstrated to the satisfaction of the principal that the purpose of the absence is to take advantage of a valid educational opportunity. Approval of such absence must be gained prior to the absence.
- i. When it is demonstrated to the satisfaction of the principal that conditions warrant the student's nonattendance. Only a total of six (6) school days will be excused by parent note per year. If a student misses 3 or more consecutive days, a Doctor's excuse may be required for the absence to be excused. Doctor/Dentist and other medical appointments will only be excused for time required for appointment and travel back to school. An absence is unexcused when any of the excused absences is not applicable. School administrators are authorized to verify ALL excuses and may, in their discretion, determine that an absence is excused or unexcused within the monthly reporting period the absence occurs.
- j. When a student received a referral from the school nurse.

Examples of unexcused absences include social events, personal grooming appointments, etc. If a student continually submits excuses that cannot be verified, the parent will be in jeopardy of violating the Compulsory School Age laws and may be reported to the district's truancy officer for investigation. See "Absences – Legal Action" The West Jasper School District Board of Trustees believes that regular school attendance is crucial for students to obtain maximum benefits from school. The **Mississippi Public School Accountability Standards** specifies that the awarding of Carnegie Units in grades 8-12 is based on a specific number of hours of instruction and the number of hours that students are engaged in this instruction. It is the philosophy of the Board of Trustees, administrators and faculty of the West Jasper School District that educational needs of students are best met when they are present for instruction in the classroom. The following attendance and absences regulations will apply in the WJSD:

**Late Enrollees** When students are late in enrolling and have not attended another school, they will be reported to the Attendance Officer for lack of compliance with the compulsory attendance law. Once students enroll in the district, they will be allowed one week to make up any required assigned work. The school counselor will give this information to the student at the time of enrollment and to each of the student's teachers. Failure to prepare this work on time will result in a zero (0) grade for each assignment not completed. Final decision will be made by the principal. Students enrolling from a non-accredited school or homeschool will be tested for grade placement within 5 school days of student enrollment.

#### **Absences from Class**

1. A student who is in school cannot be absent from class without permission of the principal or his/her designee.
2. Truancy from class shall result in appropriate discipline that may include suspension.
3. A student must be present 63% of his/her individual instructional day to participate/attend any athletic event or school sponsored activity, unless absence is due to extenuating circumstances.
4. If a senior is in violation of the attendance policy he/she may not be allowed to participate in any graduation ceremony. Any senior with ten (10) days of absences may, at the discretion of the school principal, not be allowed to participate in the graduation ceremony. Seniors at risk shall be informed by the principal each 9 weeks.
5. OSS-Out of School Suspension is counted as an unexcused absence.

**Absences During State Testing** Students are required to take State tests. Do not plan any trips, vacations, or appointments on test dates. State funding for education is based on daily attendance; therefore, when students are not in the tested group attendance is required; classes will be provided.

**Weather Emergency Absences** West Jasper School District will not allow students to leave campus during a tornado warning or severe weather advisory made by the Office of Civil Defense. Students will not be allowed to leave with an adult unless designated by their parents.

**Perfect Attendance** The West Jasper School District commends those students who make an effort to attend school on a regular basis. Each student who has perfect attendance each year will be awarded a certificate at the end-of-the-year award ceremonies. Perfect attendance shall be defined and observed by all schools in the WJSD as no absences, no tardies, no early departures from school. Exceptions shall be school bus tardies and/or school-sponsored field trips.

**MAKE-UP WORK**

1. The student will be allowed to make-up assignments missed following an absence by contacting his/her teachers on the first day back at school. All work missed must be completed within three school days. All assignments not completed within designated time will be recorded as "0". Additional time may be granted by a principal given extenuating circumstances for excused absences.
2. The initiative must be taken by the student, or Parent/Guardian to contact his/her teachers on the first day back.
3. If a student is absent only on the day of a test, the student will be required to make it up on the day they return.

**STUDENT CHECKOUT** Excessive checkouts result in class disruption and loss of instructional time. Students who check out of school must present a note from their parent/guardian to the office before 7:40 AM on the day of the checkout request. CHECKOUT NOTES MUST BE VERIFIED BY A PHONE CALL TO THE PARENT/GUARDIAN. STUDENT CHECKOUTS ARE ONLY APPROVED FOR THE FOLLOWING REASONS: DOCTOR/DENTAL APPOINTMENT, FAMILY EMERGENCY, ILLNESS

- Students approved to checkout must sign out in the office before leaving school.
- If it is necessary for a student to checkout and a note from the parent/guardian was not presented, the student's parent/guardian or parent approved listed designee will be required to come to school to sign the student out.
- **Telephone calls will not be accepted for checkout of students.**
- Checkouts are not allowed during the last 30 minutes of school, except for medical emergencies or principal approval.

**Permission to Leave School** Any student who wishes to leave school must first check out through the principal's office. Permission must be obtained from the principal, if not available, the secretary may grant permission. Early school departure is discouraged. This policy is intended to prevent abuse of district policies and regulations of school attendance. Early departures follow the excused and unexcused absences policy (*See "Absences and Excuses"*).

1. Parents or a designated adult coming for students during school must wait for the class to end before the student may be checked out unless it is an emergency.
2. Parents **may not** call giving permission for the student to leave except in an emergency.
3. Parents must send a written note if a student needs to leave school early. The written note must be delivered to the school office at the beginning of the school day and parents must be called.
4. Any student leaving the school grounds during the school day for any reason must sign out in the office. If a student leaves the school grounds during the school day without signing out in the office, he/she will be considered truant and will be punished according to the step plan.

**Field Trips and Excursions** Any field trip or educational excursion must enrich, enhance, or serve as an incentive to students in relation to the instructional program of the school. The West Jasper School District implements the following guidelines:

1. Prior to any initial arrangements being made by the sponsor, advisor, coach, or school, a field trip request form must be filled out completely with the required information and submitted to the principal and the Director of Operations.
2. The Superintendent and/or his/her designee have the authority to approve field trips less than 75 miles.
3. Field trips over 75 miles must be approved by the Superintendent and the Board of Education.
4. Field trips that require overnight accommodations, and/or all school-sponsored out-of-state student travel must be approved by the Superintendent and the Board of Education.
5. Each student who goes on a field trip or excursion must have written parental/guardian permission.
6. Cost for out-of-district field trips/travel is \$1.00/mile plus the driver and shall be paid by the organization/person making the trip.
7. Schools will not be required to pay for travel within the county.
8. Field trips and other out-of-district activities cannot conflict with the state testing program schedule or with the district's grading period testing program.
9. Trips/travel should be scheduled so as to not interfere with the regular instructional day.
10. All field trips must be conducted five (5) school days prior to the week of term exams.
11. No field trips will be approved in Grades K-12 for five (5) school days before the date designated for state or district testing.
12. No field trips in Grades 7-12 will be approved for the week of term tests.
13. No field trips will be approved during the last fifteen (15) school days of the year
14. No summer trips/travel are allowed during the month of July.
15. All overnight field trips in which both male and female students are in attendance must have male and female chaperones. There should be a ratio of one chaperon per 15 students in Grades 9-12 and one chaperon per 10 students in Grades K-8.
16. Field trips, including activities and athletics, requiring the use of school-owned buses must not interfere with the district's obligation to provide safe, reliable transportation of eligible students to and from school.

Transportation inside and outside the school district is subject to all school policies and regulations.

**FUNDRAISING ACTIVITIES** The West Jasper Board of Trustees is authorized to conduct, or may authorize others to conduct, on behalf of the school district, fund-raising activities deemed by the board, in its discretion, to be appropriate or beneficial to the official or extracurricular programs of the district. The West Jasper Board of Trustees has granted authority to the Superintendent and/or designee to approve all fundraising requests. All fundraisers/sales sponsored and/or conducted by students, principals/teachers, school-sponsored clubs, Booster Club, PTO, etc. must be approved by the Superintendent prior to the sale or activity. Any proceeds of such fund-raising activities shall be treated as activity funds and shall be accounted for as are other activity funds. It will be the responsibility of the school principal to establish procedures to ensure that the school district is not liable for purchases made as a fundraiser.

The Board prohibits the collection of money in school or on school property or at any school-sponsored event by a student for personal benefit. Collection of money by school organizations must be approved by the principal and superintendent.

Collection by organizations outside the schools or by pupils on behalf of such organizations shall be approved by the principal and the superintendent.

Fundraising activities are prohibited during school or office hours except those approved by the superintendent. No outside group, organization, social club, or person may solicit on school premises at any time without the written permission of the superintendent.

Fund-raising activities conducted or authorized by the board for the sale of school pictures, the rental of caps and gowns or the sale of graduation invitations for which the school board receives a commission, rebate or fee shall contain a disclosure statement advising that a portion of the proceeds shall be contributed to the student activity fund.

Any arrangement between a local school and company supplying merchandise, such as school pictures, class rings and caps and gowns, shall be by written contract, signed by the principal and the company's representative, approved by the local school board, and on file available for public review in the principal's office. The contract shall include all provisions of the arrangement, including any rebate or commission to the school. Any rebate or commission provision in a contract shall be fully disclosed in the school board minutes and to any prospective purchasers of the merchandise. In cases where the merchandise is purchased by a student directly from the vendor, any such rebate or commission to the school shall be paid by check from the company directly to the school's activity fund. Under no circumstances shall a company or a purchaser make payment directly to a principal.

At the discretion of the Superintendent and/or his/her designee, outside vendors may be allowed on the campuses of the West Jasper School District to sell their products to students/staff with a percentage of the profits being donated to the organization that is hosting the fundraising event such as school class/club organizations and/or PTO/Booster Clubs, etc.

**EARLY RELEASE/LATE START OF SENIORS AND JUNIORS** For early release, students must have met College or Career Readiness Benchmarks ACT subscores 18 in English or 22 in Reading and 22 in Math or Work Keys for a CTE completer, must earn Silver, Gold or Platinum; Gold or Platinum for non CTE completer. A student must meet ALL of the following requirements: 1) have a 2.5 GPA, 2) Passed or met all MAAP assessments requirements for graduation, 3) On track to meet diploma requirements, 4) meet all attendance requirements, and 4 5) Concurrently enrolled in Essentials for College Math and/or Essentials for College Literacy. For work release, students must submit verifiable evidence weekly or bi-weekly and meet all above criteria. Privileges may be revoked if a student fails to maintain requirements.

**GRADING AND ASSESSMENT** Teachers will not be allowed to give points for collection of any material objects such as box tops, labels, ink cartridges etc. Points for grades will be awarded for academic work only. The evaluation of student progress is the continuing responsibility of each member of the professional staff and requires the highest professional skill. The primary purpose of the grading system is to provide students and parents a composite statement of educational progress in a specified period of time for the student in selected areas of learning. Administration shall issue regulations to ensure that the grading system is uniform throughout the school system at the primary, elementary, middle & high school levels. Grading/assessment system shall conform to the following guidelines:

1. Reporting grades shall be on a 9 week basis. Progress reports are issued approximately every 4 1/2 weeks.
2. Grades shall reflect a student's progress in meeting the objectives of a course through a variety of evaluative measures, i.e., text assignments (oral and written); class participation; special projects and assignments; research; various activities; special contributions; and tests, checklists, and quizzes.
3. Grades shall be used to motivate students, not to impose personal bias; nor shall grades be influenced by pressure.
4. The receiving school shall accept transfer grades provided that the course taken is compatible with local/state regulations. The principal/designee shall have the authority to interpret/translate transfer grades into the district's grading system based on applicable handbook policy guidelines.
5. Grades shall be maintained numerically by the teacher, and reported numerical for K-12.

6. Students entering the ninth grade shall be advised of the method of calculation class rank and grade point average during spring orientation, fall group guidance, or scheduling sessions. Students who are meeting requirements for a SPED certificate shall not be included in class rank.
7. Teachers shall maintain accurate records that reveal how each student's grades are determined.
8. A method of determining the weight or value of different types of assignments/activities shall be devised for computing the term average, semester average, and final grade in all courses.
9. Any grade below 65 for the term average, the teacher must show teacher support team documentation with a portfolio of interventions that address the student's deficiencies.
10. An end of term average grade of 50 will be the minimum grade recorded for any student that attends school, follows all discipline procedures, and works to complete all assigned class work. If the student does not meet the above listed requirements, the grade earned will be recorded.
11. Cheating/Plagiarism is prohibited and the student will receive a zero. Parents will be notified by school officials. Other disciplinary measures will be followed according to the step plan.

K – 12 Grading Scale      10 Point Grading Scale

<b>GRADE</b>	<b>NUMERICAL VALUE</b>	<b>DESCRIPTION</b>
<b>A</b>	<b>90-100</b>	<b>SUPERIOR WORK</b>
<b>B</b>	<b>80-89</b>	<b>ABOVE AVERAGE WORK</b>
<b>C</b>	<b>70-79</b>	<b>AVERAGE WORK</b>
<b>D</b>	<b>65-69</b>	<b>BELOW AVERAGE WORK</b>
<b>F</b>	<b>64 AND BELOW</b>	<b>FAILING WORK</b>

All grades in the West Jasper School District shall be recorded and reported on the proper forms approved by the district. Absences, conduct, and behavioral grades will be reported independently from academic achievement. Grades shall be issued each 9 weeks in all schools. Grading will be uniform throughout WJSD.

**Students who transfer from a school that uses letter grades, the grades will be converted to:** A+=100, A=95, A-=90, B+=89, B=85, B-=80, C+=79, C=75, C-=70, D+=69, D=67, D-=65, F=64 and below

**Computing Grades K-12-** The school session is divided into two (2) semesters. Each semester is further divided into two (2) nine week terms. The first semester is completed at the end of the second nine weeks, and the second semester is completed at the end of the fourth nine weeks. All students will have a 9 week test at the end of each grading period. The final grade shall be determined by adding the grades received at the end of each grading period and dividing by the number of the number of grading periods.

#### **Figuring 9 Weeks, Semester, and Yearly Averages for Students in Grades K-12**

The nine-weeks grade average will be computed on a percentage basis, as follows:

Daily grades, Oral/Written reports, Projects and Worksheets	25%
Chapter Tests and Unit Test	50%
Comprehensive 9 wks tests (1 <sup>st</sup> & 3 <sup>rd</sup> ) and Semester exams (2 <sup>nd</sup> & 4 <sup>th</sup> )	25%

Teachers are required to give a minimum of one daily grade per week and one test grade per week.

**INCOMPLETES** Incomplete work for the nine weeks will be recorded as "0" until work is completed. All assignments not completed within the designated time will be recorded as "0" and the grade for the reporting period will be computed accordingly. Requests for additional time will be considered under extenuating circumstances and may be granted excused by the principal.

**PROMOTION AND RETENTION** The West Jasper School District Board of Education has adopted a student promotion and retention policy that incorporates minimum standards mandated by the Mississippi State Board of Education. Promotion and retention are based on successful completion of academic courses. It is the philosophy of the West Jasper School District that promotion be considered on an individual basis and decisions on promotion shall be contingent on what is best for the individual pupil and the wellbeing of the group. Promotion decisions will be applied to pupils individually and based primarily on the student's performance in academic classes. Retention shall be used only when it is to the academic advantage of the student. Under no circumstances shall a pupil be retained for extra-curricular purposes. Teachers and administrators must rely on their professional judgment and expertise as they consider whether retention is the most feasible course of action for individual students. Decisions relating to the retention of students can be made only after all available information has been compiled, the appropriate personnel have been involved, sufficient communication with parents has been conducted, and principal input has been received. Although retention may be recommended by teachers, the assignment shall be made only with the approval of the principal, following a review of the individual case.

**K–2 Promotion and Retention** In grades Kindergarten through 2<sup>nd</sup>, students must pass Reading/Language Arts and Math to be promoted to the next grade.

**3rd Grade Promotion and Retention:** Requirements of the Literacy Based Promotion Act

Beginning in the 2018-2019 school year, if a student's **reading deficiency** is not remedied by the end of the student's Third-Grade year, as demonstrated by the student scoring above the lowest two (2) achievement levels in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade, the student shall not be promoted to Fourth Grade (MS Code 37-177-9).

**4th - 8th Grade Promotion and Retention**

1. 4th students must pass English, Reading, Math, and either Science or Social Studies.
2. In grades 5 – 8, students must pass English, Reading, Math and Science.
3. 7th/8th graders, to participate in MHSAA, must pass 4 core subjects and be promoted with an overall average of 'C'.
4. 7th/8th graders participating on the varsity team must pass 4 core subjects: English, Math, Science, and Social Studies and promote with an overall average of 2.0.

**9 – 12 Promotion and Retention** Ninth grade classification shall be based upon successful completion of the eighth grade, as verified by the school record.

1. As of 2008-2009 students in Grades 9-12 will be awarded Carnegie Units credit upon demonstrated mastery of the exit skills and a final average of D (65) or higher based on course/class requirements.
2. Students in Grades 9-12 will comply with student proficiency standards for promotion to grade levels leading to graduation as established by the Mississippi State Board of Education.
3. Graduates must satisfy all requirements for graduation. (Graduation requirements include demonstrated competency on an end-of-course test administered by the Mississippi Department of Education including Algebra I, Biology I, English II with Writing Component, and U.S. History from 1877.)
4. Students enrolled in any of the district's alternative school programs must demonstrate competency on district skills for promotion. Decisions concerning re-entry into the regular school program will be made case-by-case.
5. No student shall be retained at any grade-level so that she/he can be more competitive in athletics or any other student activity. Rules set forth by the Mississippi High School Activities Association shall govern eligibility requirements of contestants for participation in activities and events regulated by the association.
6. The report card shall serve as notice to parents of the student's progression throughout the school year. The school shall notify parents in person, by phone, and/or by letter of non-graduation status. Promotion/retention status shall be discussed during conferences on designated parent-teacher days.

**Carnegie Units Required for Grade Level Promotion**

GRADE	CARNEGIE UNITS
9 -----	0-6
10 -----	7
11 -----	13
12 -----	19
Graduation -----	24

WJSD may promote a child to another grade in order to facilitate that child's graduation through the Career Pathway Option or District Option. This must be approved by the Principal and Superintendent.

**STUDENT INTERVENTION PROCESS** MDE shall require an instructional model to meet the needs of every student. The model shall consist of three tiers of Instruction:

**Tier I:** Quality classroom instruction based on MS Curriculum

**Tier II:** Focused Supplemental instruction

**Tier III:** Intensive interventions specifically designed to meet the individual needs of students

Teachers should use progress monitoring information to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments and large-scale assessments. If strategies at Tiers I & II are unsuccessful, students must be referred to the Teacher Support Team. The TST is the problem-solving unit responsible for interventions developed at Tier III. Each school must have a Teacher Support Team (TST) implemented in accordance with the process developed by the Mississippi Department of Education.

The chairperson of the TST shall be the school principal as the school's instructional leader or the principal's designee. The designee may not be an individual whose primary responsibility is special education. Interventions will be: designed to address

the deficit areas; evidence based; implemented as designed by the TST; supported by data regarding the effectiveness of interventions. In addition to failure to make adequate progress following Tiers I & II, students will be referred to the TST for interventions as specified in guidelines developed by MDE if any of the following events occur:

1. Grades K-3: A student has failed one (1) grade
2. Grades 4-12: A student has failed two (2) grades or
3. A student failed either of the preceding two grades and has been suspended or expelled for more than (20) days in the current school year
4. A student scores at the lowest level on any part of the statewide accountability assessment or is at risk of failing.
5. A student is promoted from Grade 3 to Grade 4 under a good cause exemption of the Literacy-Based Promotion Act. Referrals to the Teacher Support Team must be made within the first twenty (20) school days of a school year if the student meets any of the criteria A.- E. stated above.

#### **CREDIT RECOVERY PROGRAM**

As a means of helping students get back on track toward graduation and to encourage students to remain in school, the West Jasper District School Board shall offer a Credit Recovery Program which allows students within the school district to earn credit for a course that was previously failed. Credit recovery courses are to be used only for graduation requirements. Students must have had a grade of 50 or above in the course to participate in a credit recovery course. The students shall complete instruction only on the course objectives which have not been mastered. Upon mastery of the objectives, a student will earn a Carnegie unit and the minimal passing grade on the district's grading scale. Credit Recovery will be made available to students within a calendar year from which the student fails the course.

#### **ADMISSION TO AND REMOVAL FROM THE CREDIT RECOVERY PROGRAM**

Each participant shall complete an application process that requires—at a minimum—teacher recommendations, an outline of the course objectives that will be covered, mastery criteria, timelines for completion of the program and parental consent.

**ACADEMIC AWARDS** will be given through an annual awards program at each school. There will be no graduation exercise for students completing elementary or middle school. The method of awarding certificates will be left to the discretion of the principal.

**Star Student** Each high school in the West Jasper School District shall participate in the STAR Student Program according to the guidelines established by the Mississippi Economic Council.

**Honor Roll Students** in grades K-12 who receive an "A" at the end of each 9 week grading period in every course taken, will be on the "Superintendent List". Students in grades K-12 who receive no grade lower than a "B" at the end of each 9 week grading period in every course taken, will be on the "Principal List".

**Honors/Highest Honors** Seniors having an overall numerical grade of 95 and above computed from grades earned in credited classes through the end of the third nine weeks grading period of the senior year shall be graduated with highest honors (excluded grades will not be counted). Seniors with an overall numerical grade 90 to 94.99 computed from grades earned in credited classes through the end of the third nine weeks grading period of the senior year shall be graduated with honors (excluded grades will not be counted). Students entering the ninth grade shall be advised of the method of calculating class rank and numerical grade average during spring orientation, fall group guidance, or scheduling sessions.

**CLASS RANK** The WJSD Board of Education authorizes the superintendent or designee to develop guidelines for recognizing the rank in class of graduating seniors. The procedures for calculating student rank are to provide an accurate indication of the true academic achievement of the student in comparison with students from other schools. The district utilizes numerical grade averages to compute and determine the ranks-in-class and other honors. Grades used to determine class rank, Valedictorian, Salutatorian and Historian shall be computed at the end of the third nine weeks grading period of the senior year (excluded grades will not be counted). The academic rank-in-class for graduating seniors will be determined by an overall numerical grade average from those students pursuing a diploma. Students who are meeting requirements for a special education certificate shall not be included in the class rank. To be considered valedictorian, salutatorian, or historian of the West Jasper School District, a student must have attended that school during the entirety of the 11th and 12th grades and must have completed the college preparatory curriculum prescribed the Mississippi Institutions of Higher Learning Board of Trustees for admission to senior college. A senior who has completed graduation course requirements at the end of 1st semester shall be eligible for Valedictorian, Salutatorian or Historian. Overall numerical grade average will be calculated on a yearly basis. All high schools in the WJSD shall apply the same procedure for the selection of valedictorian, salutatorian, historian, and class rank. Policy IKF. The overall numerical grade average will be determined by adding the total number of grades earned in credited classes and divide by that number of credited classes, excluding grades received in physical education, choir, band, compensatory classes, learning strategies, employability skills, drug ed/safety ed, music classes and driver education except for athletic eligibility purposes. For the purpose of Rank in Class, Valedictorian, Salutatorian, and Historian numerical grade averages will be figured to the

thousandth of a point and not rounded up. In the event of a tie, the average will be figured to the tenth decimal place. If there is still a tie, the composite ACT score will be used.

**Valedictorian** The student who holds the highest overall numerical grade average computed from grades earned in credited classes.

**Salutatorian** The student holding the second highest overall numerical grade average computed from grades earned in credited classes.

**Historian** shall be the student who holds the third highest overall numerical grade average computed from grades earned in credited classes.

**GPA** The GPA 4 point scale will ONLY be used for the purpose of averaging GPA for transcripts and reporting to colleges. This Scale will be applied to previous grades earned when calculating GPA. Failed courses not receiving credit under previous grading scales will count as a "0".The final GPA will be rounded up to the nearest tenth.

**GPA 4 POINT SCALE**

4.0 = 90-100  
 3.0 = 80-89  
 2.0 = 70-79  
 1.0 = 65-69

**COLLEGE PREP**

4.5 = 90-100  
 3.5 = 80-89  
 2.5 = 70-79  
 1.5 = 65-69

**AP CLASSES**

5.0 = 90-100  
 4.0 = 80-89  
 3.0 = 70-79  
 2.0 = 65-69

**WEIGHTED CLASSES** The counselor will inform students of prerequisite courses before scheduling. Weighted classes will consist of the following: Advanced Placement- Students taking Advanced Placement courses will receive 10 points added to the final average for GPA/Rank In Class only. Students taking AP courses are encouraged to take the AP Exam.

**College Prep-** Healthcare/Clinical Service, Essentials for College Literature, Essentials for College Math, SREB Math, SREB Literacy, CCR Advanced Math Plus, Algebra II, Algebra III, Trigonometry/Pre-Calculus, Chemistry I, Physics, Advanced World Geography, Foreign Language II. Students taking College Prep courses will receive 5 points added to the final average for GPA/Rank In Class only.

**Approved Dual Credit courses will be weighted and will receive 10 points added to final average for GPA/Rank In Class only.**

The following weighted numerical grade scale will be used to calculate averages for Rank in Class and other Honors.

GENERAL ED	COLLEGE PREP	ADVANCED
100	105	110
99	104	109
98	103	108
97	102	107
96	101	106
95	100	105
94	99	104
93	98	103
92	97	102
91	96	101
90	95	100
89	94	99
88	93	98
87	92	97
86	91	96
85	90	95
84	89	94
83	88	93
82	87	92
81	86	91
80	85	90
79	84	89
78	83	88
77	82	87
76	81	86
75	80	85
74	79	84
73	78	83
72	77	82
71	76	81

70	75	80
69	74	79
68	73	78
67	72	77
66	71	76
65	70	75

**GRADUATION REQUIREMENTS** Seniors will be required to have a minimum of 24 Carnegie units, in order to receive a diploma under the West Jasper School District Traditional Diploma. The standards for graduation established by the Mississippi State Board of Education, state law, Mississippi Public Schools Accountability Standards 2007-08, etc. include the following:

1. The district has established standards for graduation from high school that include:
  - a. Mastery of minimum academic skills as measured by assessments developed and administered by MS Board of Education as part of the state testing.
  - b. Complete a minimum number of academic credits and all applicable requirements by the West Jasper School District Board of Education.
  - c. Demonstrated ability to apply successful basic skills to life situations as measured by the subject area tests developed and prescribed by MDE.
2. A student who meets all requirements prescribed by state law shall be awarded a standard diploma in a form prescribed by the state board. The Mississippi State Board of Education may establish student proficiency standards for promotion to grade levels leading to graduation. MS Code §37-16-7 1999)
3. The district schedules graduation ceremonies in a manner that seniors are absent from classes for no more than three days prior to the end of the school year (177 days). Per MDE Accountability/SBE Rule 19.5
4. The school district must require each student to have met the requirements established by its local board of education and by MDE . MS Code §37-16-7
5. Each student receiving a standard diploma must earn a minimum of 24 Carnegie units. No more than one of the minimum required number of units may be earned through completion of an approved correspondence course. Prior permission to enroll in a correspondence course must be granted by the principal. MS Code §37-1-3(2)
6. Each student receiving a standard diploma must have achieved a passing score on state subject area tests. MS Code §37-16-7
7. Students who fail to meet graduation requirements cannot be permitted to participate in graduation exercises.
8. Each student who has completed the secondary curriculum for special education may be issued a diploma or certificate of completion that states: "This student has successfully completed an Individualized Education Program." MS Code §37-16-11
9. The Mississippi State Department of Education shall establish goals for the performance of children with disabilities that will promote the purpose of IDEIA and are consistent, to the maximum extent appropriate, with other goals and standards for children established by the Mississippi State Department of Education. Performance indicators used to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, dropout rates, and graduation rates shall be developed. Every two years, the progress toward meeting the established performance goals shall be reported to the public. Senate Bill 2506 (1999 Legislative Session)
10. Pursuant to MS Code §37-16-7, the requirements for graduation in the West Jasper School District include successful completion of state mandates specified by the Mississippi State Board of Education, state competency examinations, and credit for the Carnegie units.

**Subject Area Test Requirements for Graduation** Students who begin the ninth grade in 2003-2004 and each year thereafter must pass all required Subject Area Tests, or satisfy the requirements approved by MDE and State Board in U.S. History from 1877, English II (with a writing component), Biology I, and Algebra I. Students entering West Jasper Schools will not be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a public school of another state as fulfilling the requirements for a MS high school diploma. Students entering West Jasper Schools shall not be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a private school as fulfilling the requirements for a Mississippi high school diploma, provided the private school is accredited regionally or by the State of Mississippi. Students entering West Jasper Schools shall be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a private school as fulfilling the requirements for a Mississippi high school diploma if the private school is not accredited regionally or by the State of Mississippi. Students entering West Jasper Schools shall be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student through homeschooling as fulfilling the requirements for a MS high school diploma.

**Subject Area Testing Pass-Fail Criteria** It shall be the policy of the West Jasper School District that each student graduating from high school will have demonstrated the ability to apply basic skills successfully as evidenced by a passing score on the MAAP

tests and a minimum final grade of 65 on the subject area course. The student must receive a passing score on the subject area test in order to graduate, unless the student qualifies for an additional graduation option provided by MS Department of Education.

**MISSISSIPPI DIPLOMA OPTIONS** Students graduating from a secondary school in an accredited school district will have earned the required Carnegie units. Contents of each required/elective course must include the core objectives identified in the Mississippi College- and Career-Readiness Standards. Course titles/identification numbers must appear in the current edition of the Approved Courses for Secondary Schools of Mississippi. Students enrolled in grades 7–12 may earn a Carnegie unit provided the course content is a Carnegie unit course in the current edition of the Approved Courses for Secondary Schools of MS. Students who complete the minimum graduation requirements as specified below and have met the requirements for each of the required high school assessments are eligible to receive a high school diploma.

**APPENDIX A-6 / GRADUATION REQUIREMENTS STANDARD 14 / TRADITIONAL DIPLOMA**  
(Entering 9<sup>th</sup> graders in 2018-2019 and thereafter)

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 <sup>1</sup>	English I English II
MATHEMATICS	4 <sup>2</sup>	Algebra I
SCIENCE	3 <sup>3</sup>	Biology I
SOCIAL STUDIES	3.5	1 World History 1 US History 1/2 US Government 1/2 Economics 1/2 MS Studies
PHYSICAL EDUCATION	.5 <sup>7</sup>	1/2 Physical Education
HEALTH	.5 <sup>8</sup>	1/2 Contemporary Health
TECHNOLOGY or COMPUTER SCIENCE	1 <sup>9</sup>	
THE ARTS	1 <sup>10</sup>	
COLLEGE and CAREER-READINESS	1 <sup>11</sup>	
ELECTIVES	5.5	
<b>TOTAL UNITS REQUIRED</b>	<b>24<sup>12,13,14</sup></b>	

See \*\*\* for Requirements 1-11

12 Additional requirements above the 24 Carnegie units and the assessment requirements include: • Students must identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission this includes dropping the endorsement to earn only the Traditional diploma • For early release, students must meet College- and Career-Readiness benchmarks of 17 in English and 19 in Math on the ACT subscore OR earn a Silver level on the ACT WorkKeys suite of assessments. For seniors that have not met the benchmarks, to qualify for early release students, excluding those enrolled in credit-bearing work-based learning, must meet the following requirements: Have a GPA of 2.5 and have passed or meet the assessment option requirements for all four end-of-course assessments AND Are on track to meet the diploma requirements AND Are concurrently enrolled in the appropriate Essentials for College Math or another mathematics course above their Junior year mathematics course and/or Essentials for College Literacy or another English Language Arts course above their Junior level English Language Arts course. OR Have a GPA of 2.5 and have passed or meet the assessment option requirements for all four end-of-course assessments AND are on track to meet the diploma requirements AND Students meet postsecondary requirements for placement and are enrolled in ENG Comp I and/or MAT College Algebra 13 Additional recommendations (not requirements) above the 24 Carnegie units and assessment requirements include: • For early graduation, a student should successfully complete an area of endorsement • Students should take a math or math equivalency senior year 14 Courses designed using the Mississippi Alternate Academic Achievement Standards (MS AAAS) shall not be used as substitute courses or electives for students obtaining a traditional academic diploma with or without endorsements.

**ACADEMIC**

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 <sup>1</sup>	English I English II + 2 additional English Courses above English II
MATHEMATICS	4 <sup>2</sup>	Algebra I + 2 additional math courses above Algebra I
SCIENCE	3 <sup>3</sup>	Biology I + 2 additional science courses above Biology I
SOCIAL STUDIES	3.5	1 World History <sup>4</sup> 1 US History <sup>4</sup> 1/2 US Government <sup>4</sup> 1/2 Economics <sup>5</sup> 1/2 MS Studies <sup>6</sup>
PHYSICAL EDUCATION	.5 <sup>7</sup>	1/2 Physical Education
HEALTH	.5 <sup>8</sup>	1/2 Contemporary Health
TECHNOLOGY or COMPUTER SCIENCE	1 <sup>9</sup>	

THE ARTS	1 <sup>10</sup>	
COLLEGE and CAREER-READINESS	1 <sup>11</sup>	Must occur in the student's junior or senior year, or in the student completion of a 4-yr sequence
ADDITIONAL ELECTIVES	7.5	Must include two (2) advanced electives of the CPC requirements
TOTAL UNITS REQUIRED	26 <sup>12,13,14</sup>	

See \*\*\* for requirements for 1-11. 12 Additional requirements above the Traditional Diploma Option, the 26 Carnegie units and the assessment requirements include: • Earn an overall GPA of 2.5 • Two (2) elective courses must meet MS IHL college preparatory curriculum (CPC) requirements • Must successfully complete one (1) of the following: ACT sub scores of 17 in English and 19 in Math Essentials of College Math or Essentials of College Literacy (in senior year) SAT equivalency subscore • Must successfully complete one (1) of the following: One (1) AP course with a C or higher and take the appropriate AP exam One (1) Diploma Program-IB or Cambridge (AICE) course with a C or higher and take the appropriate exam One (1) dual credit course and earn a C or higher in the course 13 Additional recommendations (not requirements) above 26 Carnegie units and assessment requirements include: • For early graduation, a student should successfully complete an area of endorsement. • Students should take a math or math equivalency senior year 14 Courses designed using the Mississippi Alternate Academic Achievement Standards (MS AAAS) shall not be used as substitute courses or electives for students obtaining a traditional academic diploma with or without endorsements.

**CAREER AND TECHNICAL OR JROTC**

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 <sup>1</sup>	English I English II
MATHEMATICS	4 <sup>2</sup>	Algebra I
SCIENCE	3 <sup>3</sup>	Biology I
SOCIAL STUDIES	3.5	1 World History <sup>4</sup> 1 US History <sup>4</sup> 1/2 US Government <sup>4</sup> 1/2 Economics <sup>5</sup> 1/2 MS Studies <sup>6</sup>
PHYSICAL EDUCATION	.5 <sup>7</sup>	1/2 Physical Education
HEALTH	.5 <sup>8</sup>	1/2 Contemporary Health
TECHNOLOGY or COMPUTER SCIENCE	1 <sup>9</sup>	
THE ARTS	1 <sup>10</sup>	
COLLEGE and CAREER-READINESS	1 <sup>11</sup>	Must occur in the student's junior or senior year, or in the student completion of a 4-yr sequence
CAREER and TECHNICAL /JROTC	4	Must complete a 4-course sequential program of study
ADDITIONAL ELECTIVES	3.5	
TOTAL UNITS REQUIRED	26 <sup>12,13,14</sup>	

See \*\*\* for requirements for 1-11. 12 Additional requirements above Traditional Diploma Option and the 26 Carnegie units and the assessment include: • Earn an overall GPA of 2.5 • Earn silver level on ACT WorkKeys • Must successfully complete one (1) of the following: One (1) dual credit, Work based Learning, Earn a State Board of Education approved national credential, One (1) AP, Diploma Program-IB, or Cambridge (AICE) course aligned to their career pathway, Students must earn a C or higher and take the appropriate exam., NOCTI/JROTC Leadership and Employability Skills Credential 13 Additional recommendations (not requirements) above 26 Carnegie Units and assessment requirements include: • For early graduation, a student should successfully complete an area of endorsement. • Students should take a math or math equivalency senior year 14 Courses designed using the Mississippi Alternate Academic Achievement Standards (MS AAAS) shall not be used as substitute courses or electives for students obtaining a traditional academic diploma with or without endorsements.

**DISTINGUISHED ACADEMIC**

<b>CURRICULUM</b>	<b>CARNEGI E UNITS</b>	<b>REQUIRED SUBJECTS</b>
<b>ENGLISH</b>	<b>4<sup>1</sup></b>	<b>English I English II + 2 additional English Courses above English II</b>
<b>MATHEMATICS</b>	<b>4<sup>2</sup></b>	<b>Algebra I + 2 additional math courses above Algebra I</b>
<b>SCIENCE</b>	<b>4<sup>3</sup></b>	<b>Biology I + 2 additional science courses above Biology I</b>
<b>SOCIAL STUDIES</b>	<b>4</b>	<b>1 World History <sup>4</sup> 1 US History <sup>4</sup> 1/2 US Government <sup>4</sup> 1/2 Economics <sup>5</sup> 1/2 MS Studies <sup>6</sup></b>
<b>PHYSICAL EDUCATION</b>	<b>.5<sup>7</sup></b>	<b>1/2 Physical Education</b>
<b>HEALTH</b>	<b>.5<sup>8</sup></b>	<b>1/2 Contemporary Health</b>
<b>TECHNOLOGY or COMPUTER SCIENCE</b>	<b>1<sup>9</sup></b>	
<b>THE ARTS</b>	<b>1<sup>10</sup></b>	
<b>COLLEGE and CAREER-READINESS</b>	<b>1<sup>11</sup></b>	<b>Must occur in the student's junior or senior year, or in the student completion of a 4-yr sequence</b>
<b>ADDITIONAL ELECTIVES</b>	<b>8</b>	<b>Must include two (2) advanced electives of the CPC requirements</b>
<b>TOTAL UNITS REQUIRED</b>	<b>28<sup>12,13,14</sup></b>	

See \*\*\* for requirements for 1-11 12 Additional requirements above the Traditional Diploma Option, the 28 Carnegie units and the assessment requirements include: • Earn an overall GPA of 3.0 • Two (2) elective courses must meet MS IHL CPC recommended requirements • Must successfully complete one (1) of the following: ACT sub scores of 18 in English and 22 in Math SAT equivalency subscore • Must successfully complete one (1) of the following: One (1) AP course with a B or higher and take the appropriate AP exam One (1) Diploma Program-IB or Cambridge (AICE) course with a B or higher and take the appropriate exam One (1) dual credit course earning a B or higher in the course 13 Additional recommendations (not requirements) above 28 Carnegie units and assessment requirements include: • For early graduation, a student should successfully complete an area of endorsement • Students should take a math or math equivalency senior year 14 Courses designed using the Mississippi Alternate Academic Achievement Standards (MS AAAS) shall not be used as substitute courses or electives for students obtaining a traditional academic diploma with or without endorsements.

\*\*\* Requirements for all Diploma types except for Alternate 1 Carnegie units earned for Compensatory English courses cannot be included as any of the four (4) English Carnegie units required for graduation; however, Carnegie units earned for these courses may be included in the general elective graduation requirements. Compensatory English may be taken only if a credit-bearing English course is taken in the same school year. Accelerated English 9 can be accepted in lieu of English I. Accelerated English 10 can be accepted in lieu of English II. English I is a required prerequisite course for English II. English I may not be taken after a student completes English II. 2 Carnegie units earned for Compensatory Mathematics courses cannot be included as any of the four (4) Math Carnegie units required for graduation; however, Carnegie units earned for these courses may be included in the general elective graduation requirements. Compensatory Mathematics may be taken only if a credit-bearing Math course is taken in the same school year. CCR Mathematics Grade 8, Ready for High School Mathematics, and Foundations of Algebra cannot be taken after a student has received a Carnegie unit in the CCR Algebra I course. The Ready for High School Mathematics course shall only be available for 8th grade or 9th grade students. Foundations of Algebra shall only be available for 9th grade students. MYP Geometry, MYP Algebra II, IB-DP Mathematics I, IB-DP Mathematics II, IB-DP Mathematical Studies I, and IB-DP Mathematical Studies II are allowable mathematics courses higher than Algebra I for IB students. Cambridge IGCSE Mathematics I may be accepted in lieu of Algebra I. One (1) of the four (4) required Carnegie units for mathematics may be in AP Computer Science Principles. If used for a mathematics unit, AP Computer Science Principles cannot then also be used for science or computer science units. For approved Career and Technical course substitutions see Appendix A-12. 3 One (1) of the three (3) required Carnegie units for science may be in AP Computer Science Principles. If used for a science unit, AP Computer Science Principles cannot then also be used for a mathematics or computer science unit. For approved Career and Technical course substitutions see Appendix A-12. Coordinated Science I or Cambridge IGCSE Biology may be accepted in lieu of Biology. The following courses may be accepted for a science credit above Biology: any AP, Cambridge, or IB-DP science course, any approved dual credit natural or physical science course, any MDE-approved Special Topics in Science course, Botany, Chemistry, Earth and Space Science, Environmental Science, Genetics, Human Anatomy and Physiology, Marine and Aquatic Science I and II, Physical Science, Physics, Zoology I and II, PLTW Principles of Engineering, PLTW Engineering Design and Development, PLTW Human Body Systems, PLTW Medical Interventions. 4Based on the 2022 Mississippi College- and Career- Readiness Standards for Social Studies, AP World History, DC World Civilization II, AP European History, or DC Western Civilization II may be accepted in lieu of the required World History from the Age of Enlightenment to Present course. AP United States History or DC United States History II may be accepted in lieu of the required U.S. History from Post-reconstruction to Present course. A student taking an AP or DC course in lieu of a course with a required end-of-course state test shall take the requisite MAAP test. AP Government and Politics: United States and DC American National may be accepted in lieu of the required United States Government course. IB-DP History of the Americas I may be accepted in lieu of the required U.S. History course for students enrolled in the IB program. IB-DP History of the Americas II may be accepted in lieu of the required Mississippi Studies, Economics, and/or U.S. Government courses for students enrolled in the IB program. MYP U.S. Government may be accepted in lieu of the required Government course for students enrolled in the IB program. Cambridge IGCSE American History or Cambridge International AS level history may be accepted in lieu of the required U.S. History from Post-reconstruction to Present course. 5A.P. Macroeconomics, A.P. Microeconomics, DC Macroeconomics, or DC Microeconomics can be taken in lieu of the required Economics course. For approved Career and Technical course substitutions see Appendix A-12. 6The Carnegie credit earned for a State/Local Government course in any other state by an out-of-state transfer student can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If a transfer student enters without a State/Local Government course, then any other one-half (½) unit social studies course (e.g., Civics, Law Related Education, Participation in American Democracy, Law and Policy, Contemporary Issues, etc.) may be accepted excluding U.S. Government and Economics. IB-DP History of the Americas II is accepted in lieu of the required Mississippi Studies, Economics, and/or U.S. Government courses for students enrolled in the IB program. 7The graduation requirement for one-half (½) unit in physical education may include participation in interscholastic athletic activities, choral performance courses for show choir (i.e., Choral, Music-Choral-Ensembles), instrumental performance courses (i.e., Band, Music Instrumental Ensembles, Strings), dance courses or JROTC that meet the instructional requirements specified in the Fitness through Physical Education Framework and that are sanctioned by the Mississippi High School Activities Association. Only one (1) elective unit in physical education including participation in interscholastic athletic activities, choral performance courses for show choir (i.e., Choral, Music-Choral-Ensembles), instrumental performance courses (i.e., Band, Music Instrumental Ensembles, Strings), dance courses or JROTC that meet the instructional requirements specified in the Fitness through Physical Education Framework and that are sanctioned by the Mississippi High School Activities Association may be applied each year to the minimum 24 required Carnegie units. If a local district has graduation requirements above the state requirements, the district may award additional units as outlined in the local school board policy. 8 Successful completion of JROTC I and JROTC II shall be accepted as requirement met in lieu of Contemporary Health to meet the graduation requirement for one-half (½) Carnegie unit in Health. Dual credit Personal and Community Health may be accepted in lieu of the graduation requirements for one-half (½) Carnegie unit in Health. For approved Career and Technical course substitutions see Appendix A-12. 9 For approved course substitutions see Appendices A-12 and A-13. 10 The Arts refers to Dance, Media Arts, Music, Theatre, and Visual Arts. The following dual credit classes: Music Appreciation, Theatre Appreciation, or Art Appreciation may be accepted in lieu of the Arts requirement for students. For approved Career and Technical course substitutions see Appendix A-12. 11 The purpose of the College and Career Readiness Course is to provide planning and instruction for postsecondary transition. The following courses are approved substitutions for the CCR course: 1. One-credit of Career and Technical Work-Based Learning course 2. Dual Credit SmartStart 3. JROTC III 4. Advanced Placement Seminar or equivalent International Baccalaureate and Cambridge International Courses. 5. Freshman, Sophomore, Junior and Senior MS College and Career Readiness Seminar course for Early College High Schools. \*An out-of-state student who transfers after the completion of the first semester of their senior year may substitute any other one (1) unit social studies course or a combination of one-half (½) Personal Finance and one-half (½) social studies course. The CCR course may be taught in one (1) of the following sequences: a. One (1) Carnegie unit Senior year only b. One (1) Carnegie unit Junior year only c. One-half (½) Carnegie unit in either freshman, sophomore or junior year with the remaining one-half (½) Carnegie unit taught in either junior or senior year d. One-fourth (¼) Carnegie unit per year beginning with the freshman year

**ALTERNATE DIPLOMA (SPED)**

The Alternate Diploma is an option for student with a Significant Cognitive Disability (SCD)

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 <sup>1</sup>	Alternate English Elements I-IV
MATHEMATICS <sup>8667</sup>	4 <sup>2</sup>	Alternate Math Elements I-III Alternate Algebra Elements
SCIENCE	2	Alternate Biology Elements Alternate Science Elements II
SOCIAL STUDIES	2	Alternate US History Elements (Strands: US History and World History) Alternate Social Studies Elements (Strands: Economics and US Government)
PHYSICAL EDUCATION	.5 <sup>4</sup>	1/2 Physical Education
HEALTH	.5 <sup>3</sup>	Alternate Health Elements
CAREER READINESS	4 <sup>5</sup>	Career Readiness I-IV (Strands: Technology, Systems, Employability and Social)
THE ARTS	1 <sup>6</sup>	
LIFE SKILLS	4 <sup>5</sup>	Life Skills Development I-IV (Strands: Technology, Systems, Personal Care and Social)
ELECTIVES	2	
<b>TOTAL UNITS REQUIRED</b>	<b>24</b>	

1 Carnegie units earned for Compensatory English courses cannot be included as any of the four (4) English Carnegie units required for graduation; however, Carnegie units earned for these courses may be included in the general elective graduation requirements. Compensatory English may be taken only if a credit-bearing English course is taken in the same school year. 2 Carnegie units earned for Compensatory Mathematics courses cannot be included as any of the four (4) Math Carnegie units required for graduation; however, Carnegie units earned for these courses may be included in the general elective graduation requirements. Compensatory Mathematics may be taken only if a credit-bearing Math course is taken in the same school year. 3 Successful completion in JROTC I and JROTC II shall be accepted as requirement met Contemporary Health to meet graduation requirement for one-half (1/2) Carnegie unit in Health. Dual credit Personal and Community Health may be accepted in lieu of the graduation requirement for one-half (1/2) Carnegie unit in Health. For approved Career and Technical course substitutions see Appendix A-12. 4The graduation requirement for one-half (1/2) unit in physical education may include participation in interscholastic athletic activities, choral performance courses for show choir (i.e., Choral, Music-Choral-Ensembles), instrumental performance courses (i.e. Band, Music Instrumental Ensembles, Strings), dance courses or JROTC that meet the instructional requirements specified in the Fitness through Physical Education Framework and that are sanctioned by the Mississippi High School Activities Association. Only one (1) elective unit in physical education including participation in interscholastic athletic activities, choral performance courses for show choir (i.e., Choral, Music-Choral-Ensembles), instrumental performance courses (i.e. Band, Music Instrumental Ensembles, Strings), dance courses or JROTC that meet the instructional requirements specified in the Fitness through Physical Education Framework and that are sanctioned by the Mississippi High School Activities Association may be applied each year to the minimum 24 required Carnegie units. If a local district has graduation requirements above the state requirements, the district may award additional units as outlined in the local school board policy. 5 Evidence of proficiency in technology is embedded in the course strands for both Career Readiness and Life Skills Development so that students with significant cognitive disabilities may be taught these skills within the natural environment assuring greater application and generalization of the skills. 6 The Arts refers to Dance, Media Arts, Music, Theatre, and Visual Arts. The following dual credit classes: Music Appreciation, Theatre Appreciation, or Art Appreciation may be accepted in lieu of the art requirement for students. For approved Career and Technical course substitutions see Appendix A-12.

**Graduation Participation** Established by the Mississippi Department of Education accreditation standards, only students who have completed the requirements in the regular program or special education students who have completed the IEP shall be permitted to participate in the graduation program. If a senior is in violation of the attendance policy he/she may not be allowed to participate in any graduation ceremony. Any senior with ten (10) days of absences may, at the discretion of the school principal, not be allowed to participate in the graduation ceremony. Seniors who are at risk shall be informed by the principal each 9 weeks. Awards for seniors will be handled according to the handbook and policies set by the West Jasper Board of Education. Any other titles or awards such as Who's Who will be handled through the Student Government Association by process of ballot with rules set by the school administration. Seniors must submit a resume to the Senior Sponsor for Hall of Fame nominations by the end of 1st semester. Resumes should include GPA, extracurricular activities, awards, honors, community/volunteer service, etc. All community/volunteer service must be confirmed by submitting a letter of support from the organization and/or person directly involved. The Senior Sponsor will make resume copies and distribute to qualifying faculty members to vote for a designated number (the top 15% of students in the graduating senior class). Qualifying faculty members must include those teachers currently teaching Carnegie unit courses who have taught the seniors from the graduating class. An annual graduation fee will be charged to seniors, and this amount is due in cash in the exact change. Seniors will be given a receipt. All graduates must attend rehearsal unless in the event of an extreme emergency. Graduates should inform family/friends that rehearsal is closed to the public and only the Senior Sponsor and school personnel may attend rehearsal. Seniors must adhere to the school dress code during the graduation rehearsal. Seniors must be in the designated rehearsal area by 8:00 a.m. on the scheduled rehearsal date. Practice should only last a few hours; however, anyone with speaking parts or singing parts will need to be prepared to stay longer. Seniors will need to return to the rehearsal area thirty (30) minutes prior to the evening's graduation ceremony. Seniors must adhere to the following dress code requirements in order to participate in the graduation ceremony: Boys will wear dark pants, white shirt with collar, dark dress shoes and a dark tie.

Girls will wear dark dress shoes and a dress to the knee, without a collar. Students under the influence of drugs or alcohol during graduation rehearsal or before the graduation ceremony will not be permitted to participate in the actual ceremony. Seniors will be given a Senior Clearance Form that must be signed by all the student's teachers and coaches. Fines for lost books, uniforms, etc. must be taken care of as soon as possible or the senior will not get clearance for graduation. Seniors must turn in a Clearance Form by the last day of school.

### Mississippi Scholars

**English Language Arts**- 4 credits must consist of: English I, English II, two (2) additional English Credits above English II and approved for admission to IHL. **Mathematics**- 4 credits must consist of: Algebra I, Geometry, Algebra II and one Carnegie Unit of comparable rigor and content may come from Mathematics courses approved for MS Scholars Credit. **Science**- 4 credits must consist of: Biology I, Chemistry and any two Carnegie Units of comparable rigor and content (Physics preferred). Additionally, one Carnegie Unit may come from a Career Technical Education course. **Social Studies**- 4 credits must consist of: World Geography, Mississippi Studies, World History Studies, U. S. History, U.S. Government, Economics. **Arts**- 1 credit of: one Carnegie Unit of visual and performing arts meeting the requirements for high school graduation or 2 units for the completion of the 2 course sequence Computer Graphics Technology I & II. **Advanced Electives**- 2 credits must consist of: two Foreign Languages or a 5th Math or 5th Science of higher rigor or any 2 dual credit courses. **Additional Requirements**- **A.** 80 hours of community or volunteer service during 4 years of high school. **B.** 19 ACT Composite Score or minimum 36 ASVAB or Silver Level Workkeys. **C.** 2.5 cumulative high school GPA on a 4.0 scale. **D.** 3 letters of recommendation (one from each of the following- principal, guidance counselor and business/community leader for students with more than 4 in-school suspensions). **E.** No out of school suspensions. **F.** Must complete any remaining State-mandated high school graduation requirements. **G.** Advanced Placement courses may be substituted in Mississippi Scholars subject areas. **H.** Dual credit and online courses are acceptable. **I.** 95% school attendance during 4 years of high school.

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

#### STANDARD 26

Effective Beginning in School Year 2021-2022

<u>CURRICULUM AREA</u>	<u>COURSES</u>	<u>UNITS</u>	<u>TOTAL UNITS</u>
ENGLISH	English I	1	5
	English II	1	
	English III	1	
	English IV	1	
	Essentials for College Literacy	1	
MATHEMATICS	Algebra I	1	5
	Geometry	1	
	Algebra II	1	
	Essentials for College Math	1	
	Elective Mathematics Courses	1	
SCIENCE	Biology I	1	6
	Chemistry	1	
	Physics <sup>1</sup>	1	
	Elective Science Courses	3 <sup>1</sup>	
TECHNOLOGY OR COMPUTER SCIENCE <sup>2</sup>	Any one (1) Credit Technology or Computer Science	1	1
SOCIAL STUDIES	U.S. History	1	3.5
	U.S. Government	½	
	Mississippi Studies	½	
	World History	1	
	Economics	½	
HEALTH/PHYSICAL EDUCATION	Contemporary Health	½	1
	Physical Education	½	
THE ARTS <sup>3</sup>	Any approved Arts course	1	1
COLLEGE AND CAREER READINESS <sup>4</sup>	College and Career Readiness	1	1

<b>CAREER &amp; TECHNICAL</b>	<b>Any combination of courses</b>	<b>4<sup>4</sup></b>	<b>4</b>
<b>ADVANCED PLACEMENT</b> <sup>5,6</sup>	<b>At least one (1) advanced placement Course in each of the four (4) core areas</b>		<b>4</b>
	<b>AP course in Mathematics</b>	<b>1</b>	
	<b>AP course in Science</b>	<b>1</b>	
	<b>AP course in Language Arts</b>	<b>1</b>	
	<b>AP Course in Social Studies</b>	<b>1</b>	
<b>ELECTIVES</b>	<b>Any other Advanced Elective defined by The IHL College Prep Curriculum</b>	<b>2</b>	<b>2</b>
<b>TOTAL REQUIRED UNITS</b>			<b>33.5</b>

**MISSISSIPPI Public School Accountability Standards, 2022**

For Approved Career and Technical course substitutions see Appendix A 12

For Approved course substitutions see Appendix A 12 and A 13

3-The Arts refers to Dance, Media Arts, Music, Theatre, and Visual Arts. The following dual credit classes: Music Appreciation, Theatre Appreciation, or Art Appreciation may be accepted in lieu of the art requirement for students. For Approved Career and Technical course substitutions see Appendix A-12.

4 The purpose of the College and Career Readiness Course is to provide planning and instruction for postsecondary transition. The following courses are approved substitutions for the CCR course: 1. One-credit of Career and Technical Work-Based Learning 2. Dual Credit SmartStart 3. JROTC III 4. Advanced Placement Seminar or equivalent International Baccalaureate or Cambridge International Courses. 5. Freshman, Sophomore, Junior, and Senior MS College and Career Readiness Seminar course for Early College High Schools. The CCR course may be taught in one (1) of the following sequences: a. One (1) Carnegie unit Senior year only b. One (1) Carnegie unit Junior year only c. One-half Carnegie unit in either freshman, sophomore or junior year with the remaining one-half Carnegie unit taught in either junior or senior year d. One-fourth (¼) Carnegie Unit per year beginning with the freshman year

5 A school offering the International Baccalaureate program is exempted. Distance learning approved on-line vendor courses, or approved Mississippi Online Course Approval (MOCA) courses may be used as an appropriate alternative for the delivery of these required Advanced Placement (AP) courses.

**Courses Approved for Mississippi Scholars Credit** Vocational Courses approved for academic credit by MDE Board accepted in Mississippi Scholars program.

**Science-** Aerospace Studies (1/2) Astronomy (1/2) Biology I(1) Biology II (1) Biology, general, Advanced Placement (1) Biomedical Research (1) Botany (1/2) Chemistry I(1) Chemistry II(1) Chemistry, General, Advanced Placement(1) Chemistry, Organic Chemistry (1) Genetics (1/2) Geology (1/2) Human Anatomy & Physiology (1) Marine & Aquatic Science (1/2) Microbiology (1/2) Molecular Biology (1/2) Physics I(1) Physics II(1) Physics B, Advanced Placement (1) Physics C, Electricity & Magnetism, Advanced Placement (1) Physics C, Mechanics, Advanced Placement (1) Physical Science (1) Zoology (1/2)\*1 unit for Introduction of Agriscience \*1 unit for Concepts of Agriscience\*1 unit for Science of Agricultural Animals\*1 unit for Science of Agricultural Plants\*1 unit for Science of Agricultural Environment\* 2 units for the completion of the 2 course sequence Agriscience I & II\*2 units for the completion of the 2 course sequence Aquaculture I & II\*2 units for the completion of the 2 course sequence Allied Health I & II. \* 2 units for the completion of the 2 course sequence Forestry I & II\*2 units for the completion of the 2 course sequence Horticulture I & II\* 2 units for the completion of the 2 course sequence Plastics and Polymer Science I & II

**Mathematics-** Advanced Algebra (1/2) Algebra I(1) Algebra II(1) Calculus (1) Calculus AB, Advanced Placement (1) Calculus BC, Advanced Placement (1) Discrete Mathematics (1/2) Geometry (1) Pre-Calculus(1/2) Probability & Statistics (1/2) Statistics, Advanced Placement (1) Trigonometry (1/2)\* 1 unit for the completion of the 2 course sequence Drafting I & II

**One Credit = (1) One-Half Credit = (1/2) Denotes Vocational courses**

**Mississippi Scholars Tech Master Information- Mississippi Scholars Tech Master**

Students preparing for their future careers. Employers are concerned with ensuring that both potential and incumbent employees have the skills necessary to thrive in today's workplace.

**Current MOE Career Pathway Track - Academic Course of Study:** (4 Credits) English \*(3 Credits) Math - Algebra I- Math above Algebra I (Course has to be related to program of study) \*\*Geometry Mandatory (3 Credits) Science—Biology I and 2 courses above Biology I (3 credits) Social Studies -US Government, US History, MS Studies: Other Courses-(1 credit) Computer, (½ credit) Health or PE Electives: (2.5 credits) Electives of your program of study

\*4 CTE Credits in the same area of study-Must take 4 CTE credits -Non-negotiable

**Must have 21 minimum credits - Students can go the 21 or 24 credit route allowing time for internship. Additional Requirements for Recognition of Mississippi Scholars Tech Master listed below:**

- **80 hours of community or volunteer service during high school for seniors graduating in 2022 and later**
- **Minimum of 19 ACT composite score (overall score) for seniors graduating in 2022 and later or Minimum 36 ASVAB**
- **2.5 high school GPA**
- **95% school attendance during high school years**
- **No out-of-school suspension**

Must attain a passing score, as established by MDE, on the MS Career Planning and Assessment System (CPAS2) or a passing score on MDE approved industry certification assessment. MS Scholars Tech Master must complete any remaining

State-Mandated high school graduation requirements. Dual credit courses are acceptable.

**ADMISSION REQUIREMENTS FOR MISSISSIPPI UNIVERSITY INSTITUTIONS**

Pre-High School Units: Courses taken prior to high school will be accepted for admission provided the course earns Carnegie Credit and the content is the same as the high school course. Substitutions: Advanced Placement AP and International Baccalaureate IB, Academic or Career and Technical Dual Credit (DC), and Advanced International Certificate for Education (AICE) courses can be substituted for requirement in the College Prep Curriculum. Course Acceptance: A course may not be used to satisfy more than one requirement. The Required and Recommended College Prep Curricula are approved by the IHL Board of Trustees, The Mississippi Department of Education maintains the MDE Secondary Course Manual with CPC classifications for each course.

The minimum REQUIRED CPC for full admission into a Mississippi public university is as follows:	The minimum RECOMMENDED CPC for full admission into a Mississippi public university is as follows:
English: 4 Carnegie units · Units must require substantial communication skills (i.e., reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included	English: 4 Carnegie units · Units must require substantial communication skills (i.e., reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included.
Mathematics: 4 Carnegie Units · Algebra I or its equivalent · Math higher than Algebra I (3 units)	Mathematics: 4 Carnegie units · Algebra I or its equivalent · Math higher than Algebra I (3 units)
Science: 3 Carnegie units · Biology I or its equivalent · Science higher than Biology I (2 units)	Science: 4 Carnegie units · Biology I or its equivalent · Science higher than Biology I (3 units)
Social Studies: 3 ½ Carnegie Units · Units must include integrated courses of social sciences and humanities promoting civic competence.	Social Studies: 4 Carnegie units · Units must include integrated courses of social sciences and humanities promoting civic competence.
Arts: 1 Carnegie unit · Includes any one Carnegie unit (or two ½ units) of visual and performing arts course(s) meeting the requirements for high school graduation.	Arts: 1 Carnegie unit · Includes any one Carnegie unit (or two ½ units) of visual and performing arts course(s) meeting the requirements for high school graduation.
Advanced Electives: 2 Carnegie units · Option 1: Foreign Language I and Foreign Language II · Option 2: Foreign Language I and one unit from Option 3 · Option 3: (1) Any combination of an advanced level course above the required Carnegie units as noted in the Mississippi Department of Education Secondary Course Manual and/or any (b) Advanced Placement (AP), Academic or Career and Technical Dual Credit (DC), International Baccalaureate (IB) or Advanced International Certificate of Education (AICE) course. (2) Completion of any two-year Career and Technical course may count as one unit. <i>Example: completion of both Health Sciences I &amp; II will count as an advanced elective.</i>	Advanced Electives: 2 Carnegie units · Option 1: Foreign Language I and Foreign Language II · Option 2: Foreign Language I and one unit from Option 3 · Option 3: (1) Any combination of an advanced level course above the required Carnegie units as noted in the Mississippi Department of Education Secondary Course Manual and/or any (b) Advanced Placement (AP), Academic or Career and Technical Dual Credit (DC), International Baccalaureate (IB) or Advanced International Certificate of Education (AICE) course. (2) Completion of any two-year Career and Technical course may count as one unit. <i>Example: completion of both Health Sciences I &amp; II will count as an advanced elective.</i>
Technology or Computer Science Course: 1 Carnegie Unit · A technology course is defined as one that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course. A computer science course emphasizes computational thinking to solve problems. Courses will involve the study of computers and algorithmic processes, including their principles, their hardware and software designs, their applications, and their impact on society and should include focus on one or more of the following core concepts: computing systems, networks and the internet, data and analysis, algorithms and programming, and impacts of computing. Course equivalent or additional advanced elective may be acceptable for non-Mississippi residents.	Technology or Computer Science Course: 1 Carnegie Unit · A technology course is defined as one that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course. A computer science course emphasizes computational thinking to solve problems. Courses will involve the study of computers and algorithmic processes, including their principles, their hardware and software designs, their applications, and their impact on society and should include focus on one or more of the following core concepts: computing systems, networks and the internet, data and analysis, algorithms and programming, and impacts of computing. Course equivalent or additional advanced elective may be acceptable for non-Mississippi residents.
Total Carnegie units: 18 ½ Carnegie Units	Total Carnegie units: 20 Carnegie Units

**DUAL ENROLL/DUAL CREDIT**

**Dual Enrollment** A dual enrolled student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school. The student receives postsecondary credit for coursework.

**Dual Credit** A dual credit student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school. The student receives both high school and postsecondary credit for coursework. One three-hour postsecondary course is equal to one high school Carnegie unit. **All approved Dual Credit courses will be weighted and will receive 10 points added to the final average for GPA and Rank in Class.** Dual Credit students enrolled in WJSD can earn two (2) college credits per semester including summer with a maximum of 6 per year, with a cap of 30 semester hours. A dual credit class must be dropped no later than the junior college 100% refund drop date. After that date, if the class is dropped, the student will receive a 50 in that class and may be required to pay the tuition cost. Developmental education or remediation courses are not eligible for dual credit.

**Academic Eligibility Criteria for Participation in Mississippi's Dual Enrollment System** Minimum overall GPA of 3.0 on a 4.0 scale on all high school courses and Successful completion of 14 core high school units and/or junior status and Written recommendation from school principal or guidance counselor **OR** Minimum overall GPA of 3.0 on a 4.0 scale on all high school courses and Minimum composite ACT score of 30 or the equivalent SAT score and Written recommendation from school principal or guidance counselor.

**School Districts and Universities or Community Colleges** Articulation agreements must be signed between the school district and the postsecondary institution in Mississippi prior to enrollment. Dual enrolled/dual credit students must meet the same admission criteria as traditional students. Academic Dual Credit Courses currently approved by all 15 community colleges and 8 public universities are listed under MDE Course Work Area Codes for Dual Credit. The community/junior college decides the following: Course prerequisites, Placement (for college-readiness), Instructor, Teaching site, Teaching schedule, Tuition & fees. The school district shall determine how to apply Carnegie Units earned through dual credit courses towards high school graduation requirements based on the content area of the postsecondary course.

**CODE OF STUDENT CONDUCT** The West Jasper School District Board of Education shall adopt and make available to all teachers, school personnel students and parents or guardians, at the beginning of each school year, a code of student conduct developed in consultation with teachers, school personnel, students and parents or guardians. The code shall be based on the rules governing student conduct and discipline adopted by the board and may be made available at the school level in the student handbook or similar publication. The code shall include, but not be limited to:

1. Specific grounds for disciplinary action
2. Procedures to be followed for acts requiring discipline
3. An explanation of the responsibilities and rights of students with regard to attendance, respect for persons and property, knowledge, observation of rules of conduct, the right to learn, free speech, student publications, assembly, privacy, participation in school programs and activities.

**STUDENT SOCIAL EVENTS** In West Jasper Schools, K-12 parties will only be permitted with principal recommendation and superintendent/designee approval.

1. All evening parties and dances shall end no later than 10 PM for Junior High School and 11:30 PM for Senior High School. The Senior Prom may end at 1 PM.
2. Dances or parties will not be held on an evening during the school week.
3. All school policies and regulations and laws related to violence, weapons, tobacco, and conduct will be strictly enforced.
4. Students who leave will not be allowed to return to the event.

Arrangements for chaperones, law enforcement, or security personnel, etc., will be arranged for and approved by the principal.

**STUDENT DRESS CODE, GRADES K-12** All students who attend West Jasper School District schools are expected to respect the school community by dressing appropriately for a K-12 educational environment. Students' attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

In relation to student dress, the district's expectations are as follows:

- Students should be able to dress for school in a manner that expresses their individuality as long as it does not interfere with the learning process and health and safety of themselves and other students.
- Students should be treated equitably. Dress code should not create disparities, reinforce or increase marginalization of any individual or group.

The following rules shall be followed by students of WJSD:

1. Oversized pants or shirts, sagging pants or leggings as pants are not allowed. No pants with writing across the backside.
2. Clothing must cover from the top of the shoulder and extend down to 3" above the knee.
3. Rips and tears in clothing should not expose any skin.
4. See-through or mesh garments must not be worn without clothing underneath.
5. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, or drugs.
6. Clothing may not display, state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, religious affiliation, or any other protected classification.
7. Garments, which are generally considered as undergarments or sleepwear, shall not be worn as outer garments (pajamas, camisoles, etc.)
8. All students must wear shoes at all times.

9. Sunglasses are not to be worn in buildings unless medically prescribed.
10. Students are not allowed to wear caps, hats, or hoods inside the buildings.
11. Jewelry or oversized chains that can be dangerous or cause bodily harm may not be worn.
12. No Blankets

The principal has discretion in matters relating to student dress and decorum. The first consequence for the first violation of the dress code will include a parent/guardian contact or conference and the directive to cover, change, or remove non-complying attire. Consequences for repeated violations of the dress code policy may include Steps 1-5 in the WJSD Discipline Step Plan.

**STUDENT DISCIPLINE** The West Jasper School District School District has the authority to establish reasonable and necessary rules governing the conduct of students. The school district complies with state law and local board policy on student discipline. MS Code §37-7-301(e)(g), §37-9-14(r) (w)(x), and §37-11-18 through 23, 29-35, 53-57 The board recognizes that discipline is a primary responsibility of the teachers and that teachers should employ disciplinary methods that are appropriate and effective. Teachers and principals will administer discipline within the guidelines established by the board and other specific procedures related to student behavior as may be adopted from time to time. The Superintendent of Education may appoint lead teachers to carry out some administrative functions. These duties may include discipline of students and authorization to carry out corporal punishment. The board also recognizes the need for an organized disciplinary system that supports efforts of teachers to teach and that addresses the growth of positive student activities and behaviors. The administration of the school district is charged with the development of a defined, systematic approach to school discipline to be recommended to the board.

**Authority to Discipline** The West Jasper school board recognizes the teacher as the authority in classroom matters, and supports that teacher in any decision in compliance with the written discipline code of conduct; including the right of the teacher to remove from the classroom any student who, in the professional judgment of the teacher, is disrupting the learning environment, to the office of the principal or assistant principal. The teacher in removing the student from the classroom must assure that the student is adequately supervised while in route and that the administrator is properly and promptly notified as to the students' removal and the reasons for removal. The principal or assistant principal shall determine the proper placement for the student, who may not be returned to the classroom until a conference of some kind (personal or by telephone) has been held with the parent, guardian or custodian during which the disrupting behavior is discussed and agreements are reached that no further disruption will be tolerated. If the principal does not approve of the determination of the teacher to remove the student from the classroom, the student may not be removed from the classroom. The principal, upon request from the teacher, must provide justification for his disapproval of the student's removal from class. In order for rules infractions by students to be treated equitably and consistently, the board has approved a disciplinary action procedure and schedule. The implementation of student discipline policy rests with all levels of the management/instruction/staff team and should be considered in the individual's evaluation.

**Exemption of Liability** Except in the case of excessive force or cruel and unusual punishment, a teacher, principal or assistant principal shall not be civilly or criminally liable for any action carries out in conformity with state or federal law or rules or regulations of the Mississippi State Board of Education or the local school board regarding the control, discipline, suspension and expulsion of students. The local school board shall provide any necessary legal defense to a teacher, principal or assistant principal in any action that may be filed against such school personnel.

*Note:* The WJSD Code of Student Conduct, the Step Discipline Plan and the Rules & Consequences shall be adopted by the board annually and published in the student handbook.

**TARDINESS** A sufficient period of time is allowed for students to pass from one class to another. Students are expected to be in class on time each period. A tardy slip must be secured from the office before a student can be admitted to class if the student is tardy for the first period of the day. **STUDENTS WHO HAVE 3 TARDIES DURING ANY SEMESTER MAY HAVE THEIR DRIVING PRIVILEGES REVOKED FOR THAT SEMESTER.** The student's teacher will document tardiness from class to class after the first period and report to the Principal or designee.

1. A student is tardy for school if he/she arrives at school after the tardy bell.
2. A tardy slip must be secured from the office before a student can be admitted.
3. Tardies through the first period shall be excused if:
  - a. The school bus is late.
  - b. A student had to report to a doctor and presented verification from the doctor's office.
  - c. A student was involved in an accident and/or unposted road/utility repairs and presents verification from the police department or the principal has personal knowledge of the accident.
  - d. There are medical reasons, which due to their nature may cause a student to be tardy, if the school has been notified in writing in advance by a physician.

**Unexcused Tardies** The punishment for unexcused tardies is as follows:

- 1st unexcused tardy - Warning by administrator
- 2nd unexcused tardy - 1 day break/recess detention
- 3rd unexcused tardy - 2 days break/recess detention and loss of driving privileges
- 4th unexcused tardy - Corporal punishment or 1 day of ISD
- 5th unexcused and all Subsequent tardies - 1 day of ISD

**Unexcused tardies do not carry over to 2nd semester.** Oversleeping, clock failure and missed rides will not be excused tardies. Habitual tardiness may result in referral to the step plan #9.

**Prescribing Disciplinary Measures** When a teacher sends a student to the principal's office for disciplinary reasons, the decision regarding punishment shall rest solely with the administration. Teachers will not prescribe to the administration what is to be done concerning disciplinary measures after they have attempted to solve the problem. This does not mean that a teacher cannot make suggestions, but in no case shall the teacher tell the student that he/she is going to be paddled, suspended or disciplined in other ways. It shall be the administration's responsibility to determine appropriate disciplinary measures as outlined in the assertive discipline plan of the school district and West Jasper School Board.

**Parent Care** In order to establish effective school discipline, principals shall have the authority to place students in the care of their parents for the remainder of the school day. Such placement shall not be construed as suspension.

**Behavior Intervention Plan** Procedures for the development of behavior modification plans (BMP) by the school principal, reporting teacher and student's parent for a student who causes a disruption in the classroom, on school property or vehicles, or at school-related activities repeatedly during the school year shall include referral to the school level Teacher/Student Support Team TST/SST. If it is determined that a behavior intervention plan (BIP) is needed, the behavior specialist will obtain permission from parent/guardian to conduct a functional behavior assessment (FBA). The behavior specialist in conjunction TST and the parent/guardian will use the FBA (functional behavior assessment) to develop a BIP (behavior intervention plan).

**Distribution of the Discipline Plan** Principals are responsible for informing both parents and students of requisite policy and/or rules and regulations. This should be done at the opening of each school year, upon entrance of a new student, or when the board adopts changes. A copy of the district's discipline plan shall be distributed to each student enrolled in the district and the parents, guardian or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of the district. The school board shall have its official discipline plan legally audited on an annual basis to insure that its policies and procedures are currently in compliance with applicable statutes, case law, state, federal constitutional provisions.

**Inclusions** All discipline plans of the district shall include, but not be limited to, the following:

1. 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;
2. 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
3. Conference regarding the acts of the child;
4. 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
5. 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 MS §37-11-29 occurring on school grounds.

**Discipline Conference with Parent** Any parent, guardian or custodian of a compulsory school age child who fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or refuses or willfully fails to perform any of the 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 \$250.

**District Right to Recover Damages** The school district shall be entitled to recover damages in an amount not to exceed \$20,000 plus necessary court costs from the parents of any minor under the age of 18 years and over the age of six, who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose parental control has been removed by court order or decree. The action authorized in this section shall be in addition to all other actions that 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 parents, for damages to which such minor or other person would otherwise be liable.

**THREAT SCREENER****Threat Screener Protocol**

Each school has a Threat Screener Team (TST), which may include the school principal, behavior specialist, a school counselor, the student's teacher, the school resource officer and any other person who might have information pertinent to the alleged threat. The team will assemble immediately in the event of a threat and assess the potential for violent and/or dangerous behavior. They will also plan and monitor any necessary interventions and/or disciplinary actions and parents or guardians will be notified. A threat is defined as any written, gestural or spoken expression of intent to cause pain or injury to self or others. The team must determine the perceived level of the alleged threat. These levels are 1, 2, and 3 and are defined as follows:

**Level 1 Threat:** Low Level-This type threat is often vague and/or indirect. Information contained in the threat is inconsistent or implausible. It poses minimal risk to self or others.

**Level 2 Threat:** Moderate Level-a moderate level threat could be carried out although it does not appear realistic. It is more direct in suggesting that thought has been given to how the act will be carried out, but there is no indication that preparatory steps have been taken to follow through.

**Level 3 Threat:** High Level-This level threat appears to pose an imminent and serious danger to self or others. It is direct, plausible, detailed and specific. Concrete steps have been taken to follow through with the threat.

Level 1 threats should be addressed at the school level by implementation of a Functional Behavioral Assessment, Behavior Intervention Plan, and/or IEP objectives to address behaviors of concern. If based on all data, the team determines a threat to be level 2 or 3; the student will be referred for a free assessment. A copy of the findings should be provided to the school prior to the student's return to school. The team will use findings from the free assessment to help make placement decisions for the student. If the act is such that a disciplinary form is warranted, the principal is responsible for completing such form and indicating that the student's return to school is dependent on the findings of the free assessment. If recommendations are made at the time of the free assessment and the parent or guardian does not comply with them, the team, along with district office administration, will determine the next steps. If a student has been determined to make a level 2 or 3 threat and the parent refuses to allow a free assessment, the school principal will notify the district office administration. The team, along with district office administration, will determine the next steps.

**STUDENT DISCIPLINE FOR CRIME, BULLYING, VIOLENCE, SEXUAL HARASSMENT** Any unlawful or violent act is absolutely prohibited on school property or during school-related activities. WJSD may file charges.

**Disciplinary Suspension** The superintendent and principal of a school shall have the power to suspend a pupil for good cause, including misconduct in the school or on school property, as defined in MS Code §37-11-29, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the superintendent or principal, renders that pupil'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, or for any reason for which such pupil might be suspended, dismissed, or expelled by the school board under state or federal law or any rule, regulation or policy of the school district. However, the action of the superintendent or principal shall be subject to review by and approval or disapproval of the school board. If the parent, guardian, or other person having custody of any child shall feel aggrieved by the suspension or dismissal of that child, then the parent, guardian, or other person shall have the right to a due process hearing. The parent or guardian of the child shall be advised of the right to a hearing by the superintendent or principal, and the proper form shall be provided for requesting such a hearing. MS Code §37-9-71 (2000)

**VIOLATIONS RESULTING IN EXPULSION** Any Student committing one (1) of the following violations may be expelled from the West Jasper School District for a minimum of one (1) calendar year. Depending on the circumstances, upon determination of the superintendent a student may be given the opportunity to attend the alternative school under probation for an entire school year.

1. Assaulting any administrator, teacher or other school personnel
2. Possessing, using, transferring, or being under the influence of any controlled substance, such as drugs and alcohol that is treated as a felony under the MS law.
3. Creating, selling, bartering, transferring, distributing, dispensing, or possessing with intent to create, sell, barter, transfer, distribute, or dispense a counterfeit or a controlled substance, which is treated as a felony under MS law.
4. Possession of a knife, handgun, other firearm, explosive device or any other instrument or weapon considered being dangerous and capable of causing bodily harm.
5. Any act of felonious conduct.
6. Any criminal or violent behavior while placed in the Alternative School Program.
7. Any violation committed by a student while assigned to the alternative school program.

8. Any felonious conduct, conduct involving the use of a weapon, or being arrested for a felony occurring on property other than school property or other than at a school-related activity or event when such conduct by a student, in the determination of the school principal or district superintendent renders that the student's presence in the classroom is a disruption to the educational environment of the school or a detriment to the best interest and welfare of the students and teachers of such class as a whole.

9. Threats of violence to students, faculty or staff and will be reported to law enforcement.

**Disciplinary Action** A student shall be subject to automatic suspension and recommendation of expulsion by the superintendent or principal when there exists reasonable grounds to believe that a student has committed an unlawful or violent act on school property, during school-related activities or otherwise when the commission of the unlawful or violent act has or threatens a disruptive effect on the educational process or threatens the safety of the student or others. Such suspension pending expulsion shall take effect immediately subject to the procedures of due process. Any student who possesses any controlled substance, a knife, handgun, other firearm or any other instrument considered being dangerous and capable of causing bodily harm or who commits a violent act on school property shall be subject to automatic expulsion by the superintendent or principal of the school in which the student is enrolled. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

**Reporting** All school employees shall report unlawful activities including sexual misconduct and violent acts. Failure to report shall constitute grounds for dismissal. The district will hold harmless any employee who makes such a report in good faith.

**DEFINITIONS-** An "unlawful activity" means any of the following:

1. Possession or use of a deadly weapon; 2. Possession, sale or use of any controlled substance; 3. Aggravated assault; 4. Simple assault upon any school employee; 5. Rape; 6. Sexual battery; 7. Murder; 8. Kidnapping; 9. Fondling, touching, handling, etc. of a child for lustful purposes; 10. Any violent act.

A "violent act" is one that results in or is an attempt to cause death or physical harm of another person. "School property" includes any school building, bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by the district.

**Sexual Misconduct/Harassment Prohibited** The West Jasper School District affirms employee protection provided under Title VII, and therefore "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment." Further, the West Jasper School District prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

**ALTERNATIVE SCHOOL** The Board of Education of the West Jasper School District recognizes that there are students who, for various reasons, cannot function within the regular classroom environment. In an effort to meet the needs of these students, alternative settings have been established, and appropriate program modifications developed. Therefore in compliance with MS Code §37-13-92, the superintendent is authorized to establish alternative school programs that will meet the educational needs of students who have been recommended for the programs and services. Alternative education programs shall meet all appropriate accreditation requirements of the Mississippi Department of Education MS Code §37-13-92 and are to be operated under the direction of the Office of Curriculum and Instruction in connection with the regular programs of the district for the following, but not limited to, categories of students:

1. Any compulsory school age child who has been suspended OSS for more than 10 days or expelled from school, except for any student expelled for possession of a weapon or other felonious conduct;
2. Any compulsory school age child referred to the alternative school based upon a documented need for placement in the alternative school program by the parent, legal guardian, or custodian of the child due to disciplinary problems;
3. Any compulsory school age child referred to the alternative school program by the disparities order of a chancellor or youth court judge, with the consent of the superintendent of the child's school district; and
4. Any compulsory school age child whose presence in the classroom, in the determination of the school superintendent or principal, is a disruption to the educational environment of the school or a detriment to the best interest and welfare of the students and teacher of the class.

According to MS Code §37-13-92, students expelled for possession of a weapon or other felonious conduct DOES NOT HAVE TO BE OFFERED AN ALTERNATIVE EDUCATION. The principal or program administrator of the alternative school program shall require verification from the appropriate guidance counselor of any child referred to the alternative school program regarding the suitability of the child for attendance at the alternative school program. The referring school shall submit the attendance packet, fully completed, to the principal of the alternative school before a student will be accepted for placement. An intake interview will be scheduled with the child's parent, the principal, the child, and various other staff at the alternative school

before a child is allowed entrance into the alternative school. During this conference the child and their parent(s) will be made fully aware of the operations of the alternative school and the programs offered. The child's Individualized Instructional Plan (IIP) will be formalized at this conference. This will guide the child's behavioral and academic intervention at the alternative school, thus the importance of the parent or guardian's presence at this conference.

**Alternative Placement** A principal may recommend placement of any student grades 6-12 to the WJSD Disciplinary Committee or place students in grade K through 5 in long term In School Suspension. Under extreme circumstances other students may be referred to Alternative School if involved in any criminal or unlawful behavior. The student will be assigned to the Alternative School for a minimum of 20 days. The committee would be composed of at least three certified employees, i.e., administrator, counselor, and a special education certified employee, when applicable. A report will be given to the superintendent after each committee meeting. As a form of Due Process for students, upon being suspended from the student's home school and recommended for expulsion, the student and his or her parent(s) will be given a hearing date during the term of the suspension before the WJSD Discipline Committee. If represented by counsel, the parents must notify the central office two (2) business days prior to the hearing. Once the hearing is held the committee will decide to do one of three things:

- a. Rescind the recommendation and allow the student to return to the home school after serving the full term of suspension.
- b. Honor the recommendation of the home school.
- c. A recommendation will be made as deemed appropriate by the committee.

The parent of the child recommended for placement at the alternative school will be notified of the decision of the committee. If the student and parent do not agree with the decision of the WJSD Discipline Committee then they reserve the right to appeal the decision to the WJSD Board of Education. However, the decision of the discipline committee will stand until the appeal is heard by the Board of Education unless otherwise amended by the Superintendent or the WJSD Board of Education. If a student transfers to West Jasper School District and was suspended or enrolled in an alternative education program from the last school attended, the student will be assigned to the alternative school for a minimum of 20 days. All students assigned to the alternative education program must exhibit appropriate behavior and adhere to the alternative school's rules and regulations. Upon placement, students will be scheduled for a mandatory intake meeting in which they must be accompanied by a parent or guardian.

**Duration of Alternative School Placement** A student's initial placement in the alternative school shall be for a minimum of 20 days. The superintendent, after meeting with the West Jasper School Board, may decrease the number of days a student is to serve. The principal will generally make a recommendation for either the minimum placement, remainder of the school year, or for placement of one calendar year. A student that has been placed at the alternative school for a calendar year expulsion may petition the school board by letter for early readmission to the home school only after having served a full semester at the Alternative School, not counting the semester the student was placed. If a student withdraws from school while assigned to the Alternative School, upon re-entering the student must return to the Alternative School to complete the remainder of days assigned to that placement. Students that have been expelled will enter the Alternative School upon returning to school.

**Violations Resulting In Alternative School Placement** Any student committing one (1) or more of the following violations may be suspended and or recommended for expulsion or placement at the Alternative School for a minimum of 20 days or up to one (1) calendar year or greater.

1. Receiving more than ten (10) days of out of school suspension within one (1) school year.
2. Any compulsory school age child that has been suspended for habitually disruptive behavior two (2) times and has been placed on a behavioral modification plan may be expelled upon the next act of habitually disruptive behavior.
3. Fighting, instigation of fights, or encouraging others to fight.
4. Cursing an administrator, teacher or other school personnel.
5. Threatening an administrator, teacher, or other school personnel.
6. Creating a major disturbance.
7. Assaulting another student, school personnel, or a visitor.
8. Under the influence of, or possession of, any controlled substance such as drugs or alcohol on school grounds, on a school bus, or at a school sponsored activity. Any vapes and/or vaping devices will be considered a controlled substance.
9. Vandalizing, damaging, disfiguring, or defacing school property where the damage to property, including cost of repair, is greater than \$250.00.
10. Creating, selling, bartering, transferring, dispensing, or possessing with intent to create, sell, barter, transfer, distribute, or dispense a counterfeit/controlled substance, treated as a felony under MS law.
11. Possession of a knife, handgun, other firearm, explosive device or any other instrument or weapon considered to be dangerous and capable of causing bodily injury harm.
12. Any act of felonious conduct.

13. Continuous disrespect to teachers, other staff, or students, disruptions of the learning process committed by a student.
14. Committing any act described in three (3) through thirteen (13) above on property other than school property or other than at a school-related activity or event when the commission of such act by a student, in the determination of the school principal or superintendent, renders that student'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 students and teachers of such class.
15. Failure to immediately surrender the cell phone or other electronic device to school personnel when directed.

**Alternative School/Long Term ISD Discipline Procedures** Students and their parents will sign a behavioral contract at the initial intake interview in which all discipline procedures and consequences will be explained and made perfectly clear. Students must follow all School policy and procedures while assigned to alternative school, including student dress code. If a student is tardy or suspended from the bus, the parent/guardian is responsible for transportation to and from the Alternative School. Students are not allowed to provide their own transportation while attending alternative school. Alternative School hours are from 7:40 am – 3:00 pm. No early pickups are allowed unless for a doctor appointment or sickness. Students can receive a warning for a minor infraction. No warning is needed for a major infraction. After a warning is given and the student repeats inappropriate behavior the following will occur:

**Minor Discipline Infractions:**

**1st Offense:** 3 days of Out of School Suspension and Parent conference

**2nd Offense:** 5 days of Out of School Suspension and Parent conference on return

**3rd Offense:** May result in expulsion from school and referral to Jasper County Youth Court

**Major infractions listed below will result in recommendation to the board for expulsion from Alternative School.**

1. Fighting
2. Threatening students or staff
3. Possession or under the influence of any controlled substance such as drugs, alcohol, or weapons.
4. Assault.
5. Disorderly conduct.
6. Violations of any of the standards listed above under the title “Violations Resulting in Alternative School Placement”.

**According to MS Code of 1972 (§37-13-92), “Any compulsory school age child who becomes involved in any criminal or violent behavior shall be removed from such Alternative School program and, if probable cause exists, a case shall be referred to the Youth Court.”**

**Alternative School Exit Criteria** A student's exit from the Alternative School is contingent upon regular attendance, achieving and exhibiting appropriate behavior and academic progress during their assignment in the alternative program. An evaluation by the alternative education staff on the student's behavior, attendance, and academic progress will be made prior to returning a student to the regular school program. If the student's behavior, academic progress or attendance has been unsatisfactory, the student may remain in the alternative education program until more favorable progress has been achieved. The parent/guardian must come to a scheduled conference before the student can re-enter the home school. Students required to take state tests will be allowed to report to their home school sites for testing purposes only. Parents may be required to pick students up at their home schools once they have completed these tests as students will not be allowed at their home school sites unless they have officially been released from the Alternative School.

**Requirements for Re-entry to School from Alternative** Students returning to the home school will be placed on Step 6 of the Discipline Plan for 45 days. The student will return to Step 1 if they have no discipline referrals.

1. Be punctual and attend school regularly, not absent more than 3 days in a 9-week grading period.
2. Participate willingly in all class instruction and complete all homework assignments.
3. Maintain a grade of 65 or above in all classes.
4. Accept responsibility and consequences for actions.
5. Be respectful and courteous to teachers, administrators, staff members, and students at all times.
6. Meet the objectives of the Individual Instructional plan IIP.
7. Failure to follow 2, 4, or 5 above could result in disciplinary action.

**Participation In School Activities** Students assigned to the Alternative School are banned from attending or participating in ALL on or off campus school activities including, but not limited to: graduation, proms, athletic events, field trips, etc. Exceptions may be approved by the Superintendent and the West Jasper School Board. Violators will be charged with criminal trespassing. In addition, they also receive other discipline up to and including expulsion.

**Parental Responsibility and The Law** Another important aspect covered in the intake interview for Alternative School Placement is a clear explanation of the parent or guardian's responsibility as they relate to their children. The following laws apply to this relationship:

1. **Weapons Possession.** A parent may be guilty of a misdemeanor and fined up to \$1000.00 and 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-MS Code Annotated 1972.

2. **General Responsibility For Child's Act** A parent, guardian, or custodian of a compulsory school-aged student 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 MS Code Annotated 1972.

3. **Damages** The public school district is entitled to recover up to \$20,000 in damages in addition to recovery, from parents of a child (7-17 years of age) who maliciously and willfully damages or destroys property belonging to the School District. §37-11-53 MS Code

4. **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. §37-11-53 MS Code Annotated 1972

Any parent, guardian, or custodian of a compulsory school-age child who refuses or willingly 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. §37-11-53 MS Code Annotated 1972

**BULLYING POLICY** The West Jasper Consolidated School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, including as such as race, color religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics that: (a) places a student or school employee in actual and 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 objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior which takes place on school property, at any school-sponsored function, or on a school bus is subject to this policy and will not be condoned or tolerated. The West Jasper Consolidated School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subjected to any act of bullying or harassing behavior to report the incident to the appropriate school official. The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassment. Ref: Senate Bill 2015; Miss. Code Ann. § 37-7-301(e) The School Board directs the Superintendent or Designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassment. Code Ann. § 37-7-301(e)

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

**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 should report such conduct to a teacher, principal, counselor or other school

official. All reports of bullying will be investigated, even if there is not a written report. The report shall be made promptly, preferably within 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 School Board Chairman. The complaint shall be investigated promptly. Parents/Legal Guardians will be notified of the nature of any complaint involving their student/child. 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/Legal Guardians 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/Legal Guardians 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. No person shall bully any other person while on school property or at school activities. Bullying is defined as: 1) present ability to do so; or (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. School property includes, but is not limited to, (a) the land and improvements which constitute the school; (b) any other property or building including school bus stops, wherever located, where any school function or activity is conducted; (c) any bus or other vehicle used in connection with school functions and activities including, but not limited to, school buses, buses leased by the West Jasper School District, and privately-owned vehicles used for transportation to and from school activities.

**Penalties for violation of this policy by students in grades 6-12:**

**First Offense** – The student may be required to attend In-School Detention (ISD) for up to five (5) school days or two (2) days Out of School Suspension (OSS). At least one parent or guardian will be required to attend a conference with the principal or his/her designee concerning the student's bullying offense. The school will provide information on bullying and available counseling services.

**Second Offense** – The student may be suspended from school (OSS) for up to three (3) school days. At least one parent or guardian will be required to attend a conference with the school counselor or other counseling provider and a school official to develop a modification plan to discontinue the bullying behavior.

**Third Offense** – If the third offense occurs within one school year, the student may be assigned to the alternative school and/or may be suspended from school (OSS) for up to five (5) school days

**Penalties for violation of this policy by students in grades K-5:**

**First Offense** – At least one parent or guardian will be required to attend a conference with the principal or his/her designee concerning the student's bullying offense. The student may be suspended from school (OSS) for up to two (2) days or follow the discipline step plan. The school will provide information on bullying and available counseling services.

**Second Offense** – The student may be suspended from school (OSS) for up to three (3) school days. At least one parent or guardian, appropriate support staff, and a school official shall meet to develop a plan to discontinue the bullying behavior or follow the discipline step plan.

**Third Offense** – If the third offense occurs within one school year, the student may be suspended for up to five (5) school days (OSS). The behavior modification plan will be reviewed and revised, if necessary or follow the discipline step plan. Continued bullying may result in alternative placement.

**False Accusations:** False accusations will be subject to the same punishment. MS Code §37-11-18; §37-11-29 (6); §43- 21-605 (4); §37-9-71

**CORPORAL PUNISHMENT** Reasonable 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. Parents or guardians are not allowed to administer corporal punishment on West Jasper School District grounds. Students who cannot be given corporal punishment may be suspended out of school for offenses which would merit

corporal punishment. The Superintendent shall establish and enforce rules and regulations governing the administration of corporal punishment which are consistent with the following requirements:

1. Corporal punishment shall be administered only after less stringent measures such as counseling, parental conferences and other forms of discipline have failed to produce the desired results, unless the conduct of a student is of such a nature that corporal punishment is the only reasonable form of discipline under the circumstances.
2. Corporal punishment shall be reasonable and moderate, not to exceed three licks per day, and may not be administered maliciously or for the purpose of revenge.
3. Such factors as the size, age, condition of student, type of instrument used, amount of force to be used and the part of the body to be struck shall be considered before administering any corporal punishment.
4. Corporal punishment may be administered by the teacher, school principal or assistant principal.
5. When corporal punishment is administered, it shall be done in the presence of a certified employee.
6. Parents or guardians are not allowed to administer corporal punishment on WJSD grounds.

The Superintendent of Education may appoint lead teachers to carry out some administrative functions. These duties may include discipline of students and authorization to carry out corporal punishment. Except in the case of excessive force or cruel and unusual punishment, a teacher, principal or assistant principal shall not be civilly or criminally liable for any action carried out in conformity with state or federal law or rules or regulations of the State Board of Education or the local School board regarding the control, discipline, suspension and expulsion of students. The local School board shall provide any necessary legal defense to a teacher, principal, or assistant principal in any action which may be filed against such school personnel. Corporal punishment administered in a reasonable manner by the teacher, principal or assistant principal acting within the scope of his employment or function and in accordance with any state or federal laws or rules or regulations of the State Board of Education or the, local school board does not constitute assault, simple assault, aggravated assault, battery, negligence or child abuse. No teacher, principal or assistant principal so acting shall be named as an individual defendant or be held liable in a suit for civil damages alleged to have been suffered by a student as a result of the administration of corporal punishment, unless the court determines that the teacher, principal or assistant principal acted in bad faith or with malicious purpose or in a manner exhibiting a wanton and willful disregard of human rights or safety. "Corporal punishment" means the reasonable use of physical contact by a teacher, principal or assistant principal as may be necessary to maintain discipline, to enforce a school rule, for self-protection or for the protection of other students from disruptive students. Corporal punishment in the form of paddling shall be witnessed by a school employee. HB1182, corporal punishment is prohibited for students with a disability who has an IEP or Section 504 Plan. West Jasper School District will suspend any student with a disability who has an IEP or Section 504 Plan, rather than administer corporal punishment.

**HAZING/HARASSMENT** The MHSAA and the West Jasper School District are committed to encouraging and promoting good sportsmanship/citizenship in all levels of activities and interscholastic competition. We feel a responsibility in promoting a positive atmosphere during every event within the activities association. Some groups and organizations have taken it upon themselves to "initiate" newcomers and sometimes the celebrations can become abusive. Each individual plays an important role in making every event as safe as possible. Hazing can be defined as any act or ceremony which can create the risk of harm to a student as a form of initiation into a particular club or activity. Hazing include activities that involve the risk of physical harm, whipping, branding, ingesting vile substances, sleep deprivation, over-exposure to heat or cold, restraint, nudity, or kidnapping, i.e. Hazing or harassment by any name is wrong. Anyone who witnesses or hears about a form of harassment should report it. Allegations of harassment may be the result of words, physical contact, email, or other unwelcome verbal or non-verbal communication. It is the responsibility of the school administration including the athletic staff, sponsors, and teachers to report any form of hazing/harassment and to deal with the problem on the local level. The state association office should only be contacted if an incident takes place during an MHSSA activity. Taking control in school by establishing an anti-hazing policy that is explained and enforced is recommended. Students need a way to safely report incidents of hazing to the school guidance counselor and/or other administrative personnel. The West Jasper School District strictly prohibits hazing of any kind. Discipline enforcement for incidents of hazing is addressed in the West Jasper Student Handbook. West Jasper Administrators are given authority and discretion in implementing discipline in cases of hazing. It should be noted that some forms of hazing may also be reported as assault, bullying, harassment, intimidation, etc., as determined by the administration at the local school.

**Discipline Steps/Consequences/Incentives** Teachers will provide students and/or parents with a list of rules and consequences, both positive and negative, which will be used in their classrooms as long as it is in compliance with the handbook and district policies. When a student chooses to break the rules, consequences will be applied. When parents have questions or a complaint, they should follow the district's chain of command starting with the teacher. The WJSD chain of command should be followed with disciplinary referrals/parent conferences. WJSD has the following chain of command: 1) Teacher, 2) Principal,

3) Superintendent, 4) School Board

**VAPING POLICY** Electronic cigarettes have recently surpassed conventional cigarettes as the most commonly used tobacco product among youths. The West Jasper Board of Education recognizes that the use of electronic cigarettes and other vaping devices, or any tobacco products, is detrimental to the health and safety of students, staff and visitors and is therefore prohibited at all times. This policy applies to all students, school staff, parents, and any visitors while on school grounds, in school buildings and facilities, in any school bus, on school property or at school-related activities or school-sponsored events which includes, but is not limited to, athletic events. Any vapes and/or vaping devices will be considered a controlled substance. Students grades 6-12 will be recommended for alternative placement for 45 days; students grades K-5, for a minimum of 20 days.

DEFINITIONS

Vaping – The act of inhaling and exhaling the aerosol (often called vapor) produced by an electronic cigarette or similar battery-powered device.

Vaping Device – Battery-operated devices that people use to inhale an aerosol, which typically contains nicotine, flavorings, and/or other chemicals. They can resemble traditional tobacco cigarettes, cigars, pipes, devices with fillable tanks, or everyday items like pens or USB memory sticks. They may also be known as e-cigarettes, e-vaporizers, or electronic nicotine delivery systems.

CONFISCATION

When there is evidence that a student is in possession of any tobacco products or tobacco paraphernalia, administrators or other designated staff may confiscate such items.

VIOLATIONS

Anyone found in violation of this policy shall be disciplined in accordance with corresponding district policies. Any adult in violation shall also be subject to discipline under Miss. Code § 97-32-29.

**PERSONAL ELECTRONIC COMMUNICATION DEVICES**

Student cell phones are not allowed. Students found with possession of cell phones, smart watches or any personal electronic communication device capable of photo functions or messaging during the school day will:

**1st Offense-** The device will be confiscated. A parent/guardian conference with the school administrator is required; whereupon, the parent/guardian will sign the cell phone contract after which the cell phone will be returned to the parent/guardian.

**2nd Offense-** The device will be confiscated for 20 week days.

**3rd Offense-** The device will be confiscated until the end of the school year.

No cell phones, smart watches, radios, cameras, cigarette lighters, stereos, electronic games, tape/CD/DVD/PDA players, or lap top computers are allowed at school or on school buses. These items will be confiscated by the principal, teacher or school bus driver.

**\*\* FAILURE TO IMMEDIATELY SURRENDER CELL PHONE OR OTHER ELECTRONIC DEVICE TO SCHOOL PERSONNEL WHEN DIRECTED WILL RESULT IN 20 DAYS ALTERNATIVE SCHOOL\*\***

*WEST JASPER SCHOOL DISTRICT CONTRACT FOR PERSONAL ELECTRONIC COMMUNICATION DEVICES*

*Student cell phones are not allowed. Students found with possession of cell phones, smart watches or any personal electronic communication device capable of photo functions or messaging during the school day will:*

*1st Offense- The device will be confiscated. A parent/guardian conference with the school administrator is required; whereupon, the parent/guardian will sign the cell phone contract after which the cell phone will be returned to the parent/guardian.*

*2nd Offense- The device will be confiscated for 20 week days.*

*3rd Offense- The device will be confiscated until the end of the school year.*

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
ADMINISTRATOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*This signed agreement states that you have read and understood the above policy and any violation of the policy will result in the above listed disciplines.*

**BEHAVIOR THAT WILL BE REFERRED TO THE PRINCIPAL’S OFFICE**

Classification of Act as Disruptive Will Be Dealt With According to the Provisions of Senate Bill 2239. (Note: Severity of the offense will determine the Step Number) \*These offenses may be referred to local law enforcement agencies. Possession of weapon(s) will be referred to the school board. \*\* 5 or 7= for grades K-5 Step 5\*\* = for grades 6-12 Step 6 or 7. Habitual offenders will be dealt with individually at the principal’s discretion.

BEHAVIOR STEPS

1. Continued disobedience to school personnel-----	2-7
2. Intentional disrespect toward school personnel-----	2-7
3. Defiance of school personnel and/or procedure-----	2-7
4. Immoral or vicious practices-----	3-7
5. Use, sale, transfer, or possession of drugs, alcohol, vaping/vaping devices-----	7*
6. Profanity, vulgarity, including obscene gestures-----	2-6
7. Leaving school without permission-----	4-5
8. Failure to report to class-----	1-5
9. Repeated violation of school rules-----	3-7
10. Possession, distribution, sharing of obscene literature-----	4-7
11. Defacing/destruction of school property/personal property on school campus (restitution required)-----	4-7*
12. Possession, use, or attempted use of dangerous objects-----	7*
13. Possession of any dangerous object (pocket knife, utility tool, pepper spray, etc.)-----	4-7
14. Outward display of affection (holding hands, kissing, bodily contact, inappropriate actions)-----	2-5
15. Instigate/participate in fight, wrestle, hitting, or kicking during school supervision-----	5-7,**
16. Participate in verbal confrontation with other students-----	1-5
17. Steals the property of another (restitution required)-----	4-7*/2-6 for K-5
18. Possession, distribution or use of fireworks of any kind on campus-----	4-7
19. Attempt to forge, deceive, cheat, plagiarism is prohibited. The student will receive a '0' followed by other disciplinary measures according to the step-plan-----	1-5
20. Leaving the classroom without permission-----	2-5
21. Harass, bully, intimidate, threat any student, faculty, or staff-----	5-7*/2-6 for K-5
22. Physical assault on a student-----	5/7*,**
23. Gang related symbols, clothing, etc.-----	3-5
24. Dress code violations-----	1-5
25. Use, sale, transfer, or possession of tobacco-----	4-7
26. Sexual harassment-----	5-7*
27. Physical assault on faculty or staff-----	5/7*,**
28. Sexual misconduct-----	5/7*,**/3-6 for K-5
29. Improper use of the Internet or electronic educational tools-----	1-7
30. Horseplay which involves physical contact with another student-----	2-6
31. Class disturbance-----	2-7
32. Hazing-----	5-7

**Unauthorized entry into any building on WJSD Campus will result in 20 days Alternative School, trespassing charges, and any other applicable charges.**

**WJSD DISCIPLINE STEP PLAN** primary responsibility for student conduct rests with the student and his/her parent(s). However, administrators and teachers shall hold students strictly accountable for disorderly conduct at school or at any school function, to and from school, on the playground or any other place under school supervision. Teachers and administrators have the power to discipline any and all students in a reasonable and acceptable manner. Administrators do not have an obligation to contact the parent/guardian before discipline is administered.

**Grades K-5 Discipline Step Plan**

**When a K-5 student is referred to the office, the following disciplinary action will be taken:**

**Step 1:**

1. Contact with student parent/guardian
2. One day ISD or Corporal Punishment
3. Removal from the step plan if no referrals for ten (10) school days

**Step 2:**

1. Contact with student parent/guardian
2. Two days ISD or Corporal Punishment
3. No participation or attendance in extra-curricular activities on the day(s) of discipline
4. Removal from the step plan if not referrals for fifteen (15) school days

**Step 3:**

1. Contact with student parent/guardian
2. Three days ISD or Corporal Punishment
3. No participation or attendance in extra-curricular activities on the day(s) of discipline
4. Personal parent/guardian conference with principal is required for readmission
5. Removal of the step plan if no referrals for (20) school days

**Step 4:**

1. Contact with student parent/guardian
2. Four days ISD or one day OSS

3. No participation or attendance in extra-curricular activities on the day(s) of discipline
4. Personal parent/guardian conference with principal is required for readmission
5. Removal from the step plan if no referrals for twenty-five (25) school days

**Step 5:**

1. Contact with student parent/guardian
2. Five days ISD or two days OSS
3. No participation or attendance in extra-curricular activities on the day(s) of discipline
4. Removal from the step plan if not referred to the office for thirty (30) school days
5. Personal parent/guardian conference with principal required for readmission

**Step 6:**

1. Contact with student parent/guardian
2. Seven days ISD or three or more days OSS not to exceed 9 days
3. No participation or attendance in extra-curricular activities on day(s) of discipline
4. Removal from step plan if not referred to the office for forty-five (45) days
5. Personal parent/guardian conference with principal required for readmission

**Step 7:**

1. Contact with students parent/guardian
2. Five – nine days OSS
3. May recommend long term ISD not to exceed 45 days
4. No participation or attendance in extracurricular activities for a minimum of 20 school days
5. Personal parent/guardian conference with principal required for readmission
6. Removal from step plan if not referred to the office for forty-five (45) days

**Grades 6-12 Discipline Step Plan**

**When a 6-12 student is referred to the office, the following disciplinary action will be taken:**

**Step 1:**

1. Contact with student parent/guardian
2. One day ISD or Corporal Punishment
3. Removal from the step plan if no referrals for ten (10) school days

**Step 2:**

1. Contact with student parent/guardian
2. Two days ISD or Corporal Punishment
3. No participation or attendance in extra-curricular activities on the day(s) assigned to ISD
4. Removal from the step plan if not referrals for fifteen (15) school days

**Step 3:**

1. Contact with student parent/guardian
2. Three days ISD or Corporal Punishment
3. No participation or attendance in extra-curricular activities on the day(s) assigned to ISD
4. Personal parent/guardian conference with principal is required for readmission
5. Removal from the step plan if not referrals for twenty (20) school days

**Step 4:**

1. Contact with student parent/guardian
2. Four days ISD or one day OSS
3. No participation or attendance in extra-curricular activities on the day(s) assigned to ISD
4. Personal parent/guardian conference with principal is required for readmission
5. Removal from the step plan if no referrals for twenty-five (25) school days

**Step 5:**

1. Contact with student parent/guardian
2. Five days ISD or two days OSS
3. No participation or attendance in extra-curricular activities on the day(s) assigned to ISD
4. Removal from the step plan if not referred to the office for thirty (30) school days
5. Personal parent/guardian conference with principal required for readmission

**Step 6:**

1. Contact with student parent/guardian
2. Seven days ISD or three days OSS
3. No participation or attendance in extra-curricular activities on day(s) assigned to ISD
4. Removal from step plan if not referred to the office for forty-five (45) days
5. Personal parent/guardian conference with principal required for readmission

**Step 7:**

1. Contact with student parent/guardian
2. Five – Nine days OSS
3. May recommend expulsion or Alternative School

4. No participation or attendance in extracurricular activities for a minimum of twenty (20) school days.
5. Personal parent/guardian conference with principal required for readmission
6. Removal from step plan if not referred to the office for forty-five (45) days

**Suspensions During State Testing-** Students suspended during state tests or exams, will be allowed to make up the test at a later scheduled date. Incentive is provided for the student to improve behavior through provisions of a probationary period that allows a student to be removed from the Discipline Step Plan by good conduct. Students in grades K-12 who misbehave during the last few days of school will face the consequences of their misbehavior upon returning to campus at the beginning of the next school year.

## **SAFE AND HEALTHY SCHOOLS**

### **SCHOOL BUS SAFETY**

- School bus safety is a top priority in Mississippi. The Mississippi Legislature passed Nathan's Law as a proactive strategy to protect our most valuable resource- children. This Law was named for Nathan Key, a 5 year old who was killed in December 2009 when a vehicle illegally passed his school bus as he was unloading. Nathan died just feet from his house as his mother watched in horror.

### **NATHAN'S LAW**

- Requires motorists to stop at least 10 feet from a school bus when the bus is loading or unloading children. Motorists must not proceed until all children have crossed the street to or from the school bus and the flashing red lights are no longer activated and the stop sign on the side of the bus is retracted.
- Authorizes a charge of felony assault and a prison sentence of up to 20 years for motorists convicted of illegally passing a school bus that, in the process, results in injury or death.
- Authorizes cameras be equipped on school bus stop arms to film perpetrators in the act.
- Required the development of at least 10 questions relating to school bus safety on a driver's license test.
- Established a School Bus Safety Task Force.
- Prohibits school bus drivers from using cell phones, wireless communication devices, vehicle navigation systems or "personal digital assistants" while operating the bus, except in an emergency.
- Increases the fine for passing a stopped school bus.

### **BUS REGULATIONS and GUIDELINES**

While Mississippi law requires the district to furnish transportation to its eligible students, parents have the responsibility of supervising the students until they board the bus in the morning and after they leave the bus at the end of the school day. Furthermore, students have the responsibility to obey all rules of conduct while waiting for, riding and leaving the bus. The school bus driver while on the bus is authorized and responsible to the school district to maintain student order and ensure safety at all times. Therefore, he/she is authorized to instruct and otherwise control students while they are on the bus. The principal will be responsible for disciplining the students reported to him/her by the driver. Questions and inquiries regarding discipline should be directed to the school principal. Questions and inquiries regarding stops, routes, and student eligibility must be directed to the Transportation Director.

### **Bus Assignments/Usage:**

In order for a student to ride the bus, his/her parent or guardian must fill out a bus information form for each individual student. This form must be returned to the school and once the form is received, a bus will be assigned. In order for a student to remain on a bus roster, he/she must ride the bus at least 3 days a week. If a student does not ride the bus 3 days a week, he/she will be removed from the bus roster (if a student is absent from school, they will not be removed). In the morning, a student may board the bus at his/her permanent address (this is the address used for school registration purposes). The transportation director can make exceptions to this on an individual basis. In the afternoon, the student will be dropped off at the same location he/she was picked up at that morning or the address designated as the afternoon drop off on the bus information form. No student will be allowed to ride any bus other than his/her assigned bus. No temporary bus passes will be allowed. It is the responsibility of the parent/guardian to ensure someone is home in the afternoon to receive children. The West Jasper School District is not responsible for ensuring someone is home when dropping students off in the afternoon. The West Jasper School District will not let a student on or off the bus at any location other than the address used for school registration or designated as the afternoon bus stop (on the bus information form), unless approved by the transportation director. In order for a student to change his/her routine method of transportation (bus vs car) in the afternoon, a written note must be submitted to the school by 10 a.m. the day of the change. If the change is for multiple days, a note must be submitted daily by 10 a.m. on the day of the change. No temporary bus passes will be allowed.

**Bus Regulations** The privilege of riding a school bus carries with it certain responsibilities on the part of the student and parent. Drivers are expected to keep order and discipline on the bus, but their major responsibility is to drive the bus. The bus is an

extension of the classroom. Any violation of school rules while on the bus are handled as if the student were in school. Principals may remove students from the bus. Riding the school bus is a privilege that can be lost if proper conduct is not followed. Students should not jeopardize this privilege by failing to conduct themselves in a proper way. Therefore, students are expected to cooperate with all disciplinary and safety regulations. Students will be assigned seats by the bus driver. Parental support is imperative to help ensure student discipline is maintained. Cameras on school buses are for confidential safety purposes only. **Due to student privacy, parents are not allowed to view camera footage.** Students are disciplined according to the nature and frequency of any act that is disruptive and/or unsafe. A principal or designee has the discretion to punish such acts by bus suspension of up to one school year. Actions that result in disciplinary action are listed below. This list is not all inclusive.

- Students are to be **AT** the bus stop before the bus arrives.
- At no time are students to touch the outside of the bus or hang body parts out bus windows.
- Upon entering the bus, students are to be seated/remain in an upright position until they arrive at their destination.
- Students are to board the bus and leave the bus according to the instructions of the bus driver.
- Students may not leave the bus on its way to/from the school except at their designated stop.
- The bus must come to a complete stop before students may enter or exit the bus.
- Loud talking and other loud noises are not permitted on the bus.
- Students are held financially responsible for defacing or vandalizing the bus.
- No beverages, gum, or food is allowed on the bus. Clear, plain water is permitted in plastic bottles.
- Intentional littering of the bus is prohibited.
- Students must identify themselves properly when requested to do so by school bus personnel.
- Vulgar language is prohibited on the school bus.
- Students are not to harass, intimidate, bully or threaten other students.
- Students are not to fight on the bus or bus stop. Students who instigate/participate in fighting on bus or at bus stop may, at the discretion of the principal, be subject to STEPS 5-7\*, \*\* under #15.

Behaviors That Will Be Referred to the Principal's Office.

- Use or possession of dangerous objects on the school bus or at the bus stop is forbidden.
- Cell phones, radios, cameras, cigarette lighters, stereos, electronic games, or tape/CD/DVD/PDA players are not permitted.
- Students are not to use, sell, possess, or be under influence of drugs or alcohol.
- Stealing is prohibited.
- Tobacco products are not permitted.
- Open defiance, displays of disrespect or insolence toward a bus driver are not tolerated.
- Other misbehavior as determined by the administration, including repeated bus misbehavior, is not permitted.
- Weapons are forbidden. (Incidents are reported to law enforcement.)
- Disruption of the bus.
- Standing or changing seats while the bus is in motion.
- Instigating or participating in fights.
- Engaging in destruction of public, personal, or private property.
- Violation of safety rules and regulations.
- Committing any act, in the opinion of school personnel, is detrimental to decency and proper decorum.
- Misbehavior which will cause injury (bodily or psychological) to another person or self.
- Students misbehaving on the bus during the last days of school will be disciplined at the beginning of next school year.
- The West Jasper School District Dress Code also applies to anyone who rides the school bus.
- Students are allowed to walk home with written permission from parent/guardian verified by the administrator.

Bus drivers submit misconduct reports in writing. When possible, the driver delivers reports to the principal or designee in person. Only the school principal may suspend a student. Bus suspension usually refers to the school bus only and the number of days applies to school days only. Weekends and holidays do not count. When students are suspended from riding a school bus, they are not allowed to ride any bus in the district including the Alternative School bus. The responsibility for transporting the student to and from school each day of suspension is upon the parent/guardian. The principal will notify the parent or guardian at least one day in advance of the date on which his/her suspension is to take effect. A record of all suspensions giving the name of the student involved, dates of suspension, and reason(s) for the suspension are kept on file in the principal's office. Copies of the suspension report are sent to the student's parent/guardian, to the bus driver and transportation director. If a bus driver does not follow WJSD policies he/she must be reported to the school principal.

**SCHOOL BUS DISCIPLINE DEMERIT CHART**

Minor Offenses	Demerit	Intermediate Offenses	Demerit	Major Offenses	Demerit	Minimum Suspension
Hanging body parts out of bus window	1	Standing while bus in motion	5	Fighting on bus	15	5 days
Not sitting in assigned seat	1	Destruction of school property *must pay restitution	5	Possession of weapons	26	Year
Loud talking or noise making	1	Vulgar language or obscene gesture	5	Possession of drugs, alcohol and/or vape	26	Year
Eating or drinking other than plain water	1	Bullying	5	Defiance or disrespect to bus driver or school personnel	10	5 days each occurrence
Littering on bus	1	Stealing	5	Endangerment of school personnel or children	26	Year
Horseplay	1	Gambling	5	Sexual Harassment	10	5 days each occurrence
Possession of electronic equipment	1	Interfering with operation of bus	5	Sexual Misconduct	26	Year
Dress Code Violation	1	Public display of affection	5	Possession of use of tobacco products, vapes/E-cigarettes	15	5 days each occurrence
		Throwing Objects	5			
*Any other offense that may fit this category	1	*Any other offense that may fit this category	5	*Any other offense that may fit this category	10	

**Bus Discipline Step Plan K-12****The Principal has the discretion to substitute days off the bus instead of ISD**

- o First minor or intermediate offense = warning, corporal punishment or 1 day ISD
- o Second minor or intermediate offense = corporal punishment or 2 days ISD
- o Third minor or intermediate offense = corporal punishment or 3 days ISD
- o Fourth minor or intermediate offense = 4 day suspension from all buses
- o Fifth minor or intermediate offense = 5 day suspension from all buses

1. Minor or intermediate offenses after the fifth will result in a 5 day suspension from all buses until the students 25 points are exhausted.
2. Any major offense, a parent conference must be held before the child can ride bus.
3. Any student suspension will result in notification of parents by phone or other means necessary.
4. After 25 cumulative points a student will be suspended for the school year from all transportation services provided by the WJSD. Once the student receives their 26th point they are not eligible to ride any WJSD bus other than the career tech bus. The student may ride the athletic bus with Superintendent approval.
5. The administrator may remove a student from the bus for the remainder of the school year for any major offense. He/She may also administer school discipline as deemed necessary.
6. During the 2nd semester the administrator may recommend the student to serve additional suspension days not to exceed one semester of the following school year.
7. If multiple offenses are on one referral, the discipline should be based on the most severe offense.
8. Parent conferences will be scheduled by the principal or his designee. Once a student commits a major offense, he/she will not receive a warning for his/her first minor or intermediate offense

**SCHOOL COLORS** It is the policy of West Jasper School District that the basic school colors for Bay Springs are royal blue and gold. The secondary color, if needed, is white. School colors for Stringer are maroon and white, with gray as the secondary color.

#### **ELECTIONS**

Students nominated for elective positions shall have no Alternative School or Expulsions or OSS for the present school year and must be passing all subjects with a "C" average or above from the most recent term report card. Most Intellectual, Hall of Fame and Student Council will have additional requirements as listed under each position. All elections will be verified by the school principal and votes kept for the remainder of the year. All students enrolled in WJSD are eligible to participate in fundraising events such as Most Beautiful/Most Handsome and the school Talent Show.

**Homecoming** Nominations will be taken for Homecoming Queen and Court. Students can request that their names not be placed on any ballots. Majority means 50% plus 1 of votes cast; run-offs will be held until 50% plus 1 is reached. Failures can be cleared through Credit Recovery or correspondence. No one, which includes students, parents, relatives, friends, etc., is allowed to campaign or hand out favors of any type on the school campus. Additionally, only current West Jasper students may be involved in any allowed campaigning practices on the school campus. Students must abide by the rules/guidelines of the district or they may be automatically disqualified.

**Queen** shall be a senior female. Homecoming Queen will be voted on by students in grades 9-12. The election will be held by the end of August. All nominees eligible will be listed on the ballot. The student must win by a majority (51 %) or a run-off will be held.

**Student Body Maids** shall be elected one female from each grade 9-12. Student Body Maids are voted on by students in grade 9-12, after election of the Queen. The student must win by a majority or a run-off will be held.

**Class Maids** shall be elected one female from each grade 1-12 at schools (Stringer, Bay Springs). Class maids will be elected by a vote of their classmates in their grade (Example: 9th grade class will vote for 9th grade class maid). Students must win by a majority or a run-off will be held. (Students in grades 2-11 who were class maids the previous year are not to be placed on the ballot. This rule will allow more students to participate in the total school program. These students would be eligible to run the next year. This rule is for class maids and escorts only.

**Escorts** are chosen by the maid. Escorts will be a male student from the student body, father, or male guardian. Escorts must wear a tuxedo or suit unless they are a football player or band member. Football players and band members may wear their uniforms. In grades 1-6 they are chosen from the maids' grade. In grades 7-12, they can be selected by the maid from the whole student body.

**Flower girl/crown bearer** will be chosen by the homecoming queen from the Kindergarten classes.

**Football Sweetheart** will be elected after other selections. The football sweetheart will be elected by the football team. The football sweetheart will be selected from grades 9-12.

**Choir/Band Sweetheart** will be elected by choir/band members. The choir/band sweetheart will be selected from 11th or 12th grade. The choir/band sweetheart must be a member of the high school choir/band who is a junior or senior.

**Mr. & Miss HS/Mr. & Miss JH** Elections will be held from a list of eligible students. They will be elected by a 51% majority. If no candidate receives 51%, a run-off will be held between the top two. Mr. & Miss HS will be a senior boy and girl. Mr. & Miss JH will be an eighth grade boy and girl.

**Class Favorites** Nominations will be taken and eligible students will be listed and elected by a majority. If there is no majority winner, there will be a run-off between the top two.

**Who's Who** Students from each grade level 9-12 will be selected in the following categories: Best

All Around, Best Dressed, Best Personality, Best School Spirit, Campus Favorites, Most Athletic, Most Courteous, Wittiest, Friendliest Freshman- 9th grade, Silliest Sophomore- 10th grade, Jolliest Junior- 11th grade, Saggiest Senior- 12th grade. Students will vote within their grade level (9th grade vote for 9th graders, 10th grade vote for 10th graders etc.) Students must win by a majority vote.

**Most Likely to Succeed** will be a senior elected by 12th grade students. Majority vote will win.

**Student Council** Student council will be made up of four officers (president, vice president, secretary, treasurer) elected from each class in grades 7-12. A reporter will be appointed by the SCA sponsor and principal from each class in grades 7-12. They must adhere to the same requirements as other officers. The student council will be responsible for conducting school-wide elections. Students elected to the student council must win by a 51% majority of the ballots cast. Students elected for the positions of student council must win by a majority of ballots cast.

#### **Requirements of the Student Council**

1. Conduct themselves in an exemplary manner at all times; officers are leaders and should present other students with proper role models.
2. Attend all meetings. Two unexcused absences from meetings could result in replacement.

3. Help with all elections. This may require working during break.
4. Help with Veterans Day.
5. Attend workshops on student government and leadership.
6. Complete various jobs as assigned by sponsor and/or principal.
7. Unsatisfactory performance and participation will result in dismissal.
8. Sponsor and principal will be the judge of performance and participation.
9. Student council members must be passing all subjects.
10. Student Council members must have no Alternative School or Expulsions for the present school year. If the student is suspended after elections he/she will be replaced or dropped.
11. Students running for office must have 10 student signatures and 3 teacher signatures on a petition.
12. Those students running for president may be required to give a speech.
13. Officers are elected by a 51% majority of votes cast.

**Most Intellectual** One senior boy and one senior girl will be elected by 12th grade students.

Students must have an overall "A" average. Nominations will be taken and eligible students will be listed and elected by a majority. If there is no majority winner, there will be a run-off between the top two.

**Hall Of Fame** Students must meet the requirements for honor students. Students must have attended West Jasper Schools the entire previous year. In order to be placed on the ballot, eligible students must submit a list of extracurricular activities, volunteer work, and leadership positions held for grades 9-12. The Hall of Fame will be selected by certified staff members. Teachers who vote must have taught some of the students on the Hall of Fame ballot. Teachers should consider grades, extracurricular involvement, citizenship, volunteer work, and leadership when selecting students for the Hall of Fame. The Hall of Fame is selected from the senior class each year. The number selected will be based on fifteen percent of the number of seniors. EXAMPLE: Forty seniors are in the 97-98 class. Fifteen percent of forty equals 6.

**ATHLETICS AND SCHOOL ACTIVITIES ("NO PASS, NO PLAY")** All participants in activities sanctioned by the Mississippi High School Activities Association (MHSAA) must comply with standards and eligibility as stated in the MHSAA handbook. This includes athletics, cheerleading, chorus, debate team, and band. The MHSAA currently requires these students to have a 2.0 overall average in the required subjects. Any students suspended shall not participate in or attend athletic or any other extra-curricular activity during the suspension. Parents must return with student to school after suspension. There will be no extra-curricular activities or practices during semester exams and state testing without superintendent approval. No practice will be held after 5:00 PM during 9 weeks testing or Wednesday and Sunday. Coaches are responsible for keeping the field and facilities safe and clean. Prior approval must be granted by administration to use facilities. Administration will appoint a school designee to supervise facilities while in use and lock facilities after use.

**Athletic Awards** A meeting will be held at the beginning of each sport. Requirements and expectations of all involved individuals; parents, students, coaches, and administrators will be explained. A written agreement will be signed by the involved individuals. Certificates will be given to all students that participate in any sport grades 7-12. The criteria for all other awards will be set by a committee of coaches and the athletic director prior to the beginning of each sport. Students and parents will be given notice of the criteria during the meeting at the beginning of each sport. Athletic banquets will be held each school year for junior high and high school students.

**Cheerleaders** The purpose of cheerleading is to give support to competitive teams and to provide means for general school spirit and enthusiasm. Parents must sign permission and support forms, and the student and parents must agree to follow all procedures and to carry out the duties and responsibilities as set forth by the cheerleader sponsor and school. The student must be enrolled at a West Jasper School at the time of tryouts. The upcoming years 7th and 8th graders will be only eligible for the junior high squad. The high school squad will be made up of the upcoming year's 9th, 10th, 11th, and 12th graders. Participants must meet the Mississippi High School Activity Association's guidelines and grade requirements.

**WJSD DRUG SCREENING POLICY** Student athletes and parent(s)/legal guardian(s) will be made aware of the drug testing process and the steps/consequences if and when a student athlete tests positive. Every precaution will be taken to assure and maintain accuracy and confidentiality of the test results, including the maintenance of a documented chain of specimen custody to insure the identity and integrity of the sample throughout the collection and testing process.

**PURPOSE:** The purpose of the Athletic Drug Screening Program is to aid and assist student athletics. It is not intended to unduly interfere with the student's private life or to bring hardship, but rather to protect the student athlete's well-being and that of others who are associated with athletics in the West Jasper School District. Specific goals of the program are as follows:

1. To reassure athletes, parents and community that the health and academic progress of each of its athletes is the primary goal of the West Jasper School District.
2. To develop a drug free athletic program and produce athletes who can serve as role models to influence peers to lead healthy

and responsible lives.

3. To prevent drug use/abuse by student athletes of the West Jasper School District.
4. To identify any student athlete who may be using/abusing drugs and to determine the identity of the drugs.
5. To educate any student athlete who may be using /abusing drugs as to the possible physical and mental effects drug use may have and its possible adverse effects on the team and its members.
6. To provide opportunities for treatment and counseling rehabilitation for any student athlete who is determined to be using/abusing drugs.
7. To provide reasonable safeguards to help ensure that every student in the West Jasper School District is physically competent to participate in interscholastic sports. To remove the stigma of drug use/abuse from student athletes who do not use/abuse drugs.

#### **WEST JASPER SCHOOL DISTRICT ATHLETIC DRUG SCREENING PROGRAM**

The West Jasper School District administrators and coaching staff, along with the West Jasper Board of Education, strongly believe that the use and abuse of drugs (excluding those prescribed by a physician to treat specific medical problems) can:

1. Be detrimental to the physical and mental health of student athletes.
2. Seriously interfere with the performance of the individuals as students and as athletes.
3. Be extremely dangerous to the student athlete's teammates, particularly with regards to participation in athletic competition or practice, and
4. Create an unfair/ damaging stigma for those student athletes who do not use/ abuse drugs.

The drug screening program of the West Jasper School District has a two-fold purpose: to promote the well-being of each student athlete participating in interscholastic sports in the West Jasper School District and to assure that athletic programs are operated in the best interest of all who participate. This year all student athletes participating in varsity sports may, at the discretion of the school district, be involved in the drug screening program. For the purpose of this program, student athlete refers to any student participating in any sport or extra- curricular activity that is governed by MHSAA. NOTE: Band members, ROTC, and other groups may be excluded at the discretion of the Superintendent. The athletic drug-screening program shall be implemented in accordance with the established board policy by the administration with the advice and assistance of representatives from the MEA Drug Testing Consortium. The contracting biomedical laboratory shall be approved by the West Jasper Board of Education and conduct drug testing according to nationally accepted standards and procedures. The testing shall be done only after written consent from the student athlete and the parent/legal guardian. If any student athlete and/or parent/legal guardian refuses to sign the Drug Testing Information Release Form for the student athlete to take the test, the student athlete will immediately be suspended from participation in athletics.

**Procedures for Testing** Quality control and confidentiality is assured as follows:

1. Lab technicians shall be responsible for the collection and labeling of urine samples.
2. A minimum of two (2) school officials shall be present with the technician(s) when urine samples are being collected.
3. The student athlete's signature listed adjacent to the student athlete's identification number shall indicate that the number is correct and matches the number affixed to the specimen bottle.
4. Specimen bottles and packaging provided by the contracting agency shall be utilized to properly obtain and transport samples.
5. Urine samples shall be analyzed for the substances specific in the West Jasper School District Athletic Drug Screening Program Policy by the contracted agency selected to perform the laboratory work.
6. The Superintendent and school officials shall assure that the school board policy is implemented on a fair and consistent basis for all student athletes in the West Jasper School District.
7. Required drug counseling shall be provided by Weems Mental Health at the student's expense.

Any attempt by a student to manipulate or alter the drug test or the testing procedures shall be considered a positive test. Any student that attempts to assist or does assist another student in manipulating or altering a drug test or testing procedures shall be considered a positive test for all parties involved.

**Drug Screening Program** Student athletes will be subject to drug screening to test for the following substances, the use of which is expressly prohibited: Amphetamine, methamphetamine, Barbiturates, Benzodiazepines, Cocaine, Marijuana, MDMA, Ecstasy, Opiates, Codeine, Morphine, Heroin, PCP, Propoxyphene, Methadone also, student athletes may be subject to drug screening to test for anabolic steroids and any other substance the District feels may be detrimental.

**Drug Screening** The drug screening shall consist of the collection of urine samples from the student athlete by technicians from the contracting biomedical laboratory under the supervision of West Jasper School Officials. Each specimen shall be analyzed for the presence of drugs identified previously in this document, by the contracting agency, which has been approved by the West

Jasper Board of Education. If the student athlete fails to provide a urine sample at the time of testing, it will be the responsibility of the student athlete, at his/her expense to go to an approved testing laboratory by 4:00 P.M. on the day of testing. Failure to do this will be considered a positive test result. An Administrator or Athletic Director of WJSD shall be present for the retest procedure. The outside agency shall report all results to the Superintendent or his designee. A local physician will be consulted, if necessary, for advice and clarification of the test results. For purposes of this program, a positive result shall mean a test result which indicates the presence of one or more of the listed drugs in the student athlete's urine sample. The student athlete and his/her parent/legal guardian shall be notified by the West Jasper School District when a student athlete tests positive. Possible random testing will be performed throughout the academic year. Also included in the testing will be any and all athletes who have tested positive at an earlier date during his/her high school career. Effect of Positive Results:

**First Positive:**

1. The Superintendent or his designee will be advised of the results
2. The athlete's parent(s) or legal guardian(s) will be advised of the results.
3. The student athlete will be required to attend four (4) one-hour counseling sessions at the parent or legal guardian's expense. Weems Mental Health shall notify WJSD in writing when the 4 hours of counseling have been completed. After WJSD receives written notification from Weems, WJSD, at their discretion, will allow the student to be retested. Under no circumstances will this be any earlier than two (2) weeks after the original test date. The parent or legal guardian will be responsible for transporting the student to MEA in Laurel for retesting and for all retesting expenses. An Administrator or Athletic Director of WJSD shall be present for the retest procedure.
4. The student athlete will be ineligible for participation in any practice or interscholastic competition until he/she completes all counseling and a negative test result has been provided to WJSD. If the student is retested, and the results are positive, he/she will have a thirty (30) day suspension from all sporting activities including games and practices. This suspension will begin the day WJSD is notified of the most recent positive result. The student must provide a negative test result at the end of their thirty (30) day suspension to become eligible for participation. The parent or legal guardian will be responsible for retesting expenses and transportation to MEA in Laurel. An Administrator or Athletic Director of WJSD shall be present for the retest procedure.
5. If the student athlete fails to complete counseling, he/she will be ineligible to participate in athletics or interscholastic competition for the remainder of their high school career until he/she completes the required counseling and provides a negative test result to WJSD.

**Second Positive:** A student who has had one positive test but tested positive after counseling exclusive of the retesting procedure mentioned in Part A above will immediately be suspended from participating in practice and interscholastic competition for one calendar year. This action will be taken after a conference with the student athlete with the parent or guardian present.

**Third Positive:** After the third positive, the student athlete is suspended from all sports for the remainder of his or her athletic eligibility. If the student athlete is suspended, he/she has the right to appeal the decision to the West Jasper Board of Education for a final determination. The student athlete shall have the right to have counsel present at the student athlete's own expense, and the right to question witnesses.

**WEST JASPER SCHOOL DISTRICT ACCEPTABLE USE POLICY**

**Educational Purpose** The West Jasper School District's Internet system and Network is limited to educational and support service applications. Activities that are acceptable on this system include classroom and research activities as well as administrative applications. No person may use the West Jasper School District's Internet system and Network technology for entertainment purposes. The West Jasper School District's Internet and Network are not to be used as a public access service or a public forum. West Jasper Schools have the right to place reasonable restrictions on the material users can access or post through the system. Users are required to know and follow the rules set forth in the West Jasper School's District policies, as well as applicable educational, civil, and criminal laws when using the West Jasper School District's Internet and Network. Users may use the system for approved commercial activity only for the benefit of West Jasper Schools. Users may not personally offer, provide, obtain, or purchase any products or services through the West Jasper School District Internet and Network.

**INTERNET USE BY STUDENTS**

**APPROPRIATE STUDENT USE/ DISTRICT PROVIDED TECHNOLOGY** Use of the Internet for instructional programs is an educational tool which facilitates communication, innovation, resource sharing and access to information. The complex nature of accessible networks and the potential information available to students utilizing the Internet require comprehensive administrative procedures in order to best serve the educational needs of students. The West Jasper School Board endorses student use of the Internet and other District technology for learning and educational research. Use of District technology includes participation in distance learning activities, asking questions of and consulting with teachers, communicating with other students and individuals, and locating material to meet the educational needs of the student. Students will be educated about appropriate

and safe online behavior. All reasonable efforts will be made to ensure that students are not accessing inappropriate or unrelated material. Students are to utilize the District's computers, networks, and Internet services and other District technology for school-related purposes only. Any student who uses District technology for personal or non-academic purposes will be subject to disciplinary action in accordance with this policy, the student code of conduct, and state law. Students using the Internet shall comply with all applicable board policies and administrative procedures. The West Jasper School Board, through its administrative staff, reserves the right to monitor, without prior notice, all computer and Internet activity by students. This includes filtering software along with other electronic monitoring systems. While teachers and other staff will make reasonable efforts to supervise and monitor student use of District technology, they must have student and parent cooperation in exercising and promoting responsible use. Staff and students should have no expectation of privacy in their use of District computers or other technology. Additionally, use of the Internet is a privilege, not a right. Students are expected to follow Board policy and procedures at all times when using District computers, networks, the Internet, or other District technology. Students found to be in violation of board policy and/or administrative procedures shall be subject to revocation of privileges and potential disciplinary and/or legal action. The Superintendent or his/her designee reserves the right to eliminate use of the District's computer systems or other District technology by any student at any time. Inappropriate communications or other unacceptable uses or abuses of all District technology, including all hardware/software, all electronic files/communications stored on or transmitted on District computers are prohibited. Specifically prohibited is any illegal use, or use that is a violation of Board policies, procedures, or school rules including, but not limited to, those prohibiting harassment, discrimination, bullying, defamation, violence, threatening, infringement of copyright or trademark laws, use involving obscene or pornographic materials, or use that harms the reputation of the school District or its employees or disrupts the educational environment. Prohibited also is student use of District technology for Internet social networking if such use is not directed by a teacher or school administrator in support of planned and approved learning activities. This board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. Neither the individual school nor school district is responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. This board and school district specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

#### **INTERNET ACCESS SERVICES**

In order for a student to gain access to the Internet, the student and student's parent(s) / guardian(s) must sign an Internet Access Agreement. The superintendent is authorized to amend or revise the following board-approved initial administrative procedure as he/she deems necessary and appropriate consistent with this policy. The superintendent is further authorized to amend or revise the Internet Network Access Agreement with the advice of board counsel. It must be understood by all concerned that the global and fluid nature of the Internet network's contents make it extremely difficult for the board to completely regulate and monitor the information received or sent by students. As such, the board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

**Employee Internet Access** District employees may be given access to the District's networked computer after training. The network administrator (the district technology technician) will determine proficiency. Each employee of the district will be provided with individual accounts. The district will not be responsible for financial obligations arising through the use of the network. System users shall have no expectation of privacy. An investigation will be conducted if there is reasonable suspicion that a user has violated the law or policy of this Internet and E-mail Policy. The teacher when using the internet for educational purposes shall select relevant materials to fit the course objectives.

**Unacceptable Uses** The following uses of the West Jasper School District Internet and Network are considered unacceptable and subject to disciplinary action: **1) Personal Safety and Personal Privacy.** Users will not post personal contact information about themselves except as part of their school business or schoolwork. Personal contact information includes one's address, telephone number, school address, work address, etc. Users will promptly disclose to a teacher or principal any message received that is inappropriate or makes them feel uncomfortable. WJSD will not disclose personal information about students on our district web pages. **2) Illegal Activities.** Users will not attempt to gain unauthorized access to WJSD Internet and Network or to any other computer system through the WJSD Internet and Network or go beyond authorized access. This includes attempting to log in through another person's account, or access another person's files. Users are forbidden to make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or other means. Users are forbidden to use WJSD Internet and Network to engage in any illegal or illicit act. **3) System Security.** Users are responsible for individual accounts and must take all reasonable Precautions to prevent others from accessing these accounts. Under no conditions or circumstances should a user provide his/her password to another person. Users shall immediately notify a teacher, principal and/or the system administrator if they have identified a possible security problem. Lost or stolen passwords must be reported immediately to the school office. Users will avoid the inadvertent spread of computer viruses by following West Jasper Schools'

virus protection procedures regarding email or software. Users must immediately report any virus or suspected viruses to the school office. Users should refrain from diagnosing security problems as this may be construed as an illegal attempt to gain access or abuse the system. Students will not agree to meet physically or establish any personal contact with someone they met online through the WAN. Personal contact includes face-to-face, telephone communications, the U.S. Mail, etc. **4) Inappropriate Language.** Restrictions against inappropriate language apply to all public messages, private messages, and material posted on Web pages. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, harassing, threatening, or disrespectful language. Users will not post information that could cause damage or pose some danger of disruption. Users are forbidden to engage in personal attacks, including prejudicial or discriminatory attacks. Users will not harass another person. Users will not knowingly or recklessly post false or defamatory information about a person or organization or create links to sites that promote such behavior or communication. **5) Respect for Privacy.** Users will not repost or forward a private message without express written permission of the sender except as part of school business or schoolwork. Users will not post private information, including personal contact information, about another person except as part of school business. **6) Respecting Resource Limits.** Users will use the system only for educational and research activities and administrative applications. Users will not download any files for their work unless approved in writing in advance. Users will not post or forward chain letters or engage in sending annoying or unnecessary messages to large numbers of people. Users will check their email frequently, deleting unwanted messages promptly or at least every 2 days and will respect computer resources by deleting files. **7) Plagiarism & Copyright.** Users will not plagiarize works they find on the Internet. Users will respect copyrights. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, the user should follow the expressed requirements. If one is unsure whether or not a work can be used, one should request and receive written permission from the copyright owner. Questions about copyright should be referred to a teacher or administrator. Users should not tamper with or modify any web pages without explicit permission of the owner. **8) Inappropriate Access to Material.** Users will not use West Jasper School District's Internet and Network to access material that is designated for "adults only" or is profane or obscene (ex: pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (ex: hate literature). If a user mistakenly accesses inappropriate information, the user should immediately tell a teacher or administrator. This will protect the user against a claim that they have intentionally violated this policy. **9) No wireless internet cards will be used.** Teachers may use personal laptops with permission from the administrator.

**Privacy/Censorship** Users should expect no privacy in the contents of their personal files or record of Web research or related to activities on the West Jasper School District's Internet and Network. Users are warned that routine maintenance and monitoring of WJSD Internet and Network may lead to discovery that one has violated this policy or the law. An individual search will be conducted if there is reasonable suspicion that one has violated this policy or the law. The WJSD will cooperate fully with local, state, or federal officials in any investigation or suspicion related to any illegal activities conducted through the WJSD Network without notification to any user.

**Filtering of the Internet** The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress 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. West Jasper School District's Internet connection uses a system that is designed to filter and block inappropriate sites on the Internet and sites that generally are not expected to enhance classroom activities. This effectively blocks access to pornography and other high-risk activities. The filter is designed to block access to sites that deal with nudity, sex, violence, drug abuse, crude or vulgar language and, in general, tasteless material. The filter is designed to block access to sites that deal with nudity, sex, violence, drug abuse, crude or vulgar language and, in general, tasteless material. The system also filters chat sites, auction sites and other potential high-risk sites whose educational value is not immediately apparent. The use of a filter does not diminish the user's personal responsibility for appropriate use of the network. Filtering is not infallible. Users should report inadvertent access to inappropriate sites immediately to a teacher, principal or Director of Technology. It is the responsibility of all members of WJSD staff to educate, supervise, and monitor appropriate usage of online computer networks and access to the Internet in accordance with this district's policy, CIPA, the NCIP Act, and the Protecting Children in the 21st Century Act. District's current AUP incorporates:

- 1) The education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms.
- 2) Cyber bullying awareness and response.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Technology Director or designated representatives. WJSD or designated representatives will provide age-appropriate training for

students who use the WJSD Internet facilities. The training provided will be designed to promote the WJSD commitment to:

- 1)The standards and acceptable use of Internet services as set forth in the WJSD Internet Safety Policy
- 2)Student safety with regard to: a. safety on the Internet, b. appropriate behavior while on online, on social networking Web sites, and in chat rooms, c. cyber bullying awareness and response
- 3)Compliance with the E-rate requirements of the CIP 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 District's acceptable use policies. Non-Supervised and Non-School Hours Use of the Network and Internet -Students should not use WJSD Network or Internet connection before or after school unless they are under the direct supervision of a staff member. Students are instructed not to use any network or Internet resource unless a staff member is physically present in the room.

**Limitation of Liability** WJSD makes no guarantee that the functions or the services provided by or through WJSD system will be error free or without defect. Students should not use the Internet unless they are under the direct supervision of a teacher or other staff member. West Jasper Schools will not be responsible for any damage the user may suffer, including but not limited to, loss of data or interruptions of service. The WJSD is not responsible for the accuracy or quality of the information obtained through or stored on the system. WJSD will not be responsible for financial obligations arising from unauthorized use of the system. Individuals may be held financially responsible for any damage to the system as a result of intentional misuse or disregard of policy provisions including but not limited to cost of repair: attorney fees, court cost: deposition, fees and travel expenses associated with any violation of any policy herein set forth.

**Content Filtering** WJSD will attempt to make sites available that will enhance the educational opportunities for students and staff. Should a staff member find the filtering software blocks a site that is needed for instructional purposes, he/she should immediately notify the principal by email. The principal will forward the request to district technology staff member providing the URL of the blocked site and the reason the site is needed. The Superintendent or technology staff will review the site and open it. Technology department will respond within 24 hours of the request.

**Violations** Students violating this policy will be subject to the disciplinary measures outlined in the WJSD Code of Conduct. Staff violating this policy will be subject to disciplinary measures ranging from written reprimands up to termination of employment.

**E-Mail** All email documents created and shared with others inside or outside the district in conducting district business will automatically be saved on the district email appliance as long as storage is available.

## **West Jasper School District Technology Distance Learning Plan**

### **1:1 Initiative**

The West Jasper School District Initiative allows integration of technology into all areas of curriculum in order to equip students with the research, communication, collaboration and creativity skills needed to succeed in the 21st century.

#### **INTERNET USE BY STUDENTS**

**APPROPRIATE STUDENT USE/DISTRICT PROVIDED TECHNOLOGY** The West Jasper School District's Internet system and Network is limited to educational and support service applications. Activities that are acceptable on this system include classroom and research activities as well as administrative applications. No person may use the West Jasper School District's Internet system and network technology for entertainment purposes. The West Jasper School District's Internet and Network are not to be used as a public access service or a public Forum. West Jasper Schools have the right to place reasonable restrictions on the material users can access or post through the system. Users are required to know and follow the rules set forth in the West Jasper School's District policies, as well as applicable educational, civil, and criminal laws when using the West Jasper School District's Internet and Network. Users may use the system for approved commercial activity only for the benefit of West Jasper Schools. Users may not personally offer, provide, obtain, or purchase any products or services through the West Jasper School District Internet and Network. Use of the Internet for instructional programs is an educational tool which facilitates communication, innovation, resource sharing and access to information. The complex nature of accessible networks and the potential information available to students utilizing the Internet require comprehensive administrative procedures in order to best serve the educational needs of students. The West Jasper School Board endorses student use of the Internet and other District technology for learning and educational research. Use of District technology includes participation in distance learning activities, asking questions of and consulting with teachers, communicating with other students and individuals, and locating material to meet the educational needs of the student. Students will be educated about appropriate and safe online behavior. All reasonable efforts will be made to ensure that students are not accessing inappropriate or unrelated material. Students are to utilize the District's computers, networks, and Internet services and other District technology for school-related purposes only. Any student who uses District technology for personal or non-academic purposes will be subject to disciplinary action in accordance with this policy, the student code of conduct, and state law. Students using the Internet shall comply with all

applicable board policies and administrative procedures. The West Jasper School Board, through its administrative staff, reserves the right to monitor, without prior notice, all computer and Internet activity by students. This includes filtering software along with other electronic monitoring systems. While teachers and other staff will make reasonable efforts to supervise and monitor student use of District technology, they must have student and parent cooperation in exercising and promoting responsible use. Staff and students should have no expectation of privacy in their use of District computers or other technology. Additionally, use of the Internet is a privilege, not a right. Students are expected to follow Board policy and procedures at all times when using District computers, networks, the Internet, or other District technology. Students found to be in violation of board policy and/or administrative procedures shall be subject to revocation of privileges and potential disciplinary and/or legal action. The Superintendent or his/her designee reserves the right to eliminate use of the District's computer systems or other District technology by any student at any time. Inappropriate communications or other unacceptable uses or abuses of all District technology, including all hardware/software, all electronic files/communications stored on or transmitted on District computers are prohibited. Specifically prohibited is any illegal use, or use that is a violation of Board policies, procedures, or school rules including, but not limited to, those prohibiting harassment, discrimination, bullying, defamation, violence, threatening, infringement of copyright or trademark laws, use involving obscene or pornographic materials, or use that harms the reputation of the school District or its employees or disrupts the educational environment. Prohibited also is student use of District technology for Internet social networking if such use is not directed by a teacher or school administrator in support of planned and approved learning activities. This board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. Neither the individual school nor school district is responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. This board and school district specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

**INTERNET ACCESS AGREEMENT** In order for a student to gain access to the Internet, the student and student's parent/guardian must sign an Internet Access Agreement. The superintendent is authorized to amend or revise the following board-approved initial administrative procedure as he/she deems necessary and appropriate consistent with this policy. The superintendent is further authorized to amend or revise the Internet Network Access Agreement with the advice of board counsel. It must be understood by all concerned that the global and fluid nature of the Internet network's contents make it extremely difficult for the board to completely regulate and monitor the information received or sent by students. As such, the board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

**RESPONSIBLE USE OF DISTRICT ISSUED TECHNOLOGY-**

The West Jasper School District provides the privilege of technology for use in the schools and distance learning situations. Use of any district technology, including the use of devices and other technology under the Mississippi Equity in Distance Learning Grant Program, shall only be used for its intended purpose and for school purposes. Before being given permission to use district technology, each user, as well as a minor's parent(s) or guardian(s), is required to sign the Parent/Guardian Chromebook Responsibility Form. Fines may be assessed for any intentional loss or damage of any school district devices.

Each user of district technology will:

1. Use school technology for school-related purposes only.
2. Treat school technology and devices with care and alert staff if there are any problems with operation.
3. Return district technology in the same manner as it was received minus normal wear and tear. The West Jasper School District shall assume the control of ownership and liability for personal devices and other equipment purchased under the Equity in Distance Learning Grant Program until the personal device or other equipment:
  4. No longer serves the school or related school purposes for which it was acquired and is sold by public auction under Section 17-25-25;
  5. Is sold to students in Grade 12 under the provisions of Section 37-7-459; or
  6. Is traded in to a vendor as part of a subsequent purchase

The superintendent shall compile and maintain an inventory list of all devices purchased and issued to students, teachers and administrators, and other staff, as well as any supporting technology or equipment used to support the school's distance learning plan.

**STUDENT PURCHASE OF DISTRICT ISSUED TECHNOLOGY- Policy IJBC** The West Jasper Board of Trustees authorizes the sale of district issued computers, peripheral equipment and adaptive devices to students enrolled in Grade 12 that have satisfied all the requirements for graduation, to whom such devices and equipment have been issued during the course of an academic school year. Cost: Students meeting the criteria who verify to the school of enrollment before graduation an official document of acceptance to any Mississippi two-year or four-year college or university, whether public or private, shall be required to pay One Dollar (\$1.00) for the cost of the district-issued computer device or peripheral equipment or adaptive device. Students meeting

the requirements of this section who cannot sufficiently verify acceptance to a Mississippi two-year or four-year college or university shall be required to pay Seventy-five Dollars (\$75.00) for the cost of the district-issued computer device or peripheral equipment. Verification of college acceptance must be submitted before the deadline for finalizing graduation eligibility.

Sales and Proceeds: All sales must be final and without warranty of merchantability, given the prior and extended use of the computer, equipment or adaptive device by the purchasing student. All proceeds received from the sale of district issued computers, peripheral equipment and adaptive devices to students shall be deposited into the school maintenance fund as by the Mississippi Code of 1972 Section 37-7-457.

**DAMAGED LAPTOPS:**

Any damage must be reported to school authorities. Power adapters and sleeves must be returned or paid in full. If a laptop is damaged and needs repair, the student may be assigned a loaner until the original device is returned. Once the damaged device is repaired, the original device will be returned to the student and any fees must be paid within fourteen (14) business days. West Jasper School District reserves the right to charge for the entire replacement cost if negligence is determined.

Loss, Deliberate Damage or Neglect	Chromebook Estimated Repair/Replacement
Broken Screen	Cost of Occurrence
Broken Keyboard	Cost of Occurrence
Power Adapter + Cord	\$25.00
Liquid Damage to Chromebook	Cost of Occurrence
District Assigned Case	\$25.00

All District Issued Technology Agreements have been made a part of West Jasper Schools Registration packets. Below is a copy of the agreement.

**Responsible Use of District Issued Technology Agreement User**

I, \_\_\_parent name\_\_\_, accept full responsibility for the safe and secure handling of the technology device(s) issued to me by the West Jasper School District. I accept full responsibility for the proper use of the technology device(s) under all school board policies and applicable handbooks. I understand that if there is found to be intentional loss or damage to my device(s) applicable fines may be issued.

**Responsible Use of District Issued Technology Agreement Parent or Guardian**

As the parent/guardian of the above student, I, \_\_\_parent name\_\_\_, understand my child's responsibility in the use and care of the issued technology device(s) by the West Jasper School District. I accept full responsibility for the proper use of my child's technology device under all applicable school board policies and the applicable handbooks. I understand that if I or my child is found to be the intentional cause of damage to the equipment, I will be responsible for all fines that may be issued.

**Parent Guardian Responsibility Form**

Student Name: \_\_\_\_\_ name of student \_\_\_\_\_

Student School: \_\_\_\_\_ school name \_\_\_\_\_ MSIS: \_\_\_\_\_ 000000000 \_\_\_\_\_

The Chromebook Check-Out Program is a partnership between the West Jasper School District (WJSD) and families (family, parent(s), guardian(s), children or student).

I understand that WJSD will allow each student the opportunity to check out a Chromebook to use during the school year with the understanding that the students and the parents will assume responsibility for the device that is entrusted to them. Any damage to the device, while it is in your care, will be your responsibility to pay for as determined by the WJSD Technology Department.

The Chromebook will be restricted to student accounts. Accounts other than the student accounts will not be able to log into the device. Chromebooks will have filtered internet access regardless of the connected network.

WJSD strives to provide opportunities for all students to experience success in a safe and healthy learning environment. With this in mind, teachers will provide online instruction during the school year. Students are expected to participate in these instructional activities and complete any lessons assigned to them.

If a Chromebook is issued, the student and parent/guardian agree below that they assume responsibility for the device and agree to pay for any damages that occur to the device while in their care.

Items Received:

Item	Asset Number	Received: Mark w/check mark
Laptop		
Power Supply and Cable		
Protective Case		