



**KEMPER
COUNTY
SCHOOL
DISTRICT**

**STUDENT
PARENT
HANDBOOK**



2024-2025

Kemper County School District
159 Main Ave, DeKalb, MS 39328

The Kemper County School District does not discriminate on the basis of race, color, religion, age, national origin, sex, or disability in the provision of educational programs and activities or employment opportunities and benefits. The vocational department encourages males and females to enroll in non-traditional classes and to train for non-traditional jobs.

Inquiries regarding the Kemper County School District's nondiscrimination policies, filing of grievances, requests for copies of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability or sex should be addressed to Ms. Amanda Hailey, 504/ADA, P.O. Box 219, DeKalb, MS 39328, 601-743-5292.

Board Approved June 13, 2024

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FOREWORD

Welcome! Whether you are a newcomer to our school or a veteran, we hope you will find this school year to be a memorable and exciting one.

The purpose of this handbook is to provide parents and students with a better understanding of the organization and administration of the school, along with the policies governing the entire educational process. The intent is to encourage and establish correct school habits and a favorable attitude toward the school and its activities, as well as to serve as a guide to the students in making their school experience as profitable as possible.

Cooperation, of course, is the key and toward that end we require that both parents and students read this handbook thoroughly, then sign and return the Partners in Learning Agreement and the Telecommunications Acceptable Use Policy to the homeroom teacher(s) of the student(s). The information contained herein has been reviewed, approved, and will be enforced by the Kemper County Board of Education. The handbook tells you exactly what we expect of you and what services and benefits you may expect from the board.

REMEMBER: The school will be what you make it and will have the reputation in the community that you give it. Together we can achieve our common goal of "Academic Excellence."

The Kemper County Board of Education



KEMPER COUNTY SCHOOLS

Post Office Box 219
DeKalb, Mississippi 39328



"Every Student, Every Day, The

Wildcat Way"

July 1, 2024

Welcome to the 2024-2025 school year. We're excited for the start of a new year and the opportunity it presents for setting new goals, reigniting neglected passions, and putting our individual and collective best selves forward. **Kemper County School District** is an incredible place for students to learn and grow. Our district is built on high expectations for our students and staff. Our teachers and administrators have been gathering for the last several weeks to learn together, to plan for the upcoming year, and to ready their classrooms for the nearly 1,000 students.

I believe it is our purpose to create an environment of safety, care, and support for every student, every day - **The Wildcat Way!** We do this best by knowing them as learners and individuals, recognizing their skills and motivations, and pushing them to excel. At Kemper County School District, our students are encouraged to take ownership of their learning while exploring their interests and finding passions. Many thanks go to the custodial and maintenance staff in each of our buildings who have worked diligently all summer long to make sure our buildings are in tip-top shape. A walk through of any of our schools will showcase their attention to detail and pride in their work. Our food service workers and summer interns also deserve a big thank you for their service to our district.

Finally, you - our families and friends - deserve a big thank you for working with us to provide the very best education possible for all of our students.

Please call if you have a question or want to connect with one of our schools to arrange a visit. There is no better way to understand and appreciate the excellence behind Kemper County Schools than to experience it for yourself.

Sincerely,



Hilute Hudson
Superintendent of Education

ADMINISTRATION/ORGANIZATION

Board members elected by the voters of Kemper County govern the schools. One member is elected from each of the five districts in the county for a six-year period on a staggered term basis. The board meets in regular session on the second Thursday of each calendar month and in called sessions when necessary.

BOARD OF EDUCATION

Chris Collins	District 1	James Creer	District 2
Lee Steele	District 3	Carolyn Palmer	District 4
Tyrone Steele	District 5		

CENTRAL OFFICE & OTHER ADMINISTRATIVE/SUPERVISORY PERSONNEL

Hilute Hudson	Superintendent of Education	601-743-2657
Fredrick Hickmon	Assistant Superintendent	601-743-5419
	Food Service Director	
Mary Nell Woolery	Federal Programs Director	601-743-5419
Matilda Miller	School Business Administrator	601-743-2657
Amanda Hailey	Special Education Director	601-743-5125
	/504 Coordinator/Gifted Coordinator	
Sandra Clark	SEL Director/Title IX Coordinator	601-743-5125
Delisa Cole	Curriculum/MTSS/Testing	601-743-5125
Sandra Clark	Social Emotional Learning	601-743-5226
Douglas Newton	Transportation/Maintenance Dir	601-743-2876
KC Sheriff Dept.	School Safety/ Security	601-743-4880

SCHOOLS

Kemper County Elementary (PreK-Grade 5)

Dr. Jeri Cawthorn, Principal

Genetrice Doss, Assistant Principal

174 Willow Avenue, DeKalb, Mississippi, Phone number: 601-743-2432.

Kemper County Middle School (Grades 6-8) & Kemper County High School (Grades 9-12)

Jacqueline Jackson, Principal

Leonardo Thompson, Assistant Principal; Keraneisha Green, Assistant Principal.

200 Dr. Martin Luther King Jr. Rd, DeKalb, MS,

Phone Number: KCMS 601-743-2942 and KCHS 601-743-5292

John C. Stennis Vocational Complex

Connie Johnson, Director

16 Philadelphia Rd, DeKalb, Mississippi. Phone number: 601-743-5226.

Kemper County Success School

Jerrell McCallum, Principal/Director

364 John C. Stennis Ave., DeKalb, Mississippi. Phone number: 601-743-5538

Kemper County Schools District Calendar 2024-2025

July '24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August '24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '24						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '25						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '25						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Events / Holidays

Date	Description
July 25	District Convocation
July 25-31	Professional Development
July 29	Open House
August 1	Students' First Day
September 2	Labor Day Holiday
September 9	Progress Reports Issued
October 7-11	Fall Break
October 14	Prof Dev/Parent Conf/Report Cards
November 18	Progress Reports Issued
November 25-29	Thanksgiving Holiday
December 16-20	2nd 9 Weeks/Benchmark Exams
December 20	60% day for Students
Dec 23 - Jan 3	Christmas Holidays
January 6	Professional Development
January 7	Second Semester Begins
January 8	Report Cards Issued
January 20	MLK Holiday
February 10	Progress Reports Issued
February 17	Presidents Day/Weather Day
March 3-7	3rd 9 Weeks/Benchmark Exams
March 10-14	Spring Break
March 19	Report Cards Issued
April 18	Good Friday Holiday
April 21	Easter Holiday/Weather Day
April 25	Progress Reports Issued
May 16	Graduation
May 19-23	4th 9 Weeks Exams
May 23	60% Last Student & Teacher Day
June 2-26	TWW Summer Program

PACES Calendar of Events 2024-2025

The Kemper County's PACES Project (Parents and Community Equals Educational Success) exists to stimulate partnerships between the school district, community leaders, business leaders, parents and students. A sixteen-member advisory board that includes local government officials, business leaders, parents, and school officials oversees activities.

The overall mission is to improve county student enrollment in institutions of higher learning. PACES goals include providing means for increasing community awareness of the value of education, increasing access to information and resources pertaining to college enrollment, and providing an opportunity for our seniors to visit Mississippi colleges. Finally, and foremost the group is focused on identifying means to provide positive reinforcement to students, intensifying peer support, and implementing measures which will help foster a greater sense of student self-esteem.

August 2024	Briefing of School Superintendent & Principals
September 2024	Meeting with Senior Class of 2024
October – November 2024	College Campus Visits
December 2024	Christmas Parade
February - 2025	Business & Industry Visits
March – 2025	Reality Store
	Capitol Visit- Jackson, MS
April 2025	PACES Recognition Banquet
May 2025	High School Awards Program
June 2025	Relay for Life Booth

KEMPER COUNTY ELEMENTARY SCHOOL
PreK-Grade 5

Regular Bell Schedule

Time	Period	Minutes	Instructional Minutes
7:15 – 7:45 a.m.	Homeroom		
7:45 – 8:45 a.m.	1 st	60	60
8:45 – 9:45 a.m.	2 nd	60	60
9:30 – 10:30 a.m.	3 rd	60	60
10:30 a.m. – 11:35 a.m.	4 th (Lunch)	65	45
11:40 a.m. – 12:25 p.m.	5 th (Lunch)	45	45
12:30 p.m. – 1:15 p.m.	6 th	45	45
1:15 p.m. – 2:20 p.m.	7 th	65	60
2:30 p.m.	Student Dismissal	400	375 Instructional Minutes

Sixty Percent (60%) Day Schedule

Time	Period	Minutes	Instructional Minutes
7:20 – 7:30 a.m.	Homeroom		
7:45 – 8:30 a.m.	1 st	45	45
8:35 – 9:10 a.m.	2 nd	35	30
9:15 – 9:50 a.m.	3 rd	35	30
9:55 a.m. – 10:35 p.m.	4 th	40	30
10:40 – 11:15 p.m.	5 th	35	30
11:20 – 11:55 a.m.	6 th	35	30
12:00 – 12:30 p.m.	7 th	30	30
12:30 p.m.	Student Dismissal	400	225 Instructional Minutes

KEMPER COUNTY MIDDLE SCHOOL

Grades 6-8

Regular Bell Schedule

Time	Period	Minutes	Instructional Minutes
7:10 – 7:45 a.m.	Breakfast		
7:45 – 8:33 a.m.	1 st		48
8:36 – 9:24 a.m.	2 nd		48
9:27 – 10:15 a.m.	3 rd		48
10:18 – 11:06 a.m.	4 th		48
11:09 a.m.-12:22 p.m.	5 th (Lunch)		48
12:25 – 1:10 p.m.	6 th		45
1:10- 1:18 p.m.	Break		
1:21 – 2:09 p.m.	7 th		48
2:12- 3:00 p.m.	8 th (<i>Car Riders Dismissal</i>)		48
3:15 p.m.	Student Dismissal		380 Instructional Minutes

Sixty Percent (60%) Day Schedule

Time	Period	Minutes	Instructional Minutes
7:10 – 7:45 a.m.	Breakfast	35	
7:45 – 8:19 a.m.	1 st	34	34
8:21 – 8:55 a.m.	2 nd	34	34
8:58 – 9:32 a.m.	3 rd	34	34
9:35 – 10:09 a.m.	4 th	34	34
10:12 – 10:46 a.m.	5 th	34	34
10:49- 11:23 p.m.	6 th	34	34
11:26 – 12:28 p.m.	7 th (Lunch)	62	37
12:31 – 1: 05 p.m.	8 th	34	34
1:05- 1:12 p.m.	1 st Dismissal		275 Instructional Minutes
1:12 – 1:22 p.m.	2 nd Dismissal		

KEMPER COUNTY HIGH SCHOOL

Grades 9-12

Regular Bell Schedule

Time	Block	Instructional Minutes
7:10 a.m.	Students Arrive	
7:25-7:55 a.m.	Zero Block	
7:10 – 7:45 a.m.	Breakfast	
8:00 – 9:30 a.m.	1 st	90
9:35 – 9:45 a.m.	Break	
9:49 – 11:19 a.m.	2 nd	90
11:23 – 1:20 p.m.	3 rd	90
1:25 -3:00 p.m.	4 th	90
3:00 p.m.	1 st Dismissal	
3:15 p.m.	2 nd Dismissal	
		360 Instructional Minutes

Sixty Percent (60%) Day Schedule

Time	Block	Minutes	Instructional Minutes
7:10 a.m.	Students Arrive		
7:15 – 7:45 a.m.	Breakfast	30	
8:00 – 8:55 a.m.	1 st	55	55
9:00 – 9:55 a.m.	2 nd	55	55
10:00 -10:55 a.m.	3 rd	55	55
11:00 a.m.–12:30 p.m.	4 th	55	55
1:05 p.m. – 1:12 p.m.	1 st Dismissal		220 Instructional Minutes
1:12 p.m.- 1:22 p.m.	2 nd Dismissal		

KEMPER COUNTY SCHOOLS
Post Office Box 219
DeKalb, Mississippi 39328

“Together We Can Make A Difference”

Parent Right-to-Know Information
As Required by the Elementary and Secondary Education Assistance (ESEA) [Section 1112 (e)(1)(A)] and
The Every Student Succeeds Act (ESSA) [Section 1112 (e)(1)(A)]

July 1, 2024

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

The Kemper County School District receives Federal Title I funds to assist students in meeting state standards. This letter serves to inform you about your right to request information about the qualification of the classroom staff working with your child(ren). We currently operate school-wide Title I schools in grades K-12th.

Our district is exceptionally proud of our teachers and feel they are prepared to give your child a high-quality education. As a district operating Title I School-Wide Schools, we must meet federal regulations related to teacher qualifications as defined by ESEA. Schools are happy to provide the following information to you at any time:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is currently teaching,
 - Whether the teacher received an emergency certificate through which state qualifications are waived, and
 - Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
 - Whether the child is provided services by paraprofessional and, if so, their qualifications.
- The Every Student Succeeds Act (ESSA), includes additional right-to-know requests. At any time, parents may request:
- Information on required assessments that include:
 - Subject matter assessed,
 - Purpose of the assessment,
 - Source of the requirement for the assessment;
 - Amount of time it takes to complete the test, and schedule for the assessment (if available),
 - Time and format of disseminating results

Parents may also request policies relating to student participation in district or state assessments regarding student participation in any mandatory assessments.

We are committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. If you have questions, please call or email your child's building principal or the Superintendent of Education.

Sincerely,



Hilute Hudson
Superintendent

KEMPER COUNTY SCHOOLS

Post Office Box 219
DeKalb, Mississippi 39328

"Together We Can Make A Difference"

July 1, 2024

Dear Parents and Students:

This letter is to inform you of the school's compliance with the Asbestos Hazard Emergency Response Act (AHERA), administered by the US Environmental Protection Agency (EPA). This law relates to asbestos in school buildings and its purpose is to assure building occupants that any asbestos-containing materials that may be present in the building are kept in a "safe, undamaged" condition. The Agency requires all schools to inspect their buildings and facilities, and to identify, sample, and analyze all friable and non-friable building materials that may contain asbestos. Friable materials are defined as those that can be easily crumbled by hand. The Asbestos in Schools Rule and the Asbestos Hazard Emergency Response Act (AHERA) regulation further requires that all parents, teachers and employees of schools where asbestos is found, be notified.

In our efforts to comply with Federal and State requirements regarding asbestos management; and to ensure a safe learning environment for the patrons of Kemper County Schools, please be advised that all the following district facilities contain varying amounts of known asbestos-containing materials: Kemper County Elementary, Kemper County High School, and John C. Stennis Vocational Complex.

We have recently had our facilities re-inspected by an accredited asbestos inspector, as required by AHERA. The inspector located and related the condition and hazard potential of asbestos materials previously identified in our facilities. The re-inspection records were turned over to an accredited management planner.

An asbestos amended management plan was developed for our facilities, which includes: this notification letter, education and training of our employees, and a set of plans and procedures designed to minimize the disturbance of the asbestos-containing materials and plans for regular surveillance of the asbestos-containing materials.

The District employs the services of a professional asbestos management firm who has completed a study to determine the presence, location and quantity of asbestos-containing materials in all district facilities. The facilities have been recently re-inspected in accordance with the Environmental Protection Agency guidelines for asbestos-containing materials and this study, as well as all historic data regarding asbestos, is available for your review in the main office of each facility.

We continue to implement the asbestos management plan. We are complying with federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to insure your children and our employees have a healthy, safe environment in which to learn and work.

Sincerely,



Hilute Hudson
Superintendent of Education

KEMPER COUNTY SCHOOLS

Post Office Box 219
DeKalb, Mississippi 39328

"Together We Can Make A Difference"

July 1, 2024

Dear Parents and Students:

The purpose of this letter is to provide an annual notification to you of your rights under the Family Education Rights and Privacy Act (FERPA) and school board policy JRAB.

ANNUAL NOTIFICATION

The notice includes the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

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

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

The categories set forth as directory information may be used on a school-authorized internet web page if granted permission by the parent or legal guardian.

Disclaimer: The school district shall not be responsible for the posting of any student information on any internet web page not authorized by the Kemper County Board of Education.

Sincerely,



Hilute Hudson
Superintendent of Education

ACADEMIC EXCELLENCE

GRADING SYSTEM

Each teacher will have a detailed grading system that must be explained to each student and also to any parent or guardian upon request. Teachers are responsible for notifying parents or guardians when a child is failing a course by mid-term of the nine weeks. Parents are invited to contact teachers, counselors and/or administrators concerning any questions relative to a pupil's progress.

Determining Student Progress

1. Tests- Tests shall be administered at the end of each instructional theme or unit to determine mastery of objectives. They may be constructed by the teacher using resources appropriate to the competencies/objectives taught.
2. Daily Grade Assignments – Daily Grade Assignments shall be defined as class work, homework, independent work, etc.
3. Passing – Passing is defined as making a minimum grade of 65 on objectives taught for students grade 3-8 and a minimum grade of 60 for students grade 9-12.
4. Mastery of Objectives – Mastery of an objective is defined as successful achievement of that objective at the 70% level on a written test or by demonstrated performance.
5. Semester Averages – A semester average will be reported for each course at the end of each semester.

Grading

1. There shall be four grading periods of nine-weeks duration.
2. A minimum of fourteen (14) grades administered through enCase shall be recorded for each student in each academic course during each nine-week grading period. The fourteen (14) grades will consist of nine (9) daily grades, four (4) tests, and one (1) benchmark/ 9-weeks test, all administered through the encase platform. Each grade must relate to specific competencies and objectives taught by the teacher.
3. In grades K-6, each nine -week grade will be determined by letting the daily grade assignments count 25% of the grade, tests count 45% of the grade, and the nine-week tests count 30%. In grades 7-12, each nine-week grade will be determined by letting the daily grade assignments count 25% of the grade, tests count 45% of the grade, and the nine-week tests count 30%.
4. Each semester grade shall be the average of its two nine-week grades. The yearly grade shall be the average of the two semester grades.
5. Students with excessive absences will receive a grade of incomplete.

Reporting Progress

1. The student Report Card will be issued four times each school year at nine-week intervals. A progress report will be issued every four and a half weeks.
2. Grade Conversion- The following numerical values shall be used in determining letter grades.

Grade Kindergarten-2 nd	
Numerical Grade	Letter Grade
93-100	A
85-92	B
77-84	C
70-76	D
Below 70	F

Grade 3 rd -8 th	
Numerical Grade	Letter Grade
90-100	A
80-89	B
70-79	C
65-69	D
Below 65	F

Grade 9 th -12 th		
Numerical Grade	Letter Grade	Quality Points
90-100	A	4
80-89	B	3
70-79	C	2
65-69	D	1
Below 65	F	0

The following schedule of value is used to calculate GPA. (Grades 7-12)

**Regular Courses
(Un-weighted)**

A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

**Accelerated Courses
(Weighted)**

A	4.5
B	3.5
C	2.5
D	1.5
F	0.0

**Dual Credit & Advanced
Placement Courses (Weighted)**

A	5.0
B	4.0
C	3.0
D	2.0
F	0.0

The following courses are considered Accelerated Courses:

Honors Algebra
Honors Biology I
Honors English I
Honors English II
Honors US History

Any student who has not demonstrated mastery of a core objective set by the State of Mississippi and/or the Kemper County Public School District for any nine-week grading period in any academic subject may be given an **I** for that nine-week grading period. The **I** will be converted to an **F** at the end of the year if the student has not removed the deficiency.

Copies of Grade Reports - Copies of student grade reports shall be kept on file in the school that the student attends, and all teacher grade books will be submitted to the principal at the end of the school year and kept on file for a period of five academic years. All students' cumulative records shall be completed and kept on file in compliance with the Mississippi Department of Education regulations, state laws, and school board policy.

SCHEDULING- Elementary (Grades PreK-5) class rosters are computer generated.

GRADUATION REQUIREMENTS

1. The Kemper County Board of Education has established standards for graduation from high school that include:
 - (a) Mastery of minimum academic skills as measured by assessments developed and administered by the State Board of Education. (See Mississippi Public Schools Accountability Standards (Appendix A6-A11)
 - (b) Completion of a minimum number of academic credits, and all other applicable requirements prescribed by the district school board. § 37-16-7
2. The school district schedules preparation for graduation ceremonies in such manner that graduating seniors are absent from classes for no more than three (3) days prior to the end of the school year.

3. The Kemper County School District requires each student, in order to receive a high school diploma, to have met the following requirements established by its local board of education and by the State Board of Education. (MS Code Ann. §37-16-7, Miss. Admin. Code 7-3: 36.1-36.4, State Board Policy Chapter 36, Rules 36.1 through 36.4)
4. Each student receiving a standard diploma has met assessment requirements on each of the required high school end-of-course subject area tests or assessments or met one (1) of the options in lieu of passing the test (or assessment) as outlined in Appendix A-5. (Miss. Code Ann. § 37-16-7, Miss. Admin. Code 7-3: 34.1, 36.3, and 36.4, State Board Policy Chapter 34, Rule 34.1, State Board Policy Chapter 36, Rules 36.3, and 36.4)
5. The student who fails to meet the graduation requirements is not permitted to participate in the graduation exercises.

Honor Graduates/Final Rank

The criteria for selection of the honor graduates will be based on all credit-bearing courses taken towards graduation. Students having a cumulative GPA of 3.0 and above shall be recognized as honor graduates. Final rank will be calculated at the end of the third nine-week period of 12th grade. The valedictorian is the student who earns the highest cumulative GPA. The salutatorian is the student who earns the second highest cumulative GPA. A student must have attended the respective high school for a minimum of four semesters including their senior year to be considered valedictorian or salutatorian. GPAs are calculated to the nearest hundredth. If there is a tie, the GPA is carried to the nearest thousandth to break it.

Traditional Diploma with Endorsements

Beginning with incoming 9th graders in 2018-2019, students can work toward making their high school diploma more valuable. They can choose to take additional classes to earn an academic, distinguished academic or career and technical education endorsement. The criteria for each endorsement is as follows:

Career and Technical Education (CTE)

- Earn 26 credits
- Earn 4 credits from the same CTE program
- Achieve at least a 2.5 GPA
- Score a silver level on ACT Workkeys
- Successfully complete a dual credit course, a work-based learning experience or earn a national credential

Academic

- Earn 26 credits
- Score at least 17 on ACT English section
- Score at least 19 on ACT Math section
- Achieve at least a 2.5 GPA
- Successfully complete one AP course and AP exam, one IB course and IB exam, or one dual credit course
- Earn at least a C in the advanced course

Distinguished Academic

- Earn 28 credits
- Score at least 18 on ACT English section
- Score at least 22 on ACT Math section
- Achieve at least a 3.0 GPA
- Successfully complete one AP course and AP exam, one IB course and IB exam, or one dual credit course
- Earn at least a B in the advanced course

STAR Student is a senior with the highest composite score that meets the following criteria from the Mississippi Economic Council, which designates the student who scores a minimum of 25 on the ACT and has at least a 93 numerical grade point average on his/her high school core work.

HONOR ROLL

The Kemper County School District recognizes students who have achieved academic excellence and rewards them by sponsoring honor roll parties, special field trips, public media recognition, and Awards Day Programs.

There are three levels of academic excellence that we recognize each 9 weeks:

Honor Roll	Overall average of 90 and above
Distinction	Overall average of 93 and above
Special Distinction	Grade of 93 and above in all classes

At the end of each semester, students will be recognized in the following additional categories:

Superintendent's Scholar	All A's
Principal's Scholar	All A's and B's

All core and core electives courses will be included in the computation of Honor Roll.

PROMOTION / RETENTION

The Board of School Trustees of the Kemper County Public School District believes that a well-planned and competently administered student evaluation program is an essential component of the District instructional program. The Board further believes that the regular and effective reporting of student progress toward the attainment of academic goals and objectives is imperative. The Board realizes that the primary function of the District's student evaluation program is to measure as accurately and objectively as possible each student's progress toward the attainment of academic goals and objectives set by the District and the student.

In order to insure a structured procedure for student evaluation and grade reporting which complies with all Mississippi State Department of Education and Accreditation standards, the following procedures shall be implemented.

Promotion and retention shall be based on the individual student's ability to obtain a minimum grade of 60 for grades 9-12 and a minimum grade of 65 for grades 3-8 and 70 for grades K-2 on the basic core competencies and/or objectives set by the State of Mississippi and/or the Kemper County School District. The basic core competencies and/or objectives are based on the state curriculum frameworks as well as those skills identified as essential by the teachers of Kemper County School and passed by the Kemper County Board of Education. Such criteria prohibit the retention of students for extracurricular purposes. This will be jointly monitored and enforced by the State Board of Education and the Mississippi High School Activities Association.

A student who is enrolled in any grade higher than grade 6 must be suspended from participation in any extracurricular or athletic activity sponsored or sanctioned by the school district after a semester in which the student's cumulative grade point average is below 2.0 on a 4.0 scale. The suspension from participation in extracurricular or athletic activities may not be removed until the student's cumulative grade point average in a succeeding semester is 2.0 or higher on a 4.0 scale. A student with a cumulative grade point average below a 2.0 on a 4.0 scale at the semester of an academic school year shall be suspended from participation in extracurricular or athletic activities in the succeeding academic school year until the student's cumulative grade point average is 2.0 or higher on a 4.0 scale.

Kindergarten-Second

Kindergarten ELA

- Students will identify a minimum of 85 sight words from Fry List 1.
- Students will recognize 100% of upper and lower case letters

- Students will recall vowels and sounds with 100% accuracy.

Kindergarten Math

- Students will recognize, count, and write numbers form 1-100 with 85% accuracy.
- Students will count by 5s and 10s to 100 with 85% accuracy
- Student will recognize shapes, patterns, and colors with 85% accuracy

1st Grade ELA

- Students will know a minimum of 170 words from Fry Word Lists 1 and 2 with 85% accuracy.
- Students will know all letters and sounds with 100% accuracy.
- Students will know all short and long vowels with 100% accuracy.
- Students will master first grade ELA standards outlined by MDE with 70% accuracy.

1st Grade Math

- Students will count to 120 with 100% accuracy.
- Students will add and subtract to 20 with 70% accuracy.
- Students will solve basic word problems with 70% accuracy.
- Students will master first grade math standards outlined by MDE with 70% accuracy.

2nd Grade ELA

- Students will be able to identify key details in a text to answer comprehension questions with 70% accuracy.
- Students will use the writing process consisting of editing and revising to be able to construct a well-structured paragraph based on the MAAP rubric.
- Students will master 2nd grade ELA standards outlined by MDE with 70% accuracy.

2nd Grade Math

- Students will recite from memory addition facts with sums up to 20 with 70% accuracy.
- Students will recite from memory subtraction facts with differences up to 20 with 70% accuracy.
- Students will calculate sums and differences among numbers within 100 with 70% accuracy.
- Students will master 2nd grade math standards outlined by MDE with 70% accuracy.

Third-Eighth Grade

In grades third through sixth, students must pass at least two of the following subjects: English Language Arts, Mathematics, and either Social Studies or Science with a minimum grade of 65. (Third Grade Students)- 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. 37-177-9. An external review team will determine promotion/retention for students or who have failed more than once in other grades. Failure to obtain the minimum grade on the basic skills in core subjects will result in retention and referral to school intervention teams. An external review team will determine promotion/retention for students in seventh and eighth grade or who have failed more than once.

Ninth-Twelfth Grade

Students in grades 9-12 will be awarded units of credit when they have earned a passing average in the teacher's evaluation of the student on all required core, district and state competencies and/or objectives

with a minimum grade of 60. The students will be expected to achieve units listed below, in order to be promoted from one grade to another:

Classification Requirements

To be classified as a SOPHOMORE, students must complete nine (9) units.

To be classified as a JUNIOR, students must complete fourteen (14) units.

To be classified as a SENIOR, students must complete nineteen (19) units.

Special Education

The State Department of Education shall establish goals for the performance of children with disabilities that will promote the purpose of IDEA and are consistent, to the maximum extent appropriate, with other goals and standards for children established by the 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, drop-out rates, and graduation rates shall be developed. Every two (2) years, the progress toward meeting the established performance goals shall be reported to the public. § 37-23-1

Special Education students will be placed or promoted based upon IEP committee review team recommendation.

Transfers

Transfers of students to the next highest grade shall be based upon the recommendation of the principal after review by a review team and approval of the Superintendent. (Policy IHE)

New students entering a Kemper County School will report with documentation to the principal's office for classification. After being classified, a schedule will be worked out and students will be told where to report to homeroom and classes. No students will be permanently enrolled until a transcript has been received from their former school district. No student will be enrolled if they have been expelled from another district.

Transfer from home-school programs shall be administered an achievement test to assist in determining placement. Other criteria, along with School Board approval, will be considered as outlined by the School Board Policy.

LITERACY-BASED PROMOTION ACT

Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.

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.

GRADE RESULTS PROGRAM

(See APPENDIX A)

DYSLEXIA SCREENING

It is the policy of this district to comply with all requirements of the dyslexia screening and therapy provided by law and the Mississippi Department of Education. Therefore, this district will ensure that students will receive dyslexia screening by a screener approved by the State Board of Education in the spring of kindergarten and the Fall of Grade 1.

The component 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, Psychometrists, and Speech Language Pathologists licensed in accordance with law and the Mississippi Department of Education where applicable.

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 above.

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 school.

Dyslexia Scholarships are available for students in grades 1 through 12 who have been properly screened and diagnosed with dyslexia. (Policy IEBA)

Dyslexia Screening Procedures

The principal of each elementary school will ensure that a dyslexia screener approved by the State Board of Education will be administered to all students during the spring of their kindergarten year and the fall of their first grade year by their teacher or designee. The screener will include the following components: a) Phonological awareness and phonemic awareness; b) Sound symbol recognition; c) Alphabet knowledge; d) Decoding skills; e) Encoding skills; and f) Rapid naming (quickly naming objects, pictures, colors, or symbols (letters or digits) aloud.

If a student fails the screener, the parent or legal guardian will be notified of the results of the screener by the principal or designee.

SPEECH LANGUAGE SCREENING

Speech, Language Screening, Voice and Fluency Disorders

This school district ensures that students will be screened for articulation, language, voice, and fluency disorders before 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.

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 within the current school or

to apply for a Mississippi speech-language therapy scholarship for 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. (Policy IEB)

SECONDARY SCHOOL REQUIRED COURSES

The required courses in the curriculum of each secondary school are found in Appendix B-2 of the latest edition of the Mississippi Accountability Standards.

UNIVERSITY ADMISSION REQUIREMENTS

Information is available from the Institution of Higher Learning.

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

Information is available from the Institution of Higher Learning.

CODE OF CONDUCT

GENERAL RULES OF STUDENT CONDUCT

1. Students are expected to conduct themselves in all school activities in such a manner that will promote development rather than inhibit it.
2. A teaching situation which is conducive to learning must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be disciplined, including but not limited to being sent to the principal's office. The counselor and principal will review the case and try to resolve the problem.
3. Corridor courtesy requires that students walk in an orderly manner on the right side of the corridor.
4. Profanity, cheating, stealing, and gambling can never be accepted by the schools of this system. Such offenses can result in suspension or expulsion.
5. All schools in the District are smoke-free zones. Smoking and personal vapor devices are prohibited on property owned or used by the school, whether during school, after school or at school-related events. Students caught smoking in unauthorized areas will be suspended.
6. A student is strictly prohibited by law from possessing a weapon, as identified in Policy JCDAE, while on school property, going to school, going from school or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion by the principal, his designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.
7. A student is strictly prohibited by law from possessing, using or selling any controlled substance, including drugs and alcohol as identified in Policy JCDAC, while on school property, going to school, going from school or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion by the principal, his designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.
8. A student who uses or is suspected of being under the influence of any alcohol or drugs shall be subject to immediate suspension or expulsion and subject to all other penalties and requirements provided by law and District policies.
9. A student who commits an unlawful or violent act, as defined by Policy JCBE, shall be subject to immediate suspension and recommendation of expulsion by the principal, his designee or the superintendent and subject to all other penalties and requirements provided by law and District policies. Unlawful activities mean 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. A student who carries or otherwise has in his/her possession a firearm on campus, in violation of Policy JCBH, shall be subject to immediate suspension and recommendation of expulsion for a minimum of one calendar year

by the principal, his/her designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.

11. A student, upon his/her second suspension for a disciplinary reason, will be informed that his/her third such suspension may result in expulsion.
12. Student behavior that harasses or threatens other students or school personnel will not be tolerated. This district shall treat hazing, as defined in MS Code 97-3-105 and stalking, as defined in MS Code 97-3-107, as serious offenses subject to criminal prosecution.
13. Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Students Complaints of Sexual Discrimination/Harassment - Title IX Procedures.
14. Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substance Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent is authorized to modify the period of time for such expulsion on a case by case basis. 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. ' 37-11-18 (1995)
15. If any student shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property, he/she shall be subject to suspension or expulsion and his/her parents, legal guardians or custodians shall be liable for all damages.
16. Gang activity will not be tolerated in any form. Where gang activity is suspected or confirmed a complaint will be filed in accordance with the "Mississippi Street Gang Act" (MS Code '97-44-1 *et seq.*).
17. Any student who looks through a window, hole or opening, or otherwise views by means of any instrumentality, including, but not limited to, a periscope, telescope, binoculars, drones, camera, motion-picture camera, camcorder or mobile phone, into the interior of a bathroom, changing room, fitting room, locker room, dressing room, spa, massage room or therapy room or the interior of any other area in which the occupant has a reasonable expectation of privacy, with the intent to invade the privacy of a person or persons inside and without the consent or knowledge of every person present, for the lewd, licentious and indecent purpose of spying upon the occupant or occupants thereof, shall be subject to immediate suspension and recommendation of expulsion by the principal, his designee or the superintendent subject to all other penalties provided by law and District policies.
18. School officials shall notify law enforcement and file reports in accordance with the law and with policy JCBF-D if applicable when reporting unlawful or violent acts.
19. If a student displays suicidal or homicidal ideation, parents will be contacted immediately and the student can only leave the premises with his or her parent or guardian. The student may return only after he/she has been evaluated by Mental Health professionals.

SEXUAL MISCONDUCT PROHIBITED

If any person eighteen (18) years or older who is employed by any public or private school district in this state is accused of fondling or having any type of sexual involvement with any child under the age of eighteen (18) years who is enrolled in such school, the principal of such school and the superintendent of such school district shall timely notify the district attorney with jurisdiction where the school is located of such accusation, provided that such accusation is reported to the principal and to the school superintendent and that there is a reasonable basis to believe that such accusation is true. ' 97-5-24 (1994)

If any teacher and any pupil under eighteen (18) years of age of such teacher, not being married to each other, shall have sexual intercourse, each with the other, they shall, for every such offense, be fined in any sum, not more than five hundred dollars (\$500.00) each, and the teacher may be imprisoned not less than three (3) months nor more than six (6) months. ' 97-29-3 (1980)

SEXUAL HARASSMENT

It is the policy of the Kemper County Public Schools that no employee or student may sexually harass another. Any employee or student will be subject to the appropriate disciplinary action for violation of the policy.

Actions That May Constitute Sexual Harassment

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

- Comments or jokes about individuals of the opposite sex;
- Explicit, derogatory sexual remarks;
- Placing obscene photographs, cartoons, graphics, or suggestive objects in the workplace;
- Physical contact such as petting, grabbing, pinching, or constant brushing against another's body;
- Any repeated or unwanted verbal or physical sexual advances which are offensive or objectionable to the recipient's job performance;

The threat or insinuation that the lack of sexual submission will adversely affect victims.

SPECIAL EDUCATION STUDENTS

Special education students are responsible for adhering to the same rules of conduct as nondisabled 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 education 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 modifications described in the student's current IEP, and to receive services and modifications designed to address the student's behavior. The special education director/coordinator or designee 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.

As provided under 37-23-135, "Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations."

PARENTAL RESPONSIBILITIES

1. A parent, guardian or custodian of a compulsory-school-age child enrolled in this 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 this District may be requested to appear at school by the school attendance officer or an appropriate school official, for a conference regarding the destructive acts of their child, or for any other discipline conference regarding the acts of the child;
3. Any parent, guardian or custodian of a compulsory-school-age child enrolled in this 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 or the school attendance officer and be required to attend such discipline conference; and
4. A parent, guardian or custodian of a compulsory-school-age child enrolled in this district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

5. Any parent, guardian or custodian of a compulsory –school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the law shall be guilty of a misdemeanor and, upon conviction, shall be fined no to exceed an amount as provided by law.
6. Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars (\$250.00). **37-11-53 Mississippi Code Annotated 1972.**

CAR RIDERS' LOADING AND UNLOADING ZONE

1. Car riders are only loaded and unloaded by district staff on passenger side of vehicle.
2. Loading and unloading of students on driver's side of vehicle will be parent, legal guardian or designee's responsibility.

SCHOOL BUS CODE OF CONDUCT

RESPONSIBILITIES

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

The school bus driver is authorized and responsible to the school district to maintain student order and to insure safety at all times. Therefore, he/she is authorized to instruct and otherwise control students while they are on the bus.

The principal will be responsible for disciplining students reported to him/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 Supervisor.

SCHOOL BUS INTERFERENCE

It is unlawful for any individual, other than a student scheduled to be a passenger upon a particular bus, a member of the public school administration or faculty, or law enforcement official, to interfere in any way with the operation of a school bus. State law prohibits unauthorized boarding of school buses or interference with passengers boarding or leaving under penalties of fine and/or imprisonment.

BUS TRANSPORTAION

School transportation is a privilege, which is provided for those students who qualify under state regulations and who follow bus rules (37-41-3 Mississippi Code). Students are allowed to ride only the bus to which they have been assigned. A student may not ride another bus unless in an emergency situation and prior notification has been given. The parent/guardian must write a note stating the emergency and asking permission for the student. The principal must approve the note prior to the student riding the bus. Large objects, such as balloons, floral bouquets, etc., will not be allowed on the bus.

RULES OF CONDUCT

Students who do not conduct themselves properly will not be allowed to ride the bus. Students may be subjected to disciplinary action provided by district policies, including but not limited to suspension and expulsion from school or from the bus, for misconduct on the bus. While riding a school bus, students must conform to all rules of conduct as established by Policies [JCA, JCB, JCBD, JCB, JCBF, and JCDAD] and the student code of conduct adopted by their schools. The principal shall provide to each student eligible to ride a bus a list of rules, including but not necessarily limited to the following:

A. Loading and Unloading

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

B. Riding the Bus

1. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
2. Keep head, hands, and articles inside the bus.
3. Do not bring unauthorized articles on the bus (i.e., pets, combustibles, large articles, weapons).
4. Be courteous to and follow the instructions of your bus driver and safety patrol.
5. Do not commit any other acts deemed improper by the student code of conduct or by the bus driver.
6. Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Students Complaints of Sexual Discrimination/Harassment - Title IX Procedures.

7. Smoking is prohibited on the school bus and on all educational property. Violation of the no-smoking rule will be handled in accordance with the "Mississippi Adult Tobacco Use on Educational Property Act of 2000," ' 97-32-25 thru 97-32-29.

RULES OF DISCIPLINE

ALTERNATIVE OPTION

The Kemper County School District's discipline plan may provide that as an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district. ' 37-11-53

WEAPONS POSSESSION

Any parent, guardian or custodian who shall knowingly suffer or permit any child under the age of eighteen (18) years to have or to own, or to carry concealed, in whole or in part, any weapon the carrying of which concealed is prohibited, shall be guilty of a misdemeanor, and, on conviction, shall be fined not more than \$1,000, and shall be imprisoned not more than six (6) months in the county jail. 97-37-15 Mississippi Code Annotated 1972.

DISCIPLINE LADDER

The assertive discipline program, which will govern student behavior, includes the following list of disruptions of the instructional program together with the consequences that will follow. The student who engages in the type of misbehavior listed under disruptions will be placed on the appropriate step in the discipline ladder, with the consequences clearly listed. The KCSD discipline ladder applies to any action that occurs on or with school property or at any school-related activity.

DISRUPTIONS	CONSEQUENCES
1. Open defiance	Step 2-6
2. Profanity or vulgarity (to include acts, gestures, or symbols directed at another person)	Step 2-6
3. Possession of tobacco or tobacco-related products at school.	Step 2-5
4. Possession of vaping/vape products/e-cigarettes*	Step 4-6
5. Smoking at or in the immediate vicinity of the school	Step 4-6
6. Use, sale, or possession of drugs or alcohol at or near school*	Step 6
7. Defacing or otherwise injuring property that belongs to the school district*	Step 1-6 (to include restitution)
8. Fighting at school, on the way to or from school, or at school activities*	Step 5-6
9. Use or possession of dangerous objects*	Step 6
10. Use or possession of fireworks	Step 2-5
11. Improper behavior in the cafeteria or on campus	Step 1-6
12. Improper behavior at assemblies or other school activities	Step 2-5
13. Stealing*	Step 2-6 (to include restitution)
14. Skipping/Cutting classes	Step 2-4
15. Tardy to class or homeroom	Step 1-4
16. Leaving campus without authorization	Step 3-5

17. Gambling or possession of gambling devices	Step 2-5
18. Harassment, intimidation, or threatening of others (including staff)	Step 3-6
19. Refusal to identify oneself properly when requested	Step 2-5
20. Disobeying dress code	Step 1-6
21. Continuous disobedience	Step 2-5
22. Possession of pornographic material	Step 4-6
23. Indecent exposure*	Step 4-6
24. Public displays/inappropriate actions	Step 2-6
25. Possession of electronic devices (cellular phones, ear bud, headphones, etc.)	Step 1-5
26. Provoking or instigating a fight or disturbance	Step 4-6
27. Truancy	Step 2-4
28. Bullying and/or cyberbullying*	Step 5-6
29. Participating in gang activity*	Step 5-6
30. Gross misbehavior/disrespect to a student or staff*	Step 5-6
31. Threatening a school shooting verbally, written, or via social media*	Step 6
32. Other misbehavior or disruption of learning as determined by administration*	Step 1-6

BUS DISCIPLINE LADDER

Level One Offenses	CONSEQUENCES
Open defiance	Step 1-3
Do not make excessive noise	Step 1-3
Level Two Offenses	Step 3-6
Not remaining in assigned seat; walking on the bus	Step 3-6
Striking a person and/or Fighting	Step 3-6
Profanity or vulgarity (to include acts, gestures, or symbols directed at another person)	Step 3-6
Distracting the driver's attention other than when necessary	Step 3-6
Defacing or otherwise injuring transportation property	Step 3-6
Gambling or possession of gambling devices	Step 3-6
Harassment, intimidation, or threatening of other students, drivers, or bus monitor	Step 3-6
Continuous disobedience	Step 3-6
Indecent exposure/Gross misbehavior	Step 3-6
Provoking or instigating a fight or disturbance	Step 3-6
Intentionally riding a bus different from the students' assigned bus	Step 3-6
Possession or use of alcohol, tobacco, tobacco-related products, vaping/vape products or drugs	Step 3-6
Striking or threaten the bus driver.	Step 3-6
Throwing objects inside or outside the bus.	Step 3-6
Use or possession of dangerous objects or fireworks	Step 3-6
Other misbehavior or disruption of as determined by Administration	Step 3-6

Students will serve 30 days in alternative school for the use of vapes/e-cigarettes/vaping products. Second offense will result in the student serving 45 days in alternative school. Third offense will result in the student serving a full calendar year in the alternative school.

***NOTE:**

- * A "gang" is defined as two (2) or more people with the same interest in mind.
- * Some severe disruptions may violate state laws. Any time student behavior violates state laws; the student will be referred to law enforcement officials.
- * Loss of ALL privileges occur during time of suspension

- * Extreme infractions shall result in expulsion or recommendation for the alternative school.
- * After the fourth (4th) major infraction, the parent/guardian will be required to meet with the school administrator.
- * After any out of school suspension, the parent has to bring the student to school and meet with principal or designee.
- * A student shall be recommended for expulsion at any time if the administrator feels that the student's actions warrant such recommendation.

Step 1	1. Contact parent or legal guardian 2. Student conference/reprimand
Step 2	1. Contact parent or legal guardian 2. In School reassignment
Step 3	1. Contact parent or legal guardian (may require personal visit with building administrator) 2. In School reassignment, three to five days; 3. Suspension, one to three days
Step 4	1. Contact parent of legal guardian (personal visit with building administrator) 2. In School reassignment, five to ten days; 3. Suspension, three to five days
Step 5	1. Contact parent or legal guardian (personal visit with building administrator) 2. In school reassignment, minimum 10 days 3. Suspension, five to ten days 4. Referral to Discipline Committee 5. Student placed on discipline probation for Alternative Education
Step 6	1. Recommendation for 45-day Alternative Education assignment or expulsion

- A. A parent/guardian conference with an administrator may be required before a student can return to school after a suspension (Step 3, 4, or 5).
- B. Hitting or striking and individual will result in in-school reassignment.
- C. A student may enter the Discipline Ladder at any step, depending upon the nature of the offense.
- D. A student may be moved beyond Step 4 at the discretion of the administrator.
- E. Failure to complete the punishment as designated will result in escalation to the next step in the ladder.
- F. Return to the office during the probationary period prescribed in the Discipline Step will result in placement of Alternative Education.
- G. Loss of privileges means that during the time stated the student cannot participate in assemblies or any school function designated as an extra activity including athletic events, dances, plays, extra-curricular programs, field trips, school-sponsored activities, ride the bus, etc.

- H. Upon return from Alternative School, a student may not receive a major infraction within twenty days.

DETENTION/ IN-SCHOOL REASSIGNMENT

Detention/In-school reassignment of students for disciplinary purposes is permissible. The superintendent and principal shall establish guidelines for detention and in-school reassignment. All detention and in-school reassignment shall be supervised by district personnel. The planning and scheduling of students to be kept after school in detention will reflect this district's philosophy of student-centered instruction and his/her individual worth.

- High School students will be given a minimum of one day's notice prior to after-school reassignment.
- Failure to report for ISR as scheduled will result in additional disciplinary action.
- Students who are in detention or in-school reassignment are prohibited from participating in extracurricular activities during their reassignment.

EXPULSION

A student may be expelled for committing any of the offenses identified as expellable offenses in the discipline plan.

1. "Expulsion" is the denial of school attendance for a specified minimum period of time or for an unspecified period of time, but in no event less than one calendar year, after which time a student may be readmitted only upon application and with approval by the board in accordance with Policy JDG, Readmission and Denial of Readmission.
2. "Limited expulsion" is the denial of school attendance for the remainder of the school year. A principal may recommend a limited expulsion when a student who has been suspended 3 times during the same school year commits a fourth offense or in circumstances otherwise proper for such action. The student may be readmitted the following school year only upon application and with approval by the board in accordance with Policy JDG.

As provided under 37-23-135, "Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations."

When a student is expelled, the parent, legal guardians or custodians must be notified immediately on a form provided by the superintendent for such purpose. When a student is expelled for the commission of a crime or other unlawful activity or violent act, the reporting requirements of Policies JCBF and JCBF-P are applicable.

The superintendent or his designee shall report all expulsions to the school attendance officer when they occur.

Any student who has been expelled, for whatever reason, must apply to the board for readmission to the regular school program in accordance with Policy JDG, Readmission and Denial of Readmission.

For any suspension of more than ten (10) days or expulsions, a student shall have the right to a due process hearing, be represented by legal counsel, to present evidence and cross-examine witnesses presented by the district. The student and the student's parent, legal guardian or person in custody of the student may appeal suspension of more than ten (10) days and expulsions to the school board. The standard of proof in all disciplinary proceedings shall be substantial evidence.

The parent or guardian of the child shall be advised of this right to a hearing by the appropriate superintendent or principal and the proper form shall be provided for requesting such a hearing. ' 37-9-71

All expulsions shall be handled in accordance with the procedures in JCAA, Due Process.

IN-SCHOOL REASSIGNMENT

Students may be assigned during the regular school day for a specified period of time to in-school reassignment. Elementary students will be reassigned to 364 John C. Stennis Ave., De Kalb, MS. Failure to comply with in-school procedures will result in additional disciplinary action.

SUSPENSION

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

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

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

In all cases of suspension, the parent, legal guardian, or custodian shall be notified in writing within 24 hours of such suspension giving the reason. If a student is to be sent home during normal school hours, a parent or guardian shall be notified before the student is dismissed. No student shall be sent home during normal school hours unless a parent, guardian, or custodian has first been notified. The bus driver will be notified immediately.

As provided under 37-23-135, "Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations."

For any suspension of more than ten (10) days or expulsions, a student shall have the right to a due process hearing, be represented by legal counsel, to present evidence and cross-examine witnesses presented by the district. The student and the student's parent, legal guardian or person in custody of the student may appeal suspension of more than ten (10) days and expulsions to the school board. The standard of proof in all disciplinary proceedings shall be substantial evidence.

The parent or guardian of the child shall be advised of this right to a hearing by the appropriate superintendent or principal and the proper form shall be provided for requesting such a hearing. ' 37-9-71

All suspensions shall be handled in accordance with the procedures in JCAA – Due Process.

ALTERNATIVE SCHOOL

The Kemper County School District will provide access to an alternative education program that meets program guidelines outlined in MS Code 37-13-92 and the guidelines established by the State Board of Education to serve compulsory school-age children:

1. Who have been suspended for more than ten (10) days or expelled from school, except that such placement may be denied when the expulsion was for possession of a weapon or other felonious conduct;

2. Who are referred for placement based upon a documented need by the parent, legal guardian or custodian because of disciplinary problems;
3. Who are referred by order of a chancellor or youth court judge, but only with the consent of the principal; and
4. 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 such class as a whole.
5. Any student who has attended the alternative school will be placed on a probationary period upon returning to their school.

KCSD Success School Discipline 2024-2025

Discipline Recommendations for Kemper County Success School/Alternative

The assertive discipline program for Alternative placement will include the following list of disruptions of the structure of the alternative placement program together with the consequences that will follow. Any student who engages in the type of misbehavior listed under the offense will be placed on the appropriate step in the discipline ladder with the consequences clearly listed. There is Zero tolerance for any behavioral issues in the KCSD alternative setting and any behavioral on the school bus parents will be subject to being responsible for transportation.

Step 1	1. Contact parent or legal guardian for a meeting with Administration. 2. Suspension, one to three days
Step 2	1.Contact parent of legal guardian for a meeting with administration 2.Suspension, three to five days
Step 3	1.Contact parent of legal guardian for a meeting with administration 2.Suspension, five to ten days with a referral for expulsion

Offenses 1.Improper behavior in the cafeteria or on campus 2.Improper behavior at assemblies or other school activities 3.Skipping /Cutting class 4.Tardy to class of homeroom 5.Gambling or possession of gambling devices 6.Refusal to identify oneself properly when requested 7.Disobeying the Dress code 8.Continuous disobedience 9.Possession of Pornography 10.Provoking or instigating a fight or disturbance 11.Truancy	Levels/ Step 1
Offenses 1.Profanity of Vulgarity (to include acts, gestures, or symbols directed 2.Possession of Tobacco or tobacco-related products at school. Possession or use of vaping/vape products.	Level/Step 2

4.Smoking at or in the immediate vicinity of the school. 5.Use of possession of fireworks Leaving campus without permission Harassment, intimidation or threatening of other students Public displays/inappropriate actions Possession of electronic devices(cellular phones, ear bud, headphones, etc.)	
Offenses 1.Use, sale, or possession of drugs or alcohol at or near school 2.Defacing or otherwise injuring property that 3.belongs to the school district 4.Fighting at school, on the way to or from school or at school activities 5.Use of possession of dangerous objects 6.Stealing 7. Other misbehavior as determined by administration 8.Indecent Exposure 9.Bullying 10.Threatening a school shooting verbally, written, or via social media	Level/Step 3

DUE PROCESS

A student who has been suspended for more than ten (10) days or expelled has the right to a due process. All aspects, circumstances and records of the student's case shall be confidential and available only to authorized school officials dealing directly with the student or to the student's parents, legal guardians or attorneys for the student or for the Board. The following procedures provide notice and opportunity to be heard in such matters.

The student and the student's parent, legal guardian or person in custody of the student may appeal suspension of more than ten (10) days and expulsions to the school board. The standard of proof in all disciplinary proceedings shall be substantial evidence.

The parent or guardian of the child shall be advised of this right to a hearing by the appropriate superintendent or principal on the proper form shall be provided for requesting such a hearing. All consideration of student disciplinary actions shall be conducted in accordance with standard board procedure. The standard of proof in all disciplinary proceedings shall be substantial evidence. All decisions by the board shall be final.

STEP ONE: INITIAL INFORMAL HEARING

Applies to: Suspensions of 10 days or less
 Suspensions of 11 days or more
 Recommendations of Expulsions
 Denials of admission

- A. An initial informal hearing is required in each case where disciplinary action may be taken against a student and where an expelled student makes application of readmission following the conclusion of the expulsion period. After an initial investigation appropriate under the circumstances, the principal, superintendent or designee shall:
1. Advise the student of the charges against him or reasons for non-admission;
 2. Afford the student a full opportunity to respond; and
 3. If the student denies the charges or contests the reasons for non-admission, explain the evidence in support thereof.

B. After the informal hearing, the principal may take the following actions:

1. **SUSPENSION OF 10 DAYS OR LESS:** The principal may issue to the student and legal guardian a notice of suspension not longer than 10 consecutive school days. The suspension is effective immediately and no further due process is required.
2. **IMMEDIATE REMOVAL:** The principal may immediately dismiss the student from school for the day when such is necessary to restore order, to protect the safety of the student or others and/or to resume normal school functions but when an immediate suspension is not or may not be appropriate. A student sent home under these circumstances shall be instructed to return the following day with his legal guardian. Should the student not return as instructed, the principal shall mail a "Notice of Suspension" for 10 days or less, as appropriate.
3. **IMMEDIATE SUSPENSION AND RECOMMENDATION OF EXPULSION:** The principal or superintendent shall immediately suspend a student for 10 days or less and recommend expulsion when there is reason to believe that the student committed an unlawful or violent act, as defined or otherwise provided by District policy. The suspension shall be effective immediately, pending conclusion of due process on the recommendation of expulsion.
4. **IMMEDIATE SUSPENSION AND RECOMMENDATION OF SUSPENSION OF 11 DAYS OR MORE/EXPULSION:** The principal or the superintendent may immediately suspend a student for 10 days or less and recommend a suspension of 11 days or more or expulsion, as appropriate under the circumstances. The suspension shall be effective immediately, pending the conclusion of due process on the recommendation of long-term suspension or expulsion.
5. **DENIAL OF ADMISSION:** The principal or superintendent may recommend a denial of admission which shall be effective immediately, pending the conclusion of due process.

STEP TWO: APPEAL

Applies to: Suspensions of 11 days or more
 Expulsions
 Denials of admission

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

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

- b. The student may be allowed to remain in school if the principal or, in the case of non-admission, the superintendent determines that his continued presence is not detrimental to the normal functioning of the school program and, in such case, the hearing before the School Appeals Committee may be held at any appropriate time without application of the 10-day limitation.
- c. The hearing will be before the School Appeals Committee:
 - i. The Committee shall be composed of three or more certified employees.
 - ii. The superintendent's designee will serve as the investigator, convener and administrative officer of the Committee but shall not vote.
- d. The Committee shall hear and consider all cases presented and is authorized to:
 - i. To concur or not concur in the suspension, expulsion or non-admission recommendation;
 - ii. To confirm or specify the duration of a suspension of eleven days or more, to remove the suspension or expulsion or to recommend admission; and
 - iii. Subject to review and approval of the superintendent, to recommend limited or unlimited expulsion or non-admission to the board.
 - iv. The Committee shall prepare a written summary of each case.
- e. All expulsion and non-admission recommendations shall be subject to review by the superintendent and by the board.
- f. After completing this appeal step, a parent, legal guardian or custodian aggrieved by a decision to suspend his child may request review of the decision by the board. A request for review must be submitted to the board within 2 days after receiving a decision at this appeal step.

[OPTIONAL] STEP THREE: REVIEW BY THE SUPERINTENDENT

Applies to: Expulsions
Denials of admission

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

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

STEP FOUR: REVIEW BY THE BOARD

Applies to: Suspensions (only upon request by parents)
Expulsions
Denials of admission

The board shall, at its next regular or special meeting following the recommendation, review and take final action on all recommendations for expulsions, denial of admission and any requests for review of suspensions.

NOTE: For any suspension of more than ten (10) days or expulsions, a student shall have the right to a due process hearing, be represented by legal counsel, to present evidence and cross-examine witnesses presented by the district. The student and the student's parent, legal guardian or person in custody of the student may appeal suspension of more than ten (10) days and expulsions to the school board. The standard of proof in all disciplinary proceedings shall be substantial evidence (Section 37-9-71 MS Code of 1972 Amended – 2017 Legislative Session)

Denial of Titles/Privileges/Participation in Extracurricular Activities

Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

Extracurricular Activities Participation

A student who is enrolled in any grade higher than Grade 6 in a school district in this state must be suspended from participation in any extracurricular or athletic activity sponsored or sanctioned by the school district after a semester in which the student's cumulative grade point average is below a 2.0 on a 4.0 scale. The suspension from participation in extracurricular or athletic activities may not be removed until the student's cumulative grade point average in a succeeding semester is 2.0 or higher on a 4.0 scale. A student with a cumulative grade point average below a 2.0 on a 4.0 scale at the semester of an academic school year shall be suspended from participation in extracurricular or athletic activities in the succeeding academic school year until the student's cumulative grade point average is 2.0 or higher on a 4.0 scale.

Students will not be allowed to attend extracurricular activities if they are serving a suspension or if they are currently enrolled in the Alternative School.

"Extracurricular" is defined as, organization-sponsored student activities which require administrative provision and student involvement outside the time allocation for instruction. This would specifically apply to organized practice or competition which requires additional inputs of students' time outside the normal school day. Extracurricular activities will be those activities presently governed by the Mississippi High School Activities Association.

Denial of Titles/Privileges/Participation in Graduation Ceremony

To be eligible for participation in the Kemper County High School graduation ceremony, seniors may have no more than 5 unexcused days absent during a ½ Carnegie unit course (semester course) and no more than 10 unexcused days during a 1 Carnegie unit course (full-year course). Students must be in attendance 63 percent of the instructional school day in order to be counted present. Prior to the graduation ceremony, students who exceed these limits will be notified by the attendance committee and be offered the opportunity to request an attendance hearing.

SCHOOL SAFETY ACT OF 2001

The School Safety Act of 2001 provides a procedure for disciplining students whose behavior, as determined by the principal or designated administrator of each school, seriously interferes with the school environment as defined by the Act. These provisions of the School Safety Act of 2001 are cumulative and in addition to existing school district discipline procedures.

The teacher is the authority in the classroom and, as such, is charged with classroom management. The administration will continue to support the teacher in decisions made in compliance with the written discipline code of conduct, school policies and procedures.

"Disruptive Behavior" means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or a school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles

or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.

"Habitually disruptive" refers to such actions of a student which cause disruption in a classroom, on school property or vehicles or at a school-related activity on more than two (2) occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption.

Should a student be removed from the classroom by a teacher because a teacher, in his or her professional judgment, has determined that the student is disrupting the learning environment under this Act, the teacher should describe the student's behavior in the information provided to the principal or assistant principal. If the principal or assistant principal disagrees with the teacher's decision to remove the student, the principal may return the student to the classroom. The teacher may request that the principal or assistant principal provide justification for returning the student to the classroom. A student does not have to be engaged in disruptive behavior as defined by Mississippi Code Annotated ' 37-11-54 (or the Act) to be removed from the classroom. A student may be removed from the classroom for other qualifying behavior under the school district's discipline plan.

Should the principal or assistant principal determine that the student's conduct does rise to the level of "disruptive behavior" required in the Act or in accordance with existing procedures addressing the removal of the students from class, the parent/guardian will be contacted and a conference held with the parent/guardian by the most effective and/or efficient means available, including but not limited to, telephone, e-mail, written notice via mail or delivery. After the conference and application of the appropriate discipline under the school discipline plan, the student may return to class.

After the second incident of disruptive behavior as determined by the principal or assistant principal, the principal or assistant principal, the student's parent or guardian and the reporting teacher or teachers shall develop a behavior modification plan. The conference to develop the plan may be held in person or via telephone. If the parent/guardian does not respond or refuses to participate, the teacher(s) and the principal or assistant principal shall prepare the plan and mail a copy to the parent/guardian.

Once determination has been made by the principal or assistant principal that the student has not complied with the behavior modification plan, the principal or assistant principal shall follow the procedure for disciplining the student according to the student code of conduct and discipline plan, which may include expulsion or alternative school for applicable offenses. The Act limits the expulsion remedy to students age 13 and above. However, under board policy and other discipline procedures, expulsion may also apply to students under age 13.

If a student under age 13 has two instances of behavior that the principal or assistant principal classifies as "disruptive behavior," the District will appoint trained personnel to evaluate the child's behavior through an appropriate behavioral assessment. The assessment will not be one such that it is in conflict with federal laws requiring parental notification of certain types of evaluations.

Any discipline, including expulsion, for "habitually disruptive" behavior under the Act, must follow existing procedures to ensure that the student is afforded his / her due process protections. (Section 37-11-55 (b))

ENROLLMENT OF PUPILS SUSPENDED OR EXPELLED FROM OTHER SCHOOL SYSTEMS

Schools in the Kemper County Public School System shall not enroll pupils from other school system while said pupils are under suspension or after they have been expelled. However, once suspension is completed and they are bona fide residents of Kemper County, they may then enroll.

HARASSMENT PROHIBITED

This 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, this 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.

BULLYING OR HARASSING BEHAVIOR

JDDA

The Board of Trustees of the Kemper County School District prohibits bullying or harassing behavior of students, school employees, or volunteers. (HB 263- A) The Kemper County School District will make every reasonable effort to ensure that no person or school employee is subjected to bullying or harassing behavior by other students or other school employees.

I. Definitions

Bullying or harassing behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that:

(a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or

(b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's education, including but not limited to 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.

The above conduct constitutes bullying if that conduct interferes with a student's education or substantially disrupts the operation of a school. (HB 263 - 6)

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

The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official. Retaliation or reprisal against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying or harassing behavior, is prohibited. (HB 263 - B)

The Kemper County School District recognizes the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing.

"Reasonable action" includes, but is not limited to, promptly reporting the bullying or harassing behavior to a teacher, principal, counselor, or other school employee.

These procedures shall 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 School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors.

Legal Reference: MS Code of 1972 37-11-67 and 37-11-69

STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR - PROCEDURES

I. Procedures for Reporting a Complaint

- A. Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee, or volunteer has been subject to bullying or harassing behavior shall report such
- B. conduct to a teacher, principal, counselor, or other school official. The report shall be made promptly, but no later than five (5) calendar days after the alleged act or acts occurred. (HB 263-D)
- C. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the name(s) of the victim(s) of the misconduct, the name(s) of any witness(es) and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent, and complaints against the superintendent shall be made to the Board chairman. The complaint shall be investigated promptly. (HB 263-F)
- D. Parents or guardians will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined. (HB 263 - C)
- E. 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.
- F. If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.
- G. If, after an investigation, a student is found to be a victim of bullying, such student shall not face disciplinary action on the basis of that student's use of "reasonable self-defense was in response to the bullying." (HB 263-G & 2).
- H. If the victim of bullying is a student with disabilities, disciplinary action for the offender shall comply with the requirements of federal law including the Individuals with Disabilities Education Act (20 USCS Section 1400 et seq.) (HB 263-H)

The school district shall maintain and make available a list of counseling services to any student who is a victim of or a witness to bullying, or who engages in bullying. The following list of the types of counseling and support services are available to any victim of or a witness to bullying. This list is presented as a guide that by no means limits this school district from including other additional support services. (HB 263-E)

- *School/District Counseling*
- *Conflict resolution training*
- *Anger Management training*
- *Problem solving skills training (proactive, constructive, relationship-building)*

- *Social skills training*

Support may be provided by the school district through the assistance of the any of the following agencies:

- *Mississippi Department of Education*
- *Mississippi Department of Health*
- *Mississippi Department of Human Services - Juvenile Services Department*
- *Community/Family Public or private community-based mental health services*
- *Faith-based services*
- *Law enforcement agencies*

The procedures for reporting bullying shall also be posted on the district website. (HB 263-3)

Legal Reference: MS Code of 1972 37-11-67 and 37-11-69

GENERAL INFORMATION

ADMINISTERING MEDICINE

MEDICATION POLICY

1. Administration of medication is foremost the responsibility of the parent/guardian. All medications that can be given outside of school hours without serious effects must be given before or after school.
2. Medications will only be administered if:
 - a. A physician's order (a prescription label is considered an order) and a medical authorization form signed by both a parent/guardian and a physician is received at school including the child's name, name of medication needed, and time of administration.
 - b. Prescription medication must be supplied in the bottle dispensed by the pharmacy with the following on the label before the school can accept it: child's name, name of medication, how often the medication is to be given, the dosage, and the date of expiration. Non-prescription medication must be in the original package and it is up to the school principal if it can be given with parent consent only or parent consent plus a physician signature. Over the counter medication will be administered per standing orders of the Kemper County School District pending availability of medicine.
 - c. All medication bottles or prescriptions should be current and no more than 30 days from last date of refill.
3. Medications will not be accepted in household containers, envelopes, baggies, etc.
4. The first dose of any medication should be given at home in case there is an allergic reaction.
5. Medications are to be stored in a locked cabinet in a secure location. Medications requiring refrigeration will be stored in a refrigerator in a secured area (medication and food must be stored separately).
6. No medication will be administered without written parental/guardian consent. The schools will provide the parents/guardians with the necessary medication authorization forms and it is the parent's/guardian's responsibility to complete the form and return it to the school. The forms must be updated every school year and anytime there is a medication or dosage change. NO CHANGES IN THE ADMINISTRATION OF THE MEDICINE WILL BE MADE UNTIL THE FORM IS SUBMITTED to the

designated staff member in the school. If there is a change in the dosage of medication, the parent/guardian will have to also supply the school with a new doctor's order indicating the change.

7. The designated staff member will maintain a daily log of medications administered to each individual student and will maintain these records in a secure location with the medication. The log should contain the student's name, date, medication given, time it was given, and the initials of the person who gave the medication along with a signature. If a medication dose is missed, the designated staff member is to document this on the daily log along with the reason why the medication was missed and notify the appropriate personnel. The school should keep medication logs on file for at least five (5) years.
8. Students that have asthma are allowed to keep their inhaler with them as long as they have an asthma medication permission form signed by their doctor and on file with the school. These forms are provided by the schools and should be updated every year.
9. Diabetic students should supply a diabetic care plan from their doctor to the school. Diabetic supplies are to be accessible to the student at all times. It is at the principal's (or principal designee's) discretion as to where medication and supplies are to be stored.
10. Epipens are for severe allergic reactions. An Epipen care plan should be sent to the parent/guardian for them to get their doctor to complete and send back to the school. The Epipen should be stored as close to the student as possible, since it is for emergency use. Individual consideration will be given by the principal or principal designee to determine if the student is able to carry their own medication and properly self-administer or if a designated staff member needs to keep and administer the medication. The Kemper County School Board of Trustees 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 anaphylaxis reaction, whether or not the student has a prescription for epinephrine.
11. Emergency medications should be taken on field trips (eg. asthma inhalers, Epipens, diabetic supplies). Only designated personnel trained to assist in administering medication will be responsible for medication.
12. The proper disposal of unused medications is important and it is the responsibility of the parent/guardian to obtain all unused medication from the school when the medication is discontinued, the school year ends, or the student transfers to another district or school. The unused medication needs to be picked up by the parent/guardian within forty-five (45) days or it will be disposed of by a designated person at the school with a witness present. The medication disposal should be documented on the medication log and signed by both employees.
13. **Schools will not provide medications to students.**
14. **Prescription drugs must be brought to the school by a responsible adult.** A medication receiving form must be signed by the person bringing in the medication and an authorized staff member indicating the number of pills or amount of liquid received.
15. All prescription drugs will be counted on a regular basis by two designated staff members. It is at the principal's or his/her designee's discretion as to how often this is to be done.
16. Access to all stored medication will be limited to the principal or designee who will witness the administration of the medication.

Staff will not assume liability for students administering prescription or non-prescription medication.

School personnel will not administer prescription medicine to a student unless the student's physician authorizes school personnel to administer the medicine and the parents/guardians have signed an indemnification agreement which release the school district and its employees from liability.

Student self-administered asthma medication

Self- Administration of Medication of Asthma/ Anaphylaxis Medications

Every child who has been diagnosed with asthma must have an asthma action plan on file in the school office.

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. The prescription asthma and/or anaphylaxis medication has been prescribed for that student as indicated by the prescription label on the medication;
2. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
3. A parent of the student provides to the school:
 - a. Written authorization, signed by the parent, for the student to self-administer prescription asthma and/or anaphylaxis medication while on school property or at a school-related event or activity;
 - b. A written statement, signed by the parent, in which the parent releases the school district and its employees and agents from liability for an injury arising from the student's self-administration of prescription asthma and/or anaphylaxis medication while on school property or at a school-related event or activity unless in cases of wanton or willful misconduct;
 - c. A written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states:
 - i. That the student has asthma and/or anaphylaxis and is capable of self-administering the prescription asthma and/or anaphylaxis medication;
 - ii. The name and purpose of the medication;
 - iii. The prescribed dosage for the medication;
 - iv. The times at which or circumstances under which the medication may be administered; and
 - v. The period for which the medication is prescribed.
 - vi. The physician's statement must be kept on file in the office of the school nurse of the school the student attends or, if there is not a school nurse, in the office of the principal of the school the student attends.
4. 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.

5. 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.

Definitions:

1. "Parent" means parent or legal guardian.
2. "Auto-injectable epinephrine" means a medical device for the immediate administration of epinephrine to a person at risk for anaphylaxis.
3. "Asthma and anaphylaxis medication" means inhaled bronchodilator and auto-injectable epinephrine.
4. "Self-administration of prescription asthma and/or anaphylaxis medication" means a student's discretionary use of prescription asthma and/or anaphylaxis medication.

Each public, private and parochial school may maintain a supply of auto-injectable epinephrine at the school in a locked, secure, and easily accessible location. A licensed physician, including, but not limited to, Mississippi State Department of Health District Health Officers, may prescribe epinephrine auto-injectors in the name of the school system or the individual school to be maintained for use when deemed necessary under the provisions of this section.

Each public, private and parochial school that maintains a supply of auto-injectable epinephrine at the school shall require at least one (1) employee at each school to receive training from a registered nurse or a licensed medical physician in the administration of auto-injectable epinephrine.

FIRST AID

Each principal's office has first aid supplies for students' use. Occasionally accidents may occur for which immediate medical care is required. In such cases, students are to be sent to the doctor or hospital for treatment. The school cannot, and will not, assume the expense for treatment of the student.

ADVERTISING IN THE SCHOOLS

No advertising of commercial products, services or religious beliefs shall be permitted in school buildings or on school grounds or properties. This policy does not prevent advertising in student publications, which are published by student organizations, subject to administration control, nor the use of commercially-sponsored free teaching aids if the content is approved by the administration. Solicitation of sales or use of the name of the school system to promote any product or religious belief shall not be permitted.

ADVERTISEMENTS AND POSTERS

Public: Such practices as allowing advertising and posters should be avoided as often as possible. Under no conditions may public advertisements with profit motives be condoned without explicit permission from the Superintendent of Schools. Any public advertisement may be announced or posted in the school only after permission from the Superintendent of Schools has been granted.

Pupils: Pupil advertisements, posters, and handouts before released, revealed, or given to pupils must be cleared through the principal's office.

AUTHORITY FOR EMERGENCY CLOSINGS

This school board recognizes and accepts its duty and authority to maintain and operate all the schools under its control for such length of time during the year as may be required. 37-7-301. Upon application from the school board, the superintendent of schools 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. The superintendent is hereby authorized to declare an emergency and to close schools and

district offices or dismiss them early in event of natural disaster, inclement weather or other emergencies which threaten the safety, health, or welfare, of students or staff members.

The superintendent will take such action only after consultation with transportation, emergency management, and weather authorities or other agencies as necessitated by the circumstances. The superintendent shall notify the school board of the decision to close the schools. However, all such schools so closed shall operate for the required full time after being reopened during the scholastic year, unless the school board of the local school district submits a plan to alter the school term that is approved by the State Board of Education under the authority of Section 37-13-63 (2) and 37-13-65 (AFC).

SCHOOL ATTENDANCE AND ABSENCES

ATTENDANCE, TARDINESS AND EXCUSES

Good attendance with a minimum of tardiness and absenteeism is essential if students are to gain maximum benefit from the instructional program and attain high academic achievement. This school board directs the superintendent to develop administrative rules governing tardiness and absences (excused and non-excused). Such rules shall be based on the "Mississippi Compulsory School Attendance Law" (MS Code ' 37-13-91) and shall include (but not necessarily be limited to) expectations for good student attendance, parent responsibility, absentee limits, excused and unexcused absences, and tardiness.

The rules shall specify that no absence will be excused when it is due to suspension, expulsion or other disciplinary action [see MS Code ' 37-13-91 (4)]. The district requires suspended students who are not immediately placed in an alternative school program to make up work within specified deadlines. The Kemper County Board of Education stresses success for all students, the district will afford the child procedural due process in the event that legal, excused absences or absences as result of disciplinary suspensions occur. (Attorney General Opinion, *Carter*, 1-9-98) (#183) (97-0817)

Standards 10 and 11 are as follows:

10. The school district implements procedures for monitoring and reporting student absences as specified in the Mississippi Compulsory Attendance Law.
11. The school district shall develop and implement a program designed to keep students in school and to lower student dropout rates.

Consequences for Excessive Absences

Upon prosecution of a parent, guardian or custodian of a compulsory-school-age child for violation of this section, the presentation of evidence by the prosecutor that shows that the child has not been enrolled in school within eighteen (18) calendar days after the first day of the school year of the public school which the child is eligible to attend, or that the child has accumulated twelve (12) unlawful absences during the school year at the public school in which the child has been enrolled, shall establish a prima facie case that the child's parent, guardian or custodian is responsible for the absence and has refused or willfully failed to perform the duties imposed upon him or her under this section. Students with excessive unexcused absences (12 or more) will receive a grade of incomplete. However, no proceedings under this section shall be brought against a parent, guardian or custodian of a compulsory-school-age child unless the school attendance officer has contacted promptly the home of the child and has provided written notice to the parent, guardian or custodian of the requirement for the child's enrollment or attendance.

Excessive Absences

Attendance shall be taken during each class period and reported to the attendance clerk daily. When a student accumulates five (5) UNEXCUSED absences, the student will be referred to the attendance officer for further action. If a compulsory-school-age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of the school which the child is eligible to attend or the child has accumulated five (5) unlawful absences during the school year of the public school in which the child is enrolled, the school district superintendent shall report, within two (2) school days or within five (5) calendar days, whichever is less, the

absences to the school attendance officer. The State Department of Education shall prescribe a uniform method for schools to utilize in reporting the unlawful absences to the school attendance officer. The superintendent, or his designee, also shall report any student suspensions or student expulsions to the school attendance officer when they occur.

The administration will only accept two (2) written letters per semester from parent or guardian.

Mississippi Compulsory Attendance Law (MS Code § 37-13-91)

If a compulsory school-age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of which such child is eligible to attend or if a compulsory school-age child has accumulated five (5) unexcused absences during the school year, the principal or superintendent will report such absences to the school attendance officer.

The parent(s)/guardian(s) of a compulsory school-age student who has not been enrolled in school within fifteen (15) calendar days after the first day of the school year of the public school that such is eligible to attend or parent(s)/guardian(s) of a compulsory age student who has accumulated twelve (12) unexcused absences during the school year are subject to prosecution.

Kemper County School District Attendance Policy

The Kemper County School District supports the philosophy that the instructional program is the vital part of formal education. Experience has shown that a high quality of work is virtually impossible with irregular attendance. Thus, students are expected to attend school all times when school is in session.

The Board of Education of the Kemper County School District classifies all absences in all schools as unexcused except for the following reasons: (Satisfactory evidence of the excuse must be provided to the Superintendent of the school district or his/her designee).

- Attendance at authorized school activities such as official organized events sponsored by the 4-H;
- Future Farmers of America, junior livestock shows, rodeo events, official employment as a page at the state capitol, subject-matter field trips, athletic contests, student conventions, musical festivals or contests, and any similar activity with the prior approval of the superintendent of the school district, or his/her designee;
- 2. Illness or injury which prevents the students from being physically able to attend school;
- 3. Isolations ordered by the county health officer, by the State Board of Health, or appropriate school official;
- 4. Death or serious illness of a member of the immediate family (defined as children, spouse, parents, grandparents, brothers, sisters, including stepbrothers and stepsisters;
- 5. Medical or dental appointments;
- Required appearances in court or an administrative tribunal if child is a party to the action or under subpoena as a witness;
- Observance of religious events (absences must be approved by Superintendent of Education or his/her designee);
- Valid educational opportunities such as travel, including vacations or other family travel approved by the Superintendent of Education or his/her designee prior to absence; and

- Other absences where conditions are sufficient to warrant the compulsory-school-age child's nonattendance approved by the Superintendent or his/her designee.

If a compulsory-school-age child enrolled at Kemper County School District has an unexcused absence that is more than thirty-seven percent (37%) of the instructional day, the child will be considered absent the entire school day. The instructional day for all students carrying a schedule is described below. A full schedule of is mandatory for student athletes.

Kemper County Elementary

The regular instructional day at Kemper County Elementary consists of a minimum of 375 minutes of instruction per day. School starts at 7:15 a.m. The instructional day begins at 7:45 a.m. and ends at 2:30 p.m. The lunch period is not considered part of the instructional day. **If a student misses 139 minutes or more of the regular instructional day, he/she will be marked absent for the entire day.**

The instructional day for a 60% day consists of a minimum of 225 minutes of instruction per day. School starts at 7:15 a.m. The instructional day begins at 7:45 a.m. and ends at 12:30 p.m. The lunch period is not considered part of the instructional day. **If a student misses 83 minutes or more of the 60% instructional day, he/she will be marked absent for the entire day.**

Kemper County Middle

The regular instructional day at Kemper County Middle consists of a minimum of 380 minutes of instruction per day. School starts at 7:10 a.m. The instructional day begins at 7:45 a.m. and ends at 3:15 p.m. The lunch period and time between classes are not considered part of the instructional day. **If a student misses 141 minutes or more of the regular instructional day, he/she will be marked absent for the entire day.**

The instructional day for a 60% day consists of a minimum of 275 minutes of instruction per day. School starts at 7:10 a.m. The instructional day begins at 7:45 a.m. and ends at 1:22 p.m. The lunch period and time between classes are not considered part of the instructional day. **If a student misses 102 minutes or more of the 60% instructional day, he/she will be marked absent for the entire day.**

Kemper County High

The regular instructional day at Kemper County consists of four (4) blocks with a minimum of 360 minutes of instruction per day. School starts at 7:15 a.m. The instructional day begins at 8:00 a.m. and ends at 3:00 p.m. The lunch period and time between classes are not considered part of the instructional day. **If a student misses 133 minutes or more of the regular instructional day, he/she will be marked absent for the entire day.**

The instructional day for a 60% day consists of three (4) blocks with a minimum of 220 minutes of instruction per day. School starts at 7:15 a.m. The instructional day begins at 8:00 a.m. and ends at 12:30 p.m. The lunch period and time between classes are not considered part of the instructional day. **If a student misses 81 minutes or more of the 60% instructional day, he/she will be marked absent for the entire day.**

Attendance shall be taken during each class period. A check in and check out log will be maintained in the school office indicating the time in and out for each day students are checked out by the parent, legal guardian, or person authorized to pick them up.

At the end of each instructional day, the attendance clerk or other principal designee shall reconcile the attendance of each student to be sure that accurate records are recorded in the student database for the instructional day attendance.

SENIORS- The regular instructional day for Seniors students described above at Kemper County High consists of three (3) blocks with a minimum of 270 minutes of instruction per day. School starts at 7:15 a.m. The instructional day begins at 8:00 a.m. and ends at 1:20 p.m. The lunch period and time between classes are not considered part of the instructional day. **If a student misses 100 minutes or more of the regular instructional day, he/she will be marked absent for the entire day.**

The instructional day for a 60% day consists of three (3) blocks with a minimum of 165 minutes of instruction per day. School starts at 7:15 a.m. The instructional day begins at 8:00 a.m. and ends at 10:55 a.m. The lunch period

and time between classes are not considered part of the instructional day. **If a student misses 61 minutes or more of the 60% instructional day, he/she will be marked absent for the entire day.**

Steps to follow when absent from school

Have a parent or guardian write a note giving name, date, day of absence, and reason for absence, and present this to the approving administrative personnel. In addition, the parent/guardian must verify the excuse by calling the school. If a note is not presented and verified by telephone, the absence will be unexcused. Parent(s) guardian(s) must verify the excuse sometime during the same day the student returns to school. The original written note will be maintained on file by the administration and a copy, with the administration approval signature, must be given to the student who will in turn show the excuse to his/her homeroom teacher and the teacher in each class missed. If no verified excuse is presented, the absence will be unexcused. **In addition, teachers are not allowed to permit students to make up any work missed nor allow credit for any assignment that was due on that day if the absence is unexcused.**

If the student fails to see the teacher about make-up work or fails to complete the make-up work within the time allotted by the teacher, a zero (0) will be recorded. **It is the student's responsibility to contact the teacher for make-up work.**

If an absence is due to necessary travel or some other excusable reason, the parent or guardian should notify the school three (3) days prior to the absence when possible. A note should be brought for approval of an administrator and each of the student's teachers.

The determination of whether or not an absence is official, excused, or unexcused is the responsibility of the school administrator or his/her designated representative. Teachers are not allowed to overrule the determination.

TARDINESS/LATE ARRIVALS

School begins at 7:15 a.m. at Kemper County Elementary, Kemper County Middle, and Kemper County High School. A tardy bell rings at 8:10 a.m. at Kemper County Elementary; 7:48 a.m. at Kemper County Middle School; and 8:00 a.m. at Kemper County High School. Every student should be in school prior to the ringing of the tardy bell. The teacher will document anyone who comes to school after the tardy bell as tardy. Likewise, the teacher will document any student who arrives to a class after the ringing of the tardy bell for that class as tardy.

- If a student arrives after 8:15, a parent or guardian and report must accompany him/her directly to the attendance clerk's office or to the school secretary. No student will be signed in over the telephone except in cases of extreme emergencies.
- Students who are on a late bus must report to the attendance clerk or school secretary to sign in and to receive a late-bus pass.
- In order to be admitted to class, all late students must have a written excuse.
- A student who receives their 3rd (third) unexcused tardy will receive in-school reassignment.

STUDENT DRIVERS- A student who arrives after 8:15 will be held in the office until the administration has made parent contact. Receiving a 4th tardy will result in the loss of driving privileges.

TRUANCY

Students are expected to be in the proper place at the proper time during the school day. A student is missing/absent for 20 or more unauthorized minutes must be picked up by a parent. A student is truant (skipping) if he/she:

- Is absent from school without the prior knowledge and permission of his/her parents. An absence is unexcused if the parents knew and approved but the reason was inexcusable.
- Is absent from class without permission of the teacher or an administrator.
- Leaves school at any time during the school day without an approved sign-out at the office.

- Obtains permission to go to a certain place and does not go directly there or fails to return directly to class.
- Becomes ill and goes home or stays in the restroom instead of reporting to class or to office.
- Gets to school late and does not report directly to the administration in order to be admitted or does not go directly to class after having been admitted.
- Is on campus and not in class unless he/she is out of class at the direction of a teacher or administrator.

CHECK-OUT PROCEDURES

Kemper County Elementary

When a student becomes ill or an emergency arises during the regular school day which may warrant early dismissal, the student must report to the office. Before the student will be allowed to leave school, the student's parent or legal guardian must be contacted by telephone. The parent, legal guardian, or person authorized by his/her parent must come to the school to sign the student out with photo ID.

A student may be released for a doctor's appointment, dental appointment, or other justified reason when the parent, legal guardian, or person authorized by the parent comes to the school and signs the student out or sends a note to the office stating the reason for check-out. This note must include the checkout time and a telephone number where the parent can be contacted and should be on file prior to the school day of checkout. If the note cannot be verified, the school reserves the right to refuse the release of the student.

In cases of divorce, it shall be the responsibility of the parent who receives legal custody of the child involved to place on file in the school a copy of the custody order. The child shall be released only to the parent having legal custody.

Parents/Guardians must submit Transportation changes to the school no later than 12:30 p.m.
No checkout allowed after 2:00 p.m.

CHECK – OUT PROCEDURES

Kemper County High/Middle School

Students who check out of school early must do so in the front office. A check out form must be completed and approved by the administrator before a student can check out. Check out by telephone will not be permitted except in the case of an emergency.

Senior Sign Out

All seniors must carry a schedule 4 blocks per semester except for those meeting the following requirements:

- Students participating in Dual Enrollment at an area community college must be enrolled prior to the beginning of the new academic school year and must have proper verification from school officials (class schedule, payment receipt, an official letter, etc.) showing dates and time of attendance.
- Students wishing to leave for work must be already employed prior to the beginning of the new academic school year and must have a letter of Work Release Form from their employer verifying their employment and the time that they are expected to report to work.

All other permission for early release must have approval from the administration prior to the beginning of the new academic year.

By state law all students must be enrolled at least 63% of their instructional school day, therefore, to be in compliance no student will be allowed to leave school prior to that time.

Parents of seniors who meet the aforementioned requirements must sign an early release form and provide transportation for their child. Students are not allowed to remain on campus upon signing out for the day.

Students who have been granted permission for early release must sign out and leave campus at the appointed time or be subject to disciplinary repercussions.

A full schedule consisting of 4 blocks per semester is mandatory for all student athletes.

Schedule changes will be finalized by the deadline established by administration. No other changes will be made following the said deadline.

Senior Sign Out

Seniors who have not passed all subject area tests or are currently enrolled in a course needed for graduation will not be allowed to check out early. Students will be required to take a Math or Math equivalent course their Senior year.

Senior Sign Out (Effective 2022-2023 for all incoming 9th Graders)

For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT Workkeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:

- Have a 2.5 GPA
- Passed or met all MAAP assessments requirements for graduation
- On track to meet diploma requirements
- Concurrently enrolled in Essentials for College Math or Essentials for College Literacy

Students who are authorized to leave campus should sign out and leave the campus at the designated time and should not return to the school campus without prior authorization. Students are not allowed to sign out of school for personal reasons such as buying lunch, running errands, and transporting other students to various locations.

CARE OF THE BUILDINGS AND GROUNDS

The care of books, furniture, grounds, playground equipment, restrooms, and all other school properties is considered a public responsibility. Any student destroying or defacing school property will be expected to pay the cost of repairs or replacement or face the appropriate disciplinary action.

CORRIDOR PASSES

No student is to be permitted in the corridor without a corridor pass except at period changes or during an emergency drill. The student should present the pass to any teacher or staff member upon request. Students who violate this rule will be punished.

CUMULATIVE RECORDS

A record folder is kept on each student and is filed in the principal's office. Student grades, standardized test scores, health notes, attendance records, teacher evaluations, extra-curricular activities, and other data are recorded on the cumulative records.

The keeping of records, transfers of records, and transcripts will be in accordance with the Family Education Rights and Privacy Act of 1994. The written consent of the student, parents, or guardians of eligible students will be required by this school system in order to forward educational records to another school upon request.

DRESS CODE / SCHOOL UNIFORM POLICY

The policy of the Kemper County Board of Education is that good grooming and personal appearance is essential in the teaching and learning process. Therefore, it is expected that students dress in such a manner that will ensure

health and safety, and not detract from the learning environment. Furthermore, dress and personal appearance are not to be disruptive or interfere with educational interest and welfare of the students or the purpose of the public school education. Therefore, students are expected to dress according to the uniform code.

GUIDELINES OF DRESS AND GROOMING

Students must be clean and well groomed.

Hats, caps, bonnets, sweatshirt hoods, headbands, sweatbands, bandanas, visors, and sunglasses must **NOT** be worn inside the building.

Hair must be clean and well groomed, and should not impair vision.

Students are to wear clothing in the manner for which it is designed. No clothing shall be worn inside out; suspenders/braces shall be fastened and belts buckled. Pants **MUST** be worn at the waist. Sagging of the pants will **NOT** be tolerated.

All pants, Capri pants, skirts, shorts, jumpers, dresses shall be khaki, navy blue, or black, worn with the school uniform shirt.

Articles of clothing must be appropriate for school wear. Length shall be such that when the arms are held at the individual's side with fingers extended, the fingertip ends will still touch the material of the shorts; Shorts and skirts shall not be more than four (4) inches above the knee. Jeans/pants that are distressed/torn/contains holes must be torn or contain holes above the fingertip ends/or be more than four inches above the knee.

With approval of the principal, activity sponsors may establish different rules for dress and grooming as a prerequisite for membership and participation in specific activities.

With approval of the principal, students may be permitted to wear regular attire as an incentive.

Bracelets, belts, and other clothing with spikes, studs, or chains are not allowed.

Only clear or mesh book bags are allowed. The Kemper County clear backpacks can be purchased from the school. Book bags with wheels are NOT acceptable. Female students are allowed to carry a clear purse. Female students are also permitted to have a small bag for personal items; this bag is subject to being searched.

Insignias, buttons, and clothing that are suggestive of wine, beer, whiskey, tobacco, vulgarities and violence, drug activity, or demeaning to other persons, are not to be worn at school.

Gold teeth mouthpieces, grills, or any other such paraphernalia must **NOT** be worn.

Any student who fails to dress appropriately will not be allowed to attend class until the proper clothing can be secured. If necessary, parents will be called to bring proper clothes to school. Until proper clothing can be secured, the student will be isolated and will be responsible for all class work missed.

SCHOOL UNIFORMS

The following applies to male and female students.

Slacks

Color: Khaki, Navy Blue, or Black

Style: Full length with or without cuffs; pleated or plain front; must have belt loops (NO sweat pants or cargo pockets).

Wear: Must be at or just above the natural waistline with appropriate belt (see below) and belt must be fastened. No hip huggers and NO sagging.

Shorts

Same rules applicable to slacks, but in addition must adhere to the following: Length will be such that when measured, the shorts are no more than four (4) inches above the knee. No cargo pockets or cropped pants.

Capri Pants

Same rules applicable to slacks

Skirts

Same rules applicable to slacks in reference to color, with the exception being that skirts are not required to have belt loops. Length will be such that when measured, the skirt is no more than four (4) inches above the knee.

Shirts

Color: Solid color Gold, Royal Blue, Navy Blue, or White

Style: Collared with two (2) or more buttons; Oxford style shirts are also permissible. Must be worn completely tucked into slacks, skirts, or shorts

***Shirts with Kemper County logo and/or school organization can be worn any day of the week

Undershirts

Color: White

Style: Plain, crew neck, with or without pocket. No striping, ribbing, or commercial/school/organizational logos.

Wear: Not to be worn as the outer garment; can only be worn beneath the authorized uniform shirt as described above.

Belts

Style: Leather or canvas/web type with metal or leather buckle.

Wear: Must be worn snugly in all slacks and shorts making sure it is not excessive in length and placed through all belt loops.

Shoes

Wear: Sandals, open-toe shoes/slides, open heeled shoes are worn at the discretion of the child/parent. House shoes, or slippers are NOT allowed. In addition, if shoes are designed with Velcro fasteners, they must be fastened. In specialty classes, shoes must adhere to the class/safety regulations.

Coats/Jackets/Sweaters

No specific guidance is mandated for the wear of these items. However, these are outer wear garments and when worn does not relieve the individual from the responsibility to maintain the required uniform underneath these outer garments.

No uniform requirement for the following student groups:

- Proficient, Advanced, or growth for state assessments, STAR Screeners, WorkKeys and benchmark assessments
- 20+ ACT score
- 93% or higher attendance
- Zero discipline referrals
- Graduation-ready Seniors
- PreK-Kindergarten

Failure to maintain the above standards will result in return to uniform requirements.

ELECTRONIC DEVICES

No pupil attending any school in Kemper County School District shall be permitted to use or to carry upon his/her person or in any other manner electronic devices such as beepers, cell phones, radios, earbuds/headphones, or other electronic devices that are not used in the instructional program. *(Telephones are available in the school office for use by students for emergency purposes only).*

Students in violation of this rule

First Offense: Warning

Second Offense: The device be a reprimanded by the administration through a student conference. The administrator will contact the parent or legal guardian and inform him/her he/she that the device will be returned to the student at the end of the school day.

Third Offense: Student will receive one day in-school reassignment. The administrator will contact the parent or legal guardian and inform him/her he/she of ISR. The device will be returned to the student at the end of the school day.

All subsequent offenses will result in the student being disciplined according to the discipline ladder for continued defiance. The student will also be placed on the NO DEVICE list.

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

EMERGENCY DRILLS

It shall be the duty of the principals and teachers in each building of this school district to instruct the pupils in the methods of fire drills and to practice fire drills until all the pupils in the school are familiar with the methods of escape. Such fire 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 state department of education.

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

This superintendent shall be responsible for ensuring that each school has a current crisis management plan that includes procedures for bomb threat, fire, earthquake, hurricane, tornado, and shootings. The superintendent shall also ensure that the principal and staff at each school conduct regular safety drills in event of an emergency situation related to weapons, weather, or major loss of power.

FERPA ANNUAL NOTIFICATION
Kemper County School District
FERPA Annual Notification
2024-2025

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act (FERPA) and school board policy JRAB:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

RECORDS TYPES

Cumulative School Records

Cumulative School Records (Former Students)

Health Records

School Transportation Records

Speech Therapy Records

Psychological Records

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below. Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected

at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes. The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect. The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site). The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access. If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

FEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records (except for those required by the FERPA) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.) The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information."

1. The student's name, address, and telephone number;
2. The names of the student's parents;
3. The student's date and place of birth;
4. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;

6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team;
8. The student's photograph;
9. The student's electronic mail address;
10. The student's dates of attendance; and
11. The most recent educational institution the student attended prior to the student enrolling in this school district.

Within the first month of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment. After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student. At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

The categories set forth as directory information may be used on a school-authorized internet web page if granted permission by the parent or legal guardian.

Disclaimer: The school district shall not be responsible for the posting of any student information on any internet web page not authorized by the Kemper County Board of Education.

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:
 - a. Establish the student's eligibility for the aid,
 - b. Determine the amount of financial aid,
 - c. Establish the conditions for the receipt of the financial aid, or
 - d. Enforce the agreement between the provider and the receiver of financial aid;
0. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
 1. To accrediting organizations to carry out their accrediting functions;
 2. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision); or
 3. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or
 4. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. The information is necessary and needed to meet the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or
4. Time is an important and limiting factor in dealing with the emergency.

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision. The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be re-disclosed without the parent's or eligible student's prior written consent.

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs. The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record. The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.) For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of

student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record. To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

First Level Decision When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester. If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

Second Level Decision The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester. Within two weeks after the record custodian receives a written request, he or she will study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision. If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will affect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory. If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

Third Level Decision The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made. If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level. If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;

3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth Level Decision -After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer. At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level). Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged. The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:
 - a. The school district's decision that the record is correct and will not be changed;
 - b. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and
 - c. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

DISTANCE LEARNING

Online Educational Services are services involving computer software, mobile applications (apps), and web-based tools provided by a third-party to a school district that students and/or parents access via the internet and use as part of a school activity.

All methods of distance learning involving online educational services shall be evaluated and approved by the Superintendent or his/her designee prior to use to ensure the platform's security and to ensure that there is no risk of disclosure of student protected personally identifiable information. When using an online educational service, the district shall have a written contract in place prior to use which dictates the necessity of security and data protection. If a contract with a provider is not possible, such as with free-to-use applications, the district must use the utmost caution and validate the security of the application before use. The Superintendent shall consult legal and information technology staff during this process.

Personally identifiable information must be protected at all times in accordance with FERPA. The district shall inform parents of any third-party provider used during distance learning. Non-students shall be discouraged from participating in any district sponsored distance learning.

FIELD TRIPS

Field trips are an extension of the classroom; therefore, proper classroom behavior is expected. All school rules will be followed just as if the student were at school. Parents will receive a notice of field trips in advance and will be asked to sign a field trip permission form. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use costs.

FUND-RAISING ACTIVITIES

Fund-raising projects in which students sell items to the public or other students must be sponsored by one of the school-sponsored organizations and adhere to the guidelines outlined in the District Wellness Policy. All fund-raising projects must have the approval of the principal and superintendent. All funds shall be deposited and disbursed through school activity accounts.

Fund-raising activities sponsored by parent organizations shall be governed by this policy when school district personnel coordinate student participation.

HOMEBOUND PROGRAM

If a student has a long or short-term illness with or without hospitalization or a chronic medical problem which will result in accumulative absences of five (5) or more days consecutively, the student is eligible to receive homebound instruction. A letter from a major health provider (e.g., medical doctor) stating the nature of the illness, estimated duration, and limitations on school work must be given to the principal before a student can be considered for homebound status.

If a homebound instructional basis is granted, the student is not counted absent from school. Application must be made to the principal within five (5) days of the projected absence unless extenuating circumstances exist. The building-level principal will contact the special education coordinator who coordinates the homebound instructional program. Work in vocational shops, science laboratories, or business machines is not provided. Pregnancy is not considered illness and is not covered by the homebound instructional program.

MEDIA

The Kemper County School District recognizes students for outstanding achievement. If parents or guardians object to names or photos of students being in the media, please notify the school in written form within 7 days of receipt of this handbook.

GENERAL RESPONSIBILITY FOR CHILD'S ACTS

A copy of the school 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 their respective school district. **37-11-53 Mississippi Code Annotated 1972.**

DAMAGES

Any public school district shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) years, who maliciously and willfully damages or destroys property belonging to such school

district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable. 37-11-53 Mississippi Code Annotated 1972.

FINES

Fines for damages to books, equipment, instruments, uniforms, and other school property assessed to the student should be paid promptly.

RESIDENCY REQUIREMENT / REGISTRATION POLICY

The parent or legal guardian of a student seeking to enroll must provide the school district with at least two of the items numbered 1-9 below as verification of his/her 911 address. Any document with a post office box as an address will not be accepted.

1. Homestead Exemption Application
2. Mortgage documents or property deeds
3. Apartment or home lease
4. Utility bills
5. Driver's license
6. Voter precinct identification by a designated school district official
7. Automobile Registration
8. Affidavit and/or personal visit by a designated school district official; affidavits are only valid for 90 days from the enrollment date
9. Any other documentation that will objectively and unequivocally establish that the parent/guardian resides within the school district and attendance zone

In case of a student living with a legal guardian who is a bona fide resident of the school district, a certified copy of filed petition of guardianship is required to be on file in the office.

Preschool students must be 4 years old on or before September 1 of the current school year.

Kindergarten students must be 5 years old on or before September 1 of the current school year.

First grade students must be 6 years old on or before September 1 of the current school year.

CHANGE OF ADDRESS

It is very important that each student and his/her parent/guardian maintain an up-to-date address and telephone number at the school's office. Please notify the school's office immediately if you have a change of address or telephone number during the school year. A change of address must be verified by providing two proofs of new address (utility bill, rental receipts, affidavit, etc.).

A student's parent/guardian home or employment phone number, as well as emergency phone number(s) must be provided to the school principal so the phone number(s) can be recorded on the student's record in the event parent/guardian contact is necessary.

The phone number should be updated on the registration form so that parent(s), guardian(s), or each designated person can be reached in case of emergency.

SEARCHES AND SEIZURES

A principal or administrator may conduct a search of school property and personal property based on reasonable suspicion according to the MS Code. If search finds illegal contraband or contents of a crime, the administrator may

notify and turn the situation over to school law enforcement or other law enforcement personnel. Law enforcement can only conduct a search of a person if probable cause has been established.

SELLING

A violation of the following rules should be reported to the principal:

1. No solicitation or contributions will be made in the name of the school, students, employees, or visitors for special fund drives.
2. No student or vendor will be allowed to sell any merchandise on the premises or buses.
3. No agent, solicitor, or salesperson will visit students or teachers during school hours except by written permission from the principal.
4. All fund-raising activities will take place in the school-designated area.

STUDENT RELIGIOUS LIBERTIES ACT

STUDENT RELIGIOUS LIBERTIES

PROHIBITION AGAINST REQUIRING ANY PERSON TO PARTICIPATE IN PRAYER OR VIOLATING THE CONSTITUTIONAL RIGHTS OF ANY PERSON

This policy shall not be construed to authorize this district to do either of the following:

1. Require any person to participate in prayer or in any other religious activity; or
2. Violate the constitutional rights of any person.

STUDENT EXPRESSION OF RELIGIOUS VIEWPOINTS

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

RELIGIOUS EXPRESSION IN CLASS ASSIGNMENTS

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

FREEDOM TO ORGANIZE RELIGIOUS GROUPS AND ACTIVITIES

Students may organize prayer groups, religious clubs, "see you at the pole" gatherings, and other religious gatherings before, during and after school to the same extent that students are permitted to organize other non-curricular student activities and groups. Religious groups must be given the same access to school facilities for assembling as is given to other non-curricular groups, without discrimination based on the religious content of the group's expression.

If student groups that meet for nonreligious activities are permitted to advertise or announce the groups' meetings, for example, by advertising in a student newspaper, putting up posters, making announcements on a student activities bulletin board or public address system, or handing out leaflets, school authorities may not discriminate against groups that meet for prayer or other religious speech. School authorities may disclaim sponsorship of non-

curricular groups and events, provided they administer the disclaimer in a manner that does not favor or disfavor groups that meet to engage in prayer or other religious speech.

STUDENT RESTRAINT AND SECLUSION POLICY

The Kemper County School District Board of Trustees supports a positive approach to behavior that uses proactive strategies to create a safe school climate that promotes dignity, creates authentic student engagement, and improves student achievement for all students.

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

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

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

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

Restraint

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

1. Physical restraints that restrict the flow of air are prohibited in all situations.
2. The use of mechanical restraints is prohibited, except by law enforcement.
3. The use of chemical restraints is prohibited.

Seclusion

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

Administrative Procedures

This policy and the supporting procedures are designed to ensure the safety of all students, school personnel, and visitors. The following provisions shall be adhered to:

- a. Staff and faculty shall be trained at least annually on the use of physical restraint and seclusion. Teachers and other district personnel shall be trained on how to collect and analyze student data to determine the effectiveness of these procedures in increasing appropriate behavior.
- b. Administrators shall document incidents of the use of physical restraint or seclusion by staff or faculty participating in or supervising the restraint or seclusion event.

- c. A review of the use of a restraint and seclusion process shall be conducted by the school to determine if revisions of behavioral strategies are in place to address dangerous behavior or if positive behavioral strategies were not in place at the time of the restraint or seclusion.
- d. The school board shall review this policy and incidents of seclusion and restraint data at a minimum, annually. At a minimum, the Superintendent shall make quarterly reports of incidents of restraint and/or seclusion to the school board. The school district shall report the incidents to Mississippi Department of Education annually.
- e. This policy and supporting procedures shall be reviewed with all staff on an annual basis.
- f. The superintendent or designee shall develop procedures for reporting the use of restraint or seclusion to the local board of education and to the Mississippi Department of Education.
- g. After reviewing the district reports of incidents in which restraint and seclusion were used, if necessary, the superintendent shall make recommendations to the board for possible revisions to this policy. The review and/or revisions to this policy shall be documented on the school board meeting agenda and the subsequent minutes of the school board meeting. The school district or school shall maintain records of its review of and any resulting decisions or actions regarding the use of seclusion and restraint.

Parental Notification

- a. All parents shall receive, at least annually, written information about the policies and procedures for restraint and seclusion issued by this school district. The written policies shall be included in the code of conduct, student handbook, school board policy manual, and any other appropriate school publication.
- b. Parents or guardians shall be notified verbally or in writing on the day of the restraint or seclusion or no later than 48 hours following the incident. In the event a parent cannot be reached by telephone, a letter shall be sent informing the parent of the incident and the person who can be contacted at the school to address any questions the parent may have. At the time the parent is notified, the school shall schedule a debriefing with the parent to discuss the incident.
- c. The superintendent or designee shall develop procedures by which a parent may submit a complaint regarding the physical restraint or seclusion of their child; the procedures shall be printed in the Student Handbook.

The superintendent or designee shall establish and disseminate all procedures relevant to the implementation of this policy and the guidelines set forth by the Mississippi Department of Education.

This policy and all revisions to the policy shall at a minimum be disseminated to all parents and staff annually, and listed in the staff and student handbooks, as well as the school board policy manual.

LEGAL REF.: MS CODE: 37-9-69; 37-11-57

STUDENT RESTRAINT AND SECLUSION COMPLAINT PROCEDURES

The Kemper County School District has adopted the following procedures by which a parent, legal guardian or custodian may submit a complaint regarding the physical restraint or seclusion of their child.

Step One: Initial Meeting/Review by Disciplinary Committee

- A. Contact the principal of the school within five (5) days of the act and schedule a conference to discuss the complaint and resolve the matter informally.
- B. The principal shall schedule a conference to discuss the complaint upon a receipt of notification from the parent. (The meeting may be held with the Disciplinary Committee.)
- C. If the complaint is not satisfactorily resolved, the parent may request a review by the superintendent. The request for review must be in writing. The principal shall within five (5) days after receiving the complaint send the superintendent a copy of the complainant's statement and a statement from the principal setting forth his/her response and decision.

Step Two: Review by the Superintendent

- A. A parent, legal guardian, or custodian dissatisfied with the outcome in Step One may request a review of the decision of the principal.
- B. The superintendent shall notify the complainant within five (5) days upon receipt of the written complaint of the date, time, and place scheduled to meet with the parent and review the decision of the principal/Disciplinary Committee in Step One to ensure alignment with the district policy on student restraint and seclusion. The superintendent will submit a written decision to the complainant within five (5) days of the date upon which the matter was heard.
- C. If the complaint is not satisfactorily resolved, the parent may request review by the school board.

Step Three: Review by the School Board

- A. If the parent is not satisfied with the decision of the superintendent at Step Two, the parent shall submit in writing a request to appeal the decision.
- B. The board shall schedule a meeting within five (5) days after receipt of the complaint to review the decision of the superintendent and take final action on the request for review.
- C. The board shall render its decision within seven (7) days of the hearing.

VISITORS AND CONFERENCES

Parents/guardians are always welcome, but they must check in at the office for a visitor's pass. The following guidelines apply:

1. Persons wishing to visit teachers or observe classes must present appropriate identification and receive approval from the principal's office.
2. Students are advised not to take part in conversation with visitors unless the visitor has a school pass or is accompanied by a school official or designee.
3. Students are not permitted to bring visitors or babies to school at any time.
4. Parent/teacher conferences must be arranged through the principal's office. Conferences should be held during planning periods. Parents/guardians are asked to consult with the principal's office to determine the most convenient time for a conference.

CAFETERIA

FREE BREAKFAST AND FREE LUNCH- All Students will receive Free Breakfast and Free Lunch. Parents will not be required to complete the application for free and reduced meals while we participate in the CEP program.

Kemper County School District is participating in the Community Eligibility Program (CEP) that the government is offering to communities with large number of students living in poverty. This allows us as a district to offer all of our students this benefit. Students will continue to be allowed to purchase extra items at mealtimes if they wish at a small cost.

Please encourage your children to take advantage of these free meals by joining us to eat breakfast and lunch. We look forward to serving them!

WITHDRAWAL FROM SCHOOL

When it becomes necessary for a student to transfer to another school, a withdrawal form must be obtained from the office. This form is to be submitted to each of the student's teachers, who will record the following: (1) receipt of textbooks and other instructional materials; (2) grades at time of transfer; and (3) absences. The withdrawal form must be signed by the librarian indicating that all library books have been returned and fines paid. In compliance with **PL93-380 Family Education Privacy Act** and **37-15-30 Mississippi Code 1972**, the school district will automatically release the transfer student's cumulative folder (school records) to the transfer school upon request by the transfer school.

STUDENT SERVICES

ATHLETIC ACTIVITIES

To participate in any of the athletic activities, students must meet all of the rules and regulations of the Mississippi High School Activities Association, of which our high school is a member. A violation of these rules leads to a dismissal from the team. Students and parents/guardians are asked to check with the appropriate sponsor(s) for eligibility requirements. Tryouts for each activity will be held at the appropriate time for that activity.

AUTOMOBILE REGULATIONS

Students driving to school must register their vehicles and purchase automobile parking decals before being permitted to park on school campus grounds. When registering a vehicle, students must show valid proof of insurance and valid drivers' license in order to receive a parking decal.

1. Students are to park in designated areas.
2. Decals will be issued to licensed drivers only.
3. A maximum speed of 10 mph will be observed while on campus.
4. No loud music on campus
5. Students may not go to their cars without a pass during the school day.
6. Students park at their own risk. The school is not responsible for theft or damages to cars.
7. The school reserves the right to search any student's car brought on campus. The search will be conducted in the presence of the student.
8. During school hours, students are not permitted to drive or ride in a vehicle to the Vocational Complex or to off-campus activities unless prior notification and permission from parents/guardians is received by the administration.
9. Consistent tardiness or absenteeism will cause loss of privilege.
10. Violations will result in discipline referral and/or loss of the privilege of bringing a car to school.

Student Driver Permission, Agreement and Waiver Form for Kemper County High School is included at the back of this handbook. The form must be completed and returned to the school before students have permission to drive to school.

CAREER INFORMATION CENTER

The career coach is located at Kemper County High School and/or Career Technical Center. All students are encouraged to meet with the career coach. Any student who desires more information on careers should meet with the career coach.

CLUBS/ORGANIZATIONS

The Kemper County School District recognizes that all students need to feel that they are part of the school and need to have a sense of belonging. To help achieve this mission, Kemper County has established various clubs and extra-curricular activities that students may join (all clubs have enrollment policies and requirements). If students are interested in joining a particular club, they should contact the sponsor of that club.

GUIDANCE AND COUNSELING SERVICES

Guidance services are available for every student in the district. These services include assistance with educational planning; interpretation of test scores; occupational information; career information; study helps; help with home, school, and/or social concerns; or any question the student may feel he/she would like to discuss with the counselor. Guidance is concerned with helping students adjust to present conditions and to plan for the future in line with their special interests, abilities, and needs. This will include selecting courses of study, improving traits of personality, and getting suggestions on the best way to study.

Students are urged to seek assistance from the teachers and the guidance counselor in any problems they have. It is especially important that they feel free to approach the principal or assistant principal at any time. Services from outside counseling agencies are available upon request or recommendation from school officials.

Each university and scholarship has a different deadline for getting information turned in. Start early enough with the paperwork to meet all deadlines.

Any senior will receive one (1) transcript free of charge. Any transcripts sent after that will have a \$5.00 charge.

MENTAL HEALTH

In accordance with House Bill 1283 passed during the regular 2019 session, student access to local mental health resources will be expanded under the regional behavioral management program. A state standardized memorandum of understanding (MOU) between community mental health centers and facilities and school districts will be developed to include referral protocols and to train school personnel to conduct initial behavioral health screenings of students who experience stress or are at risk of harm.

Effective with the 2022-2023 school year, the Mississippi Department of Mental Health shall develop a standardized Memorandum of Understanding (MOU) to be utilized by the Mississippi Department of Mental Health certified mental health providers and mental health facilities in providing mental health services to local school districts. The MOU shall include standardized behavioral health screening and referral protocols, procedures, and forms to be utilized by the local school districts. Any standardized behavioral health screening and referral protocols shall only be performed on students with the approval of the student's parent or legal guardian. The Mississippi Department of Mental Health shall provide online training for appropriate school personnel to conduct initial behavioral health screenings of students experiencing or exhibiting behavioral stress or at risk of harming themselves or others.

REMEDATION

The Superintendent of Education is authorized to develop and administer remediation programs, which meet all requirements set forth by the Mississippi State Department of Education, State Statutes, and Requirements of the Mississippi Commission on School Accreditation.

The district will provide Credit Recovery, Summer School and/or Extended School Year for students who have not mastered required objectives.

TEXTBOOK POLICY

ISSUANCE OF TEXTBOOKS

In compliance with Section 37-7-301 (ff) of the Mississippi Code, the Kemper County School District provides textbooks free of charge to students. It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced the book.

According to Section 37-43-1 of the Mississippi Code of 1972. "Textbook shall be defined as any medium or manual of instruction, which contains a systematic presentation of the principles of a subject and which constitutes a major instructional vehicle for that subject."

The Kemper County School District shall issue textbooks to students in the following manner. The label on the inside cover of each textbook shall be completed before the textbook is issued to the pupil. The school district shall have in place a plan for maintaining adequate records regarding the issuance of textbooks to students. The method of issuing textbooks to students shall reflect the condition of the book. The parent or guardian shall sign that the child has received books. A statement similar to the following shall be a part of the signature process: "I hereby accept the responsibility of the books listed and for any other books issued to my child during the current school year. If any book is lost, damaged or destroyed, I agree to pay such loss before my child will be entitled to any further books."

In some instances, the courses will have a classroom set of textbooks, with extra textbooks available for check-out on an as-needed basis. In some classes the Kemper County School District has purchased the online textbook, (also known as e-book) whereas the teacher will make copies of the textbook and furnish a binder for the students to carry home.

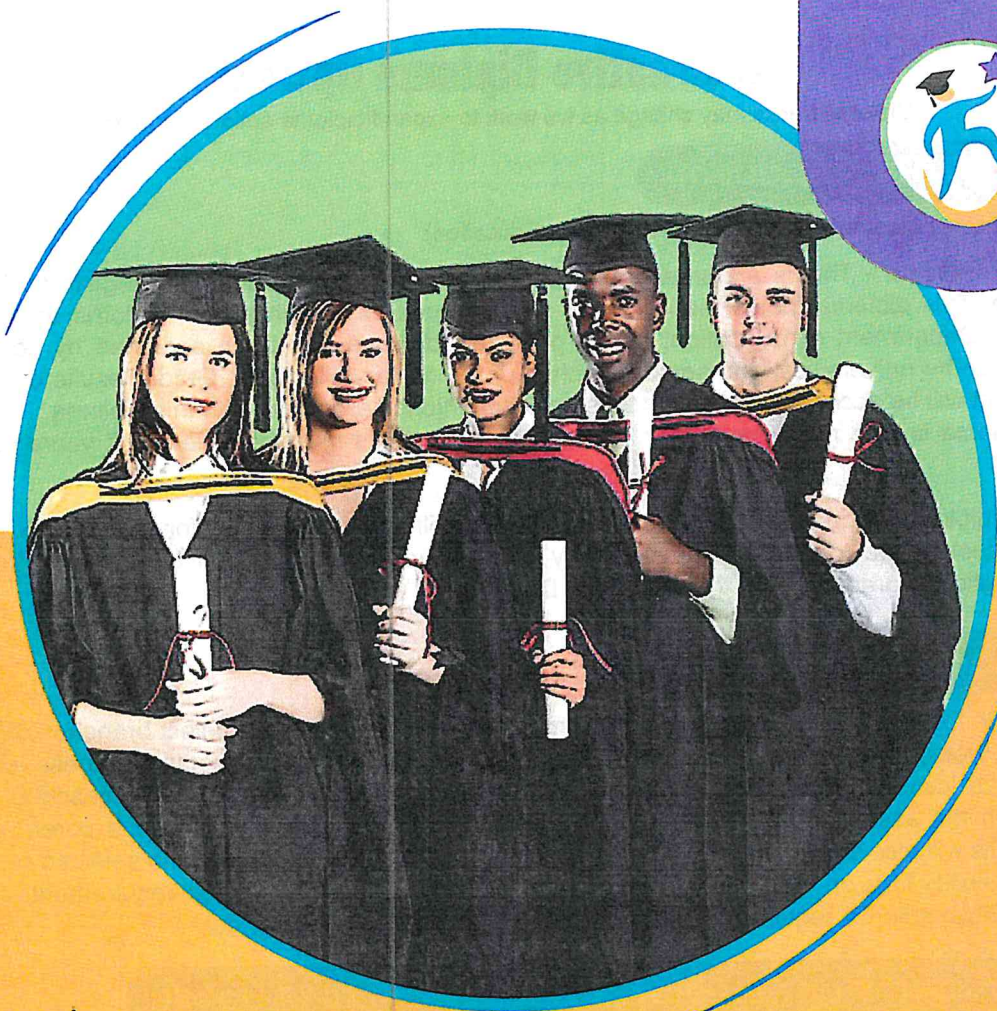
FINES AND DAMAGE REPLACEMENT SCHEDULE

The Kemper County School District shall assess the following fines and damages to textbooks.

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

CHROMEBOOK POLICIES/FINES FOR DAMAGES/LOST (SEE APPENDIX B)

APPENDIX A



Alternative Diploma

GradeResults provides curriculum for a number of school districts/schools across multiple states and these schools/districts have agreed to accept students referred from other partner districts/schools provided that the referred students meet their entry criteria.

Quick overview of the program

- Receiving School evaluates the referred student's transcript to determine required courses for graduation.
- Accepted students transfer from the current school and the receiving school sends a records request to the current school.
- Receiving School conducts an orientation to determine which path best fits the student's short and long-term goals.

Alternative Diploma Options

*Diploma tracks may change as we work to expand diploma options for students

21st Century STEM Academy

(registered, not accredited, with California Department of Education)

- a. 13 Credit diploma - This is a Career Diploma from a private, online academy registered in the State of California. This diploma meets the minimum requirements for a high school diploma as set forth by the California Department of Education. In the past, this diploma has been accepted by some community colleges, some universities, and some branches of the military. However, GradeResults cannot guarantee the student will be accepted into any of these aforementioned programs with this diploma.
(This diploma is also not accepted by JobCorps and students must be at least 17 years old to earn this diploma.)
- b. 24 Credit diploma (aligned to MDE requirements) - This will be the only option for students 16 and under. This will allow them to stay on track in the event they return to the home district. Once the student turns 17, he/she has the option to graduate with the Workforce Diploma.

Homeschool Option

This option is for students wishing to enter community college, a university, select branches of the military, or the parent would like control over the curriculum. The student would complete these credits through GradeResults (curriculum provider) as an option. The parent will then complete a homeschool transcript and diploma with the assistance of GradeResults. The transcript must be signed by the parent and notarized. GradeResults will also assist with any other admission requirements set forth by the selected program/college. The responsibility falls on the parent to obtain and submit the exact admission requirements for the chosen institution. This option is required for students that are 16 years old or younger.

Nelson Academy powered by GradeResults out of Florida

This is a 22 credit minimum option and is accredited by Cognia. Tuition is \$75/month payable by the parent unless prior arrangements are made by the district.

The student must meet the following requirements:

- a. Must be 17 or older.
- b. Must currently have a cumulative GPA of 3.0 or higher.
- c. Must have taken either the ACT or SAT and scored at least 20
- d. (ACT) or 1050 (SAT).
 - Must apply (or applying) to a university or the military. (Some colleges may require this diploma)
 - Must earn at least 6 credits at the senior level at Nelson Academy.

***GradeResults provides CTE courses for school districts/schools, so these students have the opportunity to pursue their interests within several Certification Paths and/or Career Pathways. These options will be explored with the student, the student's parents, and the student's during the application process.**

Community Colleges that have accepted homeschool students/transcripts:

- East Central Community College
- Northwest MS Community College
- Hinds Community College
- MS Gulf Coast Community College
- Meridian Community College



1316 Newport Dr,
Carrollton,
TX 75006.

Phone: 800-928-5570
Fax: 866-937-8871
www.graderesults.com

APPENDIX B

Terms of KCSD Device Use

Acceptable Use: All students must comply at all times with the KCSD Student Guidelines for Acceptable Use of Technology found in the Appendix of this Device Handbook and the KCSD Student Handbook, along with the other guidelines outlined in this Device Handbook. Failure to comply may result in disciplinary action and could also result in suspension or termination of access to the Device and other District technology resources effective immediately.

Liability: If the Device or a peripheral item is accidentally damaged, lost, or stolen, the parent/guardian may be responsible for the cost of repair or the replacement value on the date of loss.

In the case of theft, the parent/guardian or the student must immediately file a report with the appropriate authorities and notify the Technology Department. If the Device is lost or damaged due to an intentional act (or failure to act) or gross negligence, the parent/guardian will be responsible for the cost of repair or replacement. Devices and peripheral items not returned at the end of the school year or when a student transfers/withdraws from a campus may be considered stolen. The District may involve legal authorities in recovering District property and theft charges may be filed.

Repossession: If the student and/or parent/guardian does not timely and fully comply with all terms of this handbook and the attached agreement form, KCSD reserves the right to come to you to pick up KCSD property at any time.

Scheduled Evaluations: Devices and peripheral items may be evaluated each nine weeks and also randomly checked to verify the condition and compliance with district policy.

KCSD Device Guidelines

- Only KCSD Devices may be connected to the Wireless network. Students may not bring in or set up their own networks. Personal device(s) (i.e. smartphone, iPad, Kindle, etc.) may only be connected to the Kemper Device network; however, KCSD Devices may not be connected to the KemperGuest network.
- Students have no expectation of privacy in any content, material, or other information stored on, accessed, or transmitted from, or used with the Device, whether at school or home. The Device belongs to KCSD, and appropriate district and school officials may monitor a computer or access its contents at any time, for any reason, without notice.
- If technical issues arise, students must notify a teacher or the Technology Department immediately.
- Each device is identified by a specific number and assigned to an individual student. To ensure that a student always has his or her assigned Device, students should not remove the identification tag on the Device.
- Devices shall not be left in unsupervised areas. Unsupervised areas include but are not limited to the school grounds and campus, the commons, the cafeteria, locker rooms, the library, unlocked classrooms, hallways, and any place outside of school that is not the student's home (e.g., in a vehicle). Any computer left in these areas will be collected by staff and taken to the Technology Department. Disciplinary action may be taken for leaving a Device in unsupervised areas.
- Files may not be deleted by anyone other than the original creator/owner of the file. The deletion of certain files can affect the performance of the Device and can interfere with the student's ability to complete classwork, which may affect the student's grades.

- Only the Technology Department shall provide service to a KCSD Device. No outside computer services shall be used for any type of repairs or maintenance.
- District installed settings shall not be deleted or altered including resetting the device to factory default or placing the Device in developer mode. Adjusting the settings on any Device, yours or someone else's may result in disciplinary action.
- All use of the Internet must comply with district guidelines, policies, and applicable law. Log files are maintained on each Device with a detailed history of all Internet sites accessed and are subject to review by the district, regardless of whether the sites are accessed by the authorized student user or another person.
- All Device files are subject to review by the District. Disciplinary action may be taken for violations of district guidelines and the district may report violations of law to appropriate law enforcement authorities.
- Parents/guardians and students should be aware that certain activities are monitored and filtered when students are logged in to a KCSD G Suite for Education (GSFE) account, regardless of the device used to log in. If a student logs in to his or her KCSD GSFE account on a non-KCSD device (e.g., a personal computer at home, cell phone, etc.), he or she must log out of the GSFE account when it is no longer in use. Failure to do so could result in unintentional monitoring and filtering of activities on the non-KCSD device for non-school purposes by the student or other individuals.

Student Responsibilities

As the primary users, students have specific responsibilities when using their KCSD-issued Devices:

- At all times, students are responsible for their assigned Device and peripheral items, whether at school or home.
- Students are responsible for bringing their Device fully charged to school every day. Devices should not be charged while they are inside of their case.
- Students must use only their assigned login credentials and accounts.
- Students should not loan their Device or peripheral items to another student for any reason.
- Students may not play games, load, or download any software, music pictures, etc. on the Device unless instructed by a teacher to do so.
- When a Device or peripheral item is damaged, lost, or stolen, the student must immediately notify the Technology Department and submit the required paperwork no later than 5 school days after the discovery of the issue or incident.
- Do not hack or reset your Device.
- Do not download unauthorized extensions or other unauthorized software or play games.
- **If a student adds any unauthorized items to the Device, the student will be required to return the Device. The student must pay \$15.00 to reset the Device, or the district may place certain restrictions on the student's use of or access to district technology resources.**
- Students shall use the Device's camera responsibly and with good judgment, as required under District policies and the Student Handbook.
- Use your cloud storage (Google Drive) responsibly.
- If you must leave your Device unattended, make sure it is in a secured location (i.e. locked classroom or locker).
- Do not place decorations (stickers, markings, writing, etc.) on the Device or a KCSD-issued case.
- Do not use any inappropriate images or media as a screensaver or background.

- Do not log into your personal Google account on the Device or use someone else's login on the Device or any other device.
- Do not add a credit card or set up Google Wallet to make any purchase, such as music or unapproved apps/extensions.

Parent Responsibilities

- Parents/guardians are responsible for monitoring their student's use of the Device and peripheral items while at home and away from campus at all times.
- Parents/guardians must review with their student the Student Guidelines for Acceptable Use of Technology found in pages 12-14 of this Device Handbook and in the KCSD Student Handbook, and at <https://kemper.msbapolicy.org/DistrictHome/tabid/803/Default.aspx>
- Parents/guardians are responsible for monitoring their student's activities on the Internet regularly.
- Parents/guardians should regularly inspect their student's device and peripheral items and encourage them to report items that need to be fixed.
- Parents/guardians should ensure that their student returns the Device and all peripheral items at the end of the school year or when their student withdraws from a KCSD campus.

Repair Costs

All Devices and peripheral items are issued in good working order. Students are expected to keep the Device and all peripheral items in good condition. Failure to do so may result in out-of-pocket costs summarized in the tables on page 4, disciplinary action, and suspension or termination of access to the Device, and other District technology resources. KCSD reserves the right to monitor incidents of loss/damage to the Device or peripheral items during the school year and take appropriate action in response to excessive or repeated incidents of loss/damage. All monies owed must be paid in full before a Device or any peripheral items will be issued. The District reserves the right to withhold instructional materials, other technological equipment, and a student's records until all Device and/or peripheral item monies owed are paid in full.

The table below represents the estimated charges for each occurrence of loss and certain types of damage. They are not all-inclusive and are subject to change.

Item	Cost*
Display (Monitor)	\$225.00-\$250.00
Keyboard	\$30.00-\$40.00
Chromebook	\$300
IPad	\$400
Windows Laptop	\$900

*cost of each item varies with specific Device models

Reporting Damage/Loss/Theft

Students will have 5 school days after an incident, or discovery of an incident, to report any damage, loss, or theft to their Building Administrator. Students will be required to answer a series of questions to help gather more information about what happened and/or what is wrong with their Device or peripheral item and provide a case number, if applicable. If the device was damaged/destroyed in an incident off-campus, the student will need to provide a case number from the appropriate authorities (for example, if the device is damaged/destroyed in a fire, the fire department case number should be

provided). After the student has turned in a Work Order Request, the student should back up any items on the Device, if possible, and bring the Device and/or peripheral item to the Technology Department.

Upon receipt of a damaged Device or peripheral item, KCSD will evaluate the internal and external condition and functionality of the device and determine what repairs are necessary. With the sole exception of damage to a device that is within the coverage provided under this policy, KCSD will charge the student for any parts needed to repair the Device or peripheral item at the manufacturer's cost, which is subject to change by the manufacturer at any time.

If a student thinks that their Device or a peripheral item is lost or stolen on campus, they need to go to the Technology Department and fill out a "Missing Device Report" within 5 school days. If a student thinks that their Device or a peripheral item is lost or stolen off-campus, they need to immediately file a report with the appropriate authorities and then go to the Technology Department and fill out a "Missing Device Report" (including a case number from the appropriate authorities) within 5 school days.

If a student knows that their Device or peripheral item has been damaged, lost, or stolen and already has a case number from the appropriate authorities, they need to go to the Technology Department and fill out a "Missing Device Report" within 5 school days.

The District may issue a replacement Device or peripheral item to the student, if available.

When at all possible we will use all available methods to locate and recover the Device.

Failure to timely and properly report damage, loss, or theft (including, when applicable, filing a report with the appropriate authorities and providing a case number to KCSD) impairs KCSD's ability to take appropriate responsive action and seek available remedies for lost, stolen, or damaged/destroyed devices.

Care of the Device and Peripheral Items

Students are responsible for the general care of their Device and all peripheral items. Devices and/or peripheral items that are broken or fail to work properly must be taken to the Technology Department within 5 school days. Please follow these precautions:

- Do not place food and/or liquids near the Device or any peripheral item.
- Do not stack any objects on top of the Device.
- Never attempt to repair or reconfigure the Device or any peripheral items.
- Do not write, draw, stick, or adhere anything to the Device or any peripheral item.
- Do not decorate the Device or any peripheral item using markers, personalized stickers, etc.
- Keep the Device and other electronic storage media away from electromagnetic fields, such as stereo speakers, that can erase or corrupt your data.
- Do not expose the Device or any peripheral item to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Do not leave the Device or peripheral items in any vehicle.
- Do not obstruct the Device's vents, and do not place the Device on surfaces such as paper or carpet while it is turned on or charging.

- Devices are not to be used on KCSD buses.
- When walking from class to class, the Device must be properly closed and stored in the KCSD provided case.
- Do not charge the device while it is inside of the case.
- Do not leave a power cord plugged into the Device while in a backpack. This may cause damage to the Device and poses a safety hazard.

Specifics on the Device The following sections cover specific information on the Device and KCSD policies and procedures.

A. Screen Care

The Device screen is particularly sensitive to pressure. Extreme care must be taken to protect the screen from damage.

- Do not place anything on top of the Device or lean on it when it is closed.
- Do not place anything in the case that may press against the cover of the Device including paperwork.
- Do not poke the screen with anything. Your finger is the only means that should be used to interact with the Device.
- Do not place anything on the keyboard before closing the lid (*i.e.*, pens, pencils, paper clips, stapled papers, etc.).
- Do not use any cleaning solution to clean the screen. Common cleaners such as Windex and 409 will damage the LCD screen. If your screen needs to be cleaned, please stop by the Technology Department.

B. Camera

The Device comes with a built-in camera. When the camera is in use, an indicator light will illuminate. The Device camera should only be used for educational endeavors as instructed by a teacher. The Device camera shall not be used for inappropriate or unsafe activities, including, but not limited to:

- Taking photos or recording videos on campus (unless directed by a teacher for instructional purposes);
- Taking photos or recording videos of inappropriate, obscene, or other illegal material or content;
- Posting photos or videos online or sending photos or videos via email, etc., especially to a stranger (unless directed by a teacher for instructional purposes);
- Taking and/or manipulating photos or videos for non-educational purposes or to embarrass others; or
- Video chatting (unless directed by a teacher for instructional purposes). Improper use of the Device camera may result in disciplinary action, suspension, or termination of a student's use of the Device or other district technology resources and may be reported to law enforcement.

C. Ethics/Legal

Students will have access to many types of online media and are expected to comply with trademark and copyright laws as well as license agreements.

- Plagiarism (representing someone else's works or ideas as your own), whether from a book, another student's paper, the Internet, or another source, is dishonest. Students shall not copy or reproduce the work or material of another unless expressly permitted. If the use of another's material is permitted, all sources used should be cited and within the guidelines for the type of media used.
- Use or possession of hacking software is strictly prohibited.
- Possession or transmission of any material that is in violation of any federal or state law is unacceptable conduct. This includes, but is not limited to confidential information, copyrighted material, threatening, obscene, or pornographic material or material that is harmful to minors, and computer viruses.
- Violation of applicable state or federal law may result in disciplinary action by the District, and KCSD may report such violations to law enforcement and assist law enforcement authorities as necessary to investigate such violations.

D. Security

Various security measures are used on KCSD Devices. Security measures are not only used to protect KCSD assets, but measures are also taken to protect KCSD students. Security is in place on each system to prevent certain activities and certain types of downloads (including extensions and apps). There are also built-in layers of protection against malware and security attacks on the Device. See Student Responsibilities on Page 3 for additional information.

E. Filtering

Internet filtering software automatically filters all access to the Internet through district technology resources. While at home, Internet content will continue to be filtered while students are logged in to their KCSD GSFE account on the Devices provided by the district, to access the Internet. Since no filtering software can filter 100% of improper content, parents/guardians are responsible for monitoring their child's access to the Internet when the student is at home.

****Students who log in to their KCSD GSFE account on a non-KCSD device will continue to be filtered and monitored as long as they are logged in. Students must log out of their KCSD GSFE account before others use the non-KCSD device to ensure that their Internet use will not continue to be filtered and monitored.*

F. Power Management

In an effort to continue best practices with energy conservation, power management software is installed on all KCSD-issued devices. Power management software is activated approximately two hours after the school day ends and runs until approximately an hour before the school day starts. During this timeframe, if a student leaves his or her device inactive for more than 15 minutes, a 15minute countdown will start. If the device is still inactive after the countdown completes, the device will be powered off to conserve energy. KCSD is committed to conserving energy on campuses and educating the community on best practices for energy conservation at home.

G. Online Resources

Students will be expected to use some online resources as part of their course curriculum under the supervision and guidance of their teachers. These tools may include Schoology, G Suite for Education

(GSFE), Google Classroom, and others. Please see section L on page 8 for more information on GSFE. tools are hosted on the Internet, making some student work and information relating to students visible to parents/guardians, relatives, and in some circumstances, other Internet users around the world. When using online resources, safeguards are in place to protect and assure the safety of students. In some instances, individual or identifiable profiles may be used that are open to the public. Public viewing or commenting might occur on district-approved sites. Classroom lessons or projects may require certain student information to be made available on the Internet. The use of these tools must be in accordance with KCSD's policies and procedures, including, but not limited to, the KCSD Acceptable Use Policy.

H. Internet Access at Home

KCSD is not responsible for providing Internet access outside of designated KCSD facilities. In order to access the Internet from home, you must have an Internet service provider. If you have an existing wireless access point, the Device can join your home wireless network.

I. Returning Items

The Device and all peripheral items, such as the power adapter, case, and battery are required to be returned at the end of the school year or when a student transfers/withdraws from a KCSD campus. Failure to return the Device or any peripheral item may result in a hold being placed on a student's records. If a student has a hold placed on them due to not returning the Device or a peripheral item, they may return the Device or peripheral item or pay the replacement cost to clear the hold. However, once KCSD has handed out Devices to students the following school year, students can no longer return the item to clear the hold. At this point, the student must pay the replacement cost to clear their hold.

J. Contesting Charges

Charges will be assessed to students when a Device not covered under this policy or a peripheral item collected is damaged. Damaged items are available for a parent to review for one week after the student has transferred/withdrawn or the school year ends (whichever is earlier). After that, the damaged items will be repaired, destroyed, or disposed of properly and there will not be an avenue for the parent to contest the damage.

K. Repair Downtime

KCSD is committed to student use of technology to aid academic success. When a student's Device is being repaired, there are several options available for continued use of technology:

Network Cloud Storage (KCSD Google Drives):

All students have a Google Drive in which to store digital files. Students should save important work in their Google Drive so that they can access their work from any computer connected to the Internet.

Classroom Computers

Each classroom has desktop computers that are available for student use.

Device/Peripheral Item Replacement

If a student's Device or a peripheral item is damaged, it will be repaired or replaced as quickly as possible. If available, a replacement Device or peripheral item may be issued. The policies outlined in this handbook

also apply to replacement Devices and peripheral items. A replacement Device or peripheral item may not be provided if the damage or loss is determined to be intentional or the result of gross negligence.

L. G Suite for Education (GSFE)

Students will receive access to G Suite for Education (GSFE) through individual, District-provided GSFE accounts. GSFE is a suite of products (word processing, spreadsheets, presentations, etc.) that enables collaboration with other students in real-time and provides a place to store documents in a cloud environment. Access to these documents and files is available from any device that has access to the Internet. The use of GSFE may require the collection of students' personal information for the purpose of providing GSFE services to KCSd and its students. Google's information practices regarding GSFE may be found at <https://www.google.com/edu/trust>.

M. General Disclaimer

PLEASE NOTE THAT KCSd MAKES NO REPRESENTATIONS, WARRANTIES, OR OTHER GUARANTEES, EXPRESS OR IMPLIED, REGARDING THE CONDITION, OPERATION, OR FITNESS OF ANY DISTRICT TECHNOLOGY RESOURCES, AND KCSd EXPRESSLY DISCLAIMS ANY SUCH REPRESENTATIONS, WARRANTIES, OR OTHER GUARANTEES. WITHOUT LIMITING THE FOREGOING, KCSd DOES NOT WARRANT THAT DISTRICT TECHNOLOGY RESOURCES (OR USE OF SUCH RESOURCES) WILL BE UNINTERRUPTED, ERROR-FREE, OR FREE OF LATENCY OR DELAY, OR THAT ANY DISTRICT TECHNOLOGY RESOURCES WILL MEET ANY STUDENT'S OR PARENT'S NEEDS OR REQUIREMENTS, OR THAT ANY DISTRICT TECHNOLOGY RESOURCES WILL PREVENT UNAUTHORIZED ACCESS BY THIRD PARTIES.

1:1 Program Definitions

One-to-One (also abbreviated 1:1): a program where the ratio of students to computers is one to one.

Acceptable Condition (see 19 TAC § 66.1310): Electronic instructional materials are considered to be in acceptable condition if: (1) all components or applications that are a part of the electronic instructional materials are returned; (2) the electronic instructional materials perform as they did when they were new; (3) the electronic instructional materials do not contain computer code (e.g., bug, virus, worm, or similar malicious software) that has been designed to self-replicate, damage, change, or otherwise hinder the performance of any computer's memory, file system, or software; and (4) the electronic instructional materials have not been installed with plug-ins, snap-ins, or add-ins without the prior approval of the district. Technological equipment is considered to be in acceptable condition if: (1) the equipment is returned with the software and hardware in their original condition unless the district authorized changes; and (2) the physical condition of the equipment is fully usable as it was originally intended to be used.

Products We Use

App: Application, or App, is a program that is installed on a Device.

Chrome: the browser students will use to explore the Internet.

CIPA Filter: monitoring software that allows teachers to view and take control of student Devices as well as interact with them via polls, etc.

Extension: an add-on component that enhances the Chrome browser.

G Suite for Education (GSFE): the set of applications that students will use on their Device. Each student will receive a KCSD issued GSFE account. **Google Classroom:** a specific GSFE app that will be used as an LMS system.

Google Drive: cloud-based storage that is accessible from any device with Internet access where students can save their files. It connects directly to the Google suite of products.

Power Management: software activated after school hours to help students conserve energy by turning off their computers after periods of inactivity.

Respondus: a “lockdown browser” that forces students to only have the assessment browser open when taking a test using their device.

Work Order System: the online system where you can submit a Work Order Request (WOR) for a damaged or malfunctioning device. The Work Order System is only available while you are on a KCSD campus.

Hardware

Identification Tag: identifies to whom the Device is issued, and it must remain intact at all times. A label with the student name is adhered to the Device and a card with the student name is placed inside of the case. Both tags must remain intact.

Lenovo 11e: The Device model that students have at the majority of our 1:1 intermediate and elementary campuses.

Peripheral Items: power adapter, case, internal batteries, and other KCSD-issued components or accessories used with the Device.

Power Adapter: each student is provided one power adapter. Please make sure to keep track of your power adapter. If you lose it, you are responsible for paying the cost of replacing it. Device chargers are engraved with a unique number. Do not tamper with this number.

Wireless: wireless access is available outside all KCSD buildings if you do not have wireless access at home; you can also connect to most public Wi-Fi networks.

People

Technology Department Office: a centrally located room where students can bring a device after completing a Work Order Request to get service and help with their Device.

Technician: a lead technician is stationed at each Technology Department and is available to assist students and teachers with technology requests and repairs. The fastest way to get your problem resolved is to turn in a Work Order Request online and then bring it to the Repair Center.

APPENDIX C

**Kemper County School District
District Parent and Family Engagement Policy
2024-2025**

In support of strengthening student academic achievement, Kemper County School District, receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means of carrying out the requirements of the Every Students Succeeds Act (ESSA) Section 1116. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of the parents and the school. The policy establishes the school's or district's expectations for parent and family engagement and describes how the school will implement several specific parental and family engagement activities.

Vision: Through unity and excellence, the Kemper County School District (KCSd) will be a high performing school district by providing a quality education that builds student success.

Mission: Our mission is to provide a quality education for the children that attend Kemper County Schools. We believe that a good education is necessary for good citizenship in a democracy.

District Strategic Plan: Parent and family engagement is addressed in the Kemper County School District's Strategic Plan as an integral part of the district's efforts to improve and enhance student academic outcomes.

District Strategic Goal 3: Enhance School Environment to promote, advocate and nurture a climate that drives opportunities for learning for all stakeholders.

The KCSd will increase parent and family engagement by ensuring the following:

- Opportunities are provided for parents and families to become active participants in the education of their children
- Keep parents, families, and communities informed of current topics that impact student outcomes
- Encourage parents, families and the community to collaborate with the district on making decisions that impact student outcomes.

District Expectations:

The KCSd agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement and engagement of parents in all of its schools with Title I, Part A programs, consistent with section 1116 of the Every Student Succeeds Act (ESSA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children including those identified with special populations,
- Consistent with section 1116 the school district will work with its schools to ensure that the required school-level parental engagement policy and plans meet the requirement of section 1116 of the ESSA, and each include, as a component, a school-parent compact consistent with section 1116 of ESSA.
- The school district will incorporate this district wide parental involvement policy into its LEA Strategic Plan developed under section 1116 of ESSA.
- In carrying out the Title I, Part A parental and family engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1116 of the ESSA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1116 of ESSA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the Mississippi Department of Education.

- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
 - The school district will be governed by the following statutory definition of parental and family engagement expects all Title I schools to carry out programs, activities and procedures in accordance to the definition: Parent and family engagement means that participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, ensuring:
 - That parents play an integral role in assisting their child's learning
 - That parents are encouraged to be actively involved in their child's education at school;
 - That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
 - The carrying out of their activities, such as those described in section 1116 of ESSA.
1. The KCSD will take the following actions to involve parents in the joint development of its district wide parent and family plan under section 1112, and the process of school review and improvement under section 1116 of the ESSA.
 - Reserve not less than one (1%) of its total Title I, Part A allocation to implement its parent and family engagement plan
 - Parents serve as team members to assist with the revision of the parent and family engagement plan and to assist with planning, review, and revision of district improvement plans
 - Host an annual district meeting at the district level to explain programs and activities provided in the district
 - Ensure that schools conduct surveys annually to solicit input from all parents
 - Meet at least once each semester to discuss strengths, weaknesses, and concerns of instructional programs in the district and make revisions as needed
 - Ensure that each school has a planning team that involves parents in the process of school review and improvements and to assist with the review and revision of school parent and family engagement policy and parent/school compact.
 - The district will provide parents with state and district test results when the data becomes available. Parents may discuss results during open house and at the schools with their child's teacher(s).
 2. The KCSD will provide the following coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
 - The district will ensure that each school offer workshops throughout the year and at flexible times.
 - Ensure that each school receives funds to assist with school activities and workshops for parents and families.
 - The district will schedule time each semester (1st & 3rd nine weeks) to hold annual parent conference days to provide an opportunity to meet one on one to meet with their child's teacher.
 - Technical assistance will be provided to all Title I schools through school site visits, phone/e-mails, leadership team meetings, and administrative meetings.
 3. The KCSD will coordinate and integrate parent and family engagement strategies in Part A with parent and family engagement strategies under the following other programs: {such as: Public Preschool Programs, Head Start,} by:
 - Hosting orientation sessions for parents of children entering prekindergarten and kindergarten from Head Start and public pre-school programs.
 - Collaborating and sharing information with Head Start and other preschool institutions within the district.
 - Inviting Head Start and other preschool institutions within the district to participate in or attend events hosted by the KCSD such as the annual District Parent and Family Engagement Night hosted each fall.

4. The KCSD will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its involvement policies.
 - The district will ensure that evaluations are completed on all workshop or parent activities held at the school sites.
 - The district will ensure that schools evaluate the effectiveness of their parental involvement policy or program annually.
 - The district will ensure that each building principal be responsible evaluations taking place at the school site.
 - The district will ensure that evaluations be conducted through a variety of methods including: focus groups, surveys, etc....
 - Results of the evaluation will be reviewed by schools and revisions or changes will be made in the policy or plan
 - Parents will have the opportunity to make written comments or verbal comments on the effectiveness of the policy.
5. The KCSD will assist schools in building the capacity for strong parental involvement by:
 - A. The school district will ensure that each Title I school assists parents in understanding the following topics: The State's academic content standards, the State's student academic achievement standards, the State and local academic assessments including alternate assessments, the requirements of Part A, how to monitor their child's progress, and how to work with educators to improve the achievement of their child.
 - The district will ensure that each school convene an annual meeting at a convenient time to explain state content standards, student achievement standards, academic assessments, requirements of Title I, Part A, how to monitor child's progress, and how to work with educators.
 - The district will ensure that each school offer workshops throughout the year and at flexible times.
 - B. The school district will ensure that each Title I school provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
 - Ensure that schools provide parent brochures/pamphlets to parents with strategies to work with their children
 - Ensure that schools provide workshops/seminars for parents on strategies or ways to work with children
 - C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
 - The district will ensure that each school provide training with staff on the importance of parents and the vital role that parents play in the educational process.
 - D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- The district will ensure that the schools form partnerships and communicate with directors of programs to include them in the decision making process and to include these groups in school hosted functions
 - Organize and participate in joint transition of Headstart students, and other early Childhood programs.
- E. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- The district will ensure that newsletters, brochures, and information will be written at a level for easy reading
 - Home visits may be conducted in an effort to establish rapport with families in an effort to determine how to best respond to the unique needs of families.

Dear parents or guardians,

Please use the space below for comments or suggestions for the district parent and family engagement policy.

Kemper County Schools
District Parental Involvement Policy

This District Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I Part A.

**KEMPER COUNTY SCHOOL DISTRICT
TITLE I
SCHOOL PARENTAL AND FAMILY ENGAGEMENT POLICY/PLAN
2024-2025**

Kemper County School District believes that our public schools belong to the people of the district, and strong efforts will be made to involve parents and the community in the preparation of students. Active parental and community involvement enhances and ensures high expectations and standards in the education arena. Through active parent participation and increased knowledge, more understanding and support for the education process is solicited from the home and community. Kemper County School District as well as local school sites will provide opportunities and encourage parents to become actively involved in the learning process of their children.

Kemper County School District will take the following actions to encourage parental involvement in the schools.

Policy Involvement

- Hold an annual meeting, at a convenient time, to explain the requirements of the written parental involvement policy and to distribute the policy to parents
- Offer a number of meetings or services at various times of the day to encourage parental involvement, i.e. morning, evenings, Saturdays
- Involve the parents in the planning, review and improvement of the parental involvement policy and plan
- Provide parents timely information about parental involvement programs
- Provide parents with a description and explanation of the school's curriculum
- Provide parents with a description and explanation of the forms of academic assessment used to measure student progress
- Provide parents with a description and explanation of the proficiency levels students are expected to meet
- Inform parents of how Kemper County School District participates in the Title I program, and the components of a school wide plan
- Involve parents in the planning, review, and improvement of the school wide plan
- Provide regular meetings for parents to offer suggestions and to participate in decisions relating to the education of their children
- Submit parents' comments on the school wide program plan to the district if parents do not find the plan to be satisfactory

Shared Responsibilities for Improving High Student Academic Achievement

- Kemper County School District will jointly develop, with parents, a school-parent compact that outlines how parents, school staff and students will share responsibility for improved student achievement
- The compact will describe the school's responsibility to provide high quality curriculum and instruction, and parents responsibility for supporting their children's learning
- The compact will address the importance of communication between teachers and parents through conferences and reports to parents on children's progress
- The compact will address parents having reasonable access to staff, opportunities to volunteer and observe classroom activities

Building Capacity for Involvement and Engagement

- Assist parents in understanding the State's academic content standards, student academic achievement standards and academic assessments
- Provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, to foster parental engagement
- Educate school personnel, with the assistance of parents, in the value and utility of contributions of parents, how to reach, communicate and work with parents
- Coordinate and integrate parental engagement programs and activities with other organizations such as Headstart, other preschool programs, special education programs, and the local community college in the district
- Ensure that information related to school and parent programs, meetings and other activities is sent to parents in a format and language that parents can understand
- Provide reasonable support for parental engagement activities as parents may request

Accessibility

- Provide opportunities for the participation of parents with English learners, parents with disabilities, and parents of migratory children, and provide information and school report cards in a format and language that parents understand

Information from Parent Information and Resource Centers

- Each school will inform parents and parent organizations of the existence and purpose of their Parent Information and Resource Center

Evaluation Methods

Conduct an annual evaluation of the content and effectiveness of the parent engagement policy to identify ways of improving the academic quality of the school and determine barriers to greater participation particularly by parents who are economically disadvantaged, disabled, have English Learners, limited literacy, or are of any racial or ethnic minority background.

- Use a survey to conduct an annual evaluation of the parent involvement program at the end of the school year and use findings to plan strategies for more effective parent engagement and make any needed revisions to the parent engagement policy.
- Parents will be given evaluation forms to complete after all parent involvement activities throughout the year to assess the effectiveness of activities and make adjustments as needed to plan more effective activities.

This policy was developed jointly with, and agreement with, and will be distributed to parents of participating children.

Dear Parents,

Please use the space below for comments or suggestions for improving the school parental engagement policy.

**School/Teacher/Student/Parent/Compact
2024-2025**

We know that learning can take place only when there is a combination of effort, interest, and motivation. Because we are all committed to your child's progress in school, we are going to do our best to promote his/her achievement. This agreement has been jointly developed and agreed upon by the school, parents, students and school staff. This agreement outlines how we will share responsibility for improving student academic achievement.

Parent/Guardian Agreement

It is important that my child achieve. Therefore, I shall try to do the following:

- Provide my child with the necessary supplies for school. (ex. pencils, paper, tablets, rulers, calculators)
- See that my child is on time and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Set a time for homework and review it regularly.
- Teach social skills to promote positive interaction with all.
- Stay aware of what my child is learning.
- Return signed report cards/compacts and attend parent conferences and meetings.
- Read with my child and let my child see me read.

Parent's Signature _____ Date _____

Student Agreement

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly.
- Come to school with an attitude focused on learning.
- Come to school each day with school supplies. (ex. pencils, paper, tablets, rulers, calculators)
- Do assigned class work and homework.
- Follow the rules of student conduct.

Student's Signature _____ Date _____

Teacher Agreement

It is important that students achieve. Therefore, I shall strive to do the following:

- Have high expectations for all students.
- Provide homework assignments for students that will reinforce high-quality classroom instruction.
- Provide necessary assistance to parents so that they can help with the assignments.
- Encourage students and parents by providing frequent student progress reports to parents.
- Use special activities in the classroom to make learning enjoyable.
- Determine the student's educational needs and adjust instruction to accommodate those needs.
- Provide a **"Parent-Friendly, Open-Door"** environment.

Teacher's Signature _____ Date _____

School Responsibility

I support this form of parent engagement. Therefore, I shall strive to do the following:

- Have high expectation and respect for teacher, students, staff, and parents.
- Provide a safe and appealing environment that allows for positive communication between the teacher, parent and student on an ongoing basis.
- Provide a **"Family-Friendly, Open-Door"** policy.
- Provide teachers with new information, ongoing training and new resources to help supply students with high-quality curriculum and instruction.
- Provide tutorial and other intervention programs to assist children in a timely manner.
- Hold parent/teacher conferences to discuss the school compact.
- Provide high-quality curriculum and instruction in a supportive and effective learning environment.
- Provide parents with reasonable access to staff, to volunteer, participate and observe in the child's class.

Principal's Signature _____ Date _____

Acceptable Use Policy

The Acceptable Use Policy for Kemper County School District is a legal and binding document. Each user that accesses the computer system and related technologies will be informed that he/she is accessing the property of the Kemper County School District and it is intended for educational purposes. Users agree to the terms and conditions of the Internet Acceptable Use Policy. Users agree to avoid any violation of state or federal laws. Users are alerted that they are entitled to no expectation of privacy in their use of this computer and access of the Internet, and related technologies. Users' computer usage and Internet access may be monitored at any time for unacceptable and illegal use. Cyberbullying through the use of the Internet and related technologies to harm other people in a deliberate, repeated, and hostile manner will not be tolerated. The Acceptable Use Policy must be dated and signed annually by the student, student's parent and any teacher, administrator, staff, parent or community member using computers on campus.

Overview

The Kemper County School District is compliant with the Children's Internet Protection Act (CIPA). CIPA is a federal law enacted by Congress in December 2000 to address concerns about access in schools and libraries to the Internet and other information. Among many other things, it calls for schools and libraries to have in place electronic filters to prevent children from accessing and viewing inappropriate Internet content. For any school or library that receives discounts for Internet access or for internal connections, CIPA imposes certain requirements. The Kemper County School District receives these discounts for Internet Access through the E-Rate program and is therefore in compliance with CIPA.

Personal Safety

- Users will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any others including personal identification information, etc.
- The Kemper County School District will not disclose personal information about students on websites – such as their full name, home, or email address, telephone number, and social security number.
- Users will immediately report to the Kemper County School authorities any attempt of other Internet users to inappropriate conversations or personal contact, or cyberbullying.

Illegal and/or Unacceptable Usage

- User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state, or federal law or regulations and/or school district policy.
- User shall not access, transmit, or retransmit: threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors. User shall not transmit or retransmit copyrighted materials unless authorized. User shall not plagiarize copyrighted materials.
- User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
- User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
- User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
- User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.
- User shall not access the Internet and related technologies to engage in cyberbullying by harming other people in a deliberate, repeated, and hostile manner.

System Resource Limits

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

User Rights

- User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.
- Kemper County School District will fully cooperate with local, state, or federal officials in any investigation related to illegal activities conducted through the user's Internet account.
- Under no conditions should a user provide his/her password to another person or use another person's password.
- User should not expect files stored on a school-based computer to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that a user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of user's files.
- Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.
- Use of the Internet is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension and/or cancellation of the user's privileges, as well as disciplinary action imposed by school officials.
- The school district may include a process for the student to appeal the decision to deny, suspend, revoke or cancel Internet privileges.

Consequences for Failure to follow Terms and Conditions of AUP

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

Signatures

- I have read the Kemper County School District Internet Appropriate Use Agreement. I understand and will abide by the terms and conditions as stated.
- I understand that some Internet violations are unethical and may constitute a criminal offense resulting in legal action. I understand that access to the Internet will be supervised by Kemper County School District personnel and that provisions of the agreement will be reviewed with students. I further understand that the Kemper County School District is not responsible for the actions of individual users or the information they may access.

Employee, Student, or Community Member Name (please print) _____

Employee, Student, or Community Member Signature _____

Date _____

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Name (please print) _____

Parent Signature _____

Name of Student (please print) _____

Date _____

CIPA POLICY

Internet Safety Policy

Kemper County School District

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

Definitions

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

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the **Kemper County School District** online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the **Kemper County School District's** staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives.

The **Kemper County School District** or designated representatives will provide age-appropriate training for students who use the **Kemper County School District's** Internet facilities. The training provided will be designed to promote the **Kemper County School District's** commitment to:

1. The standards and acceptable use of Internet services as set forth in the **Kemper County School District's** Internet Acceptable Use Policy;
2. Student safety with regard to:
 1. safety on the Internet;
 2. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 3. cyberbullying awareness and response.
2. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Adoption

This Internet Safety Policy was adopted by the Board of the **Kemper County School District** at a public meeting, following normal public notice, on May 10, 2012.

Mississippi Administrative Procedure for Complaints or Appeals under the No Child Left Behind Act of 2001 (NCLB)

What must be included in a complaint?

Every complaint must try to be resolved at the Local Education Agency (LEA). A letter must be submitted to the local school board with a written description of the complaint.

When a complaint cannot be resolved at the LEA level, the complaint must be submitted in writing to the Mississippi Department of Education, Federal Programs Office. Persons issuing verbal complaints will be asked to complete a written complaint form prior to any official investigation, or assisted with the completion of the complaint form.

The complaint must include the name and address of the person submitting the complaint and a description of the complaint. The complaint must also include a statement which assures that to the best of the complainant's knowledge, the agency has violated a requirement of a federal statute or regulation that applies to an applicable program. In addition, the facts on which the statement is based and the specific requirement allegedly violated must be included.

Where should a complaint be sent?

Complaints should be sent to the Bureau Director, Office of Federal Programs. The mailing address is: Mississippi Department of Education, Office of Federal Programs, Suite 111 Central High School, Post Office Box 771, Jackson, Mississippi 39205-0771. The office may also be contacted via telephone at (601) 359-3499.

What happens to complaints after they are received by the Federal Programs Office?

A. Complaint Review

- a. In the first level of review, a complaint shall be answered by the Bureau Director, with assistance from staff.
- b. The Bureau Director shall determine whether additional information is necessary, if so appropriate program staff will notify the agency involved, and conduct an on-site review investigating the complaint.
- c. The Bureau Director shall determine whether additional information is necessary. If there are serious violations, verified after the on-site review, then the information gathered will be forwarded to other appropriate offices or organizations.
- d. Once the investigation has been completed, the Federal Programs Office will issue a letter stating the findings of facts. The letter stating the findings of fact shall be mailed no later than 60 calendar days from the date the Federal Programs Office receives the complaint in writing.
- e. If areas of noncompliance are found, corrective action will be required and timelines for completion indicated. All parties will be informed of the areas of noncompliance and the required corrective actions.
- f. The Federal Programs Office may extend the 60-day timeline, if exceptional circumstances exist. Examples of exceptional circumstances may be, but not limited to:
 - The complexity of the issues;
 - The need for additional information; and/or
 - The unavailability of any of the necessary parties.

B. Appeals

- a. An individual may appeal an administrative determination of the Bureau Director. The individual must submit the appeal in writing to the address above. The appeal must be

postmarked no later than 25 calendar days after the date the Bureau Director's determination is made.

b. A final decision on the complaint shall be made after consulting with the State Superintendent of Education or designee.

c. The State Superintendent of Education shall provide written notification to the individual who submitted the complaint about the disposition of the complaint no later than 30 days after final action.

d. The complainant has the right to request the Secretary of Education to review the decision of the State Department of Education. This review is at the Secretary's discretion.

e. In matters involving violations of section 9503 (participation of private school children), the complainant has the right to request the Secretary of Education to review the decision of the Mississippi State Department of Education. The Secretary will follow the procedures in section 9501(b). For additional information on complaint procedures for participation of private school children, visit:

<http://www.ed.gov/policy/elsec/leg/esea02/pg111.html#sec9503>.

SEC. 9503. COMPLAINT PROCESS FOR PARTICIPATION OF PRIVATE SCHOOL CHILDREN

(a) PROCEDURES FOR COMPLAINTS

The Secretary shall develop and implement written procedures for receiving, investigating, and resolving complaints from parents, teachers, or other individuals and organizations concerning violations of section 9501 by a State educational agency, local educational agency, educational service agency, consortium of those agencies, or entity. The individual or organization shall submit the complaint to the State educational agency for a written resolution by the State educational agency within a reasonable period of time.

(b) APPEALS TO SECRETARY

The resolution may be appealed by an interested party to the Secretary not later than 30 days after the State educational agency resolves the complaint or fails to resolve the complaint within a reasonable period of time. The appeal shall be accompanied by a copy of the State educational agency's resolution, and a complete statement of the reasons supporting the appeal. The Secretary shall investigate and resolve the appeal not later than 120 days after receipt of the appeal.

TITLE III, PART A (ENGLISH LEARNERS)

English Learners and Immigrant Youth

The Mississippi Department of Education (MDE) provides statewide leadership in promoting high quality education for English Learners (EL) and immigrant youth.

Definition of English Learner (EL)

An EL is a student:

- Who is aged 3 –21;
- Who is enrolled or preparing to enroll in an elementary school or secondary school;
- Who was not born in the United States OR whose native language is a language other than English;
- Where difficulties speaking, reading, writing or understanding the English language may be sufficient to deny the individual:
 1. The ability in meeting the State’s proficient level of achievement on State assessments described in section 1111(b)(3)
 2. The ability to successfully achieve in classrooms where the language of instruction is English; and
 3. The opportunity to participate fully in society.

Definition of Immigrant

An immigrant student:

- Is ages 3 through 21;
- Was not born in any state or U.S. territory; and
- Has not been attending one or more schools in any one or more states for more than three full academic years.

The purpose of the Title III program is to ensure that English Learners children, including Immigrant children and youth, master English and meet the same rigorous standards for academic achievement as all children are expected to meet, including meeting challenging State academic content and student academic achievement standards by developing high-quality language instruction educational programs.

Registration procedures:

The only requirement for registration of a student is an immunization record and proof of residency in the district. The district may ask parents for additional information that is helpful in meeting the student’s educational need, but will not inappropriately withhold the student from school for any amount of time due to the lack of this additional information including birth certificate and social security card.

Social Security Numbers

Children without social security cards will be enrolled in school. The school will generate a nine-digit number of MSIS for those students who do not have a social security card at registration.

Educational decision making for English language learners requires procedures for identification, assessment, and proper program placement. Collaborative planning among teachers, administrators, counselors, and parents to determine the processes and timelines for identification and assessment, placement, program implementation and evaluation, and the reclassification and/or exit status is essential for the success of English language learners.

The Mississippi Department of Education (MDE) in conjunction with federal guidelines regarding English

Learners provide the guidance school districts need to identify, assess, place and review program effectiveness.

A screening will be conducted within the first two weeks after the identification to determine the English Language proficiency of the student. The level includes entering, beginning, developing, expanding, and bridging. The assessment is administered by the District Testing Coordinator or other designated trained personnel.

HOMELESS CHILDREN AND YOUTH IN KEMPER COUNTY PUBLIC SCHOOLS

Procedures for enrolling homeless students

The McKinney-Vento Homeless Education Assistance Act assures preschool-aged, school-aged children and unaccompanied youth certain rights.

Definition:

The McKinney-Vento Acts defines “homeless children and youth” as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

Children and youth who are:

Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up)

Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;

Living in emergency or transitional shelters;

Abandoned in hospitals; or
Awaiting foster care placement

Children and youth who have primary nighttime residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings;

Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

Migratory children who qualify as homeless because they are in circumstances described above

Unaccompanied youth includes homeless students not in physical custody of a parent or guardian.

Requirements:

All school districts are required to maintain compliance with the McKinney-Vento Act which provides specific rights for homeless students. Every school district must designate a McKinney-Vento Liaison to assist in identifying, supporting, and ensuring the rights of homeless students and families. These rights include waiving certain requirements, such as proof of residency, when students are enrolling and allowing categorical eligibility for certain services, such as free lunch. The Act also states:

- Students who are homeless may attend their school of origin or the school where they are temporarily residing.
- Parents or guardians of homeless students must be informed of educational and related opportunities.
- Students who are homeless may enroll without school, medical, or similar records.
- Students who are homeless and their families receive referrals to health, dental, mental health, substance abuse, housing, and other needed services.

- Students who are homeless have a right to transportation to school.
- Students must be provided a statement explaining why they are denied any service or enrollment.
- Students must be enrolled in school and receive services, such as transportation, while disputes are being settled.
- Students are automatically eligible for Title I services.
- School districts must reserve a portion of Title IA funds to serve homeless students.
- School districts must review and revise policies that serve as barriers to homeless students.
- Schools must post information in the community regarding the rights of homeless students and unaccompanied youth in schools and other places where homeless families may frequent and written in a language they can understand.
- School districts must identify a McKinney-Vento Liaison to assist students and their families.

Procedures for Identifying a Homeless Student

A student may be considered homeless if:

The student indicates a homeless status at the time of enrollment

An affidavit of residency or McKinney-Vento Referral Form indicate that the arrangement is temporary due to necessity (due to loss of housing, economic hardship, or a similar reason)

The school may not deny, delay, or transfer enrollment solely because a student is homeless, or because a homeless student is unable to produce school, medical, or residency records.

A school enrolling, or about to enroll, a homeless student shall:

Immediately enroll the student, regardless of the availability of educational and/or immunization records:

- (1) If a student attempts to register without a parent/guardian, effort should be made to contact the parent/guardian.
- (2) The homeless student may not be barred from enrollment due to lack of immunization until an effort has been made to obtain records. If records cannot be obtained, assistance should be provided in getting the student properly immunized.
- (3) If a birth certificate is not available, the student should be registered. Department of Human Services may be contacted to assist in obtaining a copy of the birth certificate.
- (4) The student will be identified as homeless in MSIS. Make a reasonable effort to verify that the child is homeless.

Contact the school last attended to obtain relevant academic and other records;

- (1) If student records cannot be obtained or records are not available, an educational record (cumulative folder) will be developed. In these cases, an academic diagnostic test may be administered to assist in the determination of the student's skill levels and appropriate placement.
 - (2) Priority shall be given in evaluations of homeless students suspected of having a disability.
- Provide free meals within one day after the student enrolled. If necessary, assistance will be provided for completion of free and reduced lunch forms.
 - Provide access to the same services comparable to those offered to other students in the school which the homeless student attends such as:

Transportation services

Educational services

School nutrition programs

Vocational and technical programs

Extra-curricular and enrichment activities

- Coordinate with and/or refer student to other community resources in offering assistance to the homeless student/family. Assistance can be provided by the parent liaison, counselor and principal at each school.
- Contact the district homeless liaison, Dr. Mary Woolery at (601) 743-5419.

It is important that the academic and educational programs for children who are temporarily without a home are not different than those of the general student population.

**Title I – Part C
Education of Migratory Children
Migrant Education Program**

What is the Migrant Education Program?

The Migrant Education Program is responsible for providing academic and supportive services to the children of families who migrate to find work in the agricultural and fishing industries.

Definition of a Migrant Child:

A migratory child is a child who is, or whose parent, spouse, or guardian is, a migratory agricultural worker or migratory fisher, and who, in the preceding 36 months, has moved from one school district to another, to obtain or accompany such parent, spouse, or guardian, in order to obtain temporary or seasonal employment in agricultural or fishing work as a principal means of livelihood.

Federal Register, Part VII, July 3, 1995

Program Purpose: The purpose of the Migrant Education Program is to ensure that children of migrant workers have access to and benefit from the same free, appropriate public education, provided to other children.

Program Goals: The goals of the Migrant Education program are to ensure that all migrant students reach challenging academic standards and graduate with a high school diploma (or complete a GED) that prepares them for responsible citizenship, further learning, and productive employment.

The Purposes of the Migrant Education Program are to:

Support high-quality and comprehensive educational programs for migrant children to help reduce the educational disruption and other problems that result from repeated moves;

Ensure that migrant children who move among the States are not penalized in any manner by disparities among the States in curriculum, graduation requirements, and State academic content and student academic achievement standards;

Ensure that migrant children are provided with the appropriate educational services (including supportive services) that address their special needs in a coordinated and efficient manner;

Ensure that migrant children receive full and appropriate opportunities meet the same challenging State academic content and student academic achievement standards that all children are expected to meet;

Provide migrant students access to programs that will assist them to overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit the ability of such children to do well in school, and to prepare such children to make a successful transition to postsecondary education or employment.

Administration:

The Migrant Education Program is administered by the following entities for the Mississippi Department of Education:

Gabriella (Gabby) Davis, Director
Mississippi Migrant Education Service Center (MMESC)
Post Office Box 1575
Mississippi State University
Mississippi State, Mississippi 39762

**KEMPER COUNTY SCHOOL DISTRICT
STUDENT PARENT HANDBOOK
SIGNATURE PAGE**

I hereby certify by my signature that I have received, read, understand, and agree to abide by the terms of the Student/Parent Handbook and all other applicable policies as adopted by the Kemper County Board of Education.

Student's Signature

Date

Parent's Signature

Date

**Student Drive Permission, Agreement, and Waiver Form
Kemper County High School**

I Parent/Guardian Agreement and Liability Waiver

I, the undersigned parent(s)/guardian(s), permit my child ("the student"), _____, to drive to and from Kemper County High School for regular school days. In granting my permission, I agree to the following:

*As stated in the School's enrollment contracts, all KCHS students are classified as "minors" for KCHS purposes even if they are over 18 years of age. I am responsible for the Student as parent/guardian.

*The Student has a current/valid MS state driver's license; the vehicle's registration, insurance, and inspection are up to date, and the Student is insured on the vehicle.

*The parent(s)/guardian(s) and/or the Student and/or the driver assume the risk of harm, injury of death to the Student or others, and that by voluntarily allowing the Student to operate his/her own vehicle, the parent(s)/guardian(s) and the Student will hold KCHS and its officers and employees free from all liability.

*I agree that I am responsible for deciding when it is safe/unsafe to allow the Student to drive to/from KCHS (e.g. poor weather, sickness, fatigue), regardless of any other factors such as KCSD decisions on "inclement weather days" or "delays".

*I understand that the Student agrees to drive safely and in accordance with all laws and regulations, on and off the KCHS campus.

*I understand that the Student must arrive to School on time, must not leave School early with the consent from a parent/guardian, and must not in any way abuse the privilege of driving to/from KCHS.

*I agree that the Student is prohibited from driving other students during the school day from KCHS to school events.

*I agree that the Student is prohibited from driving other students to and from KCHS without the express, written consent and release of liability from all parents/guardians involved, including myself.

*I understand that the Student's car is effectively "off limits" (no loitering in/around car) during the KCHS School day.

*I agree that the Student has read and agrees to these provisions as well as the rules in the student agreement.

*I agree that KCHS as its sole discretion may revoke the Student's privilege to drive to and from KCHS for any reason.

*I agree that by signing this agreement I understand KCHS has the right to search any vehicle driven to campus.

Parent/Guardian Name (print)

Parent/Guardian Signature

Date

Student Agreement

I, the undersigned Student, have read and agree to the provisions above. I understand that driving to and from KCHS is a privilege and carries serious responsibilities. I understand that my car is effectively "off limits" during the school day (no loitering in and around my car during school, lunch, sports, or flex periods). I agree, under the responsibility of my parent(s)/guardian(s), that driving is a serious responsibility, that I will obey laws and regulations on and off campus, and that I will in no way abuse the privilege to drive to and from school. I understand that my privilege to drive to and from KCHS can be revoked at any time and for any reason at the School's sole discretion.

Student Name (print)

