

**YAZOO COUNTY SCHOOL DISTRICT
ADMINISTRATION**

YAZOO COUNTY BOARD OF EDUCATION

Larry Walls, Board President
Ralph May
Greg Moseley
Freddie Sligh
Glenn Warrington

SUPERINTENDENT OF EDUCATION

Jack O. Nicholson, Ph.D.

ASSISTANT SUPERINTENDENT

Mickey Rivers

**ADMINISTRATIVE ASSISTANT SUPERINTENDENT
FEDERAL PROGRAMS COORDINATOR**

Angela Hudson

**ADMINISTRATIVE ASSISTANT SUPERINTENDENT
SPECIAL EDUCATION DIRECTOR**

Delorris Smith

SCHOOL PRINCIPALS

Becky Fisher.....Yazoo County High (Co-Principal)
Billy Ray Harber.....Yazoo County High (Co-Principal)
Gloria Washington.....Yazoo County Junior High
Dana Guthrie.....Bentonia-Gibbs Elementary
Shundria ShafferLinwood Elementary

**YAZOO COUNTY SCHOOL DISTRICT
119 WEST JEFFERSON STREET
POST OFFICE BOX 1088
YAZOO CITY, MISSISSIPPI 39194**

STUDENT-PARENT HANDBOOK FORM

PARENT/GUARDIAN: Please fill out the following information, tear out the page and return to your child's school.

This is to certify that I have received the Student-Parent Handbook dated 2010-2011 school year.

Student Name	Grade/Section	School
--------------	---------------	--------

Parent/Guardian Signature	Date
---------------------------	------

Student/Teacher/Parent Contract

Date: 2010-2011

Parent/Guardian Agreement

(Any person who is interested in helping this student may sign in lieu of the parent.)

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Provide a quiet well-lighted place for study.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Provide a library card for my child.
- Read with my child and let my child see me read.

Signature _____

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 each day with my pens, pencils, paper, and other necessary tools for learning.
- Complete and return homework assignments.
- Observe regular study hours.
- Conform to rules of student conduct.

Signature _____

Teacher Agreement

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

- Provide homework assignments for students.
- Provide necessary assistance to parents so that they can help with the assignments.
- Encourage students and parents by providing information about student progress.
- Use special activities in the classroom to make learning enjoyable.

Signature _____

Principal Agreement

I support this form of parental involvement. Therefore, I shall strive to do the following:

- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.

Signature _____

PHILOSOPHY OF THE YAZOO COUNTY SCHOOL DISTRICT

THE ADMINISTRATION, FACULTY, PARENTS, AND STUDENTS who reside within the Yazoo County School District believe that the schools should provide information and experiences that will enable students to participate in their world and accept an increasing responsibility for improving the society in which they live. We also believe that we should give the students the attention, love, and educational background, which will be needed for each of them to cope in tomorrow's society.

To meet the needs of students, we must look at the students individually. In doing so, the school must provide the necessary guidance that will teach him/her to respect and to relate to those around him/her. The school must help the student to accept responsibility, to establish sound moral and spiritual values, and to use his/her talents and abilities to the fullest.

In order to help the student, each school must strive to reach academic excellence through continuous improvement of the staff; the curriculum and related activities should be geared toward this effort.

Philosophy of Gifted Education

It is the belief of Yazoo County School District that intellectually gifted students need more challenges than are provided in the regular classroom atmosphere.

Our district believes gifted students' potential must be enhanced through avenues of exploration.

After individual determination of each child's strengths, needs, and interests, strategies and units are developed to motivate and empower each to achieve his/her maximum academic potential.

These teaching strands provide opportunities for higher-level thinking, objective decision-making, critical thinking, leadership, and creative problem solving.

Strategic instruction is carried out so that the student's independent study skills and academic knowledge base will serve him/her in every aspect of life.

The Yazoo County School District is dedicated to the guidance and motivation of gifted students through a student sensitive, quality education.

Gifted Referral Process for Yazoo County

1. Students may be referred for the GEP program by any interested party. (Ex. Parent, teacher, student, self or others)
2. Information is gathered about the student on the referral form and necessary screening (Ravens) is completed to see if the student is a candidate for further referral. One of 6 other criteria is fulfilled to satisfy the referral requirements.
3. The Local Survey Committee meets to determine the need to continue the process.
4. The Gifted Pupil Personal Data Sheet and Parental Rights forms are sent home.
5. The child must meet Phase 1 requirements of the Assessment that includes satisfying 3 criteria needed to progress to Phase 2.
6. The student is administered an appropriate test by the school psychometrist.
7. The Local Survey Committee meets to approve the eligibility determination of the child into the GEP.
8. An assessment report is written by the GEP teacher for all students tested whether they are ruled eligible or ineligible.
9. The parents are notified of the child's testing being completed and the eligibility outcomes. They are invited to come for a conference to view the psychometrist's report, sign the parental permission for placement sheet, and are informed about the aspects and curriculum of the gifted program.

NO CHILD LEFT BEHIND ACT **2001**

PARENTAL INVOLVEMENT

As a parent of a child/children in the Yazoo County Schools, you are entitled to the following:

- Parents may request information on teacher qualifications at any time.
- If it becomes necessary for a school to hire a teacher who is not highly qualified, and a parent has a child who is being taught by this teacher, the district must let the parent know this within a four-week period.
- At least 1% of Title I funds must be used for parental involvement.

YAZOO COUNTY SCHOOL DISTRICT
School Calendar 2010–2011

August 3, 2010	Principals' Meeting	(9:00)
August 4, 2010	Report to School for Staff Development.....	(8:00-3:00)
August 5, 2010	District Staff Development/Orientation & Planning	(8:00-12:00)
	Report to School after 1:00	
August 6, 2010.....	<u>FURLOUGH DAY</u>	
August 9, 2010	New Student Registration – NO BUSES	(8:00-12:00)
	Parents Day, Meet the Teacher, Supply List, Residence Verification.....	(1:00-3:00)
August 10, 2010 (100 % Day).....	General Enrollment All Students – (Cafeteria Open)	
September 6, 2010	Labor Day Holiday	
September 16, 2010	Send Home Progress Reports	
October 8, 2010	End of First 9-Weeks	
October 11, 2010	Columbus Day - Holiday	
October 21, 2010	Parent/Teacher Conference First 9-Weeks.....	(3:00-6:00)
	(Students will be dismissed at approximately 2:30 p.m.)	
November 11, 2010	Send Home Progress Reports	
November 22 - 26, 2010	Thanksgiving Holidays	
December 17, 2010 (60% Day).....	End of Second 9-Weeks/End of First Semester	
Dec. 20, 2010 – Dec. 31, 2010	Christmas Holidays (Inclusive)	
January 3, 2011	<u>FURLOUGH DAY</u>	
January 4, 2011	Students Return to School	
January 13, 2011	Parent/Teacher Conference Second 9-Weeks	(3:00-6:00)
	(Students will be dismissed at approximately 2:30 p.m.)	
January 17, 2011	Martin Luther King/Robert E. Lee Holiday	
February 10, 2011	Send Home Progress Reports	
March 4, 2011	End of Third 9-Weeks (43 days)	
March 14-18, 2011	Spring Holidays	
March 24, 2011	Parent/Teacher Conference 3 rd 9-Weeks	(3:00 - 6:00)
	(Students will be dismissed at approximately 2:30 p.m.)	
April 22-25, 2011	Good Friday/Easter Monday Holiday	
April 14, 2011	Send Home Progress Reports	
May 20, 2011	Yazoo County High School Graduation 7:00 p.m.	
May 24, 2011	End of Fourth 9-Weeks/End of Second Semester	
May 25, 2011(60% Day).....	One additional day for inclement weather (if not needed, the students last day will be May 24, 2011)	
May 25, 2011.....	Staff Development/Teacher Workday	
May 26, 2011.....	<u>FURLOUGH DAY</u>	
May 27, 2011.....	Personal leave day for Certified Staff (due to Furlough Days)	

Insert Statewide Testing Info Here

**YAZOO COUNTY HIGH SCHOOL
2010-2011 PANTHER FOOTBALL SCHEDULE**

August 20	MRA Patriots	Home	7:30 p.m.
August 27	Kosciusko Whippets	Kosciusko	7:30 p.m.
September 3	Velma Jackson Falcons	Home	7:30 p.m.
September 10	Yazoo City Indians	Home	7:30 p.m.
September 17	Raymond Rangers	Raymond	7:30 p.m.
September 24	Williams-Sullivan	Pickens	7:30 p.m.
	Yellow Jackets		
October 1	Amanda Elzy Panthers	Greenwood	7:00 p.m.
October 8	Greenwood Bulldogs	Home	7:00 p.m.
Oct. 15 (Homecoming)	Humphreys County Cowboys	Home	7:00 p.m.
October 22	Cleveland Wildcats	Cleveland	7:00 p.m.
October 29	J.J. McClain Mustangs	Lexington	7:00 p.m.

**YAZOO COUNTY HIGH SCHOOL
2010-2011 PANTHER JR. VARSITY FOOTBALL SCHEDULE**

September 7	Yazoo City	Away	5:30 p.m.
September 13	Velma Jackson	Home	7:00 p.m.
September 21	JJ McClain	Away	6:30 p.m.
September 28	Ridgeland	Away	7:00 p.m.
October 4	Yazoo City	Home	7:00 p.m.
October 19	Canton	Home	7:00 p.m.

**YAZOO COUNTY JUNIOR HIGH SCHOOL
2009-2010 7TH & 8TH GRADE FOOTBALL**

August 31	Yazoo City	Away	5:00 p.m.
September 7	Velma Jackson	Home	5:00 p.m.
September 14	Carver	Home	5:30 p.m.
September 21	JJ McClain	Away	5:30 p.m.
September 28	Ridgeland	Away	5:00 p.m.
October 5	Yazoo City	Home	5:00 p.m.
October 12	East Flora	Away	5:00 p.m.
October 19	Canton	Home	5:00 p.m.
October 26	Germantown	Home	5:00 p.m.

TABLE OF CONTENTS

GENERAL OPERATING PRACTICES	
The School Office	1
Privacy of Student Records	1
Transferring Records	1
Visitors.....	2
Residency Requirements (see Policy: JBCA – pages 72-76).....	2
Transportation Liability.....	2
GUIDANCE SERVICES	
Philosophy	3
Major Responsibilities.....	3
Group Guidance Activities	4
Testing Programs	4
Materials in the Guidance Office	5
GENERAL INFORMATION	
Textbook Policies.....	6
Library and Study Hall Policies	7
Complaints and Grievances.....	8
Board Policy JCEA	9
Asbestos Surveillance of All School Buildings.....	10
ATTENDANCE	
Attendance Laws	11
Attendances Incentive Policy	11
Absences and Excuses	11
Attendance	12
Make-up Work	12
Unexcused Absences	12
Tardiness.....	13
ACADEMICS	
Academic Course Changes	14
Summer School	14
School-Day Athletic Practice.....	14
“Athletic Participation Clearance” Form.....	15
Graduation Requirements.....	16-17
Admission Standards.....	18
College Prep Curriculum.....	18
Grading System	19
IHA-Grading System Policy	19
Promotion and Retention	20
Graduation Requirements: Subject Area Tests	21
Report Cards	21
Request for Transcript	22
Correspondence	22
Transfer from Other Schools.....	23
Age of Students	23
Honor Roll	23
Rank-In-Class and Quality Point Average (QPA)	24

SCHOOL DISCIPLINE

School Discipline	25
Legal Statutes.....	26-28
Letter from Superintendent on School Violence	29
School Violence/ Criminal Act Reporting Form	30
Acts Considered to be of a Violent Nature	31
Student Behavior on School Buses.....	32
School Bus Discipline Policies	33
Discipline at Vo-Tech Center	34
Discipline at the Alternative School.....	34
Cheating.....	34

STUDENT INFORMATION

What to Do When	35
Participation in the Commencement Ceremony	35
Graduation Expenses	36
Hall Passes.....	36
College and Military Days	36
Student Insurance Program	36
Parent/Teacher Conferences & Grade Reports	36
Copies of Tests to Office.....	36
Recording Grades.....	37
School Property	37
Reporting to Class	37
Lost and Found.....	37
Lockers.....	37
Lunch Period	38
Free or Reduced Lunch	38
Telephone	38
Cell Phone Policy.....	38
Fighting.....	39
Student Restrictions.....	40
Club Sales	40
Mandatory School Dress Code	41-43
The Classroom	44
The Library	44
School Cafeteria	44
School Corridors.....	44
Student Conduct/Attitude Outside the Classroom	45
Student Conduct after School/Out-of-Town.....	45
School-Sponsored Activities	45
Smoking	45
Gangs.....	45
Interrogations and Searches.....	46
Section I: Desks and Lockers	46
Section II: Automobiles	46
Section III: Search of Students.....	46
Section IV: Notice of Cheating	46
Section V: Notice of Policy.....	47
Use of Police	47

Deficit Credit	47
Student Detention and Suspension.....	47
Due Process	48
“Special” Graduation Status (Acceleration)	48
Lost or Stolen Property	48
Progress Reports.....	49
Release Time for Students	49
Emergency Drills	49
BOARD POLICIES	
Due Process	50
Pro Children Act of 1994 (No Tobacco Policy)	50
House Bill 641	51
Interrogations and Searches by School Officials.....	51
Dismissal Precautions	52
Automobile Use	53
Drug Use	54
Weapons on School Premises	55
Compulsory School Attendance/Truancy	56-57
ASSISTANCE FOR STUDENTS WITH SPECIAL NEEDS	
District Policy	58
Establishment of Student Assistance Teams	58
Notification of Rights and Due Process Procedures.....	58
Special Education Ruling.....	59
Free Appropriate Public Education	59
Child Find	60
Graduation Policy for Students with Disabilities	60
HEALTH SERVICES	
Medication	61
Health Screening	61
Medical History	61
First Aid and Medication	62
Child Abuse Policy.....	62
“Permission to Give Medication at School” Form	63
INTERNET USE POLICY	64-65
“Internet Use Agreement” Form	66
FEE POLICY/FINANCIAL HARDSHIP POLICY	67
FINANCIAL HARDSHIP WAIVER APPLICATION	68
NOTIFICATION OF RIGHTS (FERPA)	69
NOTICE OF DIRECTORY INFORMATION (FERPA)	70
NOTIFICATION OF PUPIL RIGHTS (PPRA)	71-72
NOTICE-CONSENT/Opt-Out for Specific Activities (PPRA)	73
RESIDENT STUDENTS: JBCA	74-77
BULLYING POLICY: JCBA/REPORT FORM	78-80

GENERAL OPERATING PRACTICES

THIS SCHOOL WILL BE UTILIZING VIDEO CAMERAS IN STRATEGIC PLACES AROUND THE CAMPUS AND WITHIN THE SCHOOL BUILDINGS FOR EDUCATIONAL, ACADEMIC, EXTRA CURRICULA ACTIVITIES AND SAFETY PURPOSES.

THE SCHOOL OFFICE

Much of the business in the main school office is of a private and confidential nature which involves important information about each individual in school. For this reason, there should be as little traffic as possible in this area. Students are permitted in the front office only:

- When called by the principal, assistant principal or someone acting upon the approval of the principal.
- When there is an emergency.
- When a student seeks permission to leave the campus.

No student is permitted to use the phone in the front office.

PRIVACY OF STUDENT RECORDS

FERPA requires schools and local education agencies to annually notify parents of their rights under FERPA. The notice must effectively inform parents with disabilities or who have a primary language other than English. The annual notice pertaining to **FERPA** rights must explain that parents may inspect and review records, and if they believe the records to be inaccurate, they may seek to amend them. Parents also have the right to consent to disclosure of personally identifiable information in the record, except under authorized circumstances.

FERPA gives both parents, custodial and non-custodial, equal access to student information unless the school has evidence of a court order or state law revoking these rights. When students reach the age of 18, or when they become students at post-secondary education institutions, they become “eligible students” and rights under **FERPA** transfer to them. However, parents retain access to student records of children who are their dependents for tax purposes.

TRANSFERRING RECORDS

Transferring records: The written consent of parents or the written consent of eligible students is not required if the school includes a notice in its policies (such as a student handbook) that it forwards educational records to a school on request. This will meet the requirement of the **Family Educational Rights and Privacy Act** and will eliminate the need for using the parent signature cards provided by the State Department of Education. **Note: *This school does transfer records upon request from another school.***

VISITORS

All visitors must report to the principal's office immediately upon arrival. No teacher, student or employed personnel shall talk with any visitor who does not have a pass or permission to be in the building or on the campus. Neither teacher nor student shall invite an individual to school without special permission from the principal's office.

VISITOR, UNDER THIS POLICY, MEANS ANYONE WHO IS NOT A STAFF MEMBER, A STUDENT OR EMPLOYED PERSONNEL.

RESIDENCY REQUIREMENTS (see Policy: JBCA – pages 72-76)

The Mississippi State Board of Education passed the *Verification of Residency Policy*, which states:

- That the residence of any student who has recently moved within the district must be checked and/or verified.
- That the residence of any student who has moved within the district since verification of residence was completed for the prior school year must be checked and/or verified.

TRANSPORTATION LIABILITY

First Group America is under contract to provide transportation for all students who attend the public schools of Yazoo County School District. All inquiries in reference to routes, accidents or problems should be directed to *First Group America*, at (662)746-2331.

STUDENT TRANSPORTATION

During the transportation of students to and from school and on school activity trips the Yazoo County School District maintains the right to discipline students for inappropriate actions or conduct on a bus or in a private vehicle that has been contracted to transport student(s). This right is maintained whether the YCSD is in charge of transportation of students, or whether the transportation of students has been contracted to a private company or firm.

The following are procedures that should be followed in handling discipline events:

- Inappropriate behavior that cannot be handled or resolved by the driver should be reported immediately to the Principal, or their designee, of the campus where the incident occurred (if while loading or unloading on campus).
- If a Principal receives a complaint from a driver regarding a student that is not theirs, they should forward this complaint to the home school Principal of the student involved.
- Drivers will normally report discipline infractions to the home Principal or designee.
- Reported infractions should be investigated and acted upon immediately.
- Parents who wish to report inappropriate behavior by students should report this to the home school Principal or designee.
- Parents who wish to register driver complaints or address safety issues should contact the transportation director at the bus barn 662-746-2331. If a parent complaint is not responded to in a timely manner, then they should contact the Superintendent's office for the Assistant Superintendent or the Superintendent.

GUIDANCE SERVICES

PHILOSOPHY

The guidance services exist to facilitate the growth and development of students as they progress through school. These services are designed to help all students in their education planning, vocational and career decision-making and personal-social development. Counselors are committed to working with parents, as well as, with students themselves to help students gain the greatest benefit from their school experiences.

Guidance services, which complement both instruction and administrative functions, provide opportunities for students to develop self-understanding, self-evaluation, and self-direction. The counselor's goal is for the student to mature as an individual who understands the responsibility for making decisions and for living with consequences of those decisions.

MAJOR RESPONSIBILITIES

The duties of the counselor go beyond that of providing one-on-one counseling, although this is considered the “**heart**” of the program. Other activities include the following:

- Individual and group guidance
- Administering test and interpreting test results
- Working with faculty members and parents in a consultative role
- Working with students in planning a program of studies and in subject selection
- Making necessary referrals to individuals within community agencies
- Providing career information and assisting students in securing either part-time or full-time employment
- Conducting research and evaluation on the total school program
- Assisting students as they plan to leave high school

Through the counseling process, students are encouraged to plan for the future by surveying vocational and educational opportunities which are in line with their own abilities and interest. Emphasis is placed upon the ability of students in making their own decisions wisely and of solving their problems independently. The counselor has a major responsibility in working with students in selecting subjects for the next school year. Additionally, it should be emphasized that counselors merely interpret final grades in a course; they do not “**fix**” grades as students have assumed.

Specifically, the counselor can assist students in ...

- selecting an appropriate program of studies and in developing a Four-Year Plan of Study.
- participating fully in the school's extracurricular program.
- identifying abilities, interest, and special aptitudes by use of standardized and other sources of information.
- improving in social and academic adjustment.
- obtaining information regarding college entrance requirements, and various programs of financial aid.

- securing information of job opportunities, job entrance requirements and in having job interviews.

GROUP GUIDANCE ACTIVITIES

Various group guidance activities have been planned throughout the school year for the various grade-levels. The sessions listed below were developed based on the results obtained from the “needs assessment” conducted by the guidance department on students as they registered for school. Essentially these are in the areas of career decision-making, effective skills, and college planning. Personal-social counseling and value clarification activities are conducted in personal, individual conferences. Several of the group activities, especially those concerning college planning and financial aid, are optional activities which are based upon the results of surveys conducted at the beginning of each school year.

TESTING PROGRAMS

There are two major testing programs, one of which is required of students who plan to enroll in college. These are the **American College Testing Program (ACT)** and the **Scholastic Aptitude Testing Program (SAT)**. The ACT is required of every student who plans to attend a state-supported institution of higher learning in the State of Mississippi. The SAT is required by several private schools and some out-of-state institutions, particularly those in the northern and western states. The student should check with a college catalog or counselor to determine the particular test required. The test schedule for the SAT and achievement test is posted in the guidance office.

The Scholastic Aptitude Test (SAT) is a three-hour test of objective questions designed to measure a student's ability to do college work. Part of the test deals with verbal skills such as the ability to read with understanding, use and reason with words correctly. Another part measures the ability to use and reason with numbers of mathematical concepts. Scores are reported on a scale of 200-800 for each part. The test fee is approximately \$14.50.

The achievement test is a one-hour test designed to measure a student's level of achievement in a particular subject. The fee of one, two, or three achievement tests taken on a single day is approximately \$15.00. You must register for SAT and/or achievement tests at least six weeks in advance.

The American College Test (ACT) test battery consists of four tests of general educational development. The academic test covers the subjects of English usage, mathematics, social studies, and natural science. The scores range from 1-36. The fee is \$29.00. All Mississippi colleges and universities and many out-of-state schools require the ACT test for admission.

The PSAT/NMSQT, an optional test administered for juniors, is a preliminary test to the SAT and scholarship competitive test. Registration for this is taken during the last two weeks of September. Students who have a B+ or higher average should consider taking this test. Sophomores are also eligible to take this test for experience and counseling purposes.

The College Level Examination Programs (CLEP) is a battery of tests administered by the College Board. The test offers a student the opportunity to obtain college credit by examination. Not all colleges honor CLEP credit, so a student should check the college catalog to see if the school accepts CLEP credit and if so, which particular test it will honor.

Advance placement exams are available for students who have completed one or more of the Phase 5 courses. See your counselor for more details.

The Armed Services Vocational Battery (ASVAB) is administered by the Department of Defense. It is a free test and may be taken by any high school junior or senior to determine his/her vocational aptitude whether or not he/she is interested in the military. A student is in no way obligated to the military upon completion of this test. The guidance staff encourages the senior class to take advantage of this test.

MATERIALS IN THE GUIDANCE OFFICE

Each counselor has a supply of materials from all colleges and universities in the State of Mississippi and from many out-of-state schools. This includes catalogs, admission forms, scholarship applications, financial aid forms, housing forms, and co-operative education information. The counselors will assist any student in obtaining information from any college where information is not readily available.

GENERAL INFORMATION

TEXTBOOK POLICIES

This proposal is submitted to the Board for its consideration due to the tremendous increase in textbook cost, and to the fact that textbooks are being issued now every six years instead of four. You may reference policy IFFA-R as background information, as well as, the student handbook on lost books.

Parents should be informed that textbooks are the property of the State of Mississippi. They are loaned to the students free of charge; however, it becomes the parent's and student's responsibility to properly care for them.

The Yazoo County School District is the overseer of textbooks for the county schools, and as such, it must be responsible for all policies governing textbooks.

In order to accomplish this responsibility, and to stay abreast of the changes in the adoption and use of state owned textbooks, the following procedures are to be used.

- The label on the inside cover of each textbook shall be completed before the textbook is issued to the student.
- The textbook number, stock number, and condition of textbook shall be documented on the student's textbook card.
- Textbook cards shall be signed by the parent in order for textbooks to be issued.
- No textbooks shall be issued to a student with outstanding fines from the previous year.

Fines shall be collected for damaged, lost or destroyed textbooks at a fair market price to be determined as follows:

Condition of Book When Issued	Condition of Book When Returned	Amount Fined
New	Good	None
New	Fair	25% of price
New	Poor	50% of price
New	Unusable	75% of price
Good	Fair	None
Good	Poor	25% of price
Good	Unusable	50% of price
Fair	Poor	None
Fair	Unusable	25% of price
Poor	Unusable	None

Lost or Destroyed Books

Years Book Has Been Used	Amount of Fine
0	100%
1	75%
2	50%
3 or more	25%

Textbooks in the last few years have gone from a cost of around \$10.00 to \$40.00 per book. With this in mind, it becomes a real challenge for all of us to maintain the life of a textbook over the six years that is expected, and to collect the appropriate fines when and if necessary.

As a reminder to parents, the school district may pursue unpaid fines in Small Claims Court.

Fines are not levied against the student for normal wear and tear. To be fined, the book must be damaged in some way.

LIBRARY AND STUDY HALL POLICIES

The school library provides you with a place to study undisturbed.

We also have available staff members who can give you help and suggestions which will make your schoolwork more effective. In return for this, you are expected to:

1. Observe all library rules and regulations.
2. Use the library as a place to study, not social activities.
3. Always return books and magazines to their proper places.
4. Students may check out library books for a two-week period. The book may be rechecked at the end of this period if it is still needed.
5. Students will be responsible for the books they check out for other students.
6. Library books that are damaged by students (torn pages, writing, or soiled in any way) will be paid for by the student.
7. A fine of \$.05 per day will be charged on all overdue books.
8. Books that are lost will be charged to the student at full price.

In order to maintain an atmosphere in which students may prepare course assignments and engage in leisure reading, each study hall monitor is respectfully asked to implement the following policies and procedures:

1. Maintain order and quietness to the extent that students can study and nearby classrooms will not be disturbed.

2. Maintain an up-to-date study hall roll in a grade book and record daily absentees. Properly record a re-admission.
3. Do not leave study hall unsupervised except in a case of an emergency or the need to check on your students in the library.

Homework should be brought to the study hall. No student will be allowed to go back to the locker to obtain any item. This disrupts the normal school process.

COMPLAINTS AND GRIEVANCES

The Board realizes that there may be conditions in the school system that may need improvement and that students should have some means to effectively express their concerns, which will be considered and handled with fairness.

Students' complaints and grievances shall be resolved through orderly processes and at the lowest possible level. However, the Board shall provide channels for eventual hearing, should circumstances dictate.

Complaints and grievances shall be approached in the following manner.

- The opportunity shall be provided any student for his parents to discuss with his teacher a decision or situation which he considers unjust or unfair.
- If the matter remains unresolved, the student and his parents, or the teacher may bring the matter to the principal's attention for his consideration and action.
- The student may also bring the matter to the class officers or student council for possible presentation to the principal.
- If the matter is still unresolved, it may be brought to the superintendent for his consideration.
- Complaints that remain unresolved following any action of the superintendent may be referred in writing to the Board.

LEGAL REF.: 1972 Education Amendments, Title IX; 45 CFR Part 86;
1964 Civil Rights Act, Title VI; 1973 Rehabilitation
Act, Section 504; 45 CFR Part 84

Board Policy Manual: Descriptor Code: JCEA

It is the intent of the Yazoo County School District Board of Trustees to comply with all provisions of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the Carl Perkins Vocational Education Act of 1984, Section 504 of the Rehabilitation Act of 1973 and P.L. 94-142. The Board directs that no person shall on the basis of race, color, national origin, sex, handicap, age or religion be discriminated against or excluded from or denied the benefits of any program or any opportunity or activity. This action of the Board applies to all applicants for employment in the Yazoo County Schools, present employees, and students. The school board directs the superintendent of schools to serve as the local officer of compliance.

The compliance officer will receive complaints directed toward the school system, investigate the complaint, and take necessary action.

Questions may be directed to Dr. Jack Nicholson, Superintendent, 119 West Jefferson Street, Yazoo City, Mississippi 39194, or by calling (662) 746-4672.

YAZOO COUNTY SCHOOL DISTRICT
Jack O. Nicholson, Ph.D., Superintendent
Post Office Box 1088
Yazoo City, Mississippi 39194

To: Parents, Teachers, and School Employees
From: Jack O. Nicholson, Ph.D., Superintendent
Subject: Asbestos Surveillance of All School Buildings

As part of an annual notification, we are informing all persons of their option of reviewing the asbestos management plan, which would include documentation of any changes of asbestos containing material in these schools.

To provide continuing management of the asbestos in our schools, all asbestos containing materials (ACM) are inspected every six months by an engineering firm from Jackson, Mississippi. Any changes in the ACM are being recorded in a surveillance report as part of the management plan.

A copy of the surveillance report, along with a copy of the management plan, is located in the principal's office at each school. In addition, a copy of all management plans for the district is maintained in the LEA Asbestos Designee's office located at 119 West Jefferson Street, Yazoo City, Mississippi, 39194. Any interested party should feel free to go to any of these locations to review these reports.

ATTENDANCE

ATTENDANCE LAWS

Mississippi Law comes down hard on children who are not attending school. As part of the 1982 Educational Reform Act, school attendance officers are authorized to find delinquent students, notify their parents, and get the students back in class.

After 10 unexcused absences, officers are required to promptly visit a student and his parents in their home to explain the mandatory attendance law and enforcement.

If necessary, officers can turn a chronic no-show student over to the local county court or youth court. In extreme cases, students can be removed from their home and placed under court supervision to ensure school attendance.

Students under the age of 17 are required to attend school.

ATTENDANCE INCENTIVE POLICY

For all students in grades 9-12, exemption from the second and fourth nine-week exam is an earned privilege. A student will be considered for exemption if he has no office referrals in a teacher's class and meets the following requirements regarding total days of attendance and grades:

<u>Attendance per semester</u>	<u>Grades</u>
1 absence	75-84
2 absences	85-93
3 absences	94-100

A student has the option to take an exam if he feels it will improve his grade.

All absences will be counted except those that are school related such as choir and band trips, athletic contests, etc. **It is the student's responsibility to gather and provide documentation of school related absences.** Out of school suspensions will invalidate the privilege of exemption in all classes.

ABSENCES AND EXCUSES

Students are expected to attend classes regularly, to be on time in order to benefit maximally from the instructional program, and to develop habits of punctuality, self-discipline, and responsibility. Students must be in regular attendance if they are to derive benefits from educationally sound activities.

Continuity in the learning process is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who attend school regularly achieve higher grades, enjoy school more, and are more employable after leaving school. Therefore, in order to earn credits, a student must satisfy two basic requirements. The requirements are to achieve at an acceptable level and to attend an acceptable amount of time during the school year. In order to assure acceptable school attendance, the Yazoo County Board of Education adopts the following policy:

- A student is considered to be tardy when he or she is not in class at the scheduled time. Three incidents of tardiness to class will be considered as equal to one unexcused absence.
- After five absences, not verified by a doctor's note, or not resulting from a death in the immediate family, a letter must be sent from the principal to the parent notifying him or her of the absences. A copy of the attendance policy should be attached to the letter.
- A student must consult the teacher(s) on the day he or she returns to class following an absence to make arrangements to make up any work missed.
- Absences due to suspensions are counted against the student toward the exemption policy.
- If a student misses a nine-week's test he or she must bring a doctor's excuse to make up the test, or contact the principal prior to absence.
- Teachers must check the absences each period. Absences should be reported to the attendance clerk who will then notify the parents.

ATTENDANCE

The District Administration recognizes school attendance as one of the important responsibilities of the students, parents/guardian/custodian and staff. Students who attend school regularly have fewer discipline problems and a better opportunity to achieve. Additionally, school attendance affects the District's receipt of State funding and the teacher's ability to effectively control make-up work.

MAKE-UP WORK

Both the STUDENT AND TEACHER are responsible for making sure that make-up work is completed. If a student misses the day of a test, they will be required to make up the test upon returning to school. If a student is absent the day before a test and no new materials were introduced, they must make up the test upon returning to school; if new materials were introduced before the test was given, they will be given one (1) additional day to make up the test. If a student is absent 2-5 consecutive days, the student will be given one (1) week to make up work. If a student is absent more than 5 consecutive days, the principal or assistant principal will use discretion in setting the time for make-up work to be completed.

UNEXCUSED ABSENCES

Three unexcused tardies will constitute an unexcused absence, which will result in a zero being given in the subject where tardies occurred and work is missed. A student has the option of taking the zero grade or making up the missed work.

For an unexcused absence other than where tardies are involved, a zero will be given for any grade that day.

An absence is excused only if it results from:

- Attendance at an authorized school activity;
- Isolation of the student is ordered by the county health officer;
- Death or serious illness of an immediate family member which would include a child, spouse, grandparent, parent, brother, sister, stepbrother or stepsister;
- Attendance at court or administrative proceedings if the student is a party or under subpoena as a witness;
- An absence while under the care of a physician that is documented upon the day of return to school;
- Any other reason deemed appropriate by the administration.

TARDINESS

3 Tardies = 1 Unexcused Absence

Definitions...

Tardy to School—Failure to report to first period class prior to the morning tardy bell.

If you are tardy to school you must:

- Report promptly to the attendance clerk for an admittance slip.
- Make sure the attendance clerk knows you are present, otherwise your records will reflect your being absent all day.

Tardy to Class—Failure to report to any class or place of assignment prior to the tardy bell for that period.

Tardies to class are generally unexcused, and will be dealt with in the following manner:

- The classroom teacher will administer consequences for the first two (2) unexcused tardies to that class.
- On the 3rd unexcused tardy, and each one thereafter, the student will be referred to the administration for more severe consequences.

ACADEMICS

ACADEMIC COURSE CHANGES

There will be no changing or dropping of courses after ten (10) days from the opening day of school, unless deemed necessary by the Principal and Counselor.

SUMMER SCHOOL

Any student may attend summer school with the approval of the principal based on the need of the student for graduation. Only one (1) unit may be earned in summer school per year—two and one-half (2 ½) units may be taken.

SCHOOL DAY ATHLETIC PRACTICE

The **State Board of Education** has removed **Standard 30.5** as a part of the accreditation process. Anytime you have rules and regulations concerning any issue, especially one concerning time, we must depend on the integrity of our administrators and coaches to see that the rule is properly carried out. If in fact there are violations, then those schools in violation will be dealt with by the **MHSAA** office and board, which is made up of school personnel.

In May, the **MHSAA** board voted to allow schools to have athletic practice during the school day for 50 to 55 minutes. This means that actual practice time on the field or court can only be held for a total of 50 to 55 minutes during the period of time set up as a regular time period during the school day.

- Yazoo County Schools are on a seven-period day; therefore, one should have no trouble fitting this into their schedules.
- A physical education credit may be given for the athletic period. This will come under the physical education curriculum concerning advanced fitness. Yazoo County School will give ½ credit for the physical education class.
- The athletic period for sports not in session will operate as in the past. Once the last bell rings, only the sport in season will practice after school.

ATHLETIC PARTICIPATION CLEARANCE

I hereby give consent for my child, _____, to participate in any and all required activities pertaining to the school district’s athletic program in all sports during the _____ school year.

Listed below are the sports in which he/she may participate.

1. _____ 2. _____ 3. _____ 4. _____

I am aware that the Yazoo County School District does provide accident insurance for students who participate in athletics. While this insurance will cover the majority of the medical costs related to an injury received while participating in athletics, it may not cover one hundred percent of related costs.

I do hereby hold harmless the school district and/or the Board of Education, their agents or assignees, of responsibility for any such injury or expenses and waive any and all claims that may arise against them. I realize that participation in organized athletics involves the potential for injury, which is inherent in all sports, sometimes severe enough to result in total disability, paralysis, or death.

I further understand that a licensed physician must medically screen each student who participates in the secondary athletic program. The school district will provide a medical screening; however, I understand that this screening is not a complete physical examination. The screening is general in nature and limited in its scope and does not indicate or assure me that my child is completely free from impairments, which may be affected by athletic participation.

STUDENT PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

If an athlete shows a lack of self-discipline, displays a poor attitude, or does not fulfill his/her commitments to the athletic program, he/she shall be suspended from athletic participation in that sport.

Parent or Guardian

Date

**YAZOO COUNTY SCHOOLS
GRADUATION REQUIREMENTS
SENIORS OF SCHOOL YEARS 2009-2010 AND 2010-2011
(Entering ninth graders in 2005-2006 thru 2007-2008)**

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 ¹	
MATHEMATICS	4 ²	Algebra I
SCIENCE	3 ³	Biology I
SOCIAL STUDIES	3	1 World History 1 U.S. History ½ U.S. Government, ½ Mississippi Studies ⁴
HEALTH	½	Comprehensive Health <i>or</i> Family and Individual Health
BUSINESS & TECHNOLOGY	1 ⁵	½ Keyboarding ½ Computer Applications
THE ARTS	1	
ELECTIVES	4½ ⁶	
TOTAL UNITS REQUIRED	21	

**YAZOO COUNTY SCHOOLS
GRADUATION REQUIREMENTS
SENIORS OF SCHOOL YEARS 2011-2012 AND LATER
(Entering ninth graders in 2008-2009 and thereafter)**

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	4 ¹	
MATHEMATICS	4 ²	Algebra I
SCIENCE	4 ³	Biology I
SOCIAL STUDIES	4	1 World History 1 U.S. History ½ U.S. Government, ½ Mississippi Studies ⁴
HEALTH	1	Comprehensive Health <i>or</i> Family and Individual Health
BUSINESS & TECHNOLOGY	1 ⁵	½ Keyboarding ½ Computer Applications
THE ARTS	1	
ELECTIVES	5	
TOTAL UNITS REQUIRED	24	

¹ **Compensatory Reading** and **Compensatory Writing** may not be included in the four English courses required for graduation; however, these courses may be included in the 4 ½ general electives required for graduation.

² Beginning school year with the eighth graders of 2004-2005, **Pre-Algebra** and **Transition to Algebra**, as well as **Algebra I**, may be taken in the eighth grade for Carnegie unit credit. Survey of Mathematical Topics, Compensatory Mathematics and any developmental mathematics course may not be included in the four mathematics courses required for graduation, however, these courses may be included in the 4 ½ general electives required for graduation. At least one of the four required mathematics courses must be higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, and AP Statistics.

³ One unit may be in Technology Applications or Introduction to Agriscience or Agriscience I or Concepts of Agriscience or Allied Health or Aquaculture. **Beginning school year 2008-2009 for all entering ninth graders, one unit must be a lab-based physical science.** The allowable lab-based physical science courses are Physical Science, Chemistry I, Chemistry II, AP Chemistry, Physics I, Physics II.

⁴ The credit earned for a State Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government.

⁵ One unit in Computer Discovery is accepted in lieu of the two ½ unit courses. Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational).

⁶ Elective units in physical education include participation in interscholastic athletic activities that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.

ADMISSION STANDARDS

Beginning with the class of 1996, there are four ways to gain admission to a university in Mississippi:

1. Complete the College Prep Curriculum with a minimum 3.2 GPA.
OR
2. Complete the College Prep Curriculum with a minimum 2.5 GPA and score at least 16 or higher on the ACT (at least 650 on the SAT) or rank in the upper 50% of your class and score at least 16 or higher on the ACT (at least 650 on the SAT).
OR
3. Complete the College Prep Curriculum with a minimum 2.0 GPA and score 18 or higher on the ACT (at least 740 on the SAT).
OR
4. Satisfy the NCAA standards for the student athletes who are “full qualifiers” under Division I Guidelines.

COLLEGE PREP CURRICULUM

English: (4 Carnegie Units) Courses must require substantial communication skills (i.e., reading, writing, listening, and speaking).

Mathematics: (4 Carnegie Units) Algebra I, Algebra II, and geometry. A fourth course in higher-level mathematics is highly recommended.

Science: (3 Carnegie Units) Biology, advanced biology, chemistry, advanced chemistry, physics, and advanced physics of any other science course with comparable rigor and content. One Carnegie Unit from a physical science course with content at an introductory level may be used. Two of the courses chosen must be laboratory-based.

Social Studies: (3 ½ Carnegie Units) United States history (1 unit) world history (1 unit with substantial geography component), government (1/2 unit) and economics (1/2 unit) or geography (1/2 unit).

Advanced Electives: (2 Carnegie Units) Foreign language, world geography, fourth-year laboratory-based science, or fourth-year mathematics. One unit must be in foreign language or world geography.

Computer Applications: (1 Carnegie Unit) The course should include use of application packages, such as word-processing and spreadsheets. The course should also include basic computer terminology and hardware operation.

Eighth Grade Units: Algebra I or first-year foreign language taken in the eighth grade will be accepted for admission provided course content is the same as the high school course.

GRADING SYSTEM

90-100	A
80-89	B
73-79	C
68-72	D
Below 68	F

(See Board Policy IHA)

IHA—GRADING SYSTEM POLICY

The grading system used in the Yazoo County Public Schools is as follows:

1. Teachers are requested to grade on the basis of 100. They are requested to score tests and translate those scores into grades. An evaluation of daily work should be made regularly, thereby, providing a fair distribution of grades throughout the entire nine (9) weeks term. Lessons missed because of “excused” absences may be made up and full credit given for such work, provided that work is made up within a week after the student returns to school. Lessons missed due to illness may be made up and full credit given, provided a written excuse from the parent establishes an excusable cause of absence.

2. Grades

A	90-100	Excellent—Rapid Progress
B	80-89	Good—Above Average
C	73-79	Average—Normal Progress
D	68-72	Passing—Slow
F	Below 68	No Visible Progress
I	Incomplete	Passing or failing grade to be given after work is completed

3. In computing term averages daily grades, tests and other class work shall count three-fourths, and the 9- weeks test grade shall count one-fourth.
4. In computing the semester average, the two 9-weeks averages shall count three-fourths and semester exam shall count one-fourth.
5. The yearly grade is the average of the two semesters.
6. Students enrolled in exceptional programs shall be graded based upon IEP.
7. Any student who fails an exit exam (State Subject Area Test) shall be required to repeat that course regardless of the teacher grade. The grade earned in the repeated cycle will be the grade recorded on the cumulative record.

PROMOTION AND RETENTION OF STUDENTS

(Board Policy IHEB)

A fixed set of criteria, based on student performance, will be used to determine promotion from one grade level to another at all school levels.

Kindergarten students must attain a minimum of satisfactory on goals set for Kindergarten students by local and state standards.

Students in grades 1, 2, and 3 must pass math and reading to be promoted.

Students in grades 4 through 8 will not be considered for promotion if they have failed 2 or more subjects. No student may be promoted if they have failed reading or math for two consecutive years.

Retention will be recommended if students fail to meet the minimum standards set. Along with meeting the minimum standards, all students shall attend school on a regular basis as required by Board Policy, which is; No student shall be eligible for promotion that has missed a maximum of 20 days during the school year.

Cross Ref: JBD – Absences and Excuses

No student in the Yazoo County School System shall be retained for extra-curricular reasons. This Board expressly prohibits any action of this nature.

GRADUATION REQUIREMENTS – SUBJECT AREA TESTS

(Board Policy IHFC)

1. When fully implemented in 2002-2003 students must pass the Subject Area Tests in U.S. History from 1877, English II (with a writing component), Biology I, and Algebra I, before they can graduate.
2. Passing scores for these Subject Area Tests are set by the MDE.
3. Yazoo County School District students, at this time, will take the Subject Area Tests in the spring (dates set by the MDE).
4. Students who fail a Subject Area Test can re-take the test as many as three times a year (summer, fall, and spring), until a passing grade is achieved.
5. Students who fail the Subject Area Test may be placed in a remediation class and will repeat the course. If the test is passed during the first re-test, then the student can be placed into the next class level.
6. If a student fails the course but passes the Subject Area Test for that course then they must repeat the course, but they do not have to take the Subject Area Test again.
7. When an appeal of a failing Subject Area Test score is made by a parent or other party the appeal will be handled at the district level by the student's principal, the district test coordinator, and the superintendent or his designee.

REPORT CARDS

The report card, issued at the end of each grading period, is the official notification to the home of student's progress by the school.

The report card is issued directly to the student for the first 9-weeks. The final (end-of-the-year) report card is mailed to the home address provided by the student at the time of student registration.

Each report card provides for current grades and class absences.

REQUEST FOR TRANSCRIPT

Release of any information of the official school record shall be in accordance with regulations governed by **PL93-380**. Upon the request of a student or parent for transcripts, the transcript shall be sent to any designated college, training agency, or employment office.

Official transcripts must be mailed by the school to the designated receivership. (Unofficial transcripts do not have the seal of the school or the signature of the designated school official.) The first two (2) transcripts are released free of charge. Subsequent copies cost one dollar (\$1.00) while the student is enrolled in school. Once the student graduates or leaves school, the fee for processing a transcript request is two dollars (\$2.00) for each copy.

Correspondence courses accepted by the Yazoo County School District shall comply with the requirements established for such courses by the Mississippi Commission on School Accreditation. Students may be allowed to apply a maximum of one unit of correspondence credit toward graduation effective with the 1995-1996 school year. Students shall not be allowed to use correspondence courses in a manner that brings discredit to the standard curriculum offerings of the Yazoo County School District, or to the quality of instruction that is expected therein. Toward the end, the district administration shall set reasonable rules and regulations governing enrollment in said courses.

For a student to receive credit for a correspondence course, said student must have completed an appropriate end-of-course examination administered by the Division of Instruction. All correspondence work shall be dutifully monitored by the approving principal to insure comparability in terms of breadth and depth of content and time spent in actual correspondence. No correspondence credit shall be approved by the district for correspondence work initiated after the Friday ending the fourth week of the spring semester of any school year and completed prior to graduation exercises solely for the purpose of achieving graduation.

No student shall be allowed to participate in graduation exercises on the basis of correspondence credit earned until all such credits have become official thirty (30) days after the date of the report of the final examination to the sponsoring institution.

Legal Ref.: Process Standard 31.1, Mississippi Commission of School Accreditation, Bulletin 171, Twelfth Edition, 1995

Approved: April 6, 1987

Revised: July 20, 1995

Revised: September 19, 1996

CORRESPONDENCE

A student may take a correspondence with the approval of the school principal, beginning with the 11th grade. The maximum number of Carnegie units that a student may earn completing correspondence courses is one (1) and is administered through an approved university. No student shall be allowed to participate in graduation exercise on the basis of correspondence credit earned until all such credits have become official. All work must be completed by May 1st.

TRANSFER FROM OTHER SCHOOLS

Students who attend Yazoo County Schools must be residents of the school district. The following information is requested for registration: two proofs of residence with physical address (not post office box) in the name of parent or legal guardian, social security card, health department form 121 (immunization record), and certified birth certificate. When students move into the Yazoo County School District, they should report to the school of proper grade and apply for registration. The counselor or principal will secure the information about the school last attended and officially request a transcript of credits from the school last attended. All registrations and enrollments of new students are tentative until receipt of the proper transcript or records confirms the registration date given by the students. Any student failing to produce a bona fide school record within twenty (20) school days will be dropped from the class roll.

Credits or units through or from a school not accredited by the State of Mississippi will not be accepted toward graduation or promotion by the Yazoo County Schools. Students who transfer to this school system from a non-accredited school or institution must take and pass placement tests for the purpose of placement or retake courses or grades earned from the non-accredited institution in order to gain official credit.

AGE OF STUDENTS

The laws of Mississippi provide for the education of students between the ages of 5 and 21. Young adults who become 21 years of age before September 1st and desire to enroll in Yazoo County Schools must make early application to the principal of the school where admission is desired.

Only those over-the-age students who have positive plans for vocational or academic courses or whose history contains mitigating, extenuating, or definite hardship circumstances may be accepted for enrollment. Doubtful cases will be referred to the Board of Trustees for a decision.

HONOR ROLL

The Yazoo County School District recognizes two types of honor rolls:

- The “**A, B**” honor roll shall be composed of all students with grades no lower than **85/B**.
- The “**All A**” honor roll shall be composed of all students with grades no lower than **93/A**.

Honor rolls shall be determined at the end of each 9-week grading period.

PROCEDURE FOR DETERMINING CLASS RANK

The academic class rank for diploma bound seniors will be determined by averaging the semester grades in all subjects attempted from the date of entry into the 9th grade through the end of the second semester of the senior year. Rank will be computed to the hundredth of a percent except when necessary to break a tie, in which case thousandths of a percent will be use. Averages will be obtained by adding numerical grades using the following scale (Non-academic courses such as Physical Education, Choir, Band, JROTC, and Remedial Math/English and other compensatory or remedial courses **will not** be computed for class rank.):

Advanced Placement courses = 1.10

Honors courses (as recognized in this handbook) = 1.05 x grade

All other courses = 1.0 x grade

After a course has been passed, no future grade earned in the same course is to be used in determining class rank.

A student's rank in class will be available after the spring semester of the senior year to determine valedictorian, salutatorian, and other academic achievements.

Weighted grades (AP, Honors, etc.) are used for the purpose of determining rank in class and honor graduates only.

Science AP Biology, Chemistry

The Yazoo County School District offers the following **accelerated** courses:

English Honors English II
 Honors English III
 Honors English IV
 AP English

Language Spanish II

Science Human Anatomy and Physiology
 Botany/Zoology
 Chemistry
 Physics

Math Trigonometry
 Advanced Algebra
 Pre-Calculus

**Social
Studies** Advanced World
 Geography
 AP U.S. History

SCHOOL DISCIPLINE

Where there are people existing together, rules and laws must be followed if confusion, chaos and violence are to be avoided. The public school is no exception. The right to control the conduct and behavior of students in school has been established under the COMMON LAW doctrine of *IN LOCO PARENTIS*, meaning, “**in the place of parents.**”

In the educative process, good discipline must be maintained if learning is to take place. Discipline works best when it is a shared responsibility; therefore, the staff, the community, the parents, and the students must work together for the good of all who are part of the Yazoo County School System.

Discipline is basically a matter of respect. Parents should strive to enhance parental guidance in this area by formulating policies, rules and regulations that tend to promote this respect on an ongoing basis. Students should learn to embrace the principles of good discipline as a means of fostering their own character and self-esteem. The community should use its resources to support, to guide, and to encourage students in their efforts to become worthy citizens.

It shall be the duty of each principal, in cooperation with the teachers of each school, to administer such disciplinary policies that have been established by the school board to assure a reasonable amount of harmony on the part of the pupils and teachers of each school. It is specifically stipulated that all disciplinary measures be administered with compassion and reason, with harsh disciplinary measure being kept to an absolute minimum. When it becomes necessary for a child to be removed from the school, the principal has the authority to suspend the student for a period of time up to five (5) days.

LEGAL STATUTES

§ 37-9-71 of the Mississippi Code:

The superintendent of a school district and the principal of a school shall have the power to suspend a pupil for good cause or for any reason for which such pupil might be suspended, dismissed or expelled by the board of trustees. However, such action of the superintendent or principal shall be subject to review by the approval or disapproval of the board of trustees.

§ 37-9-301:

“The board of trustees of school districts shall have the following powers:

- (e) To suspend or expel a pupil for misconduct in the school, the school buses, on the road to and from school, during recess or upon the school playgrounds.”

§ 37-11-29: Reporting unlawful acts by school officials.

Teachers and school employees who have knowledge of unlawful and violent acts on school grounds or school activities must report to the principal. Principals of the schools are required to report unlawful or violent acts to law enforcement officials.

§ 37-11-53: Distribution of school district’s discipline plan; content of plan; discipline conference; fines and penalties; recovery of damages.

- (1) 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. The school board shall have its official discipline plan legally audited on an annual basis to insure that its policies and procedures are currently in compliance with applicable statutes, case law and state and federal constitutional provisions.
- (2) All discipline plans of school districts shall include, but not be limited to, the following:
 - (a) A parent, guardian, or custodian of a compulsory-school age child enrolled in a public school district shall be responsible financially for his or her minor child’s destructive acts against school property or persons;
 - (b) A parent, guardian, or custodian of a compulsory-school age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection; and

- (c) A parent, guardian, or custodian of a compulsory-school age child enrolled in a school district who has been summoned by proper notification by an appropriate school official shall be required under this provision to attend such discipline conference specified in paragraph (b) of this subsection.
- (3) Any parent, guardian, or custodian of a compulsory-school age child subject to the provisions of this section who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this section shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed two thousand dollars (\$2,000.00).
- (4) 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 (6), who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to from the minor or from a person, for damages to which such minor or other person would otherwise be liable.
- (5) The provisions of this section shall apply only to acts committed on or after July 1, 1993.

§ 37-11-55: Code of student conduct.

The local school board shall adopt and make available to all teachers, school personnel, students and parents or guardians, at the beginning of the 1993-1994 school year and each school year thereafter, a code of student conduct developed in consultation with teachers, school personnel, students and parents or guardians. The code shall be based on the rules governing student conduct discipline adopted by the school board and may be made available at the school level in the student handbook or similar publication. The code shall include, but not be limited to:

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

§ 37-9-14: Notification of criminal activity.

The superintendent must notify in writing a parent or guardian, the youth court, and law enforcement officials of the expulsion of any student for criminal activity and further notify the youth court and law enforcement officials of the occurrence of any crime committed by a student upon school property or at school related activities.

§ 37-11-57: Immunity from liability for carrying out action in enforcing rules regarding control, discipline, suspension and expulsion of students.

Except in the case of excessive force or cruel and unusual punishment, a teacher or other member of the instructional staff, a principal or his designated representative, or a bus driver shall not be civilly liable for any action carried out in conformity with state law and district school board rules regarding the control, discipline, suspension and expulsion of students.

Generally, principals will depend upon discussing of the situation/problem before making a decision. Principals will administer one of the following options in disciplining students: verbal reprimand, in-school detention, out-of-school suspension. After school detention, corporal punishment and/or school board referral. Corporal punishment will be administered by a principal or his designee. The use of corporal punishment is restricted to situations where there is evidence that other means have failed to produce acceptable behavior and that said corporal punishment may only be administered in the presence of another professional staff member.

§ 37-13-92: Provisions for alternative education.

An alternative school must be made available for students who are otherwise suspended or expelled (except for students suspended or expelled for weapons or for violations which are as a result of felonious conduct), or students may be referred to an alternative school based on the documented need for such by the parent or guardian, or students may be assigned to alternative school by the youth court.

§ p. I. 103-227: Pro-Children Act of 1994

No person shall be permitted to smoke within any indoor facility (enclosed building) that is constructed, operated, or maintained and controlled with federal funds which provide services to children who have not attained the age of eighteen; these services include routing or regular kindergarten, elementary or secondary education, library services, health services or day care services.

Any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty in an amount not to exceed \$1,000 for each violation or may be subject to an administrative compliance order or both. Each day a violation continues shall constitute a separate violation.

YAZOO COUNTY SCHOOL DISTRICT
Jack O. Nicholson, Ph.D., Superintendent
Post Office Box 1088
Yazoo City, Mississippi 39194

Dear Parent:

The purpose of this letter is to inform you of the Yazoo County School District's policy on violence in our schools. Yazoo County School District operates on zero tolerance for violence. It is imperative that we provide our students and teachers with a safe and orderly environment in which to learn and teach.

VIOLENT BEHAVIOR OF ANY NATURE WILL NOT BE TOLERATED.

Students displaying violent behavior, including aggressive verbal confrontations, should be aware that they may be reported to the Juvenile Court Authorities and are subject to placement in the Yazoo County Juvenile Detention Center by Youth Court Authorities, as well as, being suspended or expelled from school.

All students must understand they will be held accountable for their actions.

This policy applies to students, not only at school, but while on school buses or any school sponsored activity.

This community expects our schools to be safe and orderly. We ask that you talk to your children about the potential consequences of their behavior.

Thank you for your cooperation.

Sincerely,

Jack O. Nicholson, Ph.D.

OFFICE DISCIPLINE REFERRAL FORM			
Student _____	Referring Staff _____	Grade Level _____	Date _____ Time _____
<u>Location</u>			
<input type="checkbox"/> Classroom	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Bus loading zone	<input type="checkbox"/> Other _____
<input type="checkbox"/> Playground	<input type="checkbox"/> Bathroom/Restroom	<input type="checkbox"/> Parking lot	
<input type="checkbox"/> Commons/common area	<input type="checkbox"/> Gym	<input type="checkbox"/> On bus	
<input type="checkbox"/> Hallway/Breezeway	<input type="checkbox"/> Library	<input type="checkbox"/> Special Event/Assembly/ Field Trip	
<u>Problem Behaviors (check the most intrusive)</u>			
MINOR		MAJOR	
<input type="checkbox"/> Inappropriate language	<input type="checkbox"/> Abusive lang./inappropriate lang.	<input type="checkbox"/> Skip class/truancy	<input type="checkbox"/> Vandalism
<input type="checkbox"/> Physical contact	<input type="checkbox"/> Fighting/physical aggression	<input type="checkbox"/> Forgery/theft	<input type="checkbox"/> Property damage
<input type="checkbox"/> Defiance/disrespect;/non-compliance	<input type="checkbox"/> Defiance/disrespect/insubordination/ non-compliant	<input type="checkbox"/> Dress code violation	<input type="checkbox"/> Bomb threat
<input type="checkbox"/> Disruption	<input type="checkbox"/> Harassment/tease/taunt	<input type="checkbox"/> Lying/cheating	<input type="checkbox"/> Arson
<input type="checkbox"/> Property misuse	<input type="checkbox"/> Disruption	<input type="checkbox"/> Tobacco	<input type="checkbox"/> Weapons
<input type="checkbox"/> Other _____	<input type="checkbox"/> Tardy	<input type="checkbox"/> Alcohol/drugs	<input type="checkbox"/> Other _____
		<input type="checkbox"/> Combustibles	
<u>Possible Motivation</u>			
<input type="checkbox"/> Obtain peer attention	<input type="checkbox"/> Avoid tasks/activities	<input type="checkbox"/> Don't know	
<input type="checkbox"/> Obtain adult attention	<input type="checkbox"/> Avoid peer(s)	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Obtain items/activities	<input type="checkbox"/> Avoid adult(s)		
<u>Others Involved</u>			
<input type="checkbox"/> None	<input type="checkbox"/> Peers	<input type="checkbox"/> Staff	<input type="checkbox"/> Teacher
		<input type="checkbox"/> Substitute	<input type="checkbox"/> Unknown
			<input type="checkbox"/> Other _____
<u>Administrative Decision</u>			
<input type="checkbox"/> Time in office	<input type="checkbox"/> Detention	<input type="checkbox"/> Saturday School	<input type="checkbox"/> In-school suspension
<input type="checkbox"/> Loss of privilege	<input type="checkbox"/> Parent contact	<input type="checkbox"/> Individualized instruction	<input type="checkbox"/> Out-of-school suspension
<input type="checkbox"/> Conference with student	<input type="checkbox"/> Other _____		
<u>Comments:</u>			
<u>Follow-up comments:</u>			

**YAZOO COUNTY SCHOOL DISTRICT
ACTS CONSIDERED TO BE OF A VIOLENT NATURE**

All discipline problems will carry one of the following consequences:

1. Expulsion
2. Alternative School
3. Out-of-School Suspension
4. In-School Suspension
5. Corporal Punishment
6. Student Conference with Staff Member
7. Parent/Student Conference with Principal/Superintendent
8. Hearing before the Board
9. Others that may be deemed appropriate based upon circumstances.

The following acts of misconduct are considered “Major” and will not be tolerated in the Yazoo County Schools. Consequences are automatic.

1. **LEAVING SCHOOL WITHOUT PERMISSION**-- car will not be allowed on campus for the remainder of the school year; this includes riders. Depending upon circumstances, other forms of punishment may be used.
2. **FIGHTING** on school grounds, buses or any place where the school is represented--violators will be picked up by the Sheriff’s Dept. and go before the Youth Court Judge. In addition, you will face additional punishment by the school depending upon the circumstances.
3. **SEXUAL HARASSMENT** (federal violation)—Expulsion, alternative school, long-term suspension or other means of discipline depending upon circumstances.
4. **BRINGING WEAPONS OF ANY KIND** on campus, on buses, or to any school related activity—expulsion for one year from the time of the incident. Must also go before criminal justice system. Mitigating circumstances will be considered.
5. **VANDALISM OF SCHOOL PROPERTY AND/OR THE PROPERTY OF OTHERS**—by law, up to \$20,000 fine and/or expulsion or suspension.
6. **OFFENSIVE/VULGAR LANGUAGE** whether written, spoken, or by gestures (by law up to \$500 fine and/or suspension).
7. **POSSESSION, POSSESSION WITH INTENT TO SALE OR DISTRIBUTE OR CONSPIRE TO SELL, USE OR UNDER THE INFLUENCE OF ALCOHOL, ILLEGAL DRUGS, NARCOTICS, CONTROLLED SUBSTANCE(S) OR POSSESSION OF PARAPHERNALIA**—face criminal prosecution, and expulsion from school.
8. **ASSAULT AND/OR BATTERY AGAINST A SCHOOL EMPLOYEE**—expulsion from school, possible legal consequences which may include a fine or lawsuit for damages.

STUDENT BEHAVIOR ON SCHOOL BUSES

Eligible students will be given school bus rules and regulations at the beginning of the school year.

Student cooperation is imperative. State Law and Policies of the Yazoo County Board of Trustees provide that a bus is an extension of the classroom; consequently, behavior required in the classroom is equally required while the student is on the school bus.

ANY VIOLATION OF THE SCHOOL POLICY AS IT APPLIES WITHIN THE CLASSROOM AND ON SCHOOL GROUNDS, APPLIES ON THE SCHOOL BUS.

Students who do not conduct themselves properly as set forth in the rules and regulations will not be allowed to ride the bus. Severe student behavior on the bus can also result in responsibility of his/her parent or guardian to provide transportation to and from school.

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

The school principal will be responsible for disciplining students reported to him by the driver. Questions and inquires 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.

Rules and Regulations Pupils Must Observe for Riding School Buses

Students shall

1. Be at assigned bus stop on time
2. Be courteous and follow instructions of the bus drivers.
3. Ride regular bus at all times unless the student has permission from the office. Students must bring a written note from parent or guardian.
4. Get off the bus at the assigned stop.
5. Talk in a normal tone and do not shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a highway intersection. A school bus is considered an extension of the classroom; please follow regular classroom manners.

Students shall not

1. Fight or tussle.
2. Strike or threaten bus drivers or other students.
3. Bring unauthorized articles on the bus. (Pets, combustibles, large articles, weapons)
4. Use bad language or make vulgar gestures.
5. Make excessive noise or shout at anyone through the bus window.
6. Throw objects or litter the bus. This includes eating or drinking on the bus.
7. Smoke or use intoxicants. (This would include chewing tobacco, dipping snuff, and taking drugs.)

8. Stand up on the bus or hold a seat for a friend.
9. Put hands, head, or any object out of the bus window.
10. Mar or deface bus. Parents will be liable for all damages.
11. Distract the driver's attention while driving other than when necessary.
12. Enter or exit the bus through the emergency door, except in emergency situations.
13. Commit any other improper conduct.

SCHOOL BUS DISCIPLINE POLICIES

Descriptor Code: JCDAD-R (1)

Issued Date: 9-5-1989

Violation of rules of safety or courtesy include improper boarding or departing procedures, bringing articles of injurious nature aboard the bus, failure to remain seated, refusal to obey driver, pushing or shoving another student, hanging out of windows, lighting matches or smoking on bus, discourteous behavior and throwing objects in or out of buses.

- **First Offense**—Reprimand and warning (unless actions warrant more severe punishment)
- **Second Offense**—Two weeks suspension from riding bus
- **Third Offense**—Permanent suspension from riding bus

Use of profanity and excessive discourteous acts result in the following:

- **First Offense**—10 days suspension from riding bus and possible suspension from school
- **Second Offense**—Permanent suspension from riding bus and suspension from school

Fighting, and/or destruction of property result in the following:

- **First Offense**—10 days suspension from riding bus and 5 days suspension from school
- **Second Offense**—Permanent suspension from riding bus and indefinite suspension from school

The aforementioned policies in no way restrict the administration from taking more severe measures as the situation warrants.

DISCIPLINE AT THE VO-TECH CENTER

Students attending the Yazoo City School District as a vocational or technical student from the school in this district will be required to adhere to the rules and regulations established by the Yazoo County School District. Students who received out-of-school suspension from the “home” school or the Vo-Tech Center will not be allowed to attend the other for the duration of the suspension.

DISCIPLINE AT THE ALTERNATIVE SCHOOL

The Alternative School has a separate handbook that lists rules and regulations. Upon assignment to the Alternative School, students will be apprised of the guidelines for student behavior.

CHEATING

The Yazoo County School Board believes that a pupil’s work should be a reflection of that individual’s knowledge and ability. Cheating on the part of pupils violates the basic premise stated above. Students violating the provisions of this policy shall be dealt with in the following manner:

- **First Offense:** A confidential conference between the teacher and pupil will be conducted. The building principal and parents will be notified. The student will receive a grade no higher than 70.
- **Second Offense:** The pupil will receive a zero (0) grade on the test involved. The building principal and parents will be notified.
- **Subsequent Offenses:** May result in suspension.

STUDENT INFORMATION

WHAT TO DO WHEN...

You wish to leave the campus for the remainder of the day—secure a corridor pass from your teacher to go to the office. At the office, obtain permission from an administrator to leave the campus. No student will be permitted to leave campus unless the parent/guardian is physically present to sign him/her out or verifiable contact is made by the principal or his designee with the parent/guardian at the time of checkout.

You wish to leave the classroom—Ask your teacher for a corridor pass stating your need for leaving. Take the pass, attend to your business promptly, and return to class.

You become ill at school—Inform your teacher that you are ill. If you are unable to remain at school, the office secretary will notify a parent or designee to come to the school and check you out. You may not leave school until someone arrives at the principal's office for you.

You have a doctor's appointment—Report to the principal's office before school on the morning of your appointment and present your appointment card to the secretary. After the appointment has been verified, the secretary will give you a form stating the time you are to be dismissed from school. You must present this card to the teacher from the class you wish to be dismissed. Stop by the office to notify the secretary that you are leaving.

No student will be permitted to leave school prior to the end of the normal school day at the request of or in the company of anyone other than a school employee, police officer, court official, or parent or legal guardian unless permission has previously been granted by the parent/guardian.

PARTICIPATION IN THE COMMENCEMENT CEREMONY

The following regulation is state policy:

“A school shall not deliver a diploma, signed or unsigned, or any substitute for a diploma, to a pupil who fails to meet the requirements for graduation, nor shall such a pupil be permitted to participated in the graduation exercise.”

“The school does not assume responsibility for money spent on class rings, invitations, etc., because a student does not meet the minimum requirements for graduation.”

While participation in the graduation exercise is not a requirement for graduation, seniors who plan to participate in commencement must attend practice and must be on time. A schedule will be given to each senior during the last week of April explaining all details.

Graduates who choose not to participate in the graduation ceremony may pick up their diploma at school the day following the ceremony.

GRADUATION EXPENSES

There are many expenses associated with one's senior year-class ring, invitations, cap and gown, senior portraits-which can accumulate! The school does emphasize, however, that it cannot predict nor can it assume responsibility for a senior's performance in course work. It is, therefore, the student's responsibility to determine one's own status relative to graduation and the purchase of any of these items. Invitations, class rings, cap and gown, pictures, and other graduation expenses incurred by the student will not guarantee graduation from high school. The senior will be permitted to order these materials if it is possible to complete graduation requirements; whether the senior is allowed to graduate is based on successful completion of the year's program.

Graduation ceremonies are held for seniors only.

HALL PASSES

During the class time, students may not be in the halls without a valid hall pass or other written authorization issued by a teacher or administrator. **NO MORE THAN ONE STUDENT MAY USE A HALL PASS AT THE SAME TIME.**

COLLEGE AND MILITARY DAYS

The Board of Trustees of the Yazoo County School District has approved a maximum of two (2) days for a senior to visit a college campus without affecting the attendance policy. The request must be made and approved in advance of the campus trip. As verification of the student's visit to the college campus to discuss admission, degree programs, financial aid, housing, etc., the signature of a college official shall be required. Required forms should be picked up 5 days prior to campus visit from the counselor's office.

STUDENT INSURANCE PROGRAM

Accident insurance under a group policy shall be made available to students enrolled in the school of the district. Selection of the programs shall be by the principal. Students participating in student athletics are required to have accident insurance coverage. A signed affidavit from the student's parent/guardian stating they have adequate coverage of their own for their child will be a suitable substitute for coverage under the student insurance program.

PARENT/TEACHER CONFERENCES & GRADE REPORTS

Parents are encouraged to keep abreast of their child's progress in school. Parents may schedule emergency conferences as needed; however, conferences not of an emergency nature should be scheduled at 3:00 p.m.

COPIES OF TESTS TO OFFICE

A copy of each nine-week exam will be turned in to the office on Friday of the week before exams are given.

RECORDING GRADES

Only numbers will be used in recording grades. Grades on report cards will be recorded in numerical grades. Semester exam grades and semester averages will be recorded as numerical grades. All grades on permanent records will be recorded as numerical grades.

SCHOOL PROPERTY

The school property belongs to you as a citizen and taxpayer. You should protect this property and help make the school an attractive place in which to live.

- Help keep school premises free from trash and refuse.
- Discourage the defacing of all kinds of property.
- Encourage proper care of grass, flowers, and shrubs.

REPORTING TO CLASS

All students should report to their first period class or assignment upon arrival on campus unless they have business in the restroom or office. There will be no loitering in the corridors and restrooms before the first bell.

LOST AND FOUND

Articles found on the school campus should be taken immediately to the office of the principal. Inquiry should be made at the same place for articles that have been lost. Students bringing valuables and large sums of money to school **do so at their own risk**.

LOCKERS

Lockers are the property of the school and not the individual student. Students are to use only the locker assigned.

Combination locks have been installed on all lockers. The combination will be given to the student. If your locker is tampered with, notify the office immediately. Each principal will have a master key to all lockers.

Students caught damaging or destroying a locker will be required to pay \$35.00 for replacement. Students writing on lockers will receive a one (1) day suspension and must clean the locker.

School authorities may conduct periodic general inspections at any time for any reason related to school administration. Inspection of individual lockers may occur when there is a reasonable basis to do so and in those cases, the student or third party shall be present. **Students are responsible for the contents of their lockers.**

LUNCH PERIOD

Lunch is served each day in the cafeteria. Students who bring bag lunches may purchase milk/juice to drink with their lunch. Extra sales are available daily; money should be sent on a daily basis, if needed by the student. Cash only is acceptable.

FREE OR REDUCED LUNCH

Free or reduced lunch is available to those who complete the proper form and qualify. New applications will be given to the students when they enroll in school.

The lunch period is approximately 30 minutes long. Students are expected to exercise proper conduct at all times. Further instructions will be given during orientation.

Lunch will be limited to the cafeteria. Students will not be allowed to take food or drink out of the cafeteria.

TELEPHONE

In case of emergency or sickness, your parents or guardians will be contacted by the office personnel on the office telephone. Never is a student to leave class or study hall to use the phone. No students will be permitted to use the office phones for personal reasons. **Telephone messages will not be delivered to students during the school day unless it is an emergency.**

The Yazoo County Board of Education understands the technological world that our students are living in and we encourage the use of technology in the proper forum. However, cell phones on school campuses create problems that were unheard of just a few years ago. (i.e. texting, pictures posted on the internet, videos posted on the internet, cheating, etc.) We solicit the support of parents and students to abide by the policy the school board has established. Office phones are available for emergency phone calls and students can be reached by parents through the office. Please be aware of the rule changes for the 2009-2010 school year. We ask that parents sign this form and return it to school. This rule replaces the previous cell phone policy.

CELL PHONE POLICY

Board Policy prohibits student cell phones at school. This means from the time a student enters a bus until the student exits a bus. For commuting students this means from the time a student exits a private vehicle until they are back in their private vehicle. The cell phone policy is as follows:

- 1st Offense—phone is taken up and a parent has to come pick it up. The parent is notified at this time of second offense consequences.
- 2nd Offense—phone is taken up and will not be returned until the end of the school year. If a student refuses to surrender the cell phone, the student will be suspended until a parent accompanies the student back to school and surrenders the cell phone to the principal.

FIGHTING

The penalty for being involved in a fight, defined as an exchange of physical blows, (hitting, slapping, pushing, and shoving) is as follows:

1. Law enforcement personnel will be called. Students must go before the Youth Court Judge.
2. Five days of out-of-school suspension.
3. Recommendation for expulsion for the first offense.

Students who hit other students and there is no response will be subject to 5 days suspension or recommendation for expulsion. If more than two students are involved in a fight, all involved will be suspended out-of-school for 5 days and sent to the superintendent's office. All out-of-school suspensions will be charged against a student's 20 days unless the student agrees to make up all missed work and/or tests.

In the event a fight breaks out, students are advised to move away from the area of the disturbance, tend to their own business, and not get in the way of administrators or teachers who are trying to deal with the situation. Standing around, standing on tables, standing in aisles so as to hinder school officials, refusal to leave the scene when asked to do so, are violations of the no fighting policy. They constitute the offense "party to affray" and disciplinary action may result. In more severe cases, prosecution may be an alternative.

Students who instigate fights, but are not actively involved, (that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight) submit themselves to the same penalties as those who are involved in a fight. Students who are intimidated or harassed by another student should report that to a teacher or administrator. Teachers are to report these incidents immediately to an administrator. In sum, fighting will not be tolerated on the campus, on the school bus, or at any sanctioned event.

STUDENT RESTRICTIONS

Possession of the following items on school property is prohibited:

Radios	fingernail files	playing cards	gang paraphernalia
Tape players	knives	noise-making devices	gambling paraphernalia
CD players	any type of weapon	cellular phones	drug paraphernalia
headphones	personal defense spray	portable phones	pornographic materials
matches	mace	mobile phones	
cigarette lighters	alcoholic beverages	beepers	
tobacco in any form	illegal drugs	tops/toy weapons	

1. Students are not permitted to sell or trade any item at school without permission from the principal.
2. Students are not permitted to sit on the tops of desks or tables in the school building.
3. Students are expected to properly dispose of all garbage and litter.

School personnel will not be held responsible for prohibited items which have been confiscated.

The school utilizes discipline forms whenever a student violates any of the rules and regulations of the school. A copy of this form indicating the violation and action taken is sent home with the student. **THE COPY SENT HOME IS FOR PARENTAL NOTIFICATION. IT IS THE RESPONSIBILITY OF THE STUDENT TO DELIVER THE PARENTAL NOTIFICATION TO HIS/HER PARENT OR GUARDIAN.**

CLUB SALES

Any student that has not paid for the merchandise on the date it is due, will be dropped from the club and the money will be collected through the office.

YAZOO COUNTY SCHOOL DISTRICT MANDATORY DRESS CODE

The construction shall be of wash-n-wear or permanent press fabric. No component of the dress code/outerwear may be of denim or jean material.

SHIRT: Button-Up Oxford Cloth Shirt or “Knit Polo Style” 2-3 button shirt

- Collared oxford shirt or collared polo style shirt must be worn at all times
- Solid white or navy polo (or red-Bentonia-Gibbs, dark green-Linwood, light blue YCHS/YCJH)
- Solid white oxford cloth
- Pointed collar or rounded collar
- Long or short sleeve
- With or without pockets
- No visible emblem
- Must be tucked in (K-3 exempt)
- Solid white or solid navy undershirts or turtlenecks may be worn under the polo style shirt or oxford shirt

Sweatshirts (must have a ribbed collar, waist and wrists)

- Shirt collar must be visible
- Solid white or navy (or red-Bentonia-Gibbs, dark green-Linwood, light blue YCHS/YCJH)
- No pockets or hoods
- No ruffles, pleats, lace, trim, etc.
- No visible emblem

Sweaters/Vests

- Solid white or navy (or red-Bentonia-Gibbs, dark green-Linwood, light blue YCHS/YCJH)
- Cardigan/Vest (button-up) or pullover – plain front
- No hoods
- No visible emblem

Coats/Jackets

- No logo jackets (NCAA, NBA, NFL, etc.)
- Must not be oversized
- No trench coats allowed
- Students may wear school approved letter jackets/school logo

TRADITIONAL STYLE Pants/Cropped Pants (no shorter than 6” above the ankle)

- Solid khaki (tan) or navy
- No visible emblem
- Cuffed or un-cuffed, properly hemmed (no frayed, sagging, oversized, extremely tight fitting, zip-off pants, low-riders, bell bottoms, cargo pants, warm-ups, wind suits, etc.
- Length shall not exceed the bottom of the shoe
- K-3 students may wear pull-up pants/shorts with elastic waistband

TRADITIONAL STYLE Walking Shorts

- Solid khaki (tan) or navy
- No visible emblem
- Cuffed or un-cuffed, properly hemmed
- Pleated or un-pleated
- Must fit at the waist and have a front waistband and belt loops
- No stretch fabric, cargo shorts
- Length shall not exceed 2" above or below the knee

Jumpers/Skirts/Skort/Dresses

- Solid khaki (tan) or navy
- Regular/straight/box pleat styles
- No visible emblem
- No stretch fabric
- Length shall not exceed the top of the kneecap

Overalls

- Not allowed

Belts

- Solid brown, black or navy
- Length cannot exceed the buckle by more than six (6) inches
- Belt buckle cannot exceed two (2) inches by three (3) inches
- Must be worn with pants and shorts (K-3 exempt)

Shoes

- No shower shoes, slippers, house shoes, beach shoes

Socks/tights

- If worn, solid white, navy, khaki, black, or brown
- No visible emblem

School Spirit Days

- To be determined by the principal
- School logo may be worn

GENERAL CONSIDERATIONS

Each student has the responsibility to dress appropriately for the school environment. Wearing apparel, hair, and general appearance shall not disrupt the classroom atmosphere, shall not be unusually provocative, or shall not violate health and safety rules of the school. The guidelines for dress and grooming are provided to assist parents and shall apply to all students. Student's dress and grooming shall be neat, clean, and follow the general guidelines below. **The principal shall have the final decision about the appropriateness of all components of the mandatory dress code.**

- Shirts are to be worn tucked into pants, skirts, shorts, or skorts.
- The length of the shorts, skorts, skirts, and jumpers shall not exceed the top of the kneecap.
- The construction shall be of wash-n-wear or permanent press fabric.
- Students are prohibited from wearing additional “patches”, pins, tattoos, visible body piercing other than the ear lobe, ornate or cumbersome earrings or jewelry, or any other item that may be considered lewd, profane, obscene, suggestive, vulgar, non-school group affiliated or distracting which may harass, threaten, intimidate, or demean other groups; or which display illegal merchandise or contraband; or any item which may distract from the educational process.
- Students may not wear sweatshirts, sweaters, vests, jackets or coats around the waist, neck, shoulders, etc.
- Head coverings, including but not limited to caps, hats, bandannas, “doo” rags, hair curlers, sunglasses, headbands, or any “gang” symbols are prohibited.
- All clothing is to fit appropriately. Oversized and extremely tight fitting clothing is prohibited.

Specific Rules of Student Dress Code

Students are to be in compliance with the mandatory dress code before entering the building and at all times on campus; from arrival through departure. Bus students must be in compliance at all times on the bus. Additionally, students are to be groomed and dressed neatly. **The principal will determine what constitutes distracting influences in matters of dress and grooming and reserves the right to make modifications as needed.** All components of dress are to be worn in keeping with the intent of the overall dress code. Circumventing the policy is prohibited. If a style of dress or appearance is, in the opinion of the administration, disruptive to the educational process, constitutes a potential threat to the safety or health of the student or other persons, or contradicts the intent of the policy, it shall not be permitted.

Dress Code Violation Consequences

- 1st Offense—Student corrects problem or reports to In-School Suspension (ISS).
- 2nd Offense—Student corrects problem or reports to ISS until the student is in compliance. Parent is contacted.
- 3rd Offense—After five school days of ISS, the student is sent home until compliance. Parent contact is made.

THE CLASSROOM

You get as much out of anything as you put into it. The same is true of the classroom. Participation and attentiveness are signs of a good student. No student will be allowed to sleep in class, to not pay attention, to waste time, to disturb others, or to make no effort on homework or tests.

Common rules and regulations for each classroom shall be prepared and taught.

THE LIBRARY

The school library provides you with a place to study undisturbed.

We also have available a staff member who can give you help and suggestions which will make your schoolwork more effective. In return for this you are expected to:

- Observe all library rules and regulations.
- Use the library as a place to study, not social activities.
- Always return books and magazines to their proper places.
- Students may check out library books for a two-week period and may be rechecked at the end of this period if needed.
- Students will be responsible for the books they check out for another student.
- Library books that are damaged by students (torn pages, writing, or soiled in any way) will be paid for by the student.
- A fine of \$.05 per day will be charged on all overdue books.
- Books that are lost will be charged to the student at full price.

THE CAFETERIA

How one enters and leaves the dining area, his/her general table manners, and the way he/she handles his/her food indicates a measure of mature behavior.

The following suggestions represent some of the more important rules of conduct:

- Walk quietly as you enter the cafeteria.
- Always keep your proper place in line while waiting for a table. Pushing ahead of others already in line is improper.
- Be quiet and orderly while in line and eating.
- Place your chair in place when leaving and deposit refuse in proper receptacle.
- Leave floor, table, and chair tidy. Help the next person in line to enjoy his/her lunch in a clean sanitary setting. Students are not to carry food from the cafeteria.

SCHOOL CORRIDORS

The rules concerning the corridors are made for your benefit. You should abide by these rules at all times:

- When you enter the corridors, avoid pushing and shoving. Walk quietly.

- Always keep to the right and regulate your steps in length and speed so you will move with the general flow of traffic.
- Take your turn at the drinking fountain, forming a line rather than crowding around the fountain.
- Restrooms are not for loafing or visiting; use them only for the purpose intended. Do your share to keep the restroom neat and clean.

STUDENT CONDUCT/ATTITUDE OUTSIDE THE CLASSROOM

The same student conduct required in the classroom is expected of students outside the classroom—in the hallways, cafeteria, on campus, parking lot, etc. Students should respect the authority of all adults on campus. In previous years, students have tended to disregard or ignore correction by teachers and staff unless taught by the teacher or supervised by the staff member. If a student is not abiding by the rules and regulations of the school outside the classroom and/or discounts admonition by a teacher/staff member, such behavior will be addressed accordingly by the administration. Students will respect the authority of all adults on campus.

STUDENT CONDUCT AFTER SCHOOL/OUT-OF-TOWN SCHOOL SPONSORED ACTIVITIES

Students traveling in private vehicles to after school activities held either at the high school or out-of-town will be the responsibility of their parents. However, once on school property whether at the high school or an event at another school in which the high school is a participant, the students are under the jurisdiction of the school district. Students traveling under school official's supervision (regardless of means of transportation) are subject to all of the school district's rules and regulations. *Students should be aware that they and/or their baggage is subject to search before, during and/or after any school-sponsored trip.*

The Mississippi High School Activities Handbook states that the superintendent, principal, coach or other representative of the school shall be responsible for the conduct of those connected with their school, both at home and on trips.

SMOKING

Students are not allowed to smoke on campus or buses, or have tobacco in their possession on campus or buses (Federal & State Law).

GANGS

Gang activity will not be tolerated in school or on school grounds. Gang dress and symbols are unacceptable in school or on school grounds.

INTERROGATIONS AND SEARCHES

Interrogations and searches of students will be conducted in accordance with federal and state laws, statutes, and school board policies.

Section I: DESKS AND LOCKERS

Desks and lockers are school property and remain at all times under the control of the school. However, students are responsible for whatever is contained in desks and lockers issued to them by the school. School authorities may conduct periodic general inspections at any time for any reason related to school administration. Inspection of individual lockers or desks may occur when there is a reasonable basis to do so, and in those cases, the student or a third party shall be present.

Section II: AUTOMOBILES

The school retains authority to inspect students' automobiles used as transportation to school whether on or off school property. When a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside a student vehicle, the student may be required to open the automobile, including the trunk, for further inspection.

Section III: SEARCH OF STUDENTS

A student's person and/or personal affects may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex with an adult witness present. It will be an extremely rare situation that requires a more intrusive search of a student's person than a pat down. Only if extreme emergency conditions exist, and only upon prior approval by the central office, shall a more intrusive search be conducted. If a search is necessary, it will be conducted in private by a school official of the same sex with an adult witness of the same sex present.

Section IV: NOTICE OF CHEATING

The Yazoo County School Board believes that a student's work should be a reflection of that individual's knowledge and ability. Cheating on the part of students violates the basic premise stated above. Students violating the provisions of this policy shall be dealt with in the following manner:

- **First Offense:** A confidential conference between the teacher and student will be conducted. The building principal and parents will be notified. The student will receive a grade no higher than 70.
- **Second Offense:** The student will receive a zero (0) grade on the test involved. The building principal and parents will be notified.
- **Subsequent Offenses:** May result in suspension.

Section V: NOTICE OF POLICY

Students will be provided notice of the School Search Policy by having the policy placed in the student handbook which is distributed to all students. A copy of the policy will also be posted in the principal's office or other prominent place in the school

Use of Police

It is the philosophy and belief of the YAZOO COUNTY SCHOOL DISTRICT that the responsibility for managing student discipline violations rests with the faculty, staff, and administration. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or municipal ordinances occur, or when students or parents refuse to work within the established policies of the district and school, or where security of a person or property appear to be in jeopardy, the building level administrators will not hesitate to call the police and initiate arrest and prosecution proceedings.

DEFICIT CREDIT

The school will make every effort to assist students in overcoming loss of credit when suspension occurs. Students and parents should contact school officials for an evaluation of records as soon as possible so that alternate educational plans can be developed and implemented.

STUDENT DETENTION AND SUSPENSION

In-School Suspension—Except when presence will lead to violence or further disruption.

Out-of-School Suspension— is the denial of the privilege of attending school. Students under suspension shall not be present upon any school grounds or property or attend any school sponsored activity or event except for a prearranged conference with the principal. Students under suspension who are on school property or attending a school-sponsored event or activity may be suspended for additional days or may be prosecuted for criminal trespass.

In the case of suspension, the parent and/or guardian shall be notified in writing within 24 hours of such suspension and advised of the reason thereof. If a student is to be sent home during normal school hours, a parent and/or guardian shall be notified before the student is dismissed. No student shall be sent home during normal school hours until a parent and/or guardian has first been notified.

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

DUE PROCESS

Students facing suspension shall be given oral or written notice of charges against him/her by the principal or his designee.

If the student denies the charges, he/she shall be given an explanation of the evidence that the principal or his designee has against him/her and shall be given an opportunity to present his/her side of the story.

In all cases of suspension, the parent and/or guardian appointed by the Chancery Court shall be notified in writing within 24 hours of such suspension giving the reason thereof.

Suspension in excess of 10 school days may be given only by the action of the Board of Trustees and then only after such student has been afforded notice, opportunity of a hearing, and other procedural rights consistent with state and federal due process requirements.

A student may request a hearing before the District Disciplinary Committee regarding his/her penalty. Students on suspension for 5 or more days must return to school accompanied by a parent and/or guardian before he/she will be readmitted to school.

A student must complete the suspension before he/she receives credit for previous work done. A second semester suspension, if it occurs at or near the end of the semester, may be completed during the summer. If a student transfers to another school because of suspension, they must serve their suspension before they can re-enter any classes in the Yazoo County School District. Student transfers will not be used to circumvent consequences resulting from suspensions.

A student serving a suspension will not be allowed to participate in extracurricular activities, including graduation, athletic events, band, any school functions, etc.

“SPECIAL” GRADUATION STATUS (ACCELERATION)

The board of Trustees believes that a child's best interests are served if he/she remains with his/her own age group. Enrichment will be provided for students who show exceptional academic aptitude. Acceleration or double promotion is not permitted.
Approved: August 6, 1987

If a student is two or more years behind his/her class, the principal may make exceptions (19 & 20 years old)

LOST OR STOLEN PROPERTY

All articles which are found should be taken to the principal's office immediately. Lost and/or stolen items should be reported to the teacher immediately. Articles left unclaimed at the end of the school year will be donated to a charity or similar organization.

PROGRESS REPORTS

A progress report will be issued to the student to be taken to his/her parents and/or guardian at the mid-point of the grading period.

RELEASE TIME FOR STUDENTS

Eleventh and twelfth grade students may be dismissed at the beginning of the **LAST PERIOD** of the school day provided they have a signed note from the employer verifying employment and a notarized permission slip from a parent granting the student permission to leave school for work. Freshmen and sophomore students must remain at school the entire day unless they are properly checked out by an authorized person on the notarized check out forms filed in the office.

This handbook does not contain all the rules and regulations governing all co-curricular activities. It is the student's and or parent's responsibility to obtain those rules and regulations from the leaders and sponsors and adhere to them.

EMERGENCY DRILLS

Emergency drills will be held regularly as specified in the School Board Policy and State Board of Education regulations. All students will comply with established evacuation procedures and the specified instructions of staff personnel.

BOARD POLICIES

DUE PROCESS/JCAA

(Board Policy approved 11/7/1989)

When a student is confronted with disciplinary action, the Board and its administrators shall afford him/her the safeguards of due process as required by applicable law.

In any case, the student must be made fully aware of his/her rights and must be given an opportunity to present his/her side of the case prior to any action being taken by school officials. The superintendent of schools and the principal of a school shall have the power to suspend a pupil for good cause or for any reason for which such pupil might be suspended, dismissed or expelled by this school board. However, such action of the superintendent or principal shall be subject to review by and the approval or disapproval of this school board. If the parent, guardian or other person having custody of any child shall feel aggrieved by the suspension or dismissal of that child, then such parent or guardian of the child shall be advised of this right to a hearing by the superintendent or principal and the proper form shall be provided for requesting such a hearing. S37-9-71

LEGAL REF.: Mississippi Code, S37-7-301 (e); S37-9-71;
Goss v. Lopez, 419 U. S. 565 (1975);
U.S. Constitution, Amendment XIV;
Wood v. Strickland, U.S. 95 S. Ct. 992 (1975)

PRO CHILDREN ACT OF 1994/JCDA

(No Tobacco Policy)

Rescinds: (9/19/1995)

No person shall be permitted to use any form of tobacco products within any indoor facility (enclosed building) that is constructed, operated or maintained and controlled with Federal funds which provide services to children who have not attained the age of eighteen; these services include routine or regular kindergarten, elementary or secondary education, library services, health services and day care services.

Any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty in an amount not to exceed \$1,000 for each violation or may be subject to an administrative compliance order or both. Each day a violation continues shall constitute a separate violation.

Ref. P.L. 103-227, Goals 2000 Educate America Act

No person shall be permitted to sell, barter, deliver, or give any cigars, cigarettes, smoking tobacco, or snuff to any child under the age of eighteen years, unless previously authorized in writing by the parent or guardian of such child, he shall be guilty of a misdemeanor, and on conviction, shall be fined no less than twenty dollars(\$20.00) nor more than one hundred dollars(\$100.00), or imprisoned in the county jail not less than one week no more than three months, or both.

MS Law 97-5-25

HOUSE BILL 641—establishes the Mississippi Adult Tobacco Use on Educational Property Act of 2000.

- No person shall use any tobacco product on any school property. Violators shall be subject to a warning for the first conviction, \$75 for a second conviction and a fine not to exceed \$150 shall be imposed for subsequent violations.
- For the purposes of this Act, school property means any public school building or bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by a local school board, school, or directors for administration of any public educational institution or during a school related activity. Sixteenth section land or lieu land without school facilities or school related activities is exempt from this Act.
- This Act does not include property owned or operated by the state institutions of higher learning or public community or junior colleges.
- Anyone convicted under the Act shall be recorded as being fined for civil violation and not for violating a criminal statute.

INTERROGATIONS AND SEARCHES BY SCHOOL OFFICIALS

(Board Policy JCAB/11-07-1989)

Searches

Students in the district have the right to privacy and security against arbitrary invasion of their personal property by school officials. However, the Board must maintain an atmosphere conducive to the pursuit of its educational goals, including a limited right to search students' personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school.

Lockers shall be opened or other searches conducted by not less than two members of the professional staff.

Interrogations

School administrators and teachers have the right to interrogate students regarding their conduct toward others. In regard to students' alleged actions, except where the alleged action would constitute a criminal offense, the right against self-incrimination does not exist.

CROSS REF.: LDAJA—Interrogations and Investigations by Police

LEGAL REF.: In re Gault, 87 S. Ct. 1428 (1967);
Tinker v. Des Moines, 393 U.S. 503 (1969);
Terry v. Ohio, 392 U.S. 1 (1968);
People v. Corey, 250 Cal Rptr. 359 (Cal. App. 1988)

ADDENDUM: Guidelines Which Support Reasonable Search

- School officials must not act as governmental or police agents, or have same to help in the search without a search warrant.
- All searches must be conducted to maintain discipline, health, safety, and the welfare of the students in order to provide an atmosphere conducive to learning.
- School lockers and desks are not in the exclusive possession of the student, and the student, therefore, has no reasonable expectation of privacy.
- Parents have a right to expect safeguarding of their children, and school officials have a duty to search if necessary.
- Reasonable suspicion must be established for the search, and the search must not be excessive in terms of the nature, age, and sex of the infraction.

REF.: New Jersey v. T.L.O., 469 U.S. 325 (1985)

DISMISSAL PRECAUTIONS

(Board Policy JGFC: 11-07-1989)

Withdrawal from School

1. No student shall leave school without permission from the principal or his designee.
2. Students shall be allowed to withdraw from school for personal illness or bona fide emergency. Students must secure a withdrawal permit from the attendance office, and a parent or guardian appointed by the Chancery Court contacted before they will be allowed to leave school.
3. Students having an appointment with a doctor or dentist or for other valid reasons may withdraw from school as follows:
 - a. A parent or guardian appointed by the Chancery Court may personally come to the school and withdraw a student.
 - b. The student may present a doctor's or dentist's appointment card to the attendance office and receive a withdrawal permit.
 - c. The student may present a note from a parent or guardian appointed by the Chancery Court to the attendance office containing the reason for withdrawal, time of withdrawal, and phone number where the parent and/or guardian appointed by the Chancery Court can be contacted, in order to receive a withdrawal permit.
 - d. All withdrawal permits must be obtained from the attendance office before 8:00 a.m. on the day of withdrawal.
 - e. The withdrawal permit is to be used as the written excuse, but must be signed by a parent, guardian appointed by the Chancery court, doctor or dentist in order to be valid.

- f. Withdrawal permits shall be issued for the last period of the day for doctor's or dentist's appointments or other valid reasons provided the above procedure is followed.
- g. If a note of appointment card cannot be verified, school officials reserve the right to refuse the issuance of a withdrawal permit.
- h. Work must be made up if a withdrawal is for any of the reasons in Section II, A, 1 above.

Work must be made up if a withdrawal to meet a doctor or dental appointment causes a student to miss class work.

- 4. Any student leaving school on school related business must first obtain written permission from his/her teacher and then personally signed out at the attendance office. Upon return to school, the student must personally sign in.
- 5. No student shall leave school without a withdrawal permit or without signing out at the attendance office.
- 6. Withdrawal requests during the last period of the day shall receive strict scrutiny by the attendance office due to abuse of the withdrawal privilege.

AUTOMOBILE USE/JGFF

(Board Policy: 07-07-1992)

Driving on school roads and parking on school property is a courtesy offered to students and others by the school board.

The parking facilities located at the various school district buildings are not public parking areas and are to be used for school purposes only. School purposes include attendance at school activities or other school authorized activities which occur before or after the regular school day.

Violators may be charged with trespassing and/or vehicles towed at others' expense.

The administration obtaining suggestions from the local police department, shall establish rules and regulations to assure traffic safety. The district shall not assume any responsibility for damage to vehicles.

Students shall be responsible for locking their vehicles upon arrival since the school district shall assume no responsibility for any loss.

Failure to abide by vehicle regulations may result in the loss of the right to bring a vehicle to school or other disciplinary action.

DRUG USE: YAZOO COUNTY SCHOOLS/JCDAC

Board Policy Dated 7/7/1992

The provisions of this policy statement shall apply to all pupils during all of the period of time that they are under and subject to the jurisdiction of this school district as defined by the laws of the State of Mississippi, and while participating in or going to or coming from any school function sponsored by this principal or other authority of this district.

POSSESSION OF DRUGS OR ANY CONTROLLED SUBSTANCES

No student attending school in the Yazoo County School District shall be permitted to carry on his person or have in his possession in any way alcoholic beverages, morphine, marijuana, cocaine, opium, heroin or their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drug, barbiturate, substance ingredient or compound which may cause the person to be under the influence thereof, and no person shall use the same at any time while subject to the rules and regulations of the school district.

LIMITATIONS OF THIS POLICY

This policy shall not apply to any student who is under the care of a licensed physician and who is taking medication which is under the supervision and direction of such physician. However, the student, parent, and school personnel must adhere to the rules and regulations governing medication as outlined in Board Policy: "JGCA – Administering Medication in School" for this limitation to apply.

PENALTIES

Any student violating any of the provisions of this policy statement shall at the sole discretion of the principal involved and the superintendent of schools, be automatically suspended for a period of ten (10) days, and may be expelled in the sole and absolute discretion of the school board. Depending upon the circumstances, the student may be turned over to law enforcement authorities for criminal prosecution. In all such cases of a student found in possession of any substances labeled as "drugs or drug paraphernalia," the parent or legal guardian must be notified immediately.

DISSEMINATION OF THIS POLICY

The Yazoo County School Board mandates that this policy be disseminated to all students, parents and school personnel at the beginning of each school year in whatever manner deemed appropriate by the principal of each school.

WEAPONS ON SCHOOL PREMISES/JCDAE

Board Policy date 7/7/1992 rescinds 9/19/1995

The Yazoo County Board of Education prohibits the possession of pistols, firearms, and any other device/object which is capable of causing bodily harm to another person. This policy applies to all students, parents, and school personnel, as well as, the general public.

The restrictions on weapons not only applies to the school grounds; it applies to buses, school functions (whether at home, in transit, or at another location), and it applies to any situation or circumstance that directly involves the school.

The only exception to this policy is a duly authorized law officer. Anyone having a valid permit to carry a firearm other than an officer of the law shall not be allowed the right to have in his/her possession that weapon which the permit applies on school premises as defined above.

PENALTIES FOR VIOLATING THIS POLICY

Students will be suspended immediately, and may be expelled if the evidence warrants such action.

Staff members will be suspended until an investigation into the matter is concluded. If the evidence clearly indicates that the staff member willfully violated this policy, the staff member's contract shall be terminated at that time, and the incident may become a part of the staff member's record.

Anyone not considered school personnel who violates this policy shall be prosecuted to the full extent of law.

LEGAL REF.: *Tinker v. Des Moines*, 393 U.S. 503 (1969); 37-7-301 (e) 37-9-71

BOARD POLICY AMENDMENT #1

The length of expulsion for a student who is determined to have brought a gun to school is a period no less than one year, except that the chief administrating officer of the Yazoo County School District shall be allowed to modify such expulsions on a case by case basis to accommodate disadvantaged students.

LEGAL REF.: *Gun-Free Schools Act of 1994*

BOARD POLICY AMENDMENT #2

Any student who brings a firearm or weapon to school must be referred to the appropriate criminal justice and/or juvenile delinquency system.

COMPULSORY SCHOOL ATTENDANCE/TRUANCY-JBE/JBA

Revised: 01-08-08

“Compulsory-school-age child” means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year. Provided, however, that to allow for an orderly implementation of this subsection, this subsection shall take effect in a staggered fashion:

Beginning with the school year 1983-84, every child who has attained the age of six (6) years but has not attained the age of eight (8) years on or before September 1, 1983, shall attend school.

Each school year after 1983-84, one (1) year of age shall be added to the age of pupils who shall be required to attend school as hereinabove provided, so that by the school year 1989-1990, every child who shall be between the ages specified in this subsection will attend school as hereinabove required.

The “unlawful absence” is an absence during a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance.

Each of the following shall constitute a valid excuse for temporary nonattendance of a compulsory-school-age child enrolled in school, provided satisfactory evidence of the excuse is provided to the superintendent of the school district or his designee.

- a.) An absence is excused when the absence results from the compulsory-school-age child’s attendance of an authorized school activity with the prior approval of the superintendent of the school district or his designee. Such activities may include field trips, athletic contests, student conventions, musical festivals and any similar activity.
- b.) An absence is excused when the absence results from illness or injury which prevents the compulsory-school-age child from being physically able to attend school.
- c.) An absence is excused when isolation of a compulsory-school-age child is ordered by the county health officer or by the state board of health.
- d.) An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory-school-age child. The immediate family member of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters.
- e.) An absence is excused when it results from a medical or dental appointment of a compulsory-school-age child where an approval of the superintendent of the school district or his designee is gained prior to the absence, except in the case of emergency.
- f.) An absence is excused when it results from the attendance of a compulsory-school-age child at the proceedings of a court or administrative tribunal if such child is a party to the action or under subpoena as a witness.
- g.) An absence may be excused if the religion, to which the compulsory-school-age child or such child’s parents adhere, requires or suggests the observance of a religious event. The approval of such absence is within the discretion of the superintendent or his designee, but approval should be granted unless the religion’s observance is of such duration as to interfere with the education of the child.
- h.) An absence may be excused when it is demonstrated to the satisfaction of the superintendent or his designee that the purpose of the absence is to take advantage of a valid educational opportunity such as travel including vacations or other family travel. Approval of such absence must be gained from the superintendent of the school district or his designee prior to the absence but such approval shall not be unreasonably withheld.
- i.) An absence may be excused when it is demonstrated to the satisfaction of the superintendent or his designee that conditions are sufficient to warrant the compulsory-school-age child’s nonattendance.

Any parent, guardian or custodian of a compulsory-school-age child subject to the provisions of this policy who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of this policy or who intentionally falsifies any information required to be contained in a certificate of enrollment, shall be guilty of contributing to the neglect of a child and, upon conviction, shall be punished in accordance with the provisions of Section 97-5-39, MS Code of 1972.

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 such child is eligible to attend or such child has accumulated ten (10) unlawful absences during the school year, the principal or school superintendent shall report such absences to the school attendance officer of the youth court. § 37-13-91

LEGAL REF.: Mississippi Code, as cited above

The Superintendent delegates the authority to report excessive absences to the School Attendance Officer to the building Principal at each campus.

ASSISTANCE FOR STUDENTS WITH SPECIAL NEEDS

DISTRICT POLICY

The Yazoo County School Board adheres to a policy of non-discrimination in educational programs, activities and employment and strives affirmatively to provide equal opportunity for all as required by **Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination against the handicapped.**

Yazoo County School District has standardized procedures to ensure that:

- all students can be successful in their learning, and
- all students receive a free and appropriate public education.

ESTABLISHMENT OF TEACHER SUPPORT TEAMS

To this end, the Yazoo County School District has established Teacher Support Teams at each school. The primary purpose of a Teacher Support Team (TST) is to design instructional interventions and strategies for those students who demonstrate learning and/or behavioral problems which interfere with their success in the classroom. The Teacher Support Team (TST) reviews and utilizes all of the possible resources within the school and/or district to meet the needs of the student.

Each school's **Teacher Support Team** is a vehicle through which assistance can be requested for any student who is "at risk" of not succeeding. The TST may also review the needs of "at risk" students on a school-wide basis and develop school-wide instructional; interventions and strategies to more effectively assist students.

The TST process should be utilized throughout the school year to resolve issues, problems, or concerns related to the performance of students as identified by teachers, parents, guardians, and administrators.

It is important to note that referral of a student to the Local Survey Committee (LSC) to begin the State of Mississippi's process for determining the eligibility of a student for special services under the provisions of the individuals with Disabilities Education Act (IDEA) should only be considered after all other appropriate instructional interventions and strategies have been implemented and the student continues to be "at risk" or if the student is obviously disabled.

For a full and detailed explanation of the function of Teacher Support Teams, refer to the document ***Procedures for Assisting Students with Special Needs.***

NOTIFICATION OF RIGHTS AND DUE PROCESS PROCEDURES

Under the provisions of **SECTION 504 OF THE REHABILITATION ACT OF 1973 AND POLICIES OF THE YAZOO COUNTY SCHOOL DISTRICT**

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights. You have a right to

- have your child take part in, and receive benefits from public education programs without discriminations, because of his/her handicapping condition. Students enrolled in self-contained special education classes are not included in the rank-in-class computation;
- have the school district advise you of the rights under federal law;
- receive notice with respect to the identification, evaluation, or placement of your child;
- have your child receive a free appropriate public education in facilities which are comparable to those provided to non-handicapped students;
- have evaluation, educational, and placement made based on a variety of information sources, and by persons who know the student and who are knowledgeable about the evaluation data and placement options;
- have your child be given an equal opportunity to participate in non-academic and extra-curricular activities offered by the district.

If you disagree with any of the decisions made concerning the identification, evaluation, or placement of your child, you have the following due process rights:

- examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement;
- appeal the decisions regarding your child's eligibility and the appropriateness of the 504 Plan to the district's 504 Compliance Officer
- file a formal grievance (complaint) with the district's 504 Compliance Officer who may be reached at 662-746-4672.
- request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, or placement. You and your child may take part in the hearing and be represented by counsel. Hearing requests must be made to the district's 504 Compliance Officer.

SPECIAL EDUCATION RULING

Special education students are responsible for adhering to the same rules of conduct as non-disabled students. State and federal regulations related to students with disabilities will be followed when implementing discipline procedures.

SERVICES FOR SPECIAL EDUCATION STUDENTS

Free Appropriate Public Education

The school is committed to serving students with disabilities. The school board has adopted a full service goal policy that proposes to provide full educational opportunities to all students with disabilities between the ages of three to twenty-one (21). The opportunities will be provided in accordance with applicable state and federal laws and court decisions.

Child Find

The school is presently engaged in an effort to locate, and identify children under the age of twenty-one (21) who are physically, mentally, communicatively, educationally, and/or emotionally disabled, and who are not presently attending school. It is important that special educational experiences be provided for these children. If you know of a student with a disability who is not in school, please call 662-746-4672 or write Yazoo County School District, P.O. Box 1088, Yazoo City, MS 39194.

GRADUATION POLICY FOR STUDENTS WITH DISABILITIES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT

The Yazoo County School District's students with disabilities and their parents/guardians shall be given the option for the student to work toward a high school diploma, an occupational diploma or a certificate of life skills completion. This decision will be determined at the student's *Individual Education Plan (IEP)* meeting prior to his/her entering the ninth grade. When considering the occupational diploma as an option, the IEP Committee must include a school counselor. The IEP shall thereafter reflect the option selected by the IEP Committee and shall specify whether the student is seeking a high school diploma, an occupational diploma or a certificate of life skills completion.

Students with disabilities will be issued a regular education high school diploma, an occupational diploma or a certificate of life skills completion as follows:

1. Students pursuing a regular education high school diploma must meet the requirements set forth by the State Board of Education and the Yazoo County School District. Special education and related services will be provided to assist a student in reaching his/her goal based on the student's IEP.
2. Students who choose the occupational diploma will be required to complete the criteria as designated in the occupational diploma curriculum requirements.
3. For those students pursuing a certificate of life skills completion, a curriculum of basic life skills will be utilized for instructional purposes. Transition services will be provided based on each student's preferences and interests, his or her IEP and the planned outcomes for post-secondary activities specific to the student. As determined appropriate by the IEP Committee, transition services may include instruction in functional academics and community experiences.

Yazoo County School District Graduation Policy

Participation in any Yazoo County School Graduation is limited to those students who have completed all graduation requirements, as specified by the Yazoo County School Board and the Mississippi State Board of Education. In addition, students participating in graduation shall comply with all rules and regulations regarding attendance at practice for graduation exercises, proper dress and/or attire, and any other regulation deemed appropriate.

Graduation Recognition for Diploma-Bound Students	
Honors	Students with a 90.0 – 93.99 GPA
Special Honors	Students with a 94.0 and above GPA

HEALTH SERVICES

FOR PARENTS AND GUARDIANS

The following requirements are intended to protect your child. Please help us to help you by following these regulations.

MEDICATION

Do not send medicine to school without completing a medication form. Medication forms are provided in the office for this purpose. **MEDICATION WILL NOT BE GIVEN BY SCHOOL PERSONNEL WITHOUT THIS COMPLETED FORM. THIS APPLIES TO NON-PRESCRIPTION DRUGS, AS WELL.**

ALL MEDICATION MUST BE IN A PROPERLY LABELED BOTTLE OR CASE WITH THE PRESCRIPTION LABEL MATCHING YOUR DOCTOR'S FORM.

DO NOT SEND PRESCRIBED OR NON-PRESCRIBED MEDICATION WITH A STUDENT.

HEALTH SCREENING

All students are eligible for certain types of screening: vision, hearing, height, and weight in grades K-6. If you do not want your child/children to participate in the screening process, **you must notify the principal in writing within the first week of school.**

MEDICAL HISTORY

Your school nurse needs to know all medical problems or allergies that your child may have in order to provide the proper treatment, if necessary. **Medical History Forms must be completed on each child.** These forms will be provided during registration, and also will be in the principal's office for parents who enroll their child/children after the registration period.

INHALERS AND EPI-PENS NEED TO BE AT SCHOOL THE FIRST DAY WITH COMPLETED MEDICAL FORMS IN HAND. THESE ITEMS SHOULD BE LEFT AT SCHOOL AT ALL TIMES.

If additional information or explanation is needed, please contact your school nurse, Marie Zollicoffer.

Linwood Elementary
Yazoo County Jr. High

673-9191
746-1596

Bentonia-Gibbs
Yazoo County High

755-2518
746-1492

FIRST AID AND MEDICATION

Minor first aid is provided in the nurse's station. If a student becomes ill, the office will contact the parent or guardian. Students must obtain a hall pass from the classroom teacher before going to the nurse or office. If a student becomes ill, **REPORT TO THE OFFICE IMMEDIATELY.**

All pupils dismissed because of an emergency will be sent home immediately or to a doctor only after parents have been notified. If the school is unable to contact either parent, and the emergency warrants such, the school reserves the right to take the pupil to a competent doctor or hospital.

CHILD ABUSE POLICY

It shall be the policy of the Yazoo County School District for all employees to be aware of any suspected child abuse within the district.

Each district employee has a responsibility to observe students closely, watching for sudden changes in behavior. Remember that you only have to suspect abuse. You are required by law to report any signs of abuse to your immediate superior. If you hear mention of possible child abuse, you must report this, as well.

Once the information is reported to your superior, it is out of your hands. Under no circumstances are you allowed to become involved in the incident except to report it.

Your principal, in turn, reports the information of the superintendent who will turn all information over to the proper authorities.

**YAZOO COUNTY SCHOOL DISTRICT
PERMISSION TO GIVE MEDICATION AT SCHOOL**

TO: Parents/Guardians

The YAZOO COUNTY SCHOOL DISTRICT requires that all students who require medication during school hours do the following:

1. Present a written consent form signed by the parent or legal guardian. This form may be picked up at your school office.
2. The medication must be brought to the school in its original prescription bottle, properly labeled by the pharmacist as prescribed by law. It must be brought to the school by the parent or legal guardian. Medications are NOT to be brought to the school by the student. Have your pharmacist provide you with a labeled extra bottle of medication if it will be left at school.
3. The doctor who prescribed the medication must fill out the "To Be Completed by Physician" section of this form.
4. The parent or legal guardian must complete and sign the bottom of this form.

Name of Student _____ Grade _____
Date of Birth _____ School _____

TO BE COMPLETED BY PHYSICIAN

Name of Medication _____ Tablet size (mg) _____
If a liquid form, (ml/tsp) _____ Specific time(s) and dose(s) to be given at school _____

Length of time student is to continue medication _____ Are there any restrictions? no yes, what & for how long? _____

Reactions _____
Print name of physician _____ Signature of physician _____ Date _____

TO BE COMPLETED BY PARENT/LEGAL GUARDIAN

I, _____, give permission for my child,
(name of child) _____, to receive the above medication as directed.

Parent/Guardian Signature _____

Phone _____ Date _____

Yazoo County School District Internet Acceptable Use Agreement

(Please read this document carefully before signing.)

Internet access is now available to students and teachers in the Yazoo County School District.

We are very pleased to bring this access to Yazoo County School District and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote education excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to the following:

- 1) Electronic mail (e-mail) communication with people all over the world
- 2) Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions
- 3) Public domain software and graphics of all types for school use
- 4) Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics
- 5) Access to many University Library Catalogs, the Library of Congress, and ERIC, a large collection of relevant information to educators and students
- 6) Graphical access to the World Wide Web, the newest and most exciting access tool on the Internet

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Yazoo County School District has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Yazoo County School District user violates any of these provisions, his or her account will be terminated and future access denied.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet--Terms and Conditions of Use

- 1) **Acceptable Use**--The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Yazoo County School District. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.
- 2) **Privileges**--The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or teacher who receives an account will be part of a discussion with a Yazoo County School District staff member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Yazoo County School District may request the system administrator to deny, revoke, or suspend specific user accounts.
- 3) **Network Etiquette**--You are expected to abide by the generally accepted rules of network etiquette. These include, but not limited to, the following:
 - a) Be polite. Do not get abusive in your messages to others.
 - b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - c) Illegal activities are strictly forbidden.
 - d) Do not reveal your personal address or phone numbers of students or colleagues.
 - e) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - f) Do not use the network in such a way that you would disrupt the use of the network by other users.
 - g) All communications and information accessible via the network should be assumed to be private property.
- 4) Yazoo County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Yazoo County School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Yazoo County School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 5) **Security**--Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
- 6) **Vandalism**--Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.

INTERNET USE AGREEMENT

STUDENT

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User's Full Name (please print): _____

User's Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. Yazoo County School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Yazoo County School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print):

Parent or Guardian's Signature: _____

Sponsoring Teacher

(Must be signed if the applicant is a student)

I have read the Internet Use Agreement and agree to promote THIS agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher, I do agree to instruct the student on acceptable use of the network and proper network etiquette.

Teacher's Name (please print):

Teacher's Signature: _____

FEE POLICY

1. This school board hereby authorizes the superintendent to charge reasonable fees, but not more than the actual cost, for the following:
 - a. Supplemental instructional materials and supplies, excluding textbooks;
 - b. Other fees designated by the superintendent as fees related to a valid curriculum educational objective, including transportation; and
 - c. Extracurricular activities and any other educational activities of the school district which are not designated by the superintendent as valid curriculum educational objectives, such as band trips and athletic events.

2. All fees authorized to be charged under this policy, except those fees authorized under subsection (1) (c) of this policy, shall be charged only upon the condition that a financial hardship waiver may be granted upon request pursuant to the following.

FINANCIAL HARDSHIP WAIVER POLICY

All fees authorized to be charged under subsections (a) and (b) of the Fee Policy above shall be charged only upon the following conditions:

1. Applications for hardship waivers shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public.
2. Pupils eligible to have any such fee waived as a result of an inability to pay for said fees, shall not be discriminated against nor shall there be any overt identification of any pupil who has received a financial hardship waiver by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials or by any other means.
3. In no case shall any of this school district's procedures expose any pupil receiving a hardship waiver to any type stigma or ridicule by other pupils or school district personnel.
4. The confidentiality provisions of this policy shall apply equally to any students who have an inability to pay any fees authorized under section C of the Fee Policy above.

In no case shall the inability to pay the assessment of fees authorized under the provisions of the Fee Policy above result in a pupil being denied or deprived of any academic awards or standards, any class selection, grade, diploma, transcript or the right to participate in any activity related to educational advancement.

**CONFIDENTIAL
FINANCIAL HARDSHIP WAIVER APPLICATION**

To apply for financial hardship waiver, carefully complete this form and return to _____. If you need help with this form, please call _____.

Student Name _____ School _____

Student ID Number _____ Dollar amount of this waiver \$ _____

Explain in detail your reason for applying for this waiver: _____

Month Head of Household	LIST ALL HOUSEHOLD MEMBERS			MONTHLY INCOME			
	Name of Adults		Social Security Number	Monthly Earnings from All work before Deductions	Monthly Welfare Payments, Child Support and/or Alimony	Monthly Payments from Pensions, Retirement, Social Security	All Other Income Received Last
	Last	First					
1.	_____	_____	____/____/____	_____	_____	_____	_____
2.	_____	_____	____/____/____	_____	_____	_____	_____
3.	_____	_____	____/____/____	_____	_____	_____	_____
4.	_____	_____	____/____/____	_____	_____	_____	_____
5.	_____	_____	____/____/____	_____	_____	_____	_____
	Name of Children	Age	School Attending				
6.	_____	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____	_____	_____

Total Monthly Income _____

Do you receive food stamps? _____ Food Stamp Case Number _____

Do you receive AFDC? _____ AFDC Case Number _____

List any and all other aid you receive from any source. _____

Your relationship to student? _____

CERTIFICATION

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

SIGNATURE OF PARENT/GUARDIAN HOME ADDRESS

PRINTED NAME OF PARENT/GUARDIAN DATE SIGNED HOME PHONE WORK PHONE

OFFICE USE

Approved _____ Disapproved _____ By: _____ Date: _____

Information verified by: _____ Date: _____

Notification of Rights The Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

The Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Yazoo County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Yazoo County School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Yazoo County School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by _____date. Yazoo County School District has designated the following information as directory information:

- | | |
|--|--|
| <ul style="list-style-type: none">-Student's name-Address-Telephone listing-Dates of attendance-Grade Level | <ul style="list-style-type: none">-Participation in officially recognized activities and sports-Weight/height of athletic team members-Degrees, honors, and awards received |
|--|--|

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

- Yazoo County School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys and will provide an opportunity for the parents to opt his or her child out of participation of the specific activity or survey. The District will make this

notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Yazoo County School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes’
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

The Yazoo County School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the School Official. The School Official will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

I, _____ (parent’s name), give my consent for

_____ (child’s name) to take the
_____ Survey on or about _____ (date).

(Parent’s signature)

Please return this form no later than _____ (date) to the following school official:

RESIDENT STUDENTS: JBCA

The Yazoo County School District will comply with age requirements for entry into kindergarten and grade one as prescribed by law and outlined in section JBB.

1. General Eligibility

- A. Except for those students who have been legally transferred, each minor child seeking to enroll in the district shall be a resident. All students shall register at the school they are assigned to attend.
- B. Any new student enrolling in the Yazoo County School District or any continuing student whose residence has changed shall be accompanied to enrollment by the custodial parent, legal guardian, or adult agent of a social service agency of the district who shall register the minor child for admission, except students who have been legally transferred. The accompanying adult shall be required to verify his/her residence as herein provided as part of the registration process. At the time of enrollment, the student's social security number will be requested. If no social security number is available to the district, the student's Mississippi Student Information System (MSIS) number will be used to identify and track the student.
- C. No child will be allowed to enroll in any grade (K-12) or attend any school without a certified birth certificate. No child in grades K through 12 shall be allowed to enroll in or attend any school without a valid immunization certificate.
Valid certificates include:
 - 1) Form 121 – Certificate of Compliance
 - 2) Form 212-A – Medical Exemption Certificate
 - 3) Form 212-T – Temporary Compliance CertificateThe Temporary Compliance Certificate, Form 121-T, is not valid after the date shown. After that date, the principal shall deny school attendance by such child unless or until the principal is furnished another Temporary Compliance Certificate, Form 121-T, or a Certificate of Compliance, Form 121, or a Medical Exemption Certificate, Form 121-A.
- D. Subject to the provisions of Paragraph E below, any child who transfers from an out-of-state public or private school in which that state's law provides for a first grade or kindergarten enrollment date subsequent to September 1, shall be allowed to enroll in this school district at the same grade level as their prior out-of-state enrollment, if:
 - 1) The parent or legal guardian of such child was a legal resident of the state from which the child is transferring;
 - 2) The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority;
 - 3) Such child was legally enrolled in a public or private school for a minimum of four (4) weeks in the previous state; and
 - 4) The Yazoo County School District superintendent or his designee has determined that the child was making satisfactory educational progress in the previous state.

SCHOOL ADMISSIONS – JBC

- E. When any child applies for admission or enrollment, the parent, legal guardian or child (in the absence of an accompanying parent or legal guardian) shall indicate on the school registration form if the enrolling child has been expelled from any

public or private school or is currently a party to an expulsion proceeding. Students who have been expelled or suspended by another school district and who subsequently apply for admission to the Yazoo County School District shall not be eligible to enroll in any Yazoo County school until they are eligible for readmission to and have actually attended classes in their previous school or produce a document showing a reinstatement following their suspension or expulsion. If a student enrolls in the Yazoo County School District and the district learns of an expulsion from another district, the student may be immediately dropped from the school roll.

- II. Residence Verification Procedure: The definition of residence for school attendance purposes is: the student physically resides full time, weekdays/nights and weekends, at a place of abode located within the limits of the Yazoo County School District. Except for those students who have been legally transferred, each student identified in paragraph B above must establish residency in the following manner:
- A. **STUDENTS LIVING WITH PARENT(S) OR LEGAL GUARDIANS(S)**
The parent(s) or legal guardian(s) of a student seeking to enroll must provide the district with a minimum of two of the following, **one of which must be 1, 2, or 3**, as verification of their address. A document with a post office box as an address will not be accepted. Affidavits are not accepted as a proof of residency.
1. Filed Homestead Exemption Application form
 2. Mortgage documents or property deed
 3. Apartment or home lease
 4. A current utility bill
 5. Certified copy of filed petition for guardianship, if pending and final decree, when granted. (The school will contact and meet only with the legal guardian of the student.) When a certified copy of the Court Decree (or petition, if pending) is received declaring the district resident to be the legal guardian of the student, such decree or petition must declare that the guardianship was formed for a purpose other than establishing residency for school district attendance purposes.

The Residency Committee must approve residency if there are questions. The Residency Committee will be appointed by the Superintendent.

Whenever necessary, the following forms of residence verification may be used to establish a thirty (30) day temporary enrollment, with approval from the Residency Committee. By the 30th day, additional proofs of residency must be provided.

1. Voter precinct identification
2. Automobile registration

SCHOOL ADMISSIONS – JBC

B. HOMELESS CHILDREN

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

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

1. The non-parent(s) claiming district residency must meet the same criteria of subparagraph (A), required of a parent or legal guardian.
2. The adult must provide the school with legal guardianship or custodial papers and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The superintendent or his/her designee will make the necessary factual determinations. Examples of situations where guardianship authority of an adult will be recognized to establish residency of the minor include but are not limited to the following:
 - a. Death or serious illness of the child's parent(s) or guardian;
 - b. Abandonment of the child;
 - c. Child abuse or neglect;
 - d. Seriously unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a documented detrimental effect on the child;
 - e. Students enrolled in recognized exchange programs residing with host families.
 - f. Incarceration of a parent.
3. Any person who has assumed responsibility for the care and custody of the child shall be expected to begin the process of seeking legal guardianship before enrollment of the child and an approximate completion date must be given.
4. Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by the Yazoo County Board of Education.

The requirements of Section II (A) above are minimum requirements and this school district may require additional documentation and verification at any time.

The provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into the school district through employment of the parent with the Yazoo County School District.

In succeeding years after residence has been established, any new student enrolling or entering Yazoo County School District, or any continuing students whose residence has changed will be required to verify his/her residence address. Students whose address has not changed, the parent/guardian must sign the Declaration of Legal Residence form which states the residence has not changed. These will be filed in the cumulative folder.

Any court ordered procedure shall take precedence over any procedure contained herein.

SCHOOL ADMISSIONS – JBC

- III. Temporary Enrollment: Students will be allowed temporary enrollment status if the following documents are presented:
 - A. A temporary immunization form from the Yazoo County Health Department;

- B. A copy of an official request for a birth certificate and a copy of the money order used to order the certificate.
 - C. An official letter from a lawyer or legal agency that affirms the process for custodial or guardianship process has begun for one of the reasons listed in section II (C) (2) of this policy.
 - D. Proof of temporary residence which may include automobile registration and voter precinct identification.
- IV. Attendance Policy: The district attendance policy is outlined in detail each year in the *Student Handbook*.

Once school has begun, students who enroll in the Yazoo County School District must provide documentation of school attendance prior to that date in accordance with the Mississippi compulsory attendance laws. If a parent cannot verify the attendance of his/her child in a recognized school program, the child will be counted absent for each day from the beginning of school in Yazoo County School District until the student's enrollment. Each absence will count as an unexcused absence, and the student will be subject to the provision of the attendance policy as outlined in the handbook. In the event of extraordinary circumstances such as a student moving into the district from out-of-state, the superintendent or his/her designated representative may excuse these absences as an exception to the policy. However, all work must be made up during a reasonable time frame as outlined in the *Student Handbook*.

V. Enrollment & Release of Students:

The Yazoo County Board of Education reserves the right to release students to another district, pending a verifiable reason, and only on a case-by-case basis. The board also reserves the right to accept students from other districts, pending a verifiable reason and considering the capacity of the school being impacted, on a case-by-case basis.

LEGAL REF.: MS CODE: 37-15-1, 37-15-3, 37-15-9, 37-15-11, 37-15-13, 37-15-29, 37-15-33 and 41-23-37
 42 United States Code Sections 11431 – 11434
 State Board of Education: Residency Verification Process

CROSS REF.: Policy JBA – Compulsory School Attendance
 Policy JBAB – Home School/Transfer Student Testing
 Policy JBCE – Transfers and Withdrawals of Students
 Policy JBB – Entrance Age

Policy JCBA: Bullying

The Yazoo County School District is committed to taking reasonable and appropriate steps to prevent a student from being subjected to bullying by other student(s). Any student who feels they are being subjected to bullying tactics from another student shall report the incident(s) to the person in authority – teacher, coach, administrator, bus driver, or other staff member. These reports shall be forwarded to the appropriate administrator. The administrator shall investigate the report and take immediate corrective action steps with the offending party(s) as deemed necessary. If needed, the party being bullied will be offered measures that are deemed appropriate to solve their problem; i.e. counseling, transfer to another class, transfer to another bus, etc. Students who are found guilty of bullying shall be given the following discipline:

1. Warning – 1st offense – notify parents
2. Suspension – 2nd offense
3. Alternative School – 3rd offense
4. Expulsion – subsequent offenses

Parents are encouraged to bring bullying offenses to the attention of school officials, if the child is reluctant to do so.

Bullying Defined:

- (1) “Bullying or harassing behavior” is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on school property, at any school-sponsored function, or on a school bus, and that:
 - (a) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
 - (b) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits. For purposes of this section, “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.
- (2) No student or school employee shall be subjected to bullying or harassing behavior by school employees or students.
- (3) No person shall engage in any act or reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior.
- (4) A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.
- (5) A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official.

Reference: SB 2015 (April 2010)

STUDENT BULLYING

The Yazoo County School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The Yazoo County School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Yazoo County School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

**YAZOO COUNTY SCHOOL DISTRICT
BULLYING REPORT FORM**

Date Form Completed _____

Date Incident Reported _____

Date Incident Occurred _____

Person Reporting Incident _____

Person Reporting To _____

Witnesses to Incident _____

Finding & Conclusion _____

Remarks _____

