



# MADISON COUNTY SCHOOLS

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## MARK OF EXCELLENCE

### STUDENT HANDBOOK

2021-2022

Madison County Schools  
476 Highland Colony Parkway  
Ridgeland, Mississippi 39157  
(601) 499-0800  
[www.madison-schools.com](http://www.madison-schools.com)

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## **COMPLIANCE STATEMENT**

### **Educational Amendments: 1964, 1972, Others**

It is the policy of Madison County Schools 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 Act of 1984, Section 504 or the Rehabilitation Act of 1983, and IDEA.

The Board of Education directs that no person shall, on the basis of race, color, national origin, sex, disability, age, or religion, be discriminated against, or excluded from, or denied the benefits of, any program or any opportunity or activity provided by this educational agency.

This action of the Board of Education applies to all applicants for employment in this school district, to present employees, and to students. Any inquiries regarding compliance should be directed to:

Mrs. Shay Williamson, Title IX Coordinator Madison County Schools 476 Highland Colony Parkway Ridgeland, MS 39157 (601) 499-0800	or	Director of the Office of Civil Rights Dept. of Health, Education and Welfare Washington, D. C.
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## **VISION STATEMENT**

Madison County Schools, in collaboration with families and communities, strives to promote a safe and caring learning environment that empowers students by providing diverse opportunities which emphasize academic excellence and encourage critical thinking skills.

## **MISSION OF MADISON COUNTY SCHOOLS**

Motivate, Educate, Graduate

## **SUPERINTENDENT'S MESSAGE**

Welcome to Madison County Schools! We are so pleased that you are part of our MCS family and have the opportunity to learn in one of the top-rated school districts in the state. We are fortunate in MCS to have dedicated teachers, supportive parents, and outstanding students.

The purpose of this handbook is to provide you with information concerning expectations for the school year. This student handbook is available in printed form and is also accessible on the District website at [www.madison-schools.com](http://www.madison-schools.com).

Information common to all students is detailed at the front of the handbook, while information specific to elementary or secondary (middle, high school) students is included in separate sections in the handbook. Please refer to the Table of Contents to locate specific information.

In Madison County Schools we are committed to our motto, Mark of Excellence, in all that we do. Your teachers and administrators have been challenged to move that mark further, pushing the limits of what it means to be excellent. I challenge you as well to push yourselves further to be your very best in class, in extracurricular activities, on the playing field, and in giving back to the community we call home.

Mrs. Charlotte Seals, Superintendent

# MADISON COUNTY BOARD OF EDUCATION

Ellen Aregood – Board Secretary  
601.499.0707  
[earegood@madison-schools.com](mailto:earegood@madison-schools.com)

Member  
Representative - District 1

Sam Kelly, Member  
Representative - District 3

William Grissett - Secretary  
Representative – District 2

Philip Huskey, President  
Representative - District 4

Dr. Pollia Griffin, Member  
Representative - District 5

**The Board of Education reserves the right to modify or discontinue any or all District policies and procedures or initiate new policies and procedures as a result of orders or declarations of either the federal or state governments, the Mississippi Department of Education, emergency declarations or emergency circumstances.**

## ADMINISTRATIVE STAFF

**Mrs. Charlotte Seals, Superintendent**  
**Richard Burge, Assistant Superintendent**  
**Edith Mitchell, Assistant Superintendent**  
**Ted Poore, Assistant Superintendent**  
**Kalvin Robinson, Assistant Superintendent**

## DIRECTORS, COORDINATORS, MANAGERS

Austin Brown, Coordinator  
*Alternative Education and District Reporting*

Sharon Thompson, Director  
*Child Nutrition*

Stephanie Permenter, Director  
*Counseling Services and Student Data*

Christyl Erickson, Director  
*Curriculum/MTSS*

Barry McKenzie, Director  
*Financial Operations*

Jay Harrison, Director  
*Operations*

Dr. Greg Paczak, Director  
*Research and Development*

Ashley Browning, Manager  
*Sixteenth Section*

Gavin Guynes, Director  
*Technology*

Blaise King, Director  
*Career Technical Education and Career Academies*

Gene Wright, Director  
*Communications*

Dr. Jennifer Fillingim, Director  
*Curriculum - Math*

Dr. Brenda Thompson, Director  
*Federal Programs*

Shay Williamson, Director  
*Human Resources*

Kim Kremser, Coordinator  
*Professional Development*

Dr. Greg Paczak, Director  
*Research and Development*

Vicki Doty, Director  
*Special Services*

Sam Bailey, Director  
*Transportation*

**MADISON COUNTY SCHOOLS  
ELEMENTARY SCHOOLS**

**Ann Smith Elementary**

Grades K – 2  
*Karen Harness, Principal*  
306 S. Pear Orchard Rd.  
Ridgeland, MS 39157  
601.856.6621  
Fax: 601.853.2043

**East Flora Elementary**

Grades K – 5  
*Dr. Capucine Robinson, Principal*  
4759 Highway 22 (PO Drawer J)  
Flora, MS 39071  
601.879.8724  
Fax: 601.879.3158

**Luther Branson Elementary**

Grades K - 5  
*Jessica Smith, Principal*  
3903 Hwy. 16 East  
Canton, MS 39046  
601.859.2743  
Fax: 601.859.0173

**Madison Avenue Upper Elementary**

Grades 3 – 5  
*Dr. Kim Brewer, Principal*  
1209 Madison Avenue  
Madison, MS 39110  
601.856.6609  
Fax: 601.856.7679

**Madison Station Elementary**

Grades K – 5  
*Martha Hanna, Principal*  
459 Reunion Parkway  
Madison, MS 39110  
601.856.6246

**Mannsdale Upper Elementary**

Grades 3 – 5  
*Debra Houghton, Principal*  
371 Mannsdale Road  
Madison, MS 39110  
601.879.3433  
Fax: 601.879.9294

**Camden Elementary**

Grades K – 5  
*Dr. Fannie Green, Principal*  
4784 Hwy 43 North  
Camden, MS 39045  
662.468.2833  
Fax: 662.468.3695

**Highland Elementary**

Grades 3 – 5  
*Serenity Lockett, Principal*  
330 Brame Road  
Ridgeland, MS 39157  
601.853.8103  
Fax: 601.853.8109

**Madison Avenue Elementary**

Grades K – 2  
*Dr. Melissa Philley, Principal*  
1199 Madison Avenue  
Madison, MS 39110  
601.856.2951  
Fax: 601.853.2726

**Madison Crossing Elementary**

Grades K – 5  
*Terri Thornton, Principal*  
300 Yandell Road  
Canton, MS 39046  
601.898.7710  
Fax: 601.898.7716

**Mannsdale Elementary**

Grades K – 2  
*Dr. Emily Mulhollen, Principal*  
443 Mannsdale Road  
Madison, MS 39110  
601.879.0309  
Fax: 601.879.3013

## MIDDLE SCHOOLS

### **Germantown Middle**

Grades 6 – 8

*Chris Perritt, Principal*

439 Calhoun Station Parkway

Madison, MS 39110

601.859.0376

Fax: 601.859.1302

### **Shirley Simmons Middle**

Grades 6 – 8

*Kelvin Griffin, Principal*

820 Sulphur Springs Road

Canton, MS 39046

601.855.2406

Fax: 601.859.7615

### **Madison Middle**

Grades 6 – 8

*Leatha Phillips, Principal*

1365 Mannsdale Rd

Madison, MS 39110

601.605.4171

Fax: 601.853.2254

### **Old Town Middle**

Grades 6 – 8

*Crystal Chase, Principal*

210 Sunnybrook Road

Ridgeland, MS 39157

601.898.8730

Fax: 601.853.8108

## HIGH SCHOOLS

### **Germantown High**

Grades 9 – 12

*Dr. Wesley Quick, Principal*

409 Calhoun Station Parkway

Madison, MS 39110

601.859.6150

Fax: 601.859.0389

### **Ridgeland High**

Grades 9 – 12

*Keith Fennell, Principal*

586 Sunnybrook Road

Ridgeland, MS 39157

601.898.5023

Fax: 601.853.7822

### **Velma Jackson High**

Grades 9 - 12

*Brendon Bell, Principal*

2000 Loring Road

Camden, MS 39045

662.468.2531

Fax: 662.468.2748

### **Madison Central High**

Grades 10 – 12

*Sean Brewer, Principal*

1417 Highland Colony Parkway

Madison, MS 39110

601.856.7121

Fax: 601.853.2712

### **Rosa Scott**

Grade 9

*Brent Cofield, Principal*

929 Poore's Pass

Madison, MS 39110

601.605.0054

Fax: 601.898.5017



## SPECIALTY SCHOOLS

**Academic Options Center**

Grades K – 12  
*Thomas Adams, Principal*  
 300 Industrial Dr. South  
 Madison, MS 39110  
 601.607.7963  
 Fax: 601.859.0374

**Career & Technical Center**

Grades 9 – 12  
*Cody Zumbro, Principal*  
 379 Calhoun Station Parkway  
 Madison, MS 39110  
 601.859.6847  
 Fax: 601.859.0372

**Madison County Pre-School**

Dr. La,Tisha Hunt, *Asst. Dir. of Special Services*  
*Early Childhood/Special Populations*  
 476 Highland Colony Parkway  
 Ridgeland, MS 39157  
 601.853.1326

## 2021-2022 SCHOOL YEAR CALENDAR

**2021**

Teachers Report, Professional Development  
 Professional Development  
**Students Report**  
 Labor Day  
 Fall Holiday, (*Make-up Weather Day*)  
 Professional Development  
 Distance Learning Day  
 Thanksgiving  
 Christmas Holidays Begin

Wednesday – August 4  
 Thursday - Friday, August 5-6  
**Monday - August 9**  
 Monday - September 6  
 Monday - October 11  
 Tuesday - October 12  
 Friday - November 19  
 Monday-Friday, November 22-26  
 Friday - December 17 (60% day)  
*End 1<sup>st</sup> Semester – 87 days*

**2022**

**Students Report**  
 M.L. King Holiday  
 Presidents Day, (*Make-up Weather Day*)  
 Distance Learning Day  
 Spring Break  
 Good Friday  
 Easter Monday  
 Last Day for Students  
  
 Last Day for Teachers

**Wednesday - January 5**  
 Monday - January 17  
 Monday – February 21  
 Friday – March 11  
 Monday – Friday, March 14-18  
 Friday – April 15  
 Monday – April 18  
 Thursday - May 26 (60% day)  
*End 2<sup>nd</sup> Semester – 93 days*  
 Friday - May 27

Total Student Days	180
Total Teacher Days	187

## GRADING PERIODS 2021-2022

Nine Weeks	Number of Days	Dates	Progress Reports	Report Cards
First	44	August 9 – October 8	September 9	October 14
Second	43	October 13 – December 17	November 11	January 13
Third	46	January 5 – March 11	February 3	March 24
Fourth	47	March 21 – May 26	April 21	May 31

## ENROLLMENT

### COMPULSORY AGE/ATTENDANCE

“Compulsory school age child” means a child who attained or will attain the age of 6 years on or before September 1 of the calendar year the child wishes to enroll in first grade. Kindergarten attendance is not compulsory; but in accordance with Miss. Code Ann. Section 37-13-91, students who attain the age of 5 years on or before September 1 of the calendar year may attend kindergarten in the District. 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, or such child is habitually absent without excuse, the principal or designee shall report the child to the school attendance officer of the youth court or family court for investigation.

### DEFINITION OF RESIDENCY

Definition of “residency” for school attendance purposes: The student and the parent/guardian physically reside full time, week days, week nights and weekends, at a dwelling located within the boundaries of Madison County Schools. The school district administrative staff will verify the residence of each student.

Residency requirements are strictly enforced. The residency requirements outlined below are minimum requirements. **The District reserves the right to require additional documentation and verification at any time.**

**Principals are empowered by the Board of Education to determine at any time that a child is not legally enrolled and may not attend classes.**

### DOCUMENTATION

A parent or legal guardian must accompany each student seeking to enroll in the District. No student will be officially enrolled in the Madison County School District until all of the following requirements have been fully satisfied.

- Present proof of residency within the Madison County School District;
- Present a certified birth certificate (not a copy);
- Present a certified court order of guardianship when enrolling a student as his/her legal guardian;
- Present a certificate of health compliance (immunization form) issued by the Mississippi Department of Health or a local physician as required by Mississippi law;
- Present address of previous school attended;

- Present withdrawal information from the previous school attended;
- Present a report card (elementary) or a transcript (middle school, high school) from the previous school attended;
- Passports will be accepted for out-of-country students pending receipt of a certified birth certificate within 30 days.

**Note: Providing false information or false documents in order to register a student within the District may result in immediate withdrawal of the student from the school he/she is attending. Any suspicious information will be turned over to the District’s security office for investigation.**

## **ENROLLMENT PROCEDURE**

The District registers students on-site at the school they are assigned to attend, based upon where they reside within the District. Each student must establish his/her residence in the following manner:

### **NEW STUDENTS**

The parent of a student seeking to enroll must provide the District with the following items:

- Mortgage document, filed homestead exemption, property deed, property tax notice, closing statement
- OR**
- An apartment or home lease – all leases must be current, signed by the owner, and in the case of an apartment, the name of every occupant must be listed on the lease.
- AND**
- One current utility bill – (electric, water, gas or internet/cable) showing residence property address.

Other residency documentation approved by school administration.

**In addition to the above, a utility disconnect notice from the previous address and proof of reconnect at the current address may be required.**

### **CONTINUING STUDENTS**

In succeeding years, all continuing students, whose residence has remained unchanged, will be required to submit one current utility bill (only electric, water, gas or internet/cable will be accepted) to prove residency, as part of the pre-registration process. And all leases must be current, signed by the owner; and in the case of an apartment, the name of every occupant must be listed on the lease.

### **STUDENTS RESIDING WITH LEGAL GUARDIANS**

In addition to providing documentation of residency as outlined above (Items 1 – 3), a student who is living with a legal guardian who resides in the District will submit a stamped, filed copy of the final decree approving the guardianship or a certified copy of the filed petition for guardianship if the matter is currently pending before the court.

### **STUDENTS RESIDING WITH PARENT/LEGAL GUARDIAN IN A HOME NOT OWNED OR RENTED BY THE PARENT/LEGAL GUARDIAN (SHARED RESIDENCY – ENROLLMENT BY SPECIAL AFFIDAVIT)**

Special Affidavits are processed through the Central Office. The District requires that the parent/legal guardian of a student residing in a home not owned or rented in the name of the parent/legal guardian must provide proof of residency at the District Central Office before the student may be enrolled. **Both the parent/ legal guardian of the student and the owner/leaseholder of the property must meet with Central Office personnel each year. The parent/guardian and the owner/leaseholder must be present and provide the following documents:**

**Owner/leaseholder must provide:**

1. Mortgage documents, filed homestead exemption, property deed, property tax notice, closing statement, **or** a copy of a fully executed apartment or home lease signed by the owner. In the case of an apartment, the name of every occupant must be listed on the lease. The lease must be current during the school year.
2. **One** utility bill (electric, gas, water, internet/cable bill) in owner/leaseholder's name, current at the time of registration, and showing residence property address.

**Parent/Guardian Living with owner/leaseholder must provide ONE of the following:**

1. Valid Mississippi driver's license or state identification with residence property address or automobile registration (valid during current school year) showing residence property address.

**Parent/Guardian Living with owner/leaseholder must provide TWO of the following:**

1. Government mailing from county, state, or federal agency showing residence property address.
2. Utility bill (electric, gas, water, internet/ cable), bank statement, check stub or W2, current insurance policy or card, and medical billing in the parent/guardian's name, current and showing residence property address.

If documentation is approved, the parent/guardian must attest that the parent/guardian and the student live with the owner/leaseholder full-time and must sign an "Affidavit Statement of Legal Residency" form.

**Once residency has been verified through the Central Office, the parent/guardian must also complete enrollment at the school.**

**NOTE: If both parents share joint legal custody,** in addition to enrollment documentation listed above, parents must provide a stamped, filed copy of the court order identifying each parent's respective responsibilities. In the case where both parents reside in the District but in different attendance zones, **both** parents must sign a declaration stating the attendance zone the student will attend for the current school year. Both parents are responsible for immediately notifying the school of any modifications to the court order regarding legal custody of the child.

No student will be officially enrolled in Madison County Schools until all of these requirements have been fully satisfied.

**NOTE: Both the cities of Madison and Ridgeland have adopted city ordinances with strong penalties for falsification of residency information in order to enroll a child in Madison County Schools. Copies of these ordinances can be found on the websites of each city.**

**HOMEBOUND STUDENTS**

Occasionally students are unable to attend school for a prolonged period of time due to a diagnosed medical condition. To assist these students with maintaining their schoolwork, the District may provide academic instruction for a period of time through homebound services.

For a child to be considered for homebound instruction, the projected absence must be a minimum of 4 to 6 weeks. To request homebound instruction, parents/guardians shall contact their child's school to obtain the homebound instruction packet.

Homebound instruction may not be provided when a medical condition does not impede the student's ability to attend class.

## **HOMELESS STUDENTS**

When a child is determined to be homeless as defined by the McKinney-Vento Homeless Education Assistance Act, the District shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC Section 11432(e)-(3), and the Madison County Schools Policy and Procedures for serving Homeless and Unaccompanied Youth. For more information concerning the McKinney-Vento Homeless Education Assistance Act (Title X) and the District's Homeless Policy, see the following webpage links:

<http://www.madison-schools.com/cms/lib4/MS01001041/Centricity/Domain/23/Board%20Approved%20Homeless%20Policy%20May%202013.pdf>

### **Homeless children and youths may include:**

- individuals who lack a fixed, regular, and adequate nighttime residence;
- children and youths who are sharing the housing of other persons due to loss of housing, an economic hardship, or a similar reason;
- children who are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations;
- children who are living in emergency or transitional shelters;
- children who are abandoned in hospitals;
- children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who qualify as homeless as described above.

## **STUDENTS IN FOSTER CARE**

The Every Student Succeeds Act (ESSA) emphasizes the importance of limiting educational disruptions for children placed in foster care who move due to entering care or changing placements by mandating that the child remain in their schools of origin unless it is determined by the Local Education Agency and the state child welfare agency that relocating the child to another school is in the best interest of the child. Foster care children will constitute a separate subgroup under ESSA. School Stability Protections for the foster care subgroup, under ESSA include:

**Remaining in the same school:** Youth in foster care are enrolled or remain in their school of origin, unless a determination is made that it is not in their best interest.

**Best interest determinations:** Include the appropriateness of the current educational setting, and the proximity to the school in which the child is enrolled at the time of placement. Transportation *cannot* be a factor.

**Immediate enrollment:** If it is not in the child's best interest to remain in the school of origin, the child will be **immediately enrolled in a new school**, even without normal required records. The enrolling school must contact the previous school to obtain academic and other records.

ESSA guidance for foster care, paired with the 2008 Fostering Connections to Success and Increasing Adoptions Act, envisions dual-agency responsibility for supporting educational stability and success for students in foster care.

## **STUDENTS OF MILITARY PERSONNEL**

Parents or legal guardians who are active members of the United States Armed Forces or civilian military personnel who reside on a military base may enroll their children in any school district of the parent or legal guardian's choosing, subject to certain conditions. Reference: Miss. Code Ann § 37-15-29(5).

## **PLACEMENT TESTING**

### **Home Schooled, International Schooled, Non-Accredited Schooled Students**

The District adheres to the home study policy set forth by Miss. Code Ann. 37-15-33. This policy shall also apply to students wishing to enter the District from an international school or a non-accredited school within the United States.

- Any student enrolling in the District from a home study program will be administered tests to determine proper placement. Students entering high school will be administered an exam in each course for which a Carnegie unit is requested. Entering ninth graders will be administered an 8<sup>th</sup> grade math test, an 8<sup>th</sup> grade English test, and an 8<sup>th</sup> grade science test to verify proper placement.
- The student's grade on each exam will be recorded on the official school transcript as the final semester grade in that course for both first and second semester in year-long courses.
- A testing schedule will be developed to ensure prompt completion of the aforementioned requirements. The student will receive notification of the testing schedule a minimum of five days prior to the initial administration of the tests. All testing must be completed within a minimum of thirty days.
- The District is under no obligation to provide review assistance. However, textbooks will be made available upon request.

## **TRANSFER STUDENTS**

Students who have been expelled from another school district are ineligible to enroll in the District for the duration of the expulsion term. If a student enrolls in the District after full completion of the expulsion term from another school district, the student will enter the District's Academic Options Center for 180 qualifying school days from when the student enrolls.

Administrators or counselors with the District may request a letter of good standing from a previous school or school district.

Students who have been placed or are pending placement in alternative school settings, correctional institutions, or training facilities in another school district are subject to placement in the Academic Options Center upon enrollment in Madison County Schools. Any student returning from an expulsion or re-entering from an expulsion from within the District, shall re-enter the Academic Options Center for 180 qualifying school days before returning to his/her home school.

## **WITHDRAWAL OF STUDENTS**

If a student is to be withdrawn from school, please notify the school office as soon as possible (preferably several days in advance). Teachers should not be interrupted during teaching time to process paperwork necessary to withdraw a student. Any student who withdraws pending a disciplinary hearing may not participate in or attend any school-related activities, functions, or events either on or off campus. Such students are prohibited from entering any school property other than for attendance at the Academic Options Center. If a student withdraws during the pendency of any disciplinary recommendation, the withdrawal shall be deemed a waiver of any right to a hearing or appeal. The disciplinary recommendation of the principal or of the hearing committee at the time of the withdrawal shall be deemed the final disciplinary action. A summary of the evidence against the student shall be included in the student's disciplinary record.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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 educational records. They are:

- The right to inspect and review the student’s education records within 45 days of the day the District 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 principal will make arrangements for access and notify the parent of the eligible student of the time and place where the records may be inspected.

A fee of \$.25 per page (8.5” x 11”), or \$.50 per page (8.5” x 14”) will be charged, unless the fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student’s education records.

- The right to request amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the district 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.

- 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 District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist).

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 of officials of another school district in which a student seeks or intends to enroll, the District may disclose educational records without consent.

The District may disclose directory information regarding its students. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The parent or eligible student has the right to refuse to let the District designate any or all types of information about the student as directory information. The parent or eligible student must notify the

principal (or designee) in writing within 14 days of receipt of this notice that he or she does not want any or all of those types of information about the student designated as directory information.

The District may disclose directory information about former students without meeting these conditions.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. SW  
Washington, D. C. 20202-4605

(202) 260-3887  
TTD: (202) 260-8956

## **PUBLIC RECORDS ACCESS POLICY**

The following policies and procedures were adopted in order to comply with the requirements of the Mississippi Public Records Act as amended. Miss. Code Ann § 25-61-5 et seq.

### **Records Accessible**

All “public records” maintained by the District, as defined by the Act, shall be made available for access and duplication, subject to the exceptions and requirements of these policies and other state or federal laws.

### **Requests for Access**

Requests for access to public records shall be filed in writing and addressed to the Superintendent of Education, Madison County Schools, 476 Highland Colony Parkway, Ridgeland, MS 39157. The request must state, with sufficient specificity, the nature, location, and description of the public records sought in order to enable the appropriate official(s) of the District to obtain the records for review and/or duplication. In the event that the request lacks sufficient clarity or is otherwise unduly burdensome, it will be returned to the originator for clarification or correction. All requests to inspect or duplicate public records must be filed between the hours of 9:00 a.m. and 3:00 p.m. on any working day in the Superintendent’s office. Requests for inspection and/or duplication of records shall be honored at such time during the day as the documents are not being used by the appropriate officials of the District. After the records are located and made available for inspection and/or duplication, the originator of the request will be notified of a time, place and date, not later than 7 working days from the date of receipt of the request, to allow inspection and/or duplication. If the District is not able to comply within 7 working days, it must give a written explanation to the person making the request, stating with specificity the reasons why the records could not be produced within the 7-day time frame, and absent mutual agreement, the records must be produced no later than 14 working days from receipt of the request.

### **Fees Charged**

As allowed by statute, the District shall charge and collect fees to reimburse it for the actual costs of searching, reviewing, duplicating and mailing copies of public records. All applicable charges shall be paid to the District in advance of complying with any requests, pursuant to the following schedule:

- Photocopying: \$.50 per page (8.5” x 11”), \$.75 per page (8.5” x 14”)
- Searching & Reviewing: An hourly charge of \$7.00 or, in the event it is necessary for administrative personnel to conduct the search and review, an amount which equals the actual wage per hour of such person.
- Postage: Actual cost of postage shall be assessed for all records mailed.



- Any request which will require considerable assistance of school personnel for searching and reviewing shall be subject to a minimum deposit of \$25.00. In the event that the actual cost is found to be less than \$25.00, the balance shall be refunded to the originator of the request at the appointed time for the inspection and/or duplication.

### **Exempt Records**

The following records are exempt from the Mississippi Public Records Act and from this policy and shall not be subject to disclosure, except under other authority and under appropriate circumstances:

- Records furnished to public bodies by third parties which contain trade secrets or confidential commercial or financial information, as provided by the Act.
- Records, which are confidential or privileged, as provided by constitutional, statutory law or case law of this state or of the United States.
- Records which are developed among judges, judges and their aides, and juries.
- Personnel records, including but not limited to applications for employment, test questions and answers used in employment examinations, and letters of recommendation.
- Test questions and answers in the possession of a public body which are to be used in future academic examinations.
- Records which represent and constitute the work product of an attorney representing the District, records which are related to litigation by or against the District, or in anticipation of prospective litigation, and communications between the District and the attorney in the course of an attorney-client relationship.
- Records which would disclose information about a person's individual tax payment or status.
- Records concerning the sale or purchase of property for public purposes prior to the announcement of the purchase of sale where the release of the record would have a detrimental effect on the sale and purchase.
- All educational records of students and former students, as defined by The Family Educational Rights and Privacy Act (FERPA); such exemption shall also apply to letters of recommendation respecting admission to any educational agency in institutions.
- Records that are maintained regarding the process of detection and investigation of unlawful activity, in addition to such records as defined in Miss. Code Ann. Section 45-20-1 of the Mississippi Code of 1972.
- Commercial and financial information of a proprietary nature required to be submitted to the District.

### **Denial of Access**

In the event that the District denies a request for access to or copies of public records, the denial will be in writing and must state the specific statutory exemption, which applies. The District will maintain a record of all denials for a period of 3 years.

# **ACADEMIC/ASSESSMENT**

## **Every Student Succeeds Act (ESSA) – Reauthorized ESEA of 1965**

The Elementary and Secondary Education Act (ESEA) of 1965 as amended by the No Child Left Behind Act of 2002 (NCLB), and now as amended by ESSA in 2015 has been a long-standing national education law committed to providing all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps for all children. ESSA was signed into law on December 10, 2015 by President Barack Obama with a focus on the clear goal of preparing all students for success in college and careers.

## **PARENT AND FAMILY ENGAGEMENT UNDER ESSA**

Notification of Teacher Qualifications: A district must notify all parents of children in Title I schools that they may request information on teacher qualifications at any time. Additionally, parents must be notified if a child is assigned to, and/or is being taught for four or more consecutive weeks by a teacher who does not meet state certification and licensure requirements.

Notification of School Designation: The LEA is required to provide notification of academic status to parents of each child enrolled in a school identified for improvement (Comprehensive Support and Improvement- CSI; Targeted Support and Improvement- TSI; and Additional Targeted Support and Improvement- ATSI). The notices must contain school status, reasons for the identification, planned interventions to address the academic problems, district support, and parent support.

Notification of Statewide Assessments and Individual Student Assessment Results: A district must provide information to parents regarding state assessments, locally selected assessments for high school students, alternate assessment plans for children with the most significant cognitive disabilities and individual student assessment results, including details about parent opt-out rights, if applicable. Districts must test 95% of all students and every student subgroup.

Notification and Permission for Placement of Eligible Title III Students: The district and schools serving English Learners shall inform the parents that their child(ren) has/have been placed in an instructional program for English Learners no later than 30 days after the beginning of the school year. If the student is identified after the beginning of the school year, the LEA/school shall notify parents within the first two weeks of the child's placement in a program for ELs. Once a child has been identified as eligible for language assistance, the parent must be notified of the instructional program offerings and services in an understandable and uniform format and to the extent practicable in a language that the parent can understand.

Pre-school and Early Childhood Education: Pre-school programs in Title I schools, in collaboration with families and community, strive to promote a safe and caring learning environment that empowers children with diverse opportunities which emphasize academic excellence and encourage critical thinking skills. The Pre-school program is a fundamental component of the District's goal for student success and smooth transitions throughout the educational continuum. The Pre-school curriculum is aligned with the Mississippi Department of Education's standards for four-year old early childhood education, and the District's early literacy expectations. The Opening a World of Learning (OWL) curriculum offers an array of well-rounded and comprehensive components to include foundational cognitive skills in literacy and numeracy and social and emotional competence critical to creating appropriate relationships with peers and adults. Pre-school parents are required to participate in parent-teacher conferences where they receive real-time data concerning their student's progress. During conferences, parents may review individual MKAS scores. Parents receive Pre-school report cards at the end of each nine-week grading period. Opportunities for parent engagement are available to all parents and families of Pre-school children. Parents and family members are encouraged to look for weekly communications about school activities to include field trips, school visitations, volunteer services, and special programs. In support of the educational process, we encourage parents to engage the entire family in the educational well-being of students. Recommendations include:

- Reading at least 15 to 20 minutes each night with students
- Providing for the appropriate amount of sleep
- Discussing behavior and discipline rules

Report Cards: States, districts, and schools must prepare and disseminate report cards in the fall semester of each school year. ESSA report cards must be in a language that parents can understand and describe the state's accountability system. Report cards include school and district-level data:

- Professional qualifications of teachers, showing distribution in low and high poverty schools
- The number of teachers with emergency and provisional credentials and teachers who teach in areas outside of certification
- Disaggregated data on graduation rates, the percentage of students assessed, and the percentage of students not assessed
- Indicators of school quality
- Foster care data
- Per pupil expenditures by school and district for the preceding year (actual expenditures - **federal, state, and local funds**)
- Academic achievement of students by subgroups to include homeless and foster care children; children with parents on active duty in the military; and youth experiencing homelessness
- National Assessment of Educational Progress (NEAP) results

**Literacy-Based Promotion Act:** Beginning in the 2018-2019 school year, if a student's reading deficiency is not remedied by the end of the student's third grade year, as demonstrated by the student scoring **above the lowest two (2) achievement levels** in reading on the state annual accountability assessment or on an approved alternative standardized assessment for third grade, the student shall not be promoted to fourth grade unless the student meets a Good Cause Exemption for promotion.

<http://www.mdek12.org/OEER/LBPA>

**Program Planning and Implementation:** It is important for parents to be involved in planning and implementing programs funded through state and federal dollars.

## **ACTIVE PARENT**

Beginning in third grade, student's grades, discipline, and attendance are available to his/her parent or guardian with an ActiveParent account. To access this information, parents must enroll at the school for a username and password. Only one account is necessary for multiple students. A link to ActiveParent may be found on the District's web page at [www.madison-schools.com](http://www.madison-schools.com).

## **ACT DISTRICT CHOICE STATE TESTING**

Madison County Schools will participate in two administrations of the ACT during the 2021-22 school year. The ACT will be offered during the school day on the student's home campus at no cost to the student. MCS will offer all eleventh and twelfth grade students an opportunity to participate in ACT's District Choice State Testing (DCST) in late September/early October, at district expense. Also, the State of Mississippi will administer the ACT to all eleventh grade students in February. Scores for both administrations can be used for college admissions and scholarships, to meet mandated high school graduation assessment requirements and to determine school and district accountability ratings. More information will be made available through MCS high schools to applicable students in the beginning of the 2021-22 school year.

## **THIRD GRADE SUMMATIVE ASSESSMENT**

The Literacy-Based Promotion Act, as part of Senate Bill 2347, calls for students scoring at the lowest two achievement levels in reading on the established state assessment for third grade to not be promoted to fourth grade, beginning with the 2014-15 school year. The third grade state reading assessment is the required End-of-Year statewide assessment, MAAP. Results from the April assessment will be used to address specific reading deficiencies of students who do not achieve a passing score.

Two retest opportunities in mid-May and late June/early July will be provided to students in an effort to support students in earning promotion to fourth grade. More information will be made available through MCS elementary Schools to third grade students in the beginning of the school year.

## **STUDENT ASSESSMENT GLOSSARY**

### **College & Career Readiness Assessments**

**Pre-ACT (Grades 8-10)** – these practice ACTs are for late middle school and early high school students. Results are a measure of current academic progress and can be used to help prepare students for the ACT. Administered in late September/early October at no cost for students.

**ACT (Grades 11-12)** – Curriculum-and-standards-based educational and career planning tool that assesses students' academic readiness for college. Results can be used for college admission and scholarship purposes as well as to meet mandated state graduation assessment requirements. A live version is administered at no cost to juniors and seniors in late September/early October and to juniors in February during regular school hours at the student's home campus. Note that students can register at their own cost for test administrations on Saturdays in September, October, December, February, April, and July at [www.act.org](http://www.act.org).

**PSAT (Grades 9-11)** – Voluntary assessment that measures skills in the areas of reading, math and writing/language. Results are utilized to determine student strengths and weaknesses on skills necessary for college study as well as to qualify for National Merit status their junior year. Administered with a potential cost to students during regular school hours in October at the student's home campus.

**ASVAB (Grades 11 or 12)** – Nationally-normed assessment of The Department of Defense. Results are used to determine aptitude for a career in the armed forces as well as student vocational strengths. Administered potentially during the eleventh or twelfth grade to second-year Career and Technical School students.

**WorkKeys (Grades 9-12)** – ACT assessment system that measures job skills. Results are used to support employers with the selection, hiring, training, development, and retention of a high-performance workforce. Administered potentially to all students during their College & Career Readiness courses as well as to second-year Career & Technical students.

### **Madison County Schools Formative Assessments**

**Case 21 Benchmarks (Grades 1-11)** – Customized criterion-referenced common assessments designed to reflect Mississippi state tests in both format and content for the subject areas of Language Arts, Math, Science (5<sup>th</sup> & 8<sup>th</sup> Grades and Biology I) and Social Studies (US History). Results are utilized to guide classroom instructional decisions as well as sometimes serving as nine week and semester tests. Administered typically at the conclusion of the first three nine-week periods.

**NWEA/MAP (Grades K-8)** – Adaptive assessments where student responses determine the difficulty level of questions. Results can be used to guide classroom instructional decisions, which helps in identification of specific math and reading deficiencies. It also fulfills a requirement of the Literacy Based Promotion Act to provide a universal screener; scores reflect student performance and growth at the national level. Administered typically three times a year during September, January and April.

### **Mississippi Department of Education Language Arts, Math, Science and Social Studies Framework Assessments**

**LAS Links (Grades K-12)** - English language proficiency assessment administered to students who have been officially identified as English Learners (ELs). This assessment is administered annually to monitor English Learners' progress in acquiring academic English. Academic language is defined as the language required to succeed in school that includes deep understandings of content and communication of that

language in the classroom environment. Students are assessed in four areas: speaking, listening, reading and writing. Results are utilized for school and district accountability purposes as well as to determine individual student progress. Administered during the month of March.

**Mississippi Academic Assessment Program - Alternate (Grades 3-12)** – Assessment for the 1% of the public school student population with significant cognitive disabilities for whom, even with accommodations, general state assessments are not appropriate. These alternate assessments, just like the general assessments, must be aligned to academic content standards that apply in Reading, Writing, and Mathematics in grades 3-8 and once in high school and in science in at least one grade in each 3-5, 6-8 and high school grade ranges. Results are utilized for school and district accountability purposes as well as to determine individual student progress. Administered in the spring.

**Mississippi Kindergarten Readiness Assessment (Grades Pre-K & K)** – Baseline assessment to inform parents, teachers, and early childhood providers with a common understanding of what children know and are able to do upon entering school. Results will be used to deploy resources and instructional supports for students from birth to third grade. Administered during a pre-test window in August/September and a post-test window of April/May.

**Mississippi Reading Summative Assessment (Grade 3)** – Summative criterion-referenced language arts assessment that is fully aligned with the Mississippi College and Career Readiness Standards. Results are utilized to determine the minimum level of competency in reading for promotion to fourth grade. Initially administered during a scheduled one-week test window in April with two retest opportunities following, during mid-May and late-June to early-August.

**Mississippi Academic Assessment Program (Questar Grades 3-8, Algebra I, English II)** – Customized criterion-referenced language arts and mathematics tests that are fully aligned with the Mississippi College-and Career-Readiness Standards; Performance-Based Assessment (PBA) format that includes multiple-choice, both short and extended responses and an essay-writing component. Results are utilized for school and district accountability purposes as well as to determine individual student progress. Algebra I and English II assessments are required for students earning a high school diploma. Primary administration is typically scheduled online for mid-April to mid-May with retests occurring in December and April/ May.

**MAAP-SCI (Grades 5 & 8)** - Customized criterion-referenced science assessments that are fully aligned with the 2018 Mississippi College and Career Readiness Standards for Science. Results are used for school and district accountability purposes as well as to determine individual student progress. Administered during an online window in mid-April to mid-May.

**MAAP-EOC (Grades 7-11)** – Customized criterion-referenced assessments in Biology I and U.S. History that are fully aligned with Mississippi science (2018) and history (2018) Frameworks. Results are utilized for school and district accountability purposes as well as a graduation requirement for students earning a high school diploma. Primary administration is typically scheduled online for mid-April to mid-May with retests occurring in December and April/May.

**CPAS3 (Grades 10-12)** - Occupational-specific portion of the Mississippi Career Planning and Assessment System. Results are utilized for establishing accountability for secondary Career and Technical School programs as well as to determine individual student progress. Administered typically during April and May.

## **ENGLISH LEARNERS (EL)**

The District is committed to providing a quality education for all students, including those whose first language is one other than English. The instructional goal of the English as a Second Language (ESL) program is to provide services to EL students to improve or increase their English language proficiency; thus, enabling them to function independently and to participate effectively in the regular academic program.

The Home Language Survey (HLS) is a district-wide form to be completed and signed by the parents of ALL NEW STUDENTS registering for grades K-12. Home Language Surveys that indicate a language other than English must be referred to the school's ESL teacher for placement testing.

All English Learners receive their primary core curricular instruction through the regular academic program. As a supplement to regular classroom instruction, EL students receive regularly scheduled instruction in English as a Second Language, with emphasis on English language acquisition skills. As students test into the ESL program, they are scheduled in ESL classes and language acquisition sessions, through pull-out, and/or push-in/inclusion. Students are served by certified teachers, both ESL and content area/mainstream teachers.

Initially, emphasis of the K-5 ESL program is on teaching "survival" language, following directions and basic conversational English. Support and assistance are provided for EL students in core curricular content for the regular program; but the ESL program does not take the place of regular classroom instruction. At the elementary and middle school levels, students are grouped according to their English language proficiency levels in order to individualize language acquisition instruction as much as possible. The level of English language proficiency and the individual needs of students determine the frequency and duration of ESL instruction. At the high school level, students are scheduled into an ESL class, which also counts as elective credit toward graduation. Currently the District employs 16 certified teachers, with ESL endorsements, 1 paraprofessional and 4 tutors to serve over 850 English Learners in the district. The district also employs one Spanish translator to assist ESL teachers and work as a community outreach parent liaison. The academic needs of EL students are met through a variety of educational strategies with emphasis placed on the development of listening, speaking, reading, and writing. ESL teachers utilize resources such as Pearson's Keys to Learning for explicit and focused instruction to promote language proficiency and reading comprehension in grades 6 -12 for academic vocabulary acquisition and transferable cross-curricular academic skills. For more advanced EL students, the Keystone series is used. Elementary EL students use an assortment of resources to include Pearson-Longman Cornerstone and Pockets resources.

**I-Station** an English language acquisition courseware, is used for remedial reading using sheltered instruction with a focus on academic vocabulary for grades 1 -5. Key words are practiced with decodable readers along with other passages. Students understand and read English with imaginable words, animated phonics and auditory/visual and kinesthetic representations of words. Students build background knowledge through the use of common/universal concepts. Reading instruction and language development are integrated. As the student develops English language skills, visual scaffolds disappear. The acronyms ESL, EL and ELL are sometimes used interchangeably.

### **EL GRADING GUIDELINES**

Procedures for grading EL students must facilitate students' success in school and the District must ensure that EL students are not being discriminated against in the assignment of grades due to a language barrier. EL students should be expected to meet the same educational requirements as other students; however, they may need more time and support to do so. Federal requirements mandate that school districts take affirmative steps to open their educational programs to national origin minority group students. This means that while EL students must meet the same educational requirements as other students, these

requirements must be presented in a manner appropriate to EL students' cultural and linguistic needs and in a time frame that facilitates their learning.

**Teachers must consider alternative assessment measures** such as portfolios, special projects, and journals. Madison County Schools will adhere to the regular, district-wide grading guidelines with the following cautions when grading EL students:

- Grading English Learners in the content areas must be based on **improvement**.
- No failing grades due to language barriers may be given during the English Learners' progression from **Level 1-Beginning** through **Level 3- Intermediate** (*LAS Links English Language Proficiency Levels: 1-Beginning, 2-Early Intermediate, 3-Intermediate, 4-Proficient, 5-Above Proficient*).

**At level 1, Beginning**, ELs are just beginning to develop productive and receptive uses of English in social, school, and academic contexts. Comprehension may only be demonstrated through nonverbal gestures or through the ELs native language rather than in English.

**At level 2, Early Intermediate**, ELs are at the developmental stage of communication in English (social, school, and academic contexts). Language deficits delay basic communication and comprehension. At this stage, productive and receptive control of lexical, syntactic, phonological, and discourse tactics for communicating in English is emerging.

**At level 3, Intermediate**, ELs communicate in English somewhat within grade-level appropriate language demands in social settings and classroom/academic contexts. But deficits interfere with communication and comprehension. More time, repetition and clarification are required. English Learners have a limited grasp of productive and receptive control of lexical, syntactic, phonological, and discourse tactics when addressing new or familiar topics. At level three, English Learners' language lacks adequate connections for elaboration or details.

- English Learners at **English Language Proficiency Levels 4 and 5** on the LAS Links Assessment may be graded according to common criteria for assigning grades, with necessary accommodations and modifications.
- Teachers must fully document regular contact with EL teachers regarding specific modifications for EL students, the performance of EL students and the progress of EL students. **Failures for EL students must not be due to English language deficiency**. English language deficiency includes reading, writing, speaking, and comprehension.

**If an EL student receives a failing grade, documented evidence of modifications and accommodations, including conferences with the EL teacher, SET meetings with teachers, school administrators, support specialist/s, parents or parent representatives must be placed in the student's cumulative folder and copies of evidence sent to the Madison County Schools' Office of Federal Programs.**

References: [Mississippi Guidelines for English Language Learners: Policies, Procedures and Assessments](https://www.madison-schools.com/cms/lib/MS01001041/Centricity/Domain/23/2018_English_Learner_Guidelines.pdf)  
- [https://www.madison-schools.com/cms/lib/MS01001041/Centricity/Domain/23/2018\\_English\\_Learner\\_Guidelines.pdf](https://www.madison-schools.com/cms/lib/MS01001041/Centricity/Domain/23/2018_English_Learner_Guidelines.pdf)

MCS D Plan, Policies, Procedures and Assessments for ELLs <https://www.madison-schools.com/cms/lib/MS01001041/Centricity/Domain/23/MCSD%20English%20Learner%20Guidelines%20Bd%20Approved%202020.pdf>

## **STUDENTS WITH DISABILITIES**

### **Grading and Report of Progress**

The policy used for reporting grades or progress for students with disabilities will be as follows:

- The grading system used in the regular education program will be used for students who receive instruction through the regular education program and are expected to master the same objectives as regular education students.
- For students who receive instruction through the regular education program but an alternate or parallel curriculum (which differs from that provided to grade level peers) is taught, grades will be assigned for each academic area addressed on the student's Individualized Education Program (IEP). Grades given will be based on the mastery of objectives/benchmarks outlined on the IEP using the regular education grading system with input from both the regular and special education teachers. The student's report card will reflect that these grades are based on objectives/benchmarks outlined in the student's IEP. For those students in grades K-2, the regular education mathematics, reading and/or language arts benchmarks being taught will be marked according to the District's grading system. Any benchmark listed on the K-2 report card that is not being taught, according to the IEP, will be indicated as not applicable. At the end of each nine (9) weeks (or more often as outlined on the IEP), the Report of Progress for each objective/benchmark on the Annual Service Goal Page(s) of the IEP will also be completed and forwarded to the parent(s). The student will not earn Carnegie unit credit toward a regular high school diploma for this type of curriculum instruction.
- For students who receive direct instruction in academic areas from a special education teacher, grades will be assigned for each academic area based on mastery of objectives/benchmarks identified on the student's IEP using the regular education grading system. The student's report card will reflect that these grades are based on objectives/benchmarks addressed in the student's IEP. For those students in grades K-2, the regular education mathematics, reading and/or language arts benchmarks being taught will be marked according to the District's grading system. Any benchmark listed on the K-2 report card that is not being taught, according to the IEP, will be indicated as not applicable. At the end of each 9 weeks (or more often as outlined on the IEP), the Report of Progress for each objective/benchmark on the Annual Service Goal Page(s) of the IEP will also be completed and forwarded to the parent(s). The student will not earn Carnegie unit credit toward a regular high school diploma for this type of curriculum instruction.
- For students who receive direct instruction from a special education teacher in functional/life skills areas or from a speech pathologist in a language/speech area(s), grades will be given for each area based on mastery of objectives/benchmarks addressed on the student's IEP using the following grading system: N = No Progress Made; P = Progress Made; M = Objectives Taught During This Grading Period Mastered Based on Criteria Outlined on IEP. The student's report card will reflect that these grades are based on objectives/benchmarks addressed in the student's IEP. For students in grades K-2, the regular education report card will be completed when benchmarks on the report card are reflected in the student's IEP. At the end of each 9 weeks (or more often as outlined on the IEP), the Report of Progress for each objective/benchmark on the Annual Service Goal Page(s) of the IEP will also be completed and forwarded to the parent(s). The student will not earn Carnegie unit credit toward a regular high school diploma for this type of curriculum instruction.

Any student enrolled in regular education courses who does not meet course requirements, even though accommodations and modifications have been implemented in accordance with the student's IEP, may receive a failing grade. If it is obvious, however, that the student with a disability cannot function appropriately in a regular education class, the student's IEP should be revised.



## **MULTI-TIER SYSTEM OF SUPPORT**

The District has implemented an instructional model designed to meet the needs of every student. The model consists of three tiers of instruction.

Tier 1: Quality classroom instruction based on Mississippi College and Career Readiness Standards.

Tier 2: Focused supplemental instruction

Tier 3: Intensive interventions (both academic and/or behavioral) specifically designed to meet the individual needs of students

The classroom teachers use progress monitoring information to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gain essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments and large-scale assessments.

If strategies at Tiers 1 & 2 are unsuccessful, students must be referred to their school's Multidisciplinary Evaluation Team. The MET is a problem-solving unit responsible for interventions developed at Tier 3. Interventions will be:

- Designed to address the deficit areas
- Research/Evidence based
- Implemented as designed by the MET
- Supported by data regarding the effectiveness of interventions

After a referral is made, the MET will develop and begin implementation of an intervention(s) within two weeks. No later than eight weeks after implementation of the intervention(s) the MET will conduct a documented review of the intervention(s) to determine success of the intervention(s). A second review will be conducted no later than sixteen weeks after the implementation of the intervention(s) to determine whether the intervention is successful. If the intervention(s) is determined to be unsuccessful, then the student may be referred to the school's Local Survey Committee to determine the need for a comprehensive assessment for special education services.

In addition to failure to make adequate progress following Tiers 1 & 2, students will be referred to the MET for interventions if any of the following events occur:

1. Grades K-3: Student has failed one grade; grades 4-12: student has failed two grades;
2. A student failed either of the preceding two grades and has been suspended or expelled for more than 20 days in the current school year.
3. A student who did not score at the required achievement level on any part of the Grade 3 or Grade 7 statewide accountability assessment.
4. A student is promoted from Grade 3 to Grade 4 under good cause exemption of the Literacy-Based Promotion Act.

Referrals to the MET must be made within the first 20 school days of a school year if the student meets any of the criteria A-D above. Students who receive intervention at Tiers 2 and 3, will have a hearing and vision screener completed at the school building. If a problem is detected, the parent will be notified by the school's Literacy Specialist.

## MIDDLE AND HIGH SCHOOL SEMESTER EXAM SCHEDULE

### First Semester

Monday December 13 (B)	Tuesday December 14 (A)	Wednesday December 15 (B)	Thursday December 16 (A)	Friday December 17 (60%)
TEST 5 <sup>th</sup> and 7 <sup>th</sup>	TEST 1 <sup>st</sup> and 3 <sup>rd</sup>	TEST 6 <sup>th</sup> and 8 <sup>th</sup>	TEST 2 <sup>nd</sup> and 4 <sup>th</sup>	TEST 6 <sup>th</sup> and 8 <sup>th</sup>
REVIEW 6 <sup>th</sup> and 8 <sup>th</sup>	REVIEW 2 <sup>nd</sup> and 4 <sup>th</sup>	MAKEUP 5 <sup>th</sup> and 7 <sup>th</sup>	MAKEUP 1 <sup>st</sup> and 3 <sup>rd</sup>	MAKEUP 2 <sup>nd</sup> and 4 <sup>th</sup>

### Second Semester

Friday May 20 (B)	Monday May 23 (A)	Tuesday May 24 (B)	Wednesday May 25 (A)	Thursday May 26 (60%)
TEST 5 <sup>th</sup> and 7 <sup>th</sup>	TEST 1 <sup>st</sup> and 3 <sup>rd</sup>	TEST 6 <sup>th</sup> and 8 <sup>th</sup>	TEST 2 <sup>nd</sup> and 4 <sup>th</sup>	TEST 6 <sup>th</sup> and 8 <sup>th</sup>
REVIEW 6 <sup>th</sup> and 8 <sup>th</sup>	REVIEW 2 <sup>nd</sup> and 4 <sup>th</sup>	MAKEUP 5 <sup>th</sup> and 7 <sup>th</sup>	MAKEUP 1 <sup>st</sup> and 3 <sup>rd</sup>	MAKEUP 2 <sup>nd</sup> and 4 <sup>th</sup>

## GRADING

### Explanation of Grades

A . . . . . 90 - 100	D . . . . . 65 - 69
B . . . . . 80 - 89	F . . . . . 0 - 64
C . . . . . 70 - 79	I . . . . . Incomplete
NC . . . . . Inadequate Attendance	NG . . . . . No Grade

In an effort to properly prepare middle and high school students to take standardized testing mandated by both the state and federal governments, the District requires middle and high school students take a comprehensive exam in Carnegie credit bearing courses at the end of each semester. These exams will count as a major grade and will be weighted accordingly. First and second term grades will be averaged to compute a 1<sup>st</sup> semester grade. The third and fourth term grades will be averaged to compute the 2<sup>nd</sup> semester grade.

- The 1<sup>st</sup> semester cumulative exam = 20% of the semester grade
- The 2<sup>nd</sup> semester cumulative exam = 20% of the semester grade
- The final average = 1<sup>st</sup> semester average + 2<sup>nd</sup> semester average divided by two

**If the method of arriving at grades varies, it will be clearly stated at the beginning of the term to the student and parent.**

## HONOR ROLL

The District recognizes two types of honor rolls:

- The "A, B" honor roll shall be composed of all students with grades no lower than 80/B.
- The "All A" honor roll shall be composed of all students with grades no lower than 90/A.

Honor roll shall be determined at the end of each nine-week grading period.

## **TRANSFER GRADES**

Students from other school districts with different grading scales enrolling in this District will have grades transferred into the District according to the District's scale. Grades at the time of enrollment will first be identified as the alpha grade from the sending school, based on the sending school's grading scale. The alpha grade at the time of enrollment will then be converted to the MCS alpha scale, and then assigned the MCS numeric correspondent. The numeric grade reported by the student's previous school will be given precedent over the alpha grade. The following scale will be used in transferring grades:

A+	=	99	C+	=	79
A	=	95	C	=	75
A-	=	90	C-	=	70
B+	=	89	D+	=	69
B	=	85	D	=	67
B-	=	80	D-	=	65
			F	=	60

Transfer students attending summer school at an institution other than the one in which the student was enrolled during the previous school year, must have the credits accepted and recorded on the school records of the institution in which the student was enrolled during the full school year before the records are forwarded to Madison County Schools.

## **UNIVERSAL SCREENERS**

A universal screener such as Measures of Academic Progress (MAP) for academics, and the MCS behavior screener, will be administered in the fall, winter and spring in grades K-8. Reports will be sent home following each screening. The intent of the assessments is to identify at-risk students. Fifth grade spring data will be considered as a factor for placement in sixth grade English and Math.

# **ATTENDANCE**

The District believes that that regular school attendance is paramount to student success. Research indicates that a student's attendance is directly proportional to the student's graduation from high school. The District is committed to working with the student as well as the parents when the student's attendance is affected by extenuating circumstances. Through collaboration, the student's level of success is greatly enhanced.

**Mississippi law requires students to attend 63% of the instructional day in order to be considered present.**

## **COMPULSORY ATTENDANCE**

If a compulsory school age child has not been enrolled in a school within 15 calendar days after the first day of the school year, or such child is habitually absent without excuse, the principal or designee shall report the child to the school attendance officer of the youth court or family court for investigation.

**Students in a regular high school program or a career and technical program, may miss no more than 11 days in a full year course or no more than 6 days in a one semester course.**

## **TARDINESS**

If a student is tardy, the student must:

- A. Report promptly to the school attendance clerk for an admittance slip to class or, if necessary, for a late bus slip. Late buses will be excused, but the student is required to report to the school attendance office for an admittance slip.
- B. Make sure the attendance clerk knows the student is present, otherwise the student's records will reflect absence all day.
- C. Be signed in by a parent if the student is in elementary or middle school.

For middle and high school students only, tardies will be dealt with in the following manner:

- A. The classroom teacher will administer consequences for the first 3 tardies to that class.
- B. On the fourth tardy, and each one thereafter, the student will be referred to the administration for more severe consequences which may include corporal punishment, in-school detention (ISD), or out-of-school suspension and the parent/guardian will be notified that there is a problem.
- C. **Six or more tardies may result in a student being suspended from school.**

**\*\*\*A student who misses more than 25% of a class period will be counted absent for that class period.**

### **ADMITTANCE AFTER ABSENCE**

When a student returns from an absence of one or more days, the student must submit an excuse from his/her parent or guardian to the attendance clerk or counselor stating the reason for the absence in order to receive an excused absence. The student will then be issued an admittance slip to class.

The excuse, handwritten or emailed, shall contain the date written, the date/dates of the absence, the cause of absence, and the parent/legal guardian's name. A medical excuse will be required after 15 absences.

Excuses submitted more than two days after the absence may not be accepted.

If a check-in or check-out results in a student being counted as absent for the day, the check-in/out sheet will be used as verification in lieu of a written excuse from the parent/guardian.

Excuses submitted more than two days after the absence may not be accepted.

By law, any student accumulating five unexcused absences must be reported to the Madison County Attendance Office.

**\* Any child with a temperature of 100° and above, vomiting or suffering diarrhea must be picked up immediately. Students sent home with any of these conditions cannot return to school until free of symptoms without medication for 24 hours.**

### **MAKE-UP WORK**

It is the student's responsibility to make up work that is missed. A student who needs to make up work after an absence must contact each of his/her teachers immediately upon returning to school to make arrangements for making up the work.

**For elementary students**, all work missed during an excused absence must be made up within the time allowed by the "one day plus" rule. For example, if a student missed school on Wednesday, then all make up work will be due Friday, (1 day + 1 day missed). If a student misses Wednesday and Thursday, then all make up work will be due the following Wednesday (1 day + 2 days missed).

**For secondary students**, all work missed during an absence must be made up by the second class meeting after the absence. On school sponsored trips assignments should be secured ahead of time and are due on the day the student returns to class.

**Requests for assignments in advance may be honored to the extent that they are deemed appropriate by the teacher and the principal. Advanced assignments will not be provided on material that has not been taught in class.**

A student who receives an out-of-school suspension will be allowed to make up work missed. The student must request the assignments and submit all assignments during the first class period upon returning from suspension.

## DISCIPLINE

### DISCIPLINARY MANAGEMENT POLICY

The Superintendent, principal, assistant principal, or any District administrator may discipline a student for misconduct. Each administrator has the authority to determine the appropriate disciplinary action, including in-school detention, out-of-school suspension, conferencing with student, corporal punishment, suspension, placement in the Academic Options Center, or expulsion.

Students are subject to discipline during any time that they are either under or subject to the jurisdiction of the District, while participating in or going to or from any school-related activity, at any place where an athletic contest or event is taking place, during the course of any field trip, during the course of any trip or activity sponsored or supervised by the District, while under the supervision or direction of any teacher, principal, or other authority of the District, or when such conduct does or may threaten to interfere with or disrupt the educational process or poses a threat to the safety of the student or others. School administrators may remove students from participation in school-related activities for disciplinary reasons.

Parents will be notified of disciplinary actions regarding their student.

**After three major referrals of a student for disciplinary action, a student will automatically be placed on probation and a behavior plan will be formulated.** Probationary status may result in recommendation for suspension, placement in the Academic Options Center, or expulsion. The building principal has the discretion to implement a behavior plan prior to three major referrals.

### **Bus Transportation**

It is the bus driver's responsibility to drive safely. It is the student's responsibility to behave appropriately. The purpose of any rule or regulation related to bus transportation is to ensure the safety of students and to provide for orderly operation of the bus. Parents, students and school personnel can be most effective in promoting safety and orderly conduct when they work together.

If a bus driver has minor disciplinary problems with a student, the driver will take the student home and submit a disciplinary report to the principal for action the following school day.

Disciplinary problems on a bus may result in loss of riding privileges as well as additional disciplinary action.

## **Corporal Punishment**

The Madison County Board of Education has adopted a policy allowing reasonable corporal punishment of a student as a disciplinary measure in order to preserve an effective educational environment which is free from disruption and is conducive to furthering the educational mission of the school board. No corporal punishment will be administered for Special Education or 504 students.

1. Corporal punishment will be administered only after less stringent measures such as counseling, parental conferences, and/or other forms of discipline have failed to correct the misbehavior. Corporal punishment may be administered if the conduct of a student is of such an extreme nature that this method is the only reasonable form of discipline.
2. Corporal punishment may be administered by either the principal or his/her designee, but in all cases, another certified staff member must be a witness. Parents shall be contacted for approval prior to corporal punishment being administered.
3. Corporal punishment shall not be administered in the presence of other students.
4. A written report of corporal punishment and the name of the second school official present as a witness shall be on file in the principal's office and documentation entered in the student data management program.
5. When not in use, all paddles shall be stored in the administrative offices of each school in the possession and under the control of the principal or his/her designee.
6. At the beginning of each school year, a parent or legal guardian may request exemption from corporal punishment for his/her child. Such a request must be made in writing to the principal's office, and will be placed in the child's cumulative folder.

## **Suspension**

The Madison County Board of Education delegates to the principal, or his/her designee, subject to the procedural limitations listed herein, the authority to suspend students for violation of any school rule or any act of misconduct, speech, or insubordination. Suspension from school constitutes an unexcused absence from school. Unexcused absences are considered unlawful absences for compulsory attendance purposes. Students will only be allowed to make up work in accordance with the school make-up work procedures.

### **Summary Suspension**

The principal or his designee may summarily suspend a student for no more than 4 days for serious student misconduct under circumstances where immediate removal of the student is necessary to restore order or to protect other persons. In such cases, the principal must conduct the investigation at least by the end of the school day following the summary suspension. If additional suspension is necessary, the principal may extend the suspension for a period not to exceed a maximum of 10 days.

### **Short-Term Suspension**

A short-term suspension denies the student the right to attend school and to take part in school functions for any period of time not to exceed 10 school days. Any suspension denying a student the right to attend school during the last 15 days of the semester of the school year must be reviewed by the Superintendent.

**There is no appeal of suspensions of 4 days or less.**

## **Assignment to Academic Options Center**

Please refer to the Academic Options Center section of this handbook for detailed information.

## **Expulsion**

Expulsion is removal from school for a period of more than 10 consecutive school days, and up to one calendar year. In the case of expulsion, the student's parent or legal guardian shall be notified of the time and place of a hearing before a Disciplinary Hearing Committee comprised of District level administrators.

The hearing shall take place within 10 days or less of the notification at a time and place designated by the Hearing Facilitator, and a decision shall be rendered following the hearing. At the hearing, the student and his/her parent/guardian may be present and represented by legal counsel. If a student withdraws during the pendency of any disciplinary recommendation, the withdrawal shall be deemed a waiver of any right to a hearing or appeal. The disciplinary recommendation of the principal or of the hearing committee at the time of the withdrawal shall be deemed the final disciplinary action. A summary of the evidence against the student shall be included in the student's disciplinary record.

### **Principal's Investigation**

In dealing with alleged misconduct, the principal shall investigate the incident and hear reasonably available accounts. The student will be allowed to raise any defense he/she thinks relevant. If the student requests that other witnesses be questioned, the principal should talk to them if reasonably possible. If the student makes a reasonable claim of other defensive material that, if true, would free him from blame, reasonable steps should be taken to obtain the information. However, if other defensive material is not immediately available, the principal should consider postponing disciplinary action for a reasonable time until such evidence may be presented.

### **Hearing for Expulsion**

Whenever the principal seeks an expulsion, written notice must be given to the student and the parent as soon as possible. The notice shall include:

- A. the rule allegedly violated and the acts of the student who was thought to have violated the rule, including a summary of the evidence against him;
- B. the penalty that the principal plans to recommend to the Disciplinary Committee, or plans to apply if the hearing is waived;
- C. a tentative time and place for the hearing;
- D. a description of the hearing procedures;
- E. a notification that any written statements regarding the misconduct are available at the school for examination by the student and his/her representatives;
- F. a notification that the student's school records are available at the school for examination by the student and his/her representatives, and;
- G. a statement that before expulsion can be invoked, the student has a right to a hearing which may be waived if the student and his parents agree by furnishing the principal a signed waiver to that effect. The student and his/her parents shall notify the school within 24 hours after receipt of the notice as to whether they will waive the hearing. If no notification is received, the hearing schedule will be observed.

### **Appeal of Expulsion**

A student aggrieved by the Disciplinary Committee's decision may appeal to the Board of Education by filing a written request with the Superintendent's office within ten days from the date of the Disciplinary Committee's decision. The written request for a hearing must contain an itemized list of the reasons why the parent/student/guardian feels that the Disciplinary Committee's decision should be overturned or modified and a summary of the facts that support this position. A request for appeal which does not contain the required information shall not be valid.

### **Readmission after Expulsion of one calendar year**

An expulsion is generally for one school calendar year. At the end of a calendar year, the expelled student may apply for re-admission. If granted re-admission, the student must complete up to one year of re-admission at the Academic Options Center. If re-admission is in either December or May, the student must complete the remainder of that month and all of the next regular semester at the Academic Options Center.

### **Prohibited Activities during a Suspension /Expulsion Period, or while assigned to Academic Options Center**

When a student has received out-of-school suspension or has been expelled, he/she is prohibited from entering any of the District's schools or school grounds, attending any day or night school functions or riding a school bus except for a pre-arranged conference with an administrator during the period of the suspension/expulsion.

## **APPEARANCE and DRESS**

The Board of Education, the administration, and faculty expect all students to dress in a manner which reflects favorably upon the efforts of the total educational community to provide the best learning experience possible for each student. Students enrolled in the District are expected to adhere to the dress code listed below.

1. Face coverings, provided by parents/guardians, will be optional for all students for the 2021-2022 school year, unless deemed necessary.
2. Hair shall be groomed so as not to extend below the eyebrows or cover the eyes.
3. Hair and nails shall not be groomed in class.
4. Hair and body shall be free from obnoxious odors, clean, and neat in appearance. In the case of elementary students, unnatural hair color is prohibited.
5. Shoes, sandals, or boots shall be worn **at all times** with shoes being laced and tied. No cleats or tennis shoes with wheels.
6. No tank tops, halters, tops with spaghetti straps or tops that expose the midriff, when hands are raised above the head, shall be worn. Appropriate underclothing shall be worn. No clothing considered and designed as underclothing shall be worn as an outside garment. Underclothing shall not be exposed while worn underneath an outside garment.
7. Any style of clothing tending toward immodesty is prohibited.
8. Picks, combs, rollers, and other styling devices shall not be worn in the hair.
9. Unless prescribed for medical reasons, sunglasses are not allowed in the building.
10. No hats, caps, toboggans, head scarves, bandanas, wrist bands, sweat bands, hairnets, shower caps, stocking caps, do rags or hoods are allowed in the building. This rule applies to both boys and girls.
11. No see-through clothing shall be worn.
12. Students may wear shorts, provided the length meets the fingertip rule (the length must extend to the end of the middle finger when standing and arms are hung straight at the side).
13. Girls' tops, when worn with leggings, must meet the fingertip rule (the length must extend to the end of the middle finger when standing and arms are hung straight at the side).
14. Girls' skirt and dress length must meet the fingertip rule as stated above.
15. No pants with holes exposing skin above the fingertip rule are permitted. No pajama pants are permitted.
16. Overall straps and suspenders shall be fastened and worn over the shoulders.
17. Leggings, skin-tight pants, jeans or biking shorts must be worn with the appropriate skirt or other covering which must meet the fingertip rule for length.
18. Pants should be worn appropriately at the waist. **Sagging pants will not be tolerated.**
19. Students with tattoos may be requested to keep them covered.
20. Clothing with suggestive, vulgar, indecent, or disruptive slogans/pictures is not permitted.
21. Clothing advertising alcoholic products or drugs is not permitted.



22. A student shall not wear any clothing or present himself or herself in a manner (such as cuts in the eyebrows, one pant leg or sleeve rolled up) that would identify him/her with gang or any other illegal activity. Further, a student shall not wear any clothing showing gang-related signs, colors, or written gestures.
23. Males are not permitted to wear skirts and/or other garments traditionally worn by females.
24. Wallet chains are not allowed.
25. Trench coats or duster style coats are not allowed.
26. For schools wearing uniforms, see the school dress codes for guidelines.
27. Students enrolled in Career and Technical courses may have other dress code requirements related to health and safety issues.
28. Modifications to the dress code may be allowed by school administrators for special occasions.
29. **Any dress or personal appearance that the administration feels is disruptive or presents a safety hazard to the instructional process will be dealt with on an individual case basis.**

## **ANTI-BULLYING POLICY**

Madison County Schools is committed to providing a safe, orderly, and well-mannered educational setting for students, employees, volunteers and patrons that is free from harassment, intimidation or bullying.

### **BULLYING AND HARASSING BEHAVIOR**

The Miss. Code Ann. Section 37-11-67 defines “Bullying or Harassing Behavior” as 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 and/or substantially disrupts the operations of a school. 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.

Madison County Schools prohibit the bullying of a student or school employee, retaliation against any person, including a victim, a witness or another person who in good faith provides information concerning a bullying incident. The District has established procedures for providing notice of an incident of bullying to parents/guardians of the victim and parents/guardians of the bully within a reasonable amount of time after the incident.

### **PROCEDURE FOR REPORTING BULLYING OR HARASSING BEHAVIOR**

The District’s procedures for reporting bullying outline the steps a student should take to obtain assistance and intervention in response to bullying.

- Any student or school employee who feels he or she has been a victim of bullying or harassing behavior, or has witnessed such or has reliable information that another student or employee has been subject to bullying or harassing behavior shall report such conduct to a teacher, counselor, school administrator, or other appropriate school official within 5 calendar days of the alleged act(s).

- The parent or legal guardian of any student who feels he or she has been a victim of bullying or harassing behavior shall complete a complaint form and submit the completed form to the principal. The report will include the name of the person reporting, the specific nature and date of the misconduct, the name of the victim or victims, the names of any witnesses and any other information that would support an investigation of the complaint.
- Parent/Guardian of the alleged victim(s) and perpetrator(s) must be notified.
- The school administration will conduct an investigation into alleged acts.
- Disciplinary actions and procedures taken by the school must adhere to the 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 shown evidence of intimidating or threatening behavior through bullying or harassing. Disciplinary measures should not be imposed on a student who, after an investigation, is found to be a victim of bullying.
- Disciplinary actions for bullying of a student with disabilities must comply with applicable requirements under federal law.
- Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim.
- The school will provide the victim of bullying with a plan of action that includes appropriate interventions and support to help restore a positive school environment for the victim and the school will also provide the victim or witness to the bullying with regular counseling sessions.
- The parents of all students involved will be notified in writing of the result/outcome of the investigation.
- If the parents of the victim(s) are not satisfied with the principal’s decision, they have 10 work days from the date of notification to appeal to the Superintendent.
- The Superintendent will notify the parents of his/her decision in writing within 10 work days of receipt of the appeal.
- If the victim’s parents are not satisfied with the Superintendent’s decision, they have 10 days from receipt of the superintendent’s decision to appeal to the Board of Education.
- The Board shall offer the victim’s parents an audience before the Board within 20 work days of the written appeal request.
- The Board shall notify the victim’s parents within 10 working days of its decision.
- The Board’s decision will be final, and all appeals will be exhausted.

**Legal Reference:** Mississippi Code of 1972, Sections 37-11-67 and 37-11-69.

## **DRUG POLICY: RANDOM-BASED**

**(Adopted 4/7/03, amended 5/17/04, 6/17/13)**

In an effort to protect the health and safety of students from illegal and/or performance-enhancing drug use and abuse and to curtail the use of such drugs, the Board of Education (the “Board”) of the Madison County School District (the “District”) adopts the following policy for random drug testing of all students who participate in extracurricular activities and for all students who purchase a parking decal/permit to drive on campus.

## STATEMENT OF PURPOSE AND INTENT

The Board of Education, administration, faculty, and staff desire that no student use or possess illegal or performance enhancing drugs. This policy governs the use and possession of performance-enhancing and illegal drugs by students participating in certain extracurricular activities, and for students who purchase a parking decal/permit to drive on campus. This policy supplements and complements all other policies, rules, and regulations of the District regarding possession or use of illegal drugs, including, but not limited to, all policies and rules concerning reasonable suspicion of the use or possession of such illegal drugs. The policy also supplements and complements all laws and policies with respect to special education students.

Participation in school-sponsored extracurricular activities and driving on campus in the District are privileges. Students respect those students who participate in these activities and see them as examples. Participating students represent the District and their community. Accordingly, students in these activities carry a responsibility to themselves, their fellow students, their school, their families, and their community to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal and performance-enhancing drugs.

The purposes of this policy are six-fold:

1. To educate students about the serious physical, mental, and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being.
3. To offer students the privilege of competition and participation in extracurricular activities as an incentive to stop using such substances.
4. To ensure that students adhere to a training program or health regimen that prohibits illegal and performance-enhancing drugs.
5. To prevent injury, illness, and harm to students that may arise as a result of illegal and performance enhancing drug use.
6. To offer students school activities free of the effects of illegal and performance-enhancing drug use.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extracurricular activities and with the positive image these students project to other students and to the community on behalf of the District. To protect the safety, health and well-being of all students involved in extra-curricular activities, the District adopts this policy for all participants in specified extracurricular activities in grades 7 through 12; and for all students with a parking decal/permit to drive on campus in grades 10 through 12.

The administration shall adopt regulations to implement this policy.

### **I. Definitions**

*“Activity Student”* means a member of any middle school or high school sponsored extracurricular organization. This definition includes any student who represents District schools in any extra-curricular activity involving competition of any kind, such as academic team, band, vocal, choral, cheerleader, and athletics.

*“Student Driver”* means any student who purchases a parking decal/permit to drive on campus.

*“Drug test”* means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs, or the metabolites thereof, performed by an independent testing laboratory.

*“Random selection basis”* means a mechanism for selecting Activity Students for drug testing that:

- A. Results in an equal probability that any Activity Student from a group of Activity Students subject to the selection mechanism will be selected.
- B. Does not give the District discretion to waive the selection of any Activity Student selected under the mechanism.
- C. Is administered by a professional testing laboratory employed by the District.

*“Illegal drugs”* means any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or Mississippi law. *“Illegal drugs”* includes, but is not limited to, all scheduled drugs as defined by Miss. Code Ann. Sections 41-29-113, 41-29-113, 41-29-115, 41-29-117, 41-29-119, and 41-29-121, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.

*“Performance-enhancing drugs”* include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased over-the-counter.

*“Positive”* when referring to a drug test administered under this policy means a toxicological test result that is considered to demonstrate the presence of an illegal or a performance-enhancing drug, or the metabolites thereof, using the standards customarily established by the testing laboratory administering the drug test.

## **II. Procedures**

Each Activity Student and Student Driver shall be given a copy of this policy and of the Student Drug Testing Consent. Both the student and the student’s parent or custodial guardian must read, sign, and date the Student Drug Testing Consent. No student shall be allowed to practice or participate in any extra-curricular activity to which the policy applies, or to drive a vehicle on campus, unless the student has returned the fully executed Student Drug Testing Consent. The District reserves the right to supplement and modify the extra-curricular activities to which the policy applies.

Each year, principals or their designee will inform students of the drug testing procedures and the consequences of positive drug tests.

Students will be chosen on a random selection basis from a list of all Activity Students and Student Drivers, no matter if the activities are off-season or in-season. The District will determine the number of names to be drawn at random for drug testing. An independent testing laboratory will select the names of the students at random and will perform the drug testing. Any student selected at random must give a urine specimen for testing.

A professional testing laboratory chosen by the District will administer the drug testing. The testing laboratory must use scientifically validated toxicological testing methods, have detailed, written specifications to assure chain of custody of the specimens, and use proper laboratory control and scientific testing. A medical review officer of the testing laboratory shall review all positive test results.

The testing laboratory shall conduct all aspects of the drug-testing program, including the taking of urine specimens, so as to safeguard the student’s personal and privacy rights to the maximum degree practicable. The test specimen shall be obtained in a manner designed to minimize intrusiveness to the

student. If at any time during the sampling procedure the testing laboratory employee has reason to believe or suspect that a student is tampering with the specimen, the testing laboratory employee may stop the procedure to determine if a new sample should be obtained. Once the sample has been obtained, the lab will review the date of birth for each donor. If a donor is 14 years of age or younger, the lab will notify that student's parent/guardian to obtain an updated release of information. As soon as the release is received, the drug test results will be released to the District.

If test results are positive for use of prescription drugs, the testing laboratory will contact directly the student's parents or guardian to obtain a list of all prescription medications that the student is taking or has taken for the preceding thirty days and require the parent or guardian to produce verification of prescriptions for the student's prescription medications within 24 hours. If the parents or guardian do not respond to the testing laboratory's calls with 48 hours of its first attempt to contact, the testing laboratory shall have no further duty to attempt to contact the parents or guardian.

The professional testing laboratory may confirm an initial positive test result by a second test of the same specimen before a report is made to the District. The laboratory will inform the principal of the school and the Superintendent or his designee of the positive test results. After a report of positive test results is made to the District, the principal will schedule a conference with the student and parent or guardian about the positive drug test results. The principal shall encourage, but not require, the student and his/her parent or guardian to seek drug counseling for the student at the expense of the parent or guardian.

Any student who receives a positive test that is reported to the District must be re-tested within twenty-28 days.

### **III. Confidentiality**

The testing laboratory will notify the principal of the school that the student attends and will also notify the Superintendent or his designee of any positive test results. To keep positive test results confidential, the principal will notify only the student, the student's parent or guardian, and the coach/sponsor of the activity or activities in which the student participates of the test results. Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

### **IV. Consequences**

Any Activity Student or Student Driver who tests positive in a drug test under this policy shall be subject to the following consequences:

- Immediate removal from activities and driving privileges on campus for 28 calendar days. During this 28 day period, the student must submit at least once, or more often as required, to mandatory drug testing at times determined by the testing laboratory.
- If at the end of the 28 calendar day removal period the testing laboratory determines that the student does not test positive for drugs, the student shall be reinstated in the extracurricular activities and driving on campus privileges will be reinstated.
- If the student tests positive at any time during the 28-day removal period, the student shall be recommended for immediate placement in the Academic Options Center for up to 90 qualifying school days.
- If the student does not test positive at any time during the 28-day removal period and is reinstated, the student will automatically be selected to submit to a drug test at each subsequent testing period during the school year.
- If the student is re-instated, and tests positive at a later date during the same school year, the student shall be immediately placed in the Academic Options Center for up to 90 qualifying school days.

- If the student is re-instated, but at a later date in another school year in another random selection tests positive, the student will be removed from extracurricular activities and will lose driving privileges on campus for a calendar year.

#### **V. Refusal to Submit to Drug Use Test**

If an Activity Student or Student Driver refuses to submit to a drug test, the student shall be considered in violation of his/her consent agreement and shall be barred from the specified extracurricular activities and from driving on campus for one calendar year. If, however, the student reconsiders his/her refusal and submits to a drug test, consisting of a sample of his/her hair, within 24 hours of the initial refusal, the student may remain eligible for participation in extracurricular activities and may drive on campus. In this event, the student and his/her parents or guardian will bear responsibility for contacting the testing laboratory used by the District and arranging for the laboratory to test the student's hair sample within the 24-hour period from the time the student initially refused to submit to the initial test. If the testing laboratory has reason or suspicion to believe that the sample taken from such student has been adulterated or has been tampered with so as to affect test results, the testing laboratory shall deem it a refusal to submit to a drug test.

#### **VI. Appeal**

The District will rely solely on the opinion of the independent testing laboratory to determine whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug. There shall be no appeal of the test results of the professional testing laboratory to a principal, the Superintendent, or the Board of Education.

If, however, the student has tested positive for a second time, resulting in immediate placement in the Academic Options Center, the student may appeal his/her transfer to the Academic Options Center to the Superintendent. The Superintendent shall make a determination, which the student may appeal to the Board of Education of the District. The decision of the Board of Education shall be final.

***Madison County Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. Madison County Schools believes accountability is a powerful tool to help students avoid using drugs and that early detection and intervention can save lives.***

### **DRUG POLICY: SUSPICION-BASED**

**(Adopted 4/7/03)**

All students are prohibited from carrying, possessing in any manner, or attempting to possess, using, or selling alcoholic beverages, morphine, marijuana, cocaine, opium, heroin, their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drugs, barbiturate, substance, ingredient, or compound that, when taken orally, intravenously, inhaled, or consumed in any other manner, may cause the person to be under the influence thereof, or any other controlled substance regulated by law, including any substance that is falsely represented to be a controlled or counterfeit substance.

No student shall act in, aid, abet, assist, distribute, or conceal the possession and/or the consumption, purchase, or the distribution of any illegal drugs or alcoholic beverages by another student or students.

Any student who violates the provisions of this policy will be immediately suspended for up to ten days and recommended for placement in the Academic Options Center and/or expulsion for up to 90 qualifying school days.

## **PROVISIONS**

The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication under the supervision and direction of such physician unless the student is illegally selling or distributing medications. With regard to prescription medications, refer to the Madison County School's medication policy.

The provisions of this policy shall apply to all students during the period of time that they are under and/or subject to the jurisdiction of the Madison County Schools while participating in or going to or from any school-related activity, at any place where an athletic contest or event is taking place, during the course of any field trip, during the course of any trip or activity sponsored by the District, while under the supervision and direction of any teacher, principal or other authority of the District, or when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others.

## **REASONABLE SUSPICION TESTING**

Subject to the limitations contained in this policy, the District may require any student to submit to a drug and/or alcohol test if there is reasonable suspicion that the student has or is using prohibited drugs and/or alcohol. Reasonable suspicion must be based on specific contemporaneous physical, behavioral, or performance indicators of probable drug and/or alcohol use. The requirement of a drug and/or alcohol test is within the discretion of the District and is not a prerequisite to the administration of punishment under this policy.

The following circumstances shall constitute grounds for reasonable suspicion:

1. direct observation and/or confirmation by a District employee of drug and/or alcohol use or possession;
2. abnormal or erratic behavior indicating intoxication;
3. physical symptoms indicating intoxication including, but not limited to, glassy or bloodshot eyes, slurred speech, loss of balance, poor coordination or reflexes;
4. first-hand information provided by reliable and credible sources of use, possession, or intoxication;
5. the presence of a drug or alcohol on the student, detectable by the senses, such as the smell of marijuana or alcohol; or
6. possession or sale of illegal drugs, prescription drugs for which the student does not have a prescription, alcohol containers, or drug paraphernalia.
7. attempting to influence a drug test result or providing false or altered drug testing sample.

Intoxication means being excited, stupefied, or affected by alcohol or a drug to the point where physical and mental control is diminished.

A report from any source indicating reasonable suspicion that a student may be in violation of this policy should be immediately given to a member of the administrative staff. The administrative staff member must determine that the circumstances constitute reasonable suspicion of drug and/or alcohol use before a student can be requested to take a drug or alcohol test. The administrative staff member is required to write in reasonable detail the facts, symptoms, or observations that form the basis of reasonable suspicion.

Once an administrator finds reasonable suspicion, an administrator shall contact the student's parent/guardian. If the District decides to require submissions to such a test, the student will be immediately removed from school for a drug/alcohol test to be conducted within a 5 hour period of time.

If a student appears incoherent, semi-conscious, unconscious, or convulsive, or appears to be hallucinating, is in respiratory distress or anaphylactic shock, or is in other mental or physical distress indicating danger or injury to the health and safety of the student, District personnel shall seek immediate medical attention before any other actions under this policy are taken. The health of the student shall be given priority.

### **DRUG AND ALCOHOL TESTING**

Any student required to be tested under this policy will be escorted by a parent/guardian to one of the professional testing laboratories designated by the District for drug/alcohol testing at the parent's/guardian's sole expense. District personnel may meet the student and parent for testing. All breath, urine, and blood specimens will be collected under reasonable and sanitary conditions. Individual dignity and privacy will be preserved to the extent practicable. Accepted standards for testing, labeling, storage, and transportation of specimens will be followed by the testing laboratory, which will request information regarding prescription and non-prescription drugs and any other information that could lead to a false positive test.

A refusal or failure to take a drug and alcohol test under the conditions of reasonable suspicion shall be considered a positive drug and alcohol test result or offense.

A student or parent/guardian may request a retest, but the results will only be considered if scientifically meaningful, timely performed, and in compliance with the professional testing laboratory's guidelines. All positive confirmed test results will be made part of a student's record, but they shall be kept confidential and separated in a secured location with restricted access. All positive initial test results for which the confirmation test is negative, or which are determined to be false positive shall not become any part of the student's record or discipline record.

The District shall keep the following records for the periods specified as a part of its drug and alcohol policy:

1. Records of drug and/or alcohol test results that show a student failed both an initial and a confirmation drug/alcohol test (a positive drug test) and the reasonable suspicious findings for the tests must be kept for five years.
2. Records of drug and/or alcohol results that show that the student passed an initial or confirmation test (a negative drug test) must be kept for at least one year but shall not be part of the student's record.
3. The District may retain such records for statistical analysis and policy evaluations, as it deems appropriate, consistent with confidentiality.

### **FINDING OF DRUG AND/OR ALCOHOL USE/POSSESSION CONSEQUENCES**

If the initial test for drugs and/or alcohol indicates a positive result, the testing laboratory must immediately conduct a confirmation test. If the confirmation test also indicates a positive result, the testing laboratory must report the positive test results to the school principal and the Superintendent or his designee. The school principal will notify the student and parent/guardian in writing of such positive test results and of the consequences of such a report. If the initial test is negative, no further tests will occur unless there is a good reason to suspect the quality of the sample. If the confirmed results are negative, the student will be reinstated.



## **CONFIDENTIALITY**

The results of a student's drug test shall not be released to anyone other than the testing laboratory, the Superintendent and his/her designee, principal, and other employees or agents of the District who have a need to know such information. Any discipline resulting from the drug test results shall be recorded in the student's discipline record in accordance with the discipline policies and other policies of the District. In order to maintain confidentiality, written records of drug testing will be stored in a secure location with restricted access.

The District will cooperate with law enforcement, but the test results will not be released to law enforcement agencies without a court order or subpoena unless law requires disclosure. Nothing in this policy will prohibit or restrict District officials from making any report required by law to law enforcement agencies or other agencies.

## **DRUG EDUCATION AND COUNSELING**

Before the implementation of this policy, and at least annually thereafter, the District shall give training to principals and administrators in drug and alcohol use/abuse recognition and in the implementation of this policy. Principals and administrators will give professional development to employees of all schools in recognition of drug and alcohol use and abuse, handling procedures, and policy implementation familiarization.

If there is reasonable suspicion that a student has or is using prohibited drugs and/or alcohol, the District may recommend counseling and drug/alcohol education at the student's expense.

This policy is for the discipline and protection of the students of the District and their general welfare. Nothing herein contained shall be construed to avoid any prosecution under any pertinent criminal statutes of the State of Mississippi.

This policy shall supersede and take precedence over any other policy or practice that is inconsistent herewith.

## **ELECTRONIC DEVICES**

Cell phones, smart watches and other electronic devices that can be used to access internet and games, text, video, and/or to record are not to be utilized in elementary schools or on buses unless approved by the administration. Electronic devices including cell phones and smart watches may be brought and utilized on school campuses at the principal's discretion as it relates to the instructional process. In the classroom, headphones and/ or earbuds may only be used with teacher approval.

The District does not accept responsibility for lost or misplaced electronic devices; and the District will not be held responsible for any fees associated with the use of personal devices.

Unauthorized use of a cell phone or other electronic device during the school day or on the bus, may subject a student to disciplinary action which may include the following:

- Corporal punishment
- Detention
- In-school detention
- Out of school suspension

**Possession of cell phones and other electronic equipment is strictly prohibited in any room during testing. Violation of this policy during state mandated testing shall invalidate the student's test.**

**If an electronic device is confiscated for unauthorized use, it will be returned only to the parent or legal guardian.**

## **ITEMS PROHIBITED ON SCHOOL PROPERTY**

The Superintendent, a principal, assistant principal, or any District administrator is authorized to contact law enforcement officials and/or to take appropriate disciplinary action, including recommendation for immediate expulsion, consideration for placement in the Academic Options Center, suspension, detention, in-school detention, and/or corporal punishment, against any student for misconduct.

Possession of the following items on school property, a school bus, or at a school-related activity is prohibited:

alcoholic beverages	fireworks	mace
tobacco in any form	stink bombs	noise-making devices
cigarette lighters/matches	firearms	walking canes
electronic cigarettes	cartridges, bullets, ammunition	gang paraphernalia
hookah/vapes/juuls	gun caps	bandanas, bandana sweat bands
drug paraphernalia	paint guns	fingernail files
illegal or "look alike" drugs (in any form)	water pistols	gambling paraphernalia
weapons of any type "look alike"	toy/toy weapons	playing cards
slingshots	gun jewelry	pornographic materials
knives	laser lights	inappropriate internet sites
incendiary materials	personal defense spray	stolen property

In addition:

- Students are not permitted to sell or trade any items at school without permission from the principal.
- Students are not permitted to sit on the tops of desks or tables in the school building.
- Students are expected to properly dispose of all garbage and litter.
- Animals are not allowed on campus except for instructional or service purposes approved by the principal.
- Students are not permitted to bring food into classrooms without permission from the principal.
- Students are not permitted to possess and/or take medication unless taken in the school office or with the school nurse.

**Contraband property confiscated by school officials may be returned only to the parent or legal guardian. School personnel shall not be held responsible for prohibited items which have been confiscated.**

## **MAJOR OFFENSES**

The Superintendent, a principal, assistant principal, or any District administrator is authorized to contact law enforcement officials and/or to take appropriate disciplinary action, including recommendation for immediate expulsion, consideration for placement in the Academic Options Center, suspension, detention, in-school detention, and/or corporal punishment, against any student for misconduct, including **but not limited to the following:**

- Fighting or provoking a fight
- Harassment (including sexual harassment), intimidation, bullying, harassing behavior, threats, cyber bullying, acting in a defiant or rebellious manner, or refusing to cooperate with authority

- Disruption of school operations, function, programs, or activities
- Disobedience
- Disorderly conduct
- Disrespect
- Insulting language or behavior
- Obscene language or gesture
- Vandalism
- Malicious mischief
- Theft
- Unauthorized entry of school premises or unauthorized use of school property
- Loitering
- Possession or use of tobacco
- Indecent exposure
- Sexual misconduct or public display of sexual affection such as intimate physical contact like kissing, hugging, or touching
- Possession of fireworks, incendiary materials, knives, firearms, slingshots, weapons of any kind, stolen property, tobacco in any form, vapes, juuls, electronic cigarettes, cards or gambling paraphernalia, or noise-making devices
- Changing grades on a report card
- Possession of dangerous articles such as fireworks, knives, clubs, oriental stars, nunchakus, or chains
- Involvement in disruptive demonstrations
- Possessing or throwing any substance or thing that may be considered harmful or dangerous
- Involvement in any gang or gang-related activity, including gang signs, gang graffiti, gang tattoos, and including involvement in skinhead and cult groups
- Plagiarism, cheating, forgery, or counterfeiting
- Inappropriate use of digital messaging, cell phones, or computers
- Possessing, use, distribution of nude or pornographic material
- Hazing in any form.
- Inappropriate use of a camera.
- Cutting class/school
- Possession, use, distribution or sale of illegal or prescription drugs in any form
- Possession or use of alcohol, alcohol containers, and/or drug paraphernalia
- Use of electronic device for unauthorized filming of activities, or to take an inappropriate picture
- Hacking
- Trespassing
- Serious bodily harm

## **CONSEQUENCES OF MAJOR OFFENSES**

The District wants students to understand the consequences of certain serious offenses.

- A. Possession of a gun, firearm, weapon, explosive, or ammunition
  - a. Consequence for offenses listed in A,B, and C: May result in recommendation for immediate expulsion for one calendar year or consideration for placement at the Academic Options Center for up to 180 qualifying school days.
- B. Violence toward any person, including but not limited to verbal, digital or written threats to life or safety, wielding a weapon, wielding a knife, or threatening conduct with any type of weapon or knife.

- a. Consequence for offenses listed in A,B, and C: May result in recommendation for immediate expulsion for one calendar year or consideration for placement at the Academic Options Center for up to 180 qualifying school days.
- C. Distribution or sale of illegal or prescription drugs.
  - a. Consequence for offenses listed in A,B, and C: May result in recommendation for immediate expulsion for one calendar year or consideration for placement at the Academic Options Center for up to 180 qualifying school days.
- D. Possession of a knife, illegal or prescription drugs, alcohol, alcohol containers and/or drug paraphernalia.
  - a. Consequence: May result in suspension and/or consideration for placement at the Academic Options Center , and/or expulsion.
- E. Fighting
  - a. Minor fight such as arguing, pushing and shoving which results in minor disruption.  
Consequence: Detention and/or corporal punishment, or suspension.
  - b. Major fight, which results in major disruption and the possibility of injury  
Consequence: May result in suspension and/or consideration for placement at the Academic Options Center.
- F. Repeated offenses
  - a. Consequence: May result in suspension and/or consideration for placement in the Academic Options Center for 45 qualifying school days.
- G. Possession and/or use of tobacco or tobacco products, electronic cigarettes
  - a. Consequence: May result in suspension
- H. Cyber Offenses
  - a. Consequence: May result in suspension, placement at the Academic Option Center and/or notification of law enforcement officials.
- I. Possession or distribution of pornographic materials
  - a. Consequence: May result in suspension and/or consideration for placement at the Academic Options Center.

**ANY FELONIOUS ACTIVITY (AS DETERMINED BY LEGAL AUTHORITY) MAY RESULT IN EXPULSION.**

### **NOTIFICATION OF LAW ENFORCEMENT OFFICIALS**

Commission of any of the following misconduct shall result in notification of law enforcement officials by the principal or his/her designee:

1. aggravated assault resulting in serious physical injury
2. sexual assault/battery
3. sexual offense
4. rape
5. indecent liberties with a minor
6. assault involving use of a weapon
7. possession of a firearm in violation of the law
8. possession or use of a weapon in violation of the law
9. possession, sale, or use of any controlled substance in violation of the law
10. simple assault upon any school employee
11. murder
12. other violent acts (action resulting in death or physical harm or attempt to cause death or physical harm to another) or threats of violent acts
13. any felonious activity (as determined by legal authority)

**Conduct rising to the level of a felony may justify expulsion for one calendar year. The principal making the report or participating in any judicial proceeding resulting thereof shall be presumed to be acting in good faith and, as such, shall be immune from any civil liability that might otherwise be incurred or imposed.**

## **DISCIPLINE OF STUDENTS WITH SPECIAL EDUCATION RULING**

Special education students are responsible for adhering to the same rules of conduct as nondisabled students. State and federal regulations related to students with disabilities will be followed when implementing discipline procedures. No corporal punishment will be administered for Special Education or 504 students.

## **THREE STRIKE POLICY (Mississippi School Safety Act of 2001)**

Among other provisions, this act requires the automatic expulsion of a student who is 13 years of age or older on the third occurrence of habitually disruptive behavior during a school year. The term “disruptive behavior” means conduct of a student that is too unruly, disruptive or abusive that it seriously interferes with a school teacher’s or school administrator’s ability to communicate with the students in a classroom, with a student’s ability to learn, or with the operation of a school or school-related activity and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.

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

## **ZERO TOLERANCE POLICY**

**The District has a zero tolerance policy towards the possession and/or use of firearms on any school property or at any school function or school-related activity. Any student found to be in violation of this policy will be expelled immediately. NO EXCEPTIONS.**

## **STUDENT CONDUCT AND BEHAVIOR POLICY**

Students have basic rights under the Constitution of the United States, the Constitution of the state of Mississippi, and the Mississippi State Law. Those rights, however, do not extend to infringement on the rights of teachers to teach and other students to learn.

The District recognizes the teacher as the authority in classroom matters and supports teachers in their decisions in compliance with the written disciplinary code of conduct.

### **Office Referrals**

Within the District, each school has a set of procedures which are followed with regard to students who are referred to the office for causing a disruption in the classroom, on school property or vehicles, or at school-related activities. These procedures outline consequences for various disciplinary problems.

### **Parent Conferences**

Any parent or guardian of a compulsory-school-age student enrolled in a public school district may be requested to appear at school for a discipline conference regarding acts of the child. A parent or guardian of a compulsory-school-age student enrolled in a public school district shall be responsible financially for his or her minor child’s destructive acts against school property or persons; and for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses. Failure to attend a discipline conference or refusal to comply with any requirements imposed, shall result in a misdemeanor charge being filed against the parent, guardian or custodian and, upon conviction, a fine not to exceed \$250.00.

### **Recovery of Damages**

Any public school district shall be entitled to recover damages in an amount not to exceed \$20,000.00, plus necessary court costs, from the parents of any minor under the age of 18 years and over the age of 6 years, who maliciously and willfully damages or destroys property belonging to such school district. This obligation shall not apply to parents whose parental control of such child has been removed by court order or decree.

**A student who obstructs any teaching, learning, administrative, or extracurricular activity shall be subject to disciplinary procedures outlined in this handbook or as otherwise authorized by law. Every student is accountable for any disorderly conduct in school, on school property, or at school-related events and activities.**

## **FOOD SERVICE**

### **CHILD NUTRITION**

The Madison County School District has the flexibility under the United States Department of Agriculture (USDA) to provide meals free to all students under the USDA Summer Food Service Program. The district must meet USDA federal and state requirements.

### **OFFER VS. SERVE**

- All schools implement “offer vs. serve”, which allows students to select at least three of the four meal components for their lunch.
- Extra foods are allowed with the selection of a meal tray.
- Students who bring their lunches are allowed to buy milk and/or water.
- Students who wish to purchase an additional meal tray will be required to pay the adult price for the second tray. USDA allows reimbursement for one meal per student.

### **MEAL PRICES**

**ALL STUDENT MEALS ARE FREE FOR THE 2021-2022 SCHOOL YEAR.**

### **STUDENT CAFETERIA ACCOUNTS (for extra meal items)**

Students are assigned a lunch number/account at the beginning of the school term. Pre-payment for extra lunch items is encouraged. Funds received and not utilized during the school year “will carryover” into the next academic year.

#### **• PAYMENT PROCEDURES**

- Payments for meals may be entered into a student’s account on a daily basis using the following payment methods:
  - **Cash**
  - **Check**
    - One check per child is required.
    - Student’s name and or lunch number should be written on each check submitted.
    - Personal checks cannot be cashed.
  - **On-Line**
    - Payments may be made to your child’s account via the Internet using [www.MySchoolBucks.com](http://www.MySchoolBucks.com). The site accepts credit cards as payment for school meals.

- **ACCOUNT BALANCES**

- All accounts will be open allowing extra sales to be pulled from a student's account.
- Parent may view purchases on their student's account at [www.MySchoolBucks.com](http://www.MySchoolBucks.com). (Note: Parents must set up an account but do not have to use this site to make payments on their student's account in order to view account information).
- Pre-Pay balances may be transferred to a sibling's account by submitting a Cafeteria Account Refund/Transfer Form.
- Pre-Pay balances are refundable in the event the student withdraws from Madison County School District or the lunch status changes to free and if the account balance is \$5.00 or more. The parent must complete the Cafeteria Refund/Transfer Form.

**MEAL CHARGES**

*Federal Law prohibits federally funded programs to accrue debt.*

All student meals are free. Students are not allowed to charge extra items.

**FREE & REDUCED MEAL APPLICATIONS (not required for the 2021-2022 school year)**

- All schools participating in the National School Lunch and/or Breakfast Program are required to serve free and reduced price meals to students of families whom, based on a current meal application, have an income that is at or below the current eligibility income scale for free and reduced price meals.
- **A new application must be filled out every year.**
- Applications may be completed on-line at [APPLYFORLunch.com](http://APPLYFORLunch.com)
- Applications are sent home with all students on the first day of school.
- Applications are available throughout the entire school year at all district and school offices.
- Return only **ONE** application per family. It is best to return the application to your youngest child's school.
- **Incomplete, illegible, or incorrect applications** cannot be processed.

All student meals are free and meal applications are not required for the 2021-2022 school year.

## HEALTH AND WELLNESS

MCS requires a ***Student Health Form*** to be completed by the parent/guardian each school year. ***Medical Action Plans*** are also required for students with Asthma, Diabetes, Life Threatening Allergy and Seizures. All medical forms can be found on MCS website, each local school's website and in each school's office.

Face coverings, provided by parents/guardians, will be optional for all students for the 2021-2022 school year, unless deemed necessary. Certain school activities, as determined by school administrators, may require face coverings.

Madison County Schools works in cooperation with Centers for Disease Control and Prevention, Mississippi State Department of Health and Mississippi Department of Education – Office of Healthy Schools to continue our commitment to create healthier schools where students are safe, engaged, supported and challenged. For more information pertaining to our wellness policy and ongoing health initiatives please contact your child's school or utilize the districts website to view the policy. Refer to Madison County School's Back to School Reentry Guidelines for specific information regarding Covid-19 protocols.

## FEVER

Any child with a temperature of 100.4° and above, vomiting or suffering diarrhea must be picked up immediately. Students sent home with any of these conditions cannot return to school until free of symptoms without medication for 24 hours.

## TOBACCO FREE POLICY

Consistent with the provisions of Public law 103-227, 20 USC 6083, the Madison County Board of Education bans the use of all tobacco products on all school campuses in the District and in all school vehicles and buses by all persons at all times. **This includes but is not limited to vapes, e-cigarettes, juuls or any type of drug delivery device.**

This ban extends to all employees, students and patrons attending school-sponsored athletic events and meetings. The ban extends to school-owned or operated vehicles and facilities. The Board issues this ban in a sincere appeal to all employees, students and patrons to cooperate in helping to create within our faculties a healthy environment for everyone.

## MEDICATION

### PRESCRIPTION AND OVER-THE-COUNTER

Under exceptional circumstances, medication may be administered or assisted by school personnel. If a student is required to take medication during normal school hours in order to remain in school, the medication may be accepted under the following guidelines:

- **OPIOID MEDICATIONS WILL NOT BE ACCEPTED, STORED OR MADE AVAILABLE TO STUDENTS.**
- Parent/guardian must submit the District Medication Permission Form to the office of the principal or school nurse. Incomplete forms will not be accepted.
- Parent/guardian must transport all medications to and from school. **No medication will be received from the student.**
- **Prescription** medications must be in the container properly labeled by the pharmacist.
- **Over the counter** medications must be in the original manufactured sealed container.
- A physician's signature and parent/guardian signature are required on all medication consent forms.
- No medication will be accepted or administered until all conditions are met.
- It is the parent's responsibility to notify the school of any changes in health or provisions set forth on the students completed Medical Permission Form.
- Parent/guardian must pick up any remaining medication no later than the last day of school.
- Medications forms **must** be completed each school year and is available in each school's office and online.

### **ASTHMA AND ANAPHYLAXIS CHILD SAFETY ACT. (MS Code Ann. 37-11-71)**

A student with asthma and/or anaphylaxis is entitled to possess and self-administer prescription asthma and/or anaphylaxis medication while on school property, on school-provided transportation, or at a school-related event or activity if:

- (a) The prescription asthma and/or anaphylaxis medication has been prescribed for that student as indicated by the prescription label on the medication;
- (b) The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and



(c) A **parent/guardian** of the student provides to the school:

(i) **Written authorization**, signed by the **parent/guardian**, for the student to self-administer prescription asthma and/or anaphylaxis medication while on school property or at a school-related event or activity;

(ii) **A written statement**, signed by the **parent/guardian**, in which the parent releases the school district and its employees and agents from liability for an injury arising from the student's self-administration of prescription asthma and/or anaphylaxis medication while on school property or at a school-related event or activity unless in cases of wanton or willful misconduct;

(iii) **A written statement** from the student's **physician** or other licensed health care provider, signed by the **physician** or provider, that states:

1. The student has asthma and/or anaphylaxis and is capable of self-administering the prescription asthma and/or anaphylaxis medication;
2. The name and purpose of the medication;
3. The prescribed dosage for the medication;
4. The times at which or circumstances under which the medication may be administered; and
5. The period for which the medication is prescribed.

*Medical forms to meet compliance with 37-11-71 are located online and at each school.*

## **COMMUNICABLE DISEASES AND CONDITIONS**

The District works in cooperation with Centers for Disease Control and Prevention and Mississippi State Health Department (MSHD) to prevent, control, and contain communicable diseases in schools.

### **PEST INFESTATION**

- **HEAD LICE**

While head lice infestation may not transmit any human disease, they are a nuisance and require a cooperative effort on the part of parents and school officials to control. When a teacher suspects that a student has head lice or nits the student will discreetly be sent to the office for an examination **in private**. If lice or nits are found, the parent will be notified and asked to pick up the student and treat him/her with an approved over-the-counter head lice treatment. Proof of treatment (the empty box) will be required before the student is allowed to re-enter school.

When a case is found in a class, a note will be sent home with every student in that class informing parents and requesting that they check their student that evening and treat if necessary.

**Students will not be allowed to return to school unless they are free of nits.**

- **SCABIES**

Any child with evidence of severe itching especially around webs of fingers, wrists, elbows, under arms and belt line shall be referred to his/her healthcare provider. Scabies requires treatment by prescription drugs. Proof of treatment or a note from a health care provider stating he/she is no longer contagious, is required in order to return to school.

- **OTHER**

Refer to MSHD Communicable Diseases and Conditions Return to School Guidelines.

# GENERAL INFORMATION

## GENERAL PUBLIC CONDUCT AND BEHAVIOR POLICY

No person may possess or use tobacco products on school property. No person may possess or use alcohol or illegal drugs on school property. The District may remove any person in violation of this policy from school property and may, in its discretion, prohibit the person from entering school property and attending school events for a stated period of time.

No person may threaten, bully, harass, or assault any District employee or students of Madison County Schools. If any person engages in such threatening, bullying, or harassing conduct of a District employee or student or assaults a District employee or student, the District may remove the person from school property and may, in its discretion depending on the person's offensive behavior, prohibit the person from entering school property or attending school events for a period of time.

## AERIAL DEVICES

No one may fly an unmanned aerial system or any kind of remote-controlled aircraft over the skies of any District school campus or school property, including, but not limited to football stadiums or athletic fields, except as may be permitted in writing by the Superintendent or the Board of Education for school district purposes. Use of such unmanned aerial systems poses a safety hazard. Any person violating this policy will be subject to immediate removal from school property and continued violation of the policy may result in barring his/her presence on school property. The District shall report use of unmanned aerial systems on school property to law enforcement authorities and/or the Federal Aviation Administration.

## EMERGENCY DRILLS/SCHOOL SECURITY

School security is one of the nation's top priorities and remains a top priority in our District as well. The District works with local, state, and national entities to offer training opportunities in our District which emphasize prevention. Emergency drills are conducted periodically on each campus within the Madison County Schools. Emergency procedures, unique to each individual campus, are in place and the principal and all staff are knowledgeable and well-trained in the implementation of all of these procedures.

## FEES

The School Board has authorized that reasonable fees may be charged for the following:

- supplemental instructional materials and supplies, excluding textbooks but including science lab fees;
- other fees designated by the Board of Education as fees related to a valid curriculum educational objective, including transportation; and,
- extra-curricular activities and any other educational activities of the school district which are not designated by the Board of Education as valid curriculum educational objectives, such as band trips and athletic events.

## FINANCIAL HARDSHIP WAIVER

- Applications for hardship waivers may be obtained in every school office and will be kept in the strictest of confidence, with all files and personal disclosures restricted from review by the general public. Financial waivers are not granted for elective courses or extra-curricular activities.
- There shall be no discrimination against a student eligible to have any such fee waived as a result of an inability to pay.
- The inability to pay fees shall not result in a student being denied any academic awards or standards, any class selection, grade, diploma, transcript, or the right to advance academically in any activity relating to his/her educational advancement.
- Applications should be submitted to the principal's office.

## **Online Fundraising**

Students are not permitted to set-up online fundraising accounts such as Go Fund Me accounts to generate funds for school clubs or activities.

## **HOLIDAYS**

School will be in session every day except for holidays designated on the school calendar. Students shall not attend classes on professional development days because all faculty will be attending required professional development.

## **INCLEMENT WEATHER**

It is the philosophy of Madison County Schools that school will be in session unless or until conditions dictate otherwise. In the event of inclement weather, the decision to cancel classes or pivot to distance learning day(s) will be made by the Superintendent, posted on the District's website at [www.madison-schools.com](http://www.madison-schools.com), relayed to the local Emergency Operations Center for broadcast over radio and television stations, and notification sent through the District's all call system and social media. If necessary, days missed due to inclement weather will be made up at a later date.

**When bad weather threatens, all schools are equipped with either a weather-band radio or the weather channel on television, which the administration monitors.** During a tornado warning, all students are brought into the main building and arranged in a reasonably secure manner. At the principal's discretion, students in portables are subject to movement into the main building at any time during bad weather.

Following are the basic guidelines the District follows when bad weather occurs at or near dismissal time:

- Buses and car drivers are not dismissed, and students are secured in the main buildings.
- Car riders are dismissed to their parents who wish to check them out, keeping in mind that it is difficult to locate a student quickly in the middle of a storm drill procedure. We ask for your patience in this situation. (NOTE: Students are dismissed only to a parent or legal guardian during a weather emergency, unless prior arrangements have been made with the office.)

## **RESTRAINT & SECLUSION POLICY**

Madison County Schools will comply with the Mississippi Board of Education Policy 38.13 for restraint and seclusion of all students. The policy is on the District website at [www.madison-schools.com](http://www.madison-schools.com).

## **SPECIAL OCCASIONS**

Balloons, flowers, commercial food deliveries and other special deliveries for students will not be accepted at any school.

## **SPECIAL SERVICES**

### **CHILD FIND**

It is the policy of the District that the District-wide child identification, location, and evaluation process in Madison County be ongoing. Local school District personnel are continuing the search for unserved children with disabilities from birth through 20 years of age.

Early identification of children in need of special education experiences is most important to each child. Furthermore, this information gathered from contacts with parents and other agencies will be used to determine present and futures program needs as progress is made toward the goal of providing a free appropriate public education to all children with disabilities.

The child-find coordinator works with the local Head Start, Welfare, Health and Mental Health agencies, as well as local education agencies, physicians, licensed day care providers, local juvenile correctional

facilities, and other individuals to identify and locate children out of school and in school who may be in need of special education services. Information which could identify an individual child will be maintained by this agency and will be provided to other agencies only in accordance with the Family Educational Rights and Privacy Act and the Individuals with Disabilities Education Act. As a parent, you are guaranteed the right to inspect any such information about your child and to challenge its accuracy. Access to this information is forbidden to any unauthorized person without informed consent. If you have questions regarding the collection, maintenance, and use of data about your child, you may contact:

Vicki Doty, Child-Find Coordinator  
Madison County School District  
476 Highland Colony Parkway  
Ridgeland, MS 39157  
Phone: (601) 853-1326

The child-find coordinator is responsible for District-wide coordination of the planning and implementation of child identification, location, and evaluation efforts of children (birth through age 20) who have disabilities (regardless of the severity of the disability), and who are in need of special education and/or related services. If at any time, an individual suspects that a student residing in Madison County Schools has a disability, please call 601-853-1326 so that the Child Find process may begin.

Following implementation of the Three-Tier Intervention Process (except for those students who have chronic health problems that adversely affect their education performance and for whom interventions would not change the status of the impairment), if the intervention process is unsuccessful, it is the responsibility of the child-find coordinator to ensure that the referral-to-placement procedures are followed. These procedures include:

- Prior to evaluation, a copy of “Procedural Safeguards” is given to parents.
- District personnel explain to parents the “Procedural Safeguards.”
- No testing will be conducted without parental consent.
- If it is determined that a comprehensive assessment is warranted, students will be evaluated in all areas related to the suspected disability by qualified personnel.
- Parents participate in the meeting to determine whether the child has a disability.
- If found to have a disability, an Individual Education Plan (IEP) is developed for the student and written parental permission is obtained prior to the provision of special education and/or related services.
- IEPs of all students receiving special education services are reviewed at least once a year.
- The student’s eligibility status will be reevaluated at least once every 3 years.

The District will not use the three-tier process to delay or deny a timely initial evaluation to determine if a child is a child with a disability, and therefore, eligible for special education and related services pursuant to an individualized education program.

## **NONDISCRIMINATION ON THE BASIS OF DISABILITY**

The District acknowledges its responsibility under Section 504 and the Americans with Disabilities Act to prohibit discrimination in its policies and programs regarding students, personnel, and campus visitors. Discrimination against any person with a disability will not knowingly be permitted in any program or practice of the school district. Under Section 504, the District has the responsibility to identify, evaluate, and if the student is determined to be eligible, afford access to appropriate educational services. Prior to determining eligibility under 504, it is the District’s policy to first follow its procedures for a comprehensive evaluation for services under the IDEA, including the requirement to implement the Three-Tier Intervention Process. If the parent or guardian disagrees with the determination made by the District, he or she has a right to a hearing with an impartial hearing officer.

The following persons have been designated as the Section 504/Americans with Disabilities Act Coordinator and will handle inquiries regarding the Madison County School District's nondiscrimination policies, the filing of complaints, and requests for copies of complaint procedures covering discrimination on the basis of disability.

<b><u>Section 504/ADA Coordinator</u></b>	
Name:	Dr. La,Tisha Hunt
Address:	476 Highland Colony Parkway Ridgeland, MS 39157
Phone :	601.853.1326

## **TEXTBOOKS**

Textbooks are made available to each student on a yearly basis. Workbooks and other instructional supplies are purchased by the student through fees which are collected at the beginning of the school year.

Traditional student textbooks at the **elementary** and **middle** school level may not be assigned for English Language Arts/Science/Social Studies in the District. Following best practices in literacy instruction, learning is facilitated for each student at their instructional level through leveled books/resources. These books/resources are provided for all students through leveled book rooms located in every elementary and middle school.

All District students in grades K-12 participate in the 1:M Initiative and may access instructional materials through e-books, Internet or a learning management system.

## **TRANSPORTATION**

All District transportation service is handled through a private contract with Durham School Services. Durham School Services provides training to drivers and informational programs to administration and students emphasizing transportation regulations and bus safety.

**Any questions regarding school transportation should be directed to Durham School Services, 601-859-0077 or to the Office of Transportation, Madison County Schools, 601-499-0800.**

## **VISITORS**

- Visitors, parents, friends, solicitors, or anyone else coming on any campus or into any school building for any reason must first report directly to the school office to obtain permission from the principal or school office personnel to visit or make personal contact with students or teachers. Visitors will be issued a visitor's pass only after being approved. **No classroom visits or observations are allowed during instructional time.**
- Staff members shall routinely check with visitors to confirm that they have permission from the office to visit. If permission has not been secured, the teacher should immediately escort the visitor to the principal's office.
- Visitors may not bring animals on campus unless the animal is a registered service animal.
- School administrators reserve the right to limit the number of visitors on school campuses at any one time.

# TECHNOLOGY

## 1:M INITIATIVE

The 1:M Digital Initiative continues our integration of technology into all areas of curriculum in order to equip students with the research, communication, collaboration and creativity skills needed to succeed in the 21st century. MCS teachers work daily developing curriculum and instruction that effectively integrates technology onto student learning. For the 2021-2022 school year, all students will have access to a device. Students in grades K-12 will be allowed to take devices to and from school.

### Additional Important Information

- Students in grades 9-12 will be assessed a mandatory non-refundable \$50.00 usage fee.
- Students in grades 6-8 will be assessed a mandatory non-refundable \$25.00 usage fee.
- Students in grades K-5 will be assessed a mandatory non-refundable \$25.00 usage fee.
- The laptop, protective case (if provided), power adapter and cable must be returned at the end of the school year.
- The student must have continuous access to the district assigned device. The device cannot be shared with others, as the student must bring it to school every day and have access to it at home for work outside of class.
- The device will have the MCS profile loaded onto it.
- The device must be fully charged each night before bringing it to school.
- Any fines from damages to devices are outlined in the entire Student Technology Handbook located on the Madison County School website.

For more information, visit [www.madison-schools.com/1M](http://www.madison-schools.com/1M).

## ACCEPTABLE USE POLICY

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

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

The operation of the MCS network is guided by policy or policies set forth by the Madison County School Board, District administration, the Mississippi Department of Education, and all applicable local, state and Federal Laws. This AUP does not list every applicable policy or law, but sets forth some specific policies particular to MCS.

## MONITORING OF NETWORK USE

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

## **SCHOOL DISTRICT OWNERSHIP**

All data transferred over the District network or stored on any District-owned equipment/media is the property of the District. Students should have no expectation of privacy of information transmitted and/or stored on District issued equipment.

## **CONSEQUENCES OF POLICY VIOLATIONS**

The use of the District Network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Any student or District staff, including contract services (outside parties), who violate any policy, regulation or law regarding use of the District Network will be identified and corrective and/or punitive actions will be taken.

All users of the District network are charged with reporting violations or misconduct to their teachers, supervisors, or the Network administrator. Users who fail to report violations are subject to the same disciplinary actions as those who violate the policy.

Violations of these procedures may result in, but is not limited to, a loss of access privileges, disciplinary action by the school and/or district administration, and/or contact of law enforcement agencies.

## **DISCLAIMER OF LIABILITY**

The District disclaims all liability for the content of materials to which a student or staff may have access on the Internet and for any damages suffered as a result of the student or staff member's Internet use. Because the Internet and e-mail is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the District shall not be responsible for:

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

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

## **FILTERING**

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

## **EMAIL AND ELECTRONIC DOCUMENT RETENTION**

All emails and electronic documents created and shared with others inside or outside the District in conducting District business should be saved in user-designated folders on the user's computer. All District employee and student email will be archived for a minimum of seven years. All District employees and students in grades K-12 will be issued a District email account. Any official communications, e.g. teacher to parent, teacher to student, student to teacher, staff to staff, must be via the district's madison-schools.com email system. This includes, but is not limited to teachers who guide extracurricular activities such as clubs, choirs, bands, athletics, etc.

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

Use of "internet mail" by students, staff, and faculty such as Yahoo mail, Gmail, and POP3 accounts provided by their "home" internet service providers is allowed at this time.

### **DISTRICT HOTSPOT**

- If you have been provided a district owned hotspot, you understand and agree to the following:
- Any device (both personal and district owned) may be allowed to connect to the device.
- For personal devices (those not provided by the District), hotspots will provide basic internet filtering only, in compliance with the Children's Internet Protection Act (CIPA). No other filtering will be provided and/or controlled by the District for personal devices connected to the hotspot.
- District-provided devices will have additional filtering using District-provided filtering systems.
- Use of the hotspot is permitted only by students for educational purposes.
- The District will monitor any and all usage of the hotspots, including but not limited to the types of data used. Any data usage through the hotspot (including by personal devices) may be monitored by the District, and no data that passes through the hotspot is private.
- The District may, at its discretion, limit the speed or amount of data available through the hotspot.
- The District may also turn off the hotspot, disconnect service to the hotspot, or require return of the hotspot, at its sole discretion.
- The District is providing the hotspot as-is as a courtesy, and makes no promises or guarantees as to the availability or quality of internet connection available through the hotspot.
- Students and parents may be held responsible for any damage (accidental or otherwise) to the hotspot.

### **LOSS, THEFT OR FULL DAMAGE**

If a device is damaged, lost, or stolen, the student or parent/guardian should immediately notify the police, school administration and complete the District "Lost or Stolen Report" located at [www.madison-schools.com](http://www.madison-schools.com). At that time, the parent/ guardian must file a police report. If the device is lost, stolen, or damaged as a result of irresponsible behavior, the parent may be responsible for the replacement cost, Chromebook: \$250.00, iPad: \$250.00, MacBook: \$500.00 and loss of take-home device privileges.

If the device is damaged, the user may be assessed a \$50.00 (MacBook) or \$25.00 (Chromebook and iPad) deductible for the repair and/or replacement of the device. Refer to Table of Estimated Repair Pricing for Deductibles on page 8 of Technology Handbook.

In the event a device is lost, a police report must be filed. The MCS, in conjunction and with police or sheriff, may deploy location software which may aid authorities in recovering the device. It is imperative that a lost or stolen device must be reported immediately. If stolen/lost device is not reported within 5 calendar days to MCS personnel, parent/guardian will be responsible for \$150.00 (MacBook) or \$50.00 (Chromebook) and iPad) replacement cost.

### **FEES FOR DEVICE USE**

#### **Use and Maintenance Fees**

- Parents/guardians shall pay a non-refundable annual usage fee plus deductibles per damage incident. Annual usage fee: MacBook - \$50.00, Chromebook and iPad - \$25.00
- District may prorate annual usage fee in the event of casualty or unforeseeable occurrence beyond District control.



- The deductible is by incident (i.e., 1st damage, 2nd damage) AND by incident type (i.e. cracked glass, broken LCD, bent frame, etc.).
- If the device is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent may be responsible for the replacement cost. A police/sheriff report will be required for all stolen devices.
- District may disable the device remotely to protect the device and/or data on the device.
- Seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises.

### Damaged Device

Any damage must be reported to school authorities immediately. Power adapters must be returned or paid in full. If a device is damaged and needs repair, the student will be assigned a loaner until the original device is returned. Once the damaged device is repaired, the original device will be returned to the student and any fees must be paid within (7) seven business days.

### Occurrence Deductibles:

- First damage occurrence: Chromebook: Covered by usage fee / iPad: \$25.00 / MacBook: \$50.00 deductible.
- Second damage occurrence: Chromebook: \$25.00 / iPad: \$25.00 / MacBook: \$50.00 plus the cost to repair the device or fair market value and possible loss of device take-home privileges.
- Third damage occurrence: Chromebook/iPad: \$50.00 plus damage fee and loss of take-home device privileges. MacBook: \$100.00 plus cost to repair the device or fair market value and loss of take-home device privileges.

### Table of Estimated Repair Pricing for Deductibles

Loss, Deliberate Damage or Neglect Estimated Repair/Replacement	MacBook	iPad	Chromebook
Broken Screen	\$150.00	\$75.00	\$75.00
Broken Keyboard	\$150.00	N/A	\$75.00
Power Adapter + Cord	\$100.00	\$40.00	\$30.00
Power Adapter	\$80.00	\$20.00	\$15.00
Power Cord	\$20.00	\$20.00	\$15.00
Liquid damage to Device	\$150.00	\$75.00	\$75.00
District Assigned Case	\$25.00	\$25.00	\$25.00
Trackpad Damage	\$150.00	N/A	\$75.00
Severe Damaged Corner	\$150.00	\$75.00	\$75.00
Writing, Drawing, Stickers, and Labels attached	\$50.00	\$25.00	\$25.00

### SOCIAL MEDIA POLICY

The District has a separate Social Media Policy that applies to all employees and may have implications for students. By signing the Acceptable Use Policy, users are acknowledging they have read the Social Media Policy and agree to abide by its requirements. Violations of the Social Media Policy are violations of the Responsible Use Policy.

### PROHIBITED ACTIONS

- The following actions on the District Network are specifically prohibited, but are not limited to:
- Installing software, software application, utility, plug-in or other such operations without the approval of the Technology office;
- Creating, downloading, storing, sending, or displaying offensive messages or pictures including but not limited to pornographic or other sexually explicit material;
- Inserting, using, or attaching non-approved disks, CD-ROMs, or other media storage devices into or with computers;

- Using obscene, profane, or vulgar language;
- Harassing, insulting, intimidating, or attacking others;
- Giving out personal information about another person, including home address or phone number;
- Engaging in any practice(s) that threaten the network and other technological tools;
- Violating copyright laws;
- Downloading entertainment/music/video/movie software or other files for transfer to a user's home computer, other personal computer, DVD, or any music/movie device. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the MCS. Software, files, and/or licenses owned by MCS cannot be transferred to staff or student personal or home computers;
- Using the password of others to access the network or any other electronic information or telecommunication services;
- Accessing and or posting instructional materials, documents, files, folders, or directories of others without permission from the owner of the files;
- Using the network and telecommunication services for commercial promotion, product endorsement, or advertisement not previously approved by the MCS School Board;
- Using the network, electronic information, computer-driven software and telecommunication services for personal gain or convenience;
- Conducting business other than that deemed academic in nature over the network;
- Misusing the resources of the district's network, electronic information, computer-driven software, or telecommunications service equipment and supplies;
- Attempt to bypass network controls and filters;
- Promoting causes that are religious in nature with no apparent educational or instructional value; and/or violating this or other procedures and guidelines establish and set forth by the MCS Technology Office.

The above list is not all inclusive and will be amended from time to time.

#### **STIPULATIONS FOR WEBSITE USE AS DISTRICT REPRESENTATIVES**

Use of Non-District web sites to present information, classrooms, clubs, or any other officially sponsored activities of the MCS is prohibited. Any sanctioned activity must be hosted on the District website, (<http://www.madison-schools.com>). All web publications will abide by the Family Education Rights and Privacy Act (FERPA) for the dissemination of student information. Current teacher or organization web sites operating outside the MCS's website as of July 1, 2008, will be granted exception from this new procedure. However, a statement of disclaimer must be posted at the school's website and a section under the name of each teacher or organization that has an external web site.

The disclaimer must read, "DISCLAIMER; you are now leaving the Madison County School Web Site. The district does not endorse and assumes no responsibility for content or control of the web site(s) to which you are about to proceed. The link provided at this page is a courtesy service. Responsibility of external web site control and content rest solely on the author(s) or manager(s) or webmaster(s) of such web site(s) and not with the district."

At the external teacher or organization web site, another disclaimer should be posted, "As (a) representative(s) of the Madison County School, responsibility of external web site control and content rest solely on the author(s) or manager(s) or webmaster(s) of this web site(s) and not with the district. MCS does not endorse this web site for school, academic, business, or any other purposes."

Personal electronic devices used on the district network should have anti-virus and spy ware software installed when applicable.

# **ELEMENTARY SCHOOL INFORMATION**

## **COMPULSORY AGE/ATTENDANCE**

“Compulsory school age child” means a child who attained or will attain the age of 6 years on or before September 1 of the calendar year the student wishes to enroll in first grade. Kindergarten attendance is not compulsory; but in accordance with Miss. Code Ann. Section 37-13-91, students who attain the age of 5 years on or before September 1 of the calendar year may attend kindergarten in the district.

Subject to the provisions of Miss. Code Ann. Section 37-15-9 [Requirements for enrollment of children in public schools] subsection (3), 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 the public schools of Mississippi at the same grade level as their prior out-of-state enrollment, if:

- The parent, legal guardian or custodian of such child was a legal resident of the state from which the child is transferring;
- The out-of-state school from which the child is transferring is duly accredited by that state’s appropriate accrediting authority;
- Such child was legally enrolled in a public or private school for a minimum of 4 weeks in the previous state; and
- The superintendent of schools in the applicable Mississippi school district has determined that the child was making satisfactory educational progress in the previous state.

If a compulsory school age child has not been enrolled in a school within 15 calendar days after the first day of the school year, or such child is habitually absent without excuse, the principal shall report this child to the school attendance officer of the youth court or family court for investigation.

## **DYSLEXIA IDENTIFICATION**

The District, in compliance with Miss. Code Ann § 37-173-15, will screen students during the second semester of Kindergarten and during the first semester of first grade for characteristics of dyslexia.

Per the Mississippi Department of Education MTSS Guidance Document, districts must accept a dyslexia evaluation administered by a licensed psychologist, psychometrist, or speech-language pathologist. Students with a dyslexia diagnosis might also receive intervention services and/or qualify for an IEP through IDEA, however, not all students with dyslexia will need additional supports. Some students with dyslexia are successful when receiving high-quality Tier 1 instruction along with some general accommodations. The appropriate supports to put in place for a student with dyslexia should be determined by the TST utilizing data-based problem solving.

*"For more information regarding dyslexia services in MCS, please contact Dyslexia Coordinator, Katherine Matthews at [kmatthews@madison-schools.com](mailto:kmatthews@madison-schools.com)."*

## **SPEECH IDENTIFICATION**

The District, in compliance with Miss. Code Ann § 37-175-15, will screen all first graders for articulation, voice, fluency and language to determine the need for further testing.

## GRADING

### Kindergarten/Grades 1 & 2

K-1-2 students will receive report cards at the end of each nine-week grading period. The following key will be used to convey progress:

Report Card Key	
/	Your child is learning this skill, but it has not been formally assessed.
Ⓛ	Your child is making progress, but has not met the 80% mastery level.
☑	Your child has mastered this component of the concept/skill.
M	Your child has learned to work independently using this concept/skill with 80% accuracy.

### Grades 3, 4, 5

Report cards for students in grades 3, 4 and 5 will be sent home the week after the grade period ends. Number and letter grades are used to convey progress in areas of Language Arts, Mathematics, Reading, Science and Social Studies.

A	90 - 100
B	80-89
C	70-79
D	65-69
F	64 and below (Very Poor/Failure)
I	Incomplete

To report progress in Handwriting for grades 3, 4, and 5 an S= Satisfactory, N= Needs Improvement, and U= Unsatisfactory will be notes. A ✓ will be used to indicate work habits marked Improvement Needed.

A letter will be used to communicate the independent reading levels of students as measured by the Benchmark Assessment System (BAS). Students are expected to master skills and read on level in order to advance to the next grade.

### Independent Guided Reading Levels/Approximate Grade Levels

BAS Level	A B C	D E F G H I	J K L M	N O P	Q R S	T U V
Approximate Grade Level	Kindergarten	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade

All report cards should be signed by a parent and returned to school the following day.

## PROMOTION/RETENTION

### KINDERGARTEN

In accordance with Miss. Code Ann § 37-13-91, students who attain the age of 5 years on or before September 1 of the calendar year may attend kindergarten in the District. When academic skills have been successfully met, the student will advance to grade one. If the student has not successfully met the criteria to advance to grade one, the student will be placed in kindergarten for an additional year. Student must be reading on or above Independent BAS Level C and master 80% of Language Arts and Mathematics skills\* to be promoted to the next grade. The Board of Education has the authority to retain a student in

kindergarten for an additional year if the District deems that placement of the student in the first grade would not be the most appropriate educational placement

Transfer 5-year-old students or 6-year-old students who have not attended an accredited public/private school will be assessed and **appropriate educational placement will be assigned on an individual basis.** Section 37-15-33, which governs the testing and assignment of transfer students, states that a student is to be assigned to the grade and class that is in the best interest of the student.

The District will consider the educational needs and welfare of each *individual* student. Considerations will include but will not be limited to:

1. Academic level
2. Welfare of the student involved
3. Welfare and best interest of all students attending the school(s) involved
4. Health factors

Process for retention of a kindergarten student will be:

1. Review of student's yearly progress and growth
2. Documentation of parent notification
3. Kindergarten assessment
4. Recommendation of retention to school principal
5. Review and concur/deny of retention by teacher and school principal

Membership of the Kindergarten Promotion/Retention Board will be the student's teacher, a peer teacher, principal, parent, and the curriculum director who will serve as facilitator. The Board will concur or disagree. A report will be forwarded to the student's teacher, parent or guardian and principal.

### **GRADES 1, 2**

Students should be reading on or above grade level (Independent Level I for 1<sup>st</sup> Grade/Independent Level M for 2<sup>nd</sup> Grade), and master 80% of Language Arts and Mathematics skills\* to be promoted to the next grade.

### **GRADES 3, 4, 5**

Students should be reading on or above grade level (Independent Level P for 3<sup>rd</sup> Grade/Independent Level S for 4<sup>th</sup> Grade and Independent Level V for 5<sup>th</sup> Grade). All students (grades 3, 4, 5) **MUST** master essential skills in Reading/Language Arts, and Mathematics at the 65% level\*.

\*All skills are defined as Mississippi College & Career Readiness Standards as adopted by the Mississippi Department of Education.

An elementary student who leaves the District with inadequate progress, or failing reading/language arts or math, may be required to take a placement test if he/she is promoted by another school district, but returns to Madison County School District the following year.

### **SCHOOL PARTIES**

There will be two school-wide parties during the school year - the day before Christmas holidays and on Valentine's Day. The only other parties will be PTA /PTO-sponsored parties for special recognition. Kindergarten may have unit-related parties. There will be no birthday parties at school, and no party invitations should be brought to or distributed at school. **Please refer to your school's procedure for bringing treats for your student's birthday.**

# **MIDDLE SCHOOL AND HIGH SCHOOL INFORMATION**

## ACCELERATED AND ADVANCED PLACEMENT COURSES

The District offers the following **accelerated** courses which will receive a weight of 1.05:

<b>English</b>	ACC English I ACC English II ACC English III ACC English IV	
<b>Science</b>	Genetics Physics I Biomedical Research Biomedical Research Interventions	
<b>Language</b>	Spanish III Latin III French III	Spanish IV Latin IV
<b>Math</b>	Algebra III Advanced Math Plus Calculus	
<b>Dual Credit</b>	Dual Credit courses taken any time other than during the school day or at any location other than on a MCS campus will not receive the weight of an accelerated course.	

The District offers the following **advanced placement** courses which will receive a weight of 1.10:

<b>English</b>	English Language and Composition English Literature and Composition	
<b>Math</b>	Calculus AB Calculus BC Statistics	
<b>Social Studies</b>	Comparative Government and Politics Human Geography Macro Economics U.S. Government and Politics World History	European History Psychology Micro Economics U.S. History
<b>Art</b>	Art History Studio Art	
<b>Science</b>	Biology Physics I Physics C – Electricity and Magnetism	Chemistry Physics II Physics C – Mechanics
<b>Language</b>	French	Spanish
<b>Computer</b>	Computer Science Principles	

For a complete list of courses, please see the course selection sheet, which is available in your school counselor's office or on the District website at [www.madison-schools.com](http://www.madison-schools.com).



## ATHLETIC AWARDS

Inter-scholastic athletes will be eligible to receive a “letter” when they participate in at least 50% of the opportunities for participation in a given sport. For example: an athlete will be considered a football letterman when he appears in at least 20 different and separate quarters in a 10 game season.

## Middle School Promotion

Students enrolled in grades 6-8 must pass English, Math, Science and Social Studies in order to be promoted to the next grade.

## CLASSIFICATION LEVELS

Level of classification is based on obtaining the Carnegie units listed below:

- A student will be classified as a **freshman** upon promotion from the 8<sup>th</sup> grade.
- A student will be classified as a **sophomore** after successfully completing English I\*, one unit of math, and 4 additional units for a minimum of 6 units.
- A student will be classified as a **junior** after successfully completing English I, English II\*, two units of math and 8 additional units for a minimum of 12 units.
- A student will be classified as a **senior** after successfully completing English I, English II, English III\*, three units of math and 13 additional units for a minimum of 18 units.

To participate in graduation exercises, a student must:

- be classified as a senior;
- have earned 24 units, including English IV\* and all other required courses;
- pass all state mandated exit exams or equivalency;
- have met all other state and local requirements for a high school diploma.

\* English I, II, III, and IV must be taken in sequence.

## CLASS RANK

For diploma bound seniors, class rank will be determined by averaging the semester grades in all courses in which a Carnegie unit is attempted. 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 used. Final rank will not be rounded. Averages will be obtained by adding numerical grades using the following scale:

Advanced Placement Courses = 1.10 x grade

Accelerated 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.

In order to determine final class rank, senior exams must be completed within 5 days of the scheduled exam or the student may be given a zero.

In order to be eligible for Valedictorian/Salutatorian, a student must be enrolled for 3 semesters prior to graduation (not counting summer school), and must be completing a 4-year course of study.

## COLLEGE DAYS

Students who are classified as seniors will be permitted two excused college days during their senior year. Students who are classified as juniors will be permitted one excused college day during the junior year. These visits should be used during the months of September through April. Students wishing to make a college visit should submit a **request in writing one week prior to the scheduled visit**. In order for the absence to be excused, the student must present a signed college visitation form upon his return to school. (Visitation forms are generally available on all college campuses). A college day absence will not count against exam exemption.

## CORRESPONDENCE COURSES

A student may take only one correspondence course that counts toward graduation during his/her high school career.

## DUAL ENROLLMENT/DUAL CREDIT

Dual enrollment is a program that allows high school juniors and seniors to simultaneously earn college or vocational credit toward a postsecondary diploma at a Mississippi public college that may or may not also count as credit toward a high school diploma through Madison County Schools Campus Dual Credit program and Holmes Community College Campus Dual Enrollment.

### Admission Requirements for Dual Enrollment/Dual Credit

Students must:

- Have earned a minimum ACT Composite Score of 18, or ACT subscore as established by Holmes Community College, SAT Combined Score of 990, and an overall GPA of a 3.0 on a 4.0 scale.
- Have earned a minimum of 14 credits and be classified as a junior or senior.
- Passed a minimum of 5 credits (can include summer school) from courses taken in the preceding school year.
- Complete appropriate forms indicating if student will take course for dual enrollment only or dual enrollment/dual high school credit.
- Obtained an unconditional written recommendation from their high school principal and/or guidance counselor prior to enrollment in course.
- Not have any disciplinary infractions resulting in expulsion or placement at the Madison County Academic Options Center during the preceding semester.

Important Facts:

- Prior to enrollment, the student must receive **written permission** from the high school principal for participation. A specific form will be provided for that purpose. The student will register online and will attach a copy of the official student class schedule to the form, indicating days and time for the class. This must be turned in to the school counselor prior to the college classes beginning.
- It is the responsibility of the student to **meet admissions requirements** of the college and pay all fees required by Holmes Community College for credit.
- The student will be expected to **follow the attendance policy** at the college and will suffer all financial and academic penalties that accrue for tardiness, absence and/or withdrawal.
- **Textbook costs** for the college course are the responsibility of the parent and/or student.
- If the student wants to drop out of a dual enrollment/dual credit course, the student must electronically submit the official college Withdrawal Request Form.
- If the student chooses to earn dual credit, the letter grade earned at the college will be the grade assigned the corresponding numeric value set by Madison County School Board. The numeric grade will be calculated as a part of the grade point average and affect class ranking.

- Dual Credit courses taken any time other than during the school day or at any location other than on a MCS campus will not receive the weight of an accelerated course.
- **Transportation** is the responsibility of the parent and/or student.

**Dual Credit/High School Grade Translation for online courses or courses taught on HCC campus**

**A= 99**  
**B= 89**

**C= 79**  
**D= 69**

**F=64**  
**W= NC**

**EXAM EXEMPTION – MIDDLE AND HIGH SCHOOL**

Exemption from exams will be granted (per requirements below) at the end of the first semester for seniors only, who are enrolled in one-semester courses. **Students eligible for exemption from a test will have the option to take an exam if they feel it will improve their grade.**

For all middle and high school students (grades 6-12), exemption from the second semester cumulative exam which is administered in May is an earned privilege. A student will be considered for exemption if the student meets the following attendance, behavior and grade requirements.

Semester Courses		Year-long Courses	
Attendance	Semester Average	Attendance	Final Average
1 absence	70-79	1-2 absences	70-79
2 absences	80-89	3-4 absences	80-89
3 absences	90-100	5-6 absences	90-100

**Students who receive an out-of-school suspension or multiple office referrals at any time during the year will NOT be exempt from any exam. Students who owe fees or fines will NOT be exempt from any exam.**

**FOREIGN EXCHANGE STUDENTS**

Due to over-crowding, a limited number of foreign exchange students will be accepted in each school year. Anyone interested in hosting a foreign exchange student should obtain approval, **prior to July 1**, from the principal of the school which the student wishes to attend.

All international foreign exchange students will be classified no higher than the 11<sup>th</sup> grade (junior).

**GRADUATION POLICY**

Participation in any Madison County School Graduation is limited to those students who have completed all graduation requirements, as specified by the Board of Education 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.

The District reserves the right to hold diplomas and or impose disciplinary action for disruptive incidents or misconduct at the graduation ceremony.

## Traditional Diploma and Endorsement Options

<b>Traditional Diploma</b>			
Curriculum Area	Carnegie Units	Required Subjects	Additional Requirements
English	4	English I English II*	<ul style="list-style-type: none"> <li>○ Students should identify an endorsement area</li> <li>○ Endorsement area can only be changed with parental permission</li> <li>○ *MAAP assessments (state tests) required for graduation</li> <li>○ A students should take a math or math equivalent course during senior year</li> </ul> <p><b>Early dismissal/ late arrival</b></p> <ul style="list-style-type: none"> <li>○ For traditional diploma and all endorsements, must have met College and Career Readiness Benchmarks (ACT sub score 17 English and 19 Math or SAT equivalency sub scores) or earned a Silver level on ACT WorkKeys (for career &amp; technical endorsement only) <b>or all</b> of the following must be met:               <ul style="list-style-type: none"> <li>● 2.5 QPA</li> <li>● Passed or met all MAAP assessment (state tests) required for graduation</li> <li>● On track to meet diploma requirements and passing all courses</li> <li>● Concurrently enrolled in Essentials for College Math or Essentials for College Literacy</li> </ul> </li> </ul>
Mathematics	4	Algebra I*	
Science	3	Biology I*	
Social Studies	4	½ MS Studies ½ World Geography 1 World History 1 U.S. History* ½ Economics ½ U.S. Government	
Physical Education	½		
Health	½		
Arts	1		
College & Career Readiness	1	½ CCR A (Freshman Focus) ½ CCR B (Taken in 11 <sup>th</sup> or 12 <sup>th</sup> grade)	
Technology/Computer Science	1		
Additional Electives	5 ½		
Total Units Required	24 ½		

<b>Traditional Diploma with Career &amp; Technical Endorsement</b>			
Curriculum Area	Carnegie Units	Required Subjects	Additional Requirements
English	4	English I English II*	<ul style="list-style-type: none"> <li>○ Earn an overall QPA of 2.5</li> <li>○ Earn Silver level on ACT WorkKeys</li> <li>○ Earn two additional Carnegie Units for a total of 26 ½</li> <li>○ *MAAP assessments (state tests) required for graduation</li> <li>○ Must successfully complete <b>one</b> of the following:               <ul style="list-style-type: none"> <li>● One dual credit course</li> <li>● Work-Based Learning experience or Career Pathways Experience</li> <li>● Earn a State Board of Education approved national credential</li> <li>● One AP course with a C or higher and take the appropriate AP Exam</li> </ul> </li> </ul>
Mathematics	4	Algebra I* One additional math above Algebra I	
Science	3	Biology I*	
Social Studies	4	½ MS Studies ½ World Geography 1 World History 1 U.S. History * ½ Economics ½ U.S. Government	
Physical Education	½		
Health	½		
Arts	1		
College & Career Readiness	1	½ CCR A (Freshman Focus) ½ CCR B (Taken in 11 <sup>th</sup> or 12 <sup>th</sup> grade)	
Technology/Computer Science	1		
CTE Electives	4	Must complete four course units of sequential program of study	
Additional Electives	3 ½		
Total Units Required	26 ½		

Traditional Diploma with Academic Endorsement			
Curriculum Area	Carnegie Units	Required Subjects	Additional Requirements
English	4	English I English II* English III English IV	<ul style="list-style-type: none"> <li>○ Earn an overall QPA of 2.5</li> <li>○ Two elective courses must meet MS IHL college preparatory curriculum (CPC)</li> <li>○ Earn MS IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math or take IHL college ready courses in senior year)</li> <li>○ Earn two additional Carnegie Units for a total of 26 ½</li> <li>○ *MAAP assessments (state tests) required for graduation</li> <li>○ Must successfully complete <b>one</b> of the following: <ul style="list-style-type: none"> <li>● One AP course with a C or higher and take the appropriate AP exam</li> <li>● One academic dual credit course with a C or higher in the course</li> </ul> </li> </ul>
Mathematics	4	Algebra I* Two additional math above Algebra I	
Science	3	Biology I* Two additional science above Biology I	
Social Studies	4	½ MS Studies ½ World Geography 1 World History 1 U.S. History * ½ Economics ½ U.S. Government	
Physical Education	½		
Health	½		
Arts	1		
College and Career Readiness	1	½ CCR A (Freshman Focus) ½ CCR B (Taken in 11 <sup>th</sup> or 12 <sup>th</sup> grade)	
Technology/Computer Science	1		
Additional Electives	7 ½	Two advanced electives of the CPC requirements for MS IHL	
Total Units Required	26 ½		

Traditional Diploma with Distinguished Academic Endorsement			
Curriculum Area	Carnegie Units	Required Subjects	Additional Requirements
English	4	English I English II* English III English IV	<ul style="list-style-type: none"> <li>○ Earn an overall QPA of 3.0</li> <li>○ Two elective courses must meet MS IHL recommended college preparatory curriculum (CPC)</li> <li>○ Earn national readiness benchmarks (ACT sub scores 18 English and 22 Math)</li> <li>○ Earn three and one half additional Carnegie Units for a total of 28</li> <li>○ *MAAP assessments (state tests) required for graduation</li> <li>○ Must successfully complete <b>one</b> of the following: <ul style="list-style-type: none"> <li>● One AP course with a B or higher and take the appropriate AP exam</li> <li>● One academic dual credit course with a B or higher in the course</li> </ul> </li> </ul>
Mathematics	4	Algebra I* Two additional math above Algebra I	
Science	4	Biology I* Two additional science above Biology I	
Social Studies	4	½ MS Studies ½ World Geography 1 World History 1 U.S. History* ½ Economics ½ U.S. Government	
Physical Education	½		
Health	½		
Arts	1		
College and Career Readiness	1	½ CCR A (Freshman Focus) ½ CCR B (Taken in 11 <sup>th</sup> or 12 <sup>th</sup> grade)	
Technology/Computer Science	1		
Additional Electives	8	Two advanced electives of the CPC requirements for MS IHL	
Total Units Required	28		

Requirements are subject to change as changes are made by Mississippi Department of Education.

**\*NOTE:**

- Beginning with the senior class of 2022, Dual Credit English Composition I may fulfill the English IV graduation requirement. Dual Credit English Composition II may be used to fulfill the English IV graduation requirement if a student has previously garnered credit for English Comp I through a College Board Advanced Placement Test.
- Other Dual Credit courses may not be used in lieu of English Composition I or English Composition II to fulfill the English IV graduation requirement.
- Dual Credit courses may not be used to fulfill the English III graduation requirement.

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 5 general electives required for graduation. At least 2 of the 4 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, Calculus, AP Calculus AB, AP Calculus BC, AP Statistics, SREB Math Ready, Algebra III, and Advanced Math Plus.

In addition to the successful completion of the required Carnegie units, a student must have achieved a passing score on the Mississippi SATP or equivalency required for graduation by the State Department of Education. A student must also currently attend the school from which he wishes to graduate.

Each student graduating from a secondary school in the district shall have earned at least 2 of the last 4 Carnegie units at the school granting the diploma. The following formula will be used to calculate the number of days of enrollment required to graduate from a Madison County School secondary school:

- $2(B) \div 2(A) = C$   
A = Number of units the student earned during the last semester  
B = Number of days in the second semester  
C = Number of days the student must be enrolled in school during the second semester to be eligible for graduation

**GRADUATION RECOGNITION (DIPLOMA BOUND)**

Distinction	Students with a 90.0 – 93.99 GPA
Special Distinction	Students with a 94.0 and above GPA

**FRESHMAN ADMISSION REQUIREMENTS FOR UNIVERSITY SYSTEM INSTITUTIONS  
(COLLEGE PREPARATORY CURRICULUM)**

**Begins with high school graduating class of 2022**

*The high school course requirements set forth below are applicable to students  
graduating from high school and entering a public institution of higher learning.*

<b>The minimum REQUIRED CPC for full admission into a Mississippi public university is as follows:</b>	<b>The minimum RECOMMENDED CPC for full admission into a Mississippi public university is as follows:</b>
<p><b>English: 4 Carnegie units</b></p> <ul style="list-style-type: none"> <li>Units must require substantial communication skills (i.e., reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included.</li> </ul>	<p><b>English: 4 Carnegie units</b></p> <ul style="list-style-type: none"> <li>Units must require substantial communication skills (i.e., reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included.</li> </ul>
<p><b>Mathematics: 4 Carnegie Units</b></p> <ul style="list-style-type: none"> <li>Algebra I or its equivalent</li> <li>Math higher than Algebra I (2 units)</li> </ul>	<p><b>Mathematics: 4 Carnegie units</b></p> <ul style="list-style-type: none"> <li>Algebra I or its equivalent</li> <li>Math higher than Algebra I (3 units)</li> </ul>
<p><b>Science: 3 Carnegie units</b></p> <ul style="list-style-type: none"> <li>Biology I or its equivalent</li> <li>Science higher than Biology I (2 units)</li> </ul>	<p><b>Science: 4 Carnegie units</b></p> <ul style="list-style-type: none"> <li>Biology I or its equivalent</li> <li>Science higher than Biology I (3 units)</li> </ul>
<p><b>Social Studies: 3 ½ Carnegie Units</b></p> <ul style="list-style-type: none"> <li>Units must include integrated courses of social sciences and humanities promoting civic competence.</li> </ul>	<p><b>Social Studies: 4 Carnegie units</b></p> <ul style="list-style-type: none"> <li>Units must include integrated courses of social sciences and humanities promoting civic competence.</li> </ul>
<p><b>Arts: 1 Carnegie unit</b></p> <ul style="list-style-type: none"> <li>Includes any one Carnegie unit (or two ½ units) of visual and performing arts course(s) meeting the requirements for high school graduation.</li> </ul>	<p><b>Arts: 1 Carnegie unit</b></p> <ul style="list-style-type: none"> <li>Includes any one Carnegie unit (or two ½ units) of visual and performing arts course(s) meeting the requirements for high school graduation.</li> </ul>
<p><b>Advanced Electives: 2 Carnegie units</b></p> <ul style="list-style-type: none"> <li>Option 1: Foreign Language I and Foreign Language II</li> <li>Option 2: Foreign Language I and one unit from Option 3</li> <li>Option 3: (1) Any combination of an advanced level course above the required Carnegie units in: (a) English, math, science, computer science and/or (b) any Advanced Placement (AP), Academic or Career and Technical Dual Credit (DC), International Baccalaureate (IB) or Advanced International Certificate of Education (AICE) course. (2) Completion of any two-year Career and Technical course may count as one unit. <u>Example: completion of both Health Sciences I &amp; II will count as an advanced elective.</u></li> </ul>	<p><b>Advanced Electives: 2 Carnegie units</b></p> <ul style="list-style-type: none"> <li>Option 1: Foreign Language I and Foreign Language II</li> <li>Option 2: Foreign Language I and one unit from Option 3</li> <li>Option 3: (1) Any combination of an advanced level course above the required Carnegie units in: (a) English, math, science, computer science and/or (b) any Advanced Placement (AP), Academic or Career and Technical Dual Credit (DC), International Baccalaureate (IB) or Advanced International Certificate of Education (AICE) course. (2) Completion of any two-year Career and Technical course may count as one unit. <u>Example: completion of both Health Sciences I &amp; II will count as an advanced elective.</u></li> </ul>
<p><b>Technology or Computer Science Course: 1 Carnegie Unit</b></p> <ul style="list-style-type: none"> <li>A technology course is defined as one that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course. A computer science course emphasizes computational thinking to solve problems. Courses will involve the study of computers and algorithmic processes, including their principles, their hardware and software designs, their applications, and their impact on society and should include focus on one or more of the following core concepts: computing systems, networks and the internet, data and analysis, algorithms and programming, and impacts of computing. Course</li> </ul>	<p><b>Technology or Computer Science Course: 1 Carnegie Unit</b></p> <ul style="list-style-type: none"> <li>A technology course is defined as one that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course. A computer science course emphasizes computational thinking to solve problems. Courses will involve the study of computers and algorithmic processes, including their principles, their hardware and software designs, their applications, and their impact on society and should include focus on one or more of the following core concepts: computing systems, networks and the internet, data and analysis, algorithms and programming, and impacts of computing. Course equivalent or additional</li> </ul>

equivalent or additional advanced elective may be acceptable for non-Mississippi residents.	advanced elective may be acceptable for non-Mississippi residents.
<b>Total Carnegie units:</b> 18 ½ Carnegie Units	<b>Total Carnegie units:</b> 20 Carnegie Units
<b>Plus, any other courses/ electives required by the local school district for a high school diploma.</b>	
<b>Notes:</b> <ul style="list-style-type: none"> <li>• <b>Pre-High School units:</b> Courses taken prior to high school will be accepted for admission provided the course earns Carnegie credit and the content is the same as the high school course.</li> <li>• <b>Substitutions:</b> Advanced Placement (AP), International Baccalaureate (IB, Academic or Career and Technical Dual Credit (DC) and Advanced International Certificate of Education (AICE) courses may be substituted for each requirement in the College Preparatory Curriculum</li> <li>• <b>Course Acceptance:</b> A course may not be used to satisfy more than one requirement.</li> <li>• The Required and Recommended College Preparatory Curricula (CPC) are approved by the IHL Board of Trustees, The Mississippi Department of Education maintains the MDE Secondary Course Manual with CPC classifications for each course.</li> </ul>	

***IHL Board Policy §602.B. FULL ADMISSION***

Full admission to any of the eight public universities will be granted to the following:

1. Complete the College Prep Curriculum (CPC) with a minimum 3.2 high school grade point average (GPA) on the CPC; **OR**
2. Complete the CPC with a minimum 2.5 high school GPA or a class rank in the top 50 percent and a score of 16 or higher on the ACT\* (Composite); **OR**
3. Complete the CPC with a minimum 2.0 high school GPA on the CPC and a score of 18 or higher on the ACT\* (Composite); **OR**
4. NCAA Division I standards for student-athletes who are “full-qualifiers” or “academic redshirts” are accepted as equivalent to the admission standards established by the Board.

*\*In lieu of the ACT scores, students may submit equivalent SAT scores. Students scoring below 16 on the ACT (Composite) or the equivalent SAT are encouraged to participate in the Year-Long Academic Support Program during their freshman year.*

***IHL Board Policy §608. INTERMEDIATE COURSES***

- A. All entering students admitted under Board Policy 602 enrolled at an IHL university with an ACT Mathematics subtest score of 16 or less will be required to take Intermediate Mathematics during their first semester of enrollment. At the discretion of the admitting IHL institution, students whose Mathematics subtest score is 17, 18 or 19 may be required to take Intermediate Mathematics. Students with a minimum ACT Mathematics subtest score of 15 who have completed the Mississippi Department of Education approved mathematics transitional course with a grade of “80” or higher will not be required to take Intermediate Mathematics and should be enrolled in a college-level mathematics course during their first semester of enrollment.
- B. All entering students admitted under Board Policy 602 enrolled at an IHL university with an ACT English subtest score of 16 or less will be required to take Intermediate English during their first semester of enrollment. At the discretion of the admitting IHL institution, students whose English subtest score is 17, 18 or 19 may be required to take Intermediate English. Students with a minimum ACT English subtest score of 15 who have completed the Mississippi Department of Education approved literacy transitional course with a grade of “80” or higher will not be required to take Intermediate English and should be enrolled in a college-level English course during their first semester of enrollment.
- C. All entering students admitted under Board Policy 602 enrolled at an IHL university with an ACT Reading subtest score of 16 or less will be required to take Intermediate Reading during their first semester of enrollment. At the discretion of the admitting IHL institution, students whose Reading subtest score is 17, 18 or 19 may be required to take Intermediate Reading. Students taking Intermediate Reading should not be permitted to take reading-intensive courses, such as History. Students with a minimum ACT Reading subtest score of 15 who have completed the Mississippi Department of Education approved literacy transitional course with a grade of “80” or higher will not



be required to take Intermediate Reading. Students taking two or more intermediate courses must enroll in the year-long Academic Support Program or some other IHL-recognized intervention strategy to promote success in the courses in which they are not fully prepared, according to ACT subtest scores and will not be permitted to take more than 17 semester hours.

- D. Intermediate courses may be delivered through a co-requisite model coupled with a credit bearing gateway course.
- E. Regarding course placement using an ACT subtest score, exemptions to this policy based on prior high school course performance, postsecondary course performance, or other academic experiences must be approved by the institution's Chief Academic Officer or designee.

(BT Minutes, 2/2000; 2/2005; 2/2009; 3/2010; 1/2016; 2/2018)

IHL Board Policy §608 establishes 17 as the minimum ACT subtest scores for mathematics, English, and reading; however, it gives each IHL university the authority to require higher ACT subtest scores.

<b>University</b>	<b>College-level English</b>	<b>College-level Mathematics</b>	<b>College-level Reading</b>
<b>Alcorn State University</b>	<b>17</b>	<b>17</b>	<b>17</b>
<b>Delta State University</b>	<b>17</b>	<b>20</b>	<b>17</b>
<b>Jackson State University</b>	<b>17</b>	<b>17</b>	<b>17</b>
<b>Mississippi State University</b>	<b>17</b>	<b>19</b>	<b>17</b>
<b>Mississippi University for Women</b>	<b>17</b>	<b>19</b>	<b>17</b>
<b>Mississippi Valley State University</b>	<b>17</b>	<b>20</b>	<b>17</b>
<b>University of Mississippi</b>	<b>17</b>	<b>19</b>	<b>17</b>
<b>University of Southern Mississippi</b>	<b>20</b>	<b>20</b>	<b>17</b>

HL, 08/01/18

## NO PASS/NO PLAY

### Mississippi High School Activities Association

#### SCHOLASTIC REQUIREMENTS

The MHSAA requires students participating in MHSAA sanctioned competitions to make “satisfactory progress toward graduation”. Each school district shall determine the requirements for “satisfactory progress toward graduation” through its graduation requirements and shall interpret this rule according to its requirements.

According to Mississippi law, a student must maintain a grade point average of at least a 2.0 or “C” average in order to participate in interscholastic sports/activities. Grade point averages will be calculated at the conclusion of the first semester using the semester averages of all courses the student is taking. Students who do not have a 2.0 or “C” average for the first semester will be ineligible for the second semester.

At the end of the school year, each student’s grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the **final** grades for each course. A student who does not have a grade point average of at least a 2.0 or “C” average, will be ineligible for fall semester.

High School eligibility begins when a student enters ninth grade. To be eligible for the fall semester, a student must be promoted to ninth grade with at least an overall 2.0 or “C” average of all eighth grade courses.

A student may become eligible for the second semester only once during his/her high school career if he/she fails the year-end average the previous year, by achieving at least an overall 2.0 or “C” average at the end of the first semester.

A 2.0 or “C” average may be calculated in two ways:

1. Grade point average: A = 4, B = 3, C = 2, D = 1, F = 0
2. Numerical average: place all semester or year-end averages in the local grading scale. If the overall average is a “C” or better, the student is eligible.

#### MIDDLE SCHOOL SCHOLASTIC REQUIREMENT

For participation on the middle school level, a student must be promoted (**if not promoted, the student is ineligible for the entire year**) and have passed any four basic courses (any subject that meets the equivalent of at least 250 minutes per week or meets the State Department requirement) with a 2.0 or “C” average the previous semester (computed numerically or by GPA). The year-end average of four basic courses passed will be used to determine eligibility for the fall semester. The same guidelines apply at the end of the first semester for spring participation. Students must be on track to be promoted to be eligible.

A student on the junior high/middle school level, who was promoted but is not eligible at the beginning of the school year due to his/her academic average, may become eligible for the second semester only once during the student’s junior high/middle school career by passing four basic courses with an overall average of 2.0 at the end of the first semester.

#### SEVENTH AND EIGHTH GRADE PARTICIPATION ON THE HIGH SCHOOL LEVEL

In order to participate in the fall semester, a student must be promoted (**if not promoted, the student is ineligible for the entire year**) having passed the four core courses (English, math, science and social studies), and the average of those four core courses must be a “C” or above. For spring semester eligibility, the student does not have to be passing all four core courses, but the average of those four core courses must be a “C” or above.

Students who are allowed to participate on a high school team in any sport/activity shall not be allowed to participate on a middle school team in the same sport/activity at the same time or at a later date.

### **SPECIAL EDUCATION REQUIREMENTS**

Special education students making satisfactory progress according to the committees reviewing their Individual Education Plans (IEP) shall be academically eligible. Special education students must maintain attendance according to District policy, be assigned a date entering ninth grade corresponding to other students of that age, and be subject to all other rules and regulations of the MHSAA.

### **FOREIGN EXCHANGE STUDENT REQUIREMENTS**

A foreign exchange student participating in an established program accepted by the Council of Standards for International Education Travel (CSIET) shall be immediately eligible to participate in MHSAA sanctioned sports/activities in the school district in which the host family is a bona fide resident. Eligibility is granted for one year provided there is no evidence of recruitment of the student by the school or another family.

A student who has established eligibility at a Mississippi school and participates in a Foreign Exchange Program sponsored by a CSIET approved program will be eligible for participation immediately upon his/her return to the same Mississippi school. The student shall meet all other requirements for eligibility of the MHSAA.

### **STUDENTS OUT OF SCHOOL FOR ONE OR MORE SEMESTERS**

An eligible student who drops out of school for one or more semesters and re-enrolls is ineligible until he/she achieves an overall average of 2.0 at the end of the semester. A student who is eligible for a given semester cannot drop out of school during the semester or remain out of school for one or more semesters and then be eligible for the next semester he/she attends.

### **SUMMER SCHOOL CREDITS**

Credits/Carnegie units earned by a student in an accredited summer school shall be considered in determining his/her scholastic eligibility. Only one credit per year may be used for scholastic eligibility. Course must be completed and recorded in counselors' office on or before the first day of the school year.

### **CREDIT RECOVERY AND/OR CORRESPONDENCE COURSES**

Credit recovery courses and accredited correspondence courses may be accepted in determining eligibility provided the course has been completed and recorded prior to the first day of the following year/semester.

### **EXCEPTION:**

A change of residence for the purpose of creating athletic eligibility shall not be considered a bona fide change of residence, unless the move is made 60 days prior to the beginning of school. Students transferring to and enrolled in a particular school during the summer may participate in summer activities such as band, athletics, etc.

### **SCHEDULE CHANGES**

The District has a **No Drop Policy** for scheduled classes. Pre-registration at each school is held during the second semester of the school year. Each student is given an opportunity to select the subjects for the following year. Teachers are employed on the basis of students' subject selections. **Absolutely no change of schedules will be made except for administrative/academic purposes.**

## **SELECTION OF MR./MISS HIGH SCHOOL**

Each candidate nominated must meet specific guidelines and be approved by a faculty committee. Each candidate must be an “ideal student, having conduct above reproach” in addition to meeting the following guidelines:

- be a member of the senior class as of September 1;
- be an honor roll student;
- support and uphold the principles and rules of the school;
- manifest outstanding school spirit

## **STUDENT ELECTIONS/TRYOUTS**

Within the District, each school has its own unique activities, elections, clubs and organizations and eligibility requirements for participation. Only full-time students who are enrolled the first day of school in January of that school year and meet MHSAA eligibility requirements may participate in elections and tryout for cheer or dance team at that particular school. The District reserves the right to remove the name of any student with multiple and/or serious office referrals.

**EXCEPTION:** Students whose residence changes from outside of the Madison County School District into the Madison County School District, and enroll as full-time students prior to the election deadline or the cheer/dance deadline may be eligible for the election or cheer/dance tryout. Students transferring to and enrolling in a particular school after tryouts haven been conducted may participate in summer activities such as band and athletics. These students must also meet MHSAA eligibility requirements.

## **STATE ASSESSMENTS REQUIRED FOR GRADUATION**

### **GRADUATION REQUIREMENTS**

- Students must pass the Subject Area Tests in U.S. History from 1877, English II, Biology I and Algebra I. This group of students must pass all four Subject Area Tests even if they take the course(s) prior to their 9th grade year.
- Students entering a Mississippi public school will not be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a public school of another state as fulfilling the requirements for a Mississippi high school diploma.
- Students entering a Mississippi public school will not be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a private school as fulfilling the requirements for a Mississippi high school diploma, provided the private school is accredited regionally or by the state of Mississippi.
- Students entering a Mississippi public school will be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student through home schooling or a non-accredited private school as fulfilling the requirements for a Mississippi high school diploma.

Any Mississippi public school student who fails to pass a required Subject Area Test will be offered a chance to retake the applicable test based on the number of retest opportunities provided by the Mississippi Department of Education until minimum graduation assessment requirements have been met. Also, other options outlined in State Board of Education Policy 36.4 (such as concordance, composite, etc.) will be evaluated on an individual student basis.

### **APPEALS PROCESS**

When a student, parent, or district personnel has reason to believe that, due to a scoring error, a student who did not pass a Subject Area Test should have passed the test, an appeal for rescoring may be made.

Process

1. The student, parent or District personnel must submit a written statement with supporting information outlining why the applicant thinks he/she should have passed the test.
2. The initial appeal is submitted at the local level for determination of merit.
3. A local decision is made to forward the appeal to the state level for consideration or to deny the appeal.
4. If the appeal is denied at the local level, the appeal can be submitted directly to the state level for consideration.
5. Direct appeals and appeals forwarded from the local level are considered at the state level, and a decision is made to grant the appeal or to deny it.
6. Any request for rescoring must be submitted no later than one calendar year from the time of the receipt of score reports in the district.
7. If the rescoring determines that a scoring error occurred that results in the student passing the test, the testing company will bear the cost of the rescoring. If the rescoring does not determine that a scoring error occurred, the costs associated with rescoring will be borne by the school district in which the student took the test in question.

#### Appeal for a Substitute Evaluation Process

When a student, parent, or District personnel has reason to believe that a student has mastered the subject area curriculum but is unable to demonstrate mastery on the standard statewide Subject Area Test, an appeal for a substitute evaluation process may be made.

#### Criteria for Submitting an Appeal

The student either passed the course but failed the Subject Area Test, or the student failed the Subject Area Test during a subsequent retest.

#### Appeals Process:

1. The student, parent or district personnel must submit a written statement with supporting evidence indicating that the student has mastered the subject area curriculum and outlining reasons the student might be successful with a substitute evaluation.
2. The initial appeal is submitted at the local level for determination of merit.
3. A local decision is made to forward the appeal to the state level for consideration or to deny the appeal.
4. If the appeal is denied at the local level, the appeal can be submitted directly to the state level for consideration.
5. Direct appeals and appeals forwarded from the local level are considered at the state level, and a decision is made to grant the appeal or to deny it.
6. If the appeal is granted, the Mississippi Department of Education will assess the substitute evaluation to determine if the student demonstrates mastery of the subject area curriculum.
7. If the results of the substitute evaluation determine that the student has demonstrated mastery of the curriculum, a passing score will be substituted for a failing score on the standard statewide Subject Area Test, and the Mississippi Department of Education will bear the cost associated with the substitute evaluation. If the results of the substitute evaluation do not determine that the student has demonstrated mastery of the curriculum, the student must continue participating in subsequent standard statewide testing. The costs associated with the administration and scoring of the substitute evaluation will be borne by the school district in which the student took the test in question.

## **SUMMER LEARNING OPPORTUNITIES**

Madison County Schools will offer three specific programs for summer learning: Extended School Program (grades 6-8), Credit Recovery (grades 9-12), and Blended Learning (grades 9-12). Only students enrolled in Madison County Schools are eligible to participate in these summer programs. All students must receive

approval from a school counselor and written permission from their school principal to take a summer course at an institution other than a Madison County school.

Transfer students attending summer school at an institution other than the one in which the student was enrolled during the previous school year must have credits accepted and recorded on the school records of the institution in which the student was enrolled during the previous school year/semester before the records were forwarded to Madison County Schools. (Only one credit will be accepted for summer school work sent directly from a non-public school.)

### **EXTENDED SCHOOL PROGRAM**

The Extended School Program will be offered to students in Grades 6 – 8 who did not successfully complete a course during the most recent school year. The Extended School Program Students enrolled in this program must complete all remaining course requirements before credit for the course is issued. (Miss. Code Ann § 37-3-49)

In order to participate in the Extended School Program, the student must have received a final grade of at least 55 in the course or have a principal's recommendation. A maximum of two courses per summer may be obtained through the Extended School Program.

Two sources of data will be used to develop a program of study for each student:

- a. A form will be completed by each student's regular teacher that details the objectives not mastered during the regular school year.
- b. A pre-test will be given on the first day of class to determine the objectives the student has not mastered.

### **CREDIT RECOVERY (DIGITAL)**

Digital Credit Recovery will be offered to students in grades 9-12, who attended the regular school year on-campus and who did not successfully complete a course during the most recent school year. Students will complete the coursework through a digital platform, then report to school to take proctored tests and exams. Students may be required to attend an established number of digital class meetings until they have successfully completed all requirements to recover credit. Students may receive individualized instruction as needed.

### **CREDIT RECOVERY (ON-CAMPUS)**

On-campus classes will be offered to students in grades 9-12, who attended the regular school year in virtual learning and who did not successfully complete a course during the most recent school year. Students will complete the coursework through face-to-face instruction on their respective high school campus. Students may be required to attend an established number of class meetings until they have successfully completed all requirements to recover credit. Students may receive individualized instruction as needed.

In order to participate in Credit Recovery, the student must have received a final grade of at least 55 in the course or have principal's recommendation.

Credit Recovery classes are not designed for students taking a class for the first time.

Credit Recovery courses may include:

- English I
- English II
- English III (Research paper is required.)
- Chemistry
- MS Studies
- World Geography

- English IV (Research paper is required.)
- Foundations of Algebra
- Algebra I
- Geometry
- Algebra II
- U.S. History
- U.S. Government
- Economics
- Freshman Focus
- College/Career Readiness

Two sources of data will be used to develop a program of study for each student:

- a. A form will be completed by each student’s regular teacher that details the objectives not mastered during the regular school year.
- b. A pre-test will be given on the first day of class to determine the objectives the student has not mastered.

A maximum of two Carnegie units per summer may be obtained through Digital Credit Recovery, per Mississippi Public Schools Accountability Standards and eligibility requirements of the Mississippi High School Activities Association. If a student is successful in Digital Credit Recovery, the grade for the semester(s) recovered will be no higher than the minimum passing grade of 65. All grades included in the student’s permanent record will be factored into the GPA and QPA. The final average for the recovered course will be recalculated. Once a student has begun Digital Credit Recovery classwork, tuition refunds will not be available.

### **BLENDED LEARNING**

Blending Learning will be offered to students in grades 9 – 12 who are enrolling in a course for the first time. This program is intended to help students fulfill the requirements of their intended course of study. Students will complete coursework through a digital platform, then report to class to take proctored tests and exams. Students will receive individualized instruction as needed. Students may be required to attend an established number of class meetings until they have successfully completed all requirements. Upon completion of 25% of the Blended Learning course, 0’s will be awarded for all incomplete work and will be factored into the student’s grades for the course. The grades will become part of the student’s permanent record. All grades included in the student’s permanent record will be factored into the GPA and QPA. Once a student has begun Blended Learning classwork, tuition refunds will not be available.

In order to participate in Blended Learning, students must meet the following criteria:

- Overall C average
- Principal approval

Blended Learning courses may include:

- English III (Research paper is required.)
- English IV (Research paper is required.)
- Algebra II
- Spanish I
- Contemporary Health
- Psychology
- Advanced World Geography
- MS Studies
- World Geography
- Driver’s Education (no online component)
- Freshman Focus
- College/Career Readiness

A maximum of two credits per summer may be obtained through Blended Learning, per Mississippi Public Schools Accountability Standards and eligibility requirements of the Mississippi High School Activities Association.

## TERM RECOVERY

1. Term recovery will be offered only to students in grades 9 – 12.
2. Term recovery may be available to students who did not pass a course in the most recent term completed.
3. To be eligible for term recovery, the student must have received at least a term grade of 55.
4. Term recovery courses may include but are not limited to:
  - English III
  - English IV
  - Algebra II
  - Geometry
  - Chemistry
  - Geography
  - Mississippi Studies
  - U.S. History
  - Economics
5. Students will complete coursework through a digital platform, and complete tests and exams proctored by designated school staff. Students may work on term recovery at home or during the school day if permitted.
6. If a student is successful in a term recovery course, their term grade will be changed to the minimum passing score of 65.
7. Each school will designate appropriate staff to monitor the student progress and facilitate the program.
8. The deadline for completion of each term recovery course is on or before the end of the next term period. (For example, 1<sup>st</sup> term recovery is to be completed on or before the end of the 2<sup>nd</sup> term.)
9. Parent/Guardian signature will be required for student participation in term recovery.
10. A maximum of two Carnegie units may be obtained through digital term recovery.

## ACADEMIC OPTIONS CENTER

Madison County Schools offers an alternative school, called the Academic Options Center, for students of compulsory school age. Students may be referred to the Academic Options Center for any of the following reasons:

1. Any student who has been placed, is currently placed, or is pending placement in any alternative school program in another school district or who has been expelled from another school district, and transfers to enroll in the District shall automatically be placed in the District's Academic Options Center;
2. Any student who is referred to the alternative school by a dispositive order of a chancellor or youth court judge shall, with the consent of the Superintendent, be placed in the Academic Options Center;
3. Any student who is referred for placement in the Academic Options Center upon a request by the student's parent, legal guardian, or custodian based upon a documented need because of disciplinary problems with the student;
4. Any student whose presence in the classroom, in the determination of the Superintendent or school principal, is a disruption to the educational environment of the school or a detriment to the best interest and welfare of the students and teacher of a classroom as a whole may be referred for placement in the Academic Options Center;
5. Any student who is suspended from school for more than ten days may be referred for placement in the Academic Options Center.



6. Any student who either withdraws from enrollment in the District while in the Academic Options Center or withdraws while referral to the Academic Options Center is pending must complete the student's assignment to the Academic Options Center before returning to his or her regular or home school in the District; or
7. Any student who is referred to the Academic Options Center will not be eligible for exam exemption.

#### **PROCESS FOR REFERRAL TO ACADEMIC OPTIONS CENTER**

When the home school principal recommends placement of a student in the Academic Options Center, the home school principal or an assistant principal shall inform the student and the student's parent or guardian of the recommendation and the reasons for the recommendation. The home school principal or an assistant principal must have either an in-person conference or a telephone conference with the student's parent or guardian about the recommendation.

Pending acceptance by the student's parent or guardian of placement in the Academic Options Center or pending a hearing on the recommendation for placement in the Academic Options Center, the suspended student shall not attend school or any school-related function, activity, or event either on or off school property.

#### **WAIVER OF HEARING AND ACCEPTANCE OF PLACEMENT AT ACADEMIC OPTIONS CENTER**

The home school principal shall explain to the student's parent or guardian that the District will conduct a hearing on the recommendation to place the student in the Academic Options Center and that the student's parent or guardian may waive the hearing and consent to placement of the student in the Academic Options Center. The parent or guardian must sign a written waiver and acceptance of placement. Once the parent or guardian signs the written waiver and acceptance of placement, the waiver shall not be revoked.

#### **HEARING ON RECOMMENDATION FOR PLACEMENT AT ACADEMIC OPTIONS CENTER**

If the student's parent or guardian does not waive a hearing by signing a written waiver, the home school principal or assistant principal shall send to or give the parent or guardian written notice of the date and time for a hearing on the referral recommendation. A hearing will be scheduled within 10 or fewer calendar days from the date of the written notice of a hearing. If the hearing date falls during a District holiday period such as Christmas or spring break, the hearing shall be set within the first school week after the holiday period. Failure of the student's parent or guardian to appear at the hearing is a waiver of the hearing, which waiver may not be revoked. The student and the student's parent or guardian may be represented by legal counsel at the hearing at their expense.

An employee of the District will act as hearing officer and preside over the hearing. The hearing committee will consist of three District administrators, none of whom shall be from the student's home school. The hearing is informal and is not open to the public. Formal rules of evidence do not apply. The committee will hear from the home school principal or assistant principal who shall present a summary of the facts and circumstances supporting the recommendation for placement at the Academic Options Center. The committee may also hear from the student's counselor; witnesses, if any, for the District; the District's counsel, if present; the student; the student's parent or guardian; and the student's witnesses and counsel, if any. If the parent or guardian engages legal counsel, the District requests that the parent or guardian or their counsel notify the hearing officer or the Superintendent reasonably in advance of the hearing date so the District may have its counsel present. The parent or guardian, or their counsel, may question the District's witnesses. The hearing committee may ask questions and seek whatever information it needs for its decision from any person attending the hearing.

Upon confirmation of the hearing committee's decision by the Superintendent, the hearing officer will communicate the decision to the student's parent or guardian, generally within a day of the hearing committee's decision.

### **APPEAL TO BOARD OF EDUCATION**

The student's parent or guardian of the student who is aggrieved by the hearing committee's decision may appeal the decision to the Board of Education of the District. If the student's parent or guardian wishes to appeal the hearing committee's decision to the Board of Education, the student's parent or guardian must request an appeal within 10 days of the date that the hearing officer told the parent or guardian of the hearing committee's decision. The parent or guardian must either email, make hand delivery of, or mail by U.S. mail a written request for appeal to the Superintendent at the District's Central Office located at 476 Highland Colony Parkway, Ridgeland, Mississippi. If the request is sent by U.S. mail, the request must be postmarked within 10 days of the date that the hearing officer told the parent or guardian of the hearing committee's decision. If no written request for an appeal to the Board of Education is made within 10 days, the hearing committee's decision shall be final and no appeal may be taken.

If a student's parent or guardian makes a timely and proper appeal to the Board of Education, the Board of Education shall hear the appeal at a regular meeting or at a special meeting called by the Board. The appeal shall be heard in executive session and no formal rules of evidence shall apply. The day following the Board decision, the Superintendent or his designee shall communicate the decision of the Board to the appealing parent or guardian. The decision of the board is final.

### **PLACEMENT IN THE ACADEMIC OPTIONS CENTER**

Upon notification by the hearing officer of the final decision to place a student in the Academic Options Center or notification by the Superintendent of the final decision by the Board to place a student in the Academic Options Center, the student's parent or guardian shall contact the Academic Options Center principal to arrange for a conference with the student at the Academic Options Center. If a student's parent or guardian decides that the student will not attend the Academic Options Center, the parent or guardian must notify the principal of the Academic Options Center. If no such notification by the student's parent or guardian is received by the Academic Options Center principal within 5 days of notification by the hearing officer of the final decision to place a student in Academic Options Center or by the Superintendent of the final decision by the Board of Education and no conference has been scheduled with the Academic Options Center principal, the District will notify the attendance officer that the student is not attending school.

Students placed at the Academic Options Center for drug-related offenses or students who have tested positive for drugs prior to placement at the Academic Options Center shall be subject to passing a drug test prior to being dismissed from the Academic Options Center. If a student does not pass the drug test, he/she shall remain at the Academic Options Center until the student passes a drug test.

Any student placed at the Academic Options Center, including any student who withdraws from enrollment in the District instead of attending Academic Options Center may not participate in or attend any school-related activities, functions, or events either on or off campus. Such students are prohibited from entering upon any school property other than for attendance at the Academic Options Center.

The principal and counselor of the Academic Options Center shall review data on each student assigned to the Academic Options Center to determine his or her functional grade level. An individual instruction plan (IIP) shall be prepared for each student at the Academic Options Center. The IIP shall be the basis for planning instruction for the student.

Each student at the Academic Options Center will have an individual behavior plan.

Students who attend the Academic Options Center must abide by all Academic Options Center rules and regulations, including the general disciplinary rules and code of conduct for students. The Superintendent or the Academic Options Center principal may suspend a student from the Academic Options Center, extend the time for which the student was originally assigned to the Academic Options Center, or recommend expulsion of a student from the Academic Options Center for any type of misconduct. After a hearing, a student may be expelled from the Academic Options Center for any type of misconduct, whether a felony, misdemeanor, or any violation of school and conduct rules.

The District provides camera-equipped bus transportation for students to the Academic Options Center. A student at the Academic Options Center who violates rules and regulations going to and from school may be denied bus transportation.

All seniors assigned to the AOC , who have completed at least two-thirds of their assigned days, will be reviewed on or before May 1<sup>st</sup> for possible inclusion in their home school's graduation ceremony.

All students assigned to the AOC will be reviewed for possible early return to their home school after successfully completing two-thirds of their assigned days.

#### **PROBATIONARY STATUS UPON RETURN TO HOME SCHOOL**

The student's return to the home school will be on a probationary status for 45 school days. During this probationary period, the home school principal or the Superintendent may immediately re-assign the student to the Academic Options Center without a hearing if the home school principal or the Superintendent decides that the student's behavior warrants immediate reassignment to the Academic Options Center.

#### **STUDENTS WITH DISABILITIES**

**Procedures for Manifestation Determination and Change of Placement to the Academic Options Center**  
Before being placed at the Academic Options Center, a student with disabilities must have behavior goals and behavior intervention plan (BIP) in place if prior history of behavior incidents has been documented. The only exception is for student offenses involving drugs, weapons, and serious bodily injury.

If School Administrator recommends Academic Options Center placement, the student is suspended for no more than 10 days (unless for drugs, weapons, or serious bodily injury) and the parent is notified of the suspension.

Unless parents agree to waive their right to prior notice and can participate in the Manifestation Determination Review (MDR) on the date the student is removed, the School must send MDR notice and disciplinary hearing notice at the same time for the same day.

If parents agree to waive notice and go forward with the MDR, all appropriate personnel must be present.

**Prior to the removal of any student with disabilities for more than 10 days cumulative in a school year, the special education director must be notified.**

Parents can waive their right to a disciplinary hearing. If they do so, the IEP committee will meet to complete MDR and review and/or revise IEP.

If parents choose to go forward with a disciplinary hearing, the IEP committee, including the parent(s), completes the MDR prior to the disciplinary hearing.

\*During the MDR meeting: review all data, current IEP, make sure behavior goals and BIP are appropriate. If they are not, revise them.

\*If behavior is determined to be a manifestation of the student's disability then review the IEP and determine if any additional services and/or revisions to the BIP or behavior goals are needed. **No further disciplinary action will be taken and student returns to his previous placement unless parents and school personnel agree otherwise.**

\*If the behavior is NOT a manifestation of the student's disability the disciplinary hearing will go forward. The recommendation of the hearing committee should be upheld, and the student may be disciplined to the same extent that students without disabilities would be disciplined for similar behavior.

Following the hearing, if disciplinary removal is recommended, an IEP meeting must be held at the Academic Options Center to determine how services will be provided in the student's new placement. If a change of placement will occur complete a change of placement form.

The IEP of any student referred to the Academic Options Center **must** be reviewed within **45 days**.

### **ACADEMIC OPTIONS CENTER GUIDELINES**

The following procedures are a part of the Alternative School Policy as adopted by the Madison County Board of Education:

#### **A. Due Process Requirements**

Those students who are eligible for placement in the alternative program are those who:

- (1) have been suspended or expelled from school except for any student expelled for possession of a weapon or other felonious conduct; and,
- (2) have Individual Education Plans (IEP's) which specifically document interventions implemented to control behaviors, but documentation reflects that interventions have not been effective; or,
- (3) have been referred by the parent, guardian, or custodian due to disciplinary problems at school; or,
- (4) are ordered by a chancellor or youth court judge, with the consent of the Superintendent of the child's school district.
- (5) The IEP committee determines that a more structured, controlled environment is warranted so that meaningful benefit can be made by the student related to his/her IEP goal(s).

Prior to the placement in or removal from the alternative program, parents will be given prior written notice along with a copy of the procedural safeguards. The notice will request that the parent attend an IEP meeting to determine appropriate services and placement. The IEP Committee will consist of the following:

- Student's teacher
- Principal of the home school or designee
- Principal of the alternative school or designee
- Supervisor of Special Services or designee
- Parent/legal guardian/custodian
- Special Education teacher of the alternative program
- Other personnel deemed appropriate

Only the IEP Committee may determine the placement of a special education student in the alternative program. Should the parents disagree with the placement decision, due process procedures afforded under IDEA will be followed.

The IEP Committee will also determine if the student has met the goals outlined on the IEP which would allow the student to return to an appropriate placement other than the alternative school.

**B. Curriculum**

The needs of each student will be determined by the IEP Committee. Curricula designed to meet the needs of students earning a regular high school diploma, an occupational diploma or a certificate of like skills will be available. Any additional or different services deemed necessary by the IEP Committee will also be provided.

**C. Adequate Instructional Staff**

A certified teacher will be employed to provide educational services.

**D. Safety of Regular Staff and Students**

Special transportation will be provided to these students if it is a related service in the IEP.

**E. Evaluation of Student's Progress**

The IEP will reflect the schedule for determining whether the short-term instructional objectives are met. Documentation will be maintained.

**F. Length of Program**

The IEP Committee will determine the length of each student's program. The IEP will reflect any needed shortened school day and the reasons for this recommendation. If appropriate, steps will be taken to return the student to a full-day program.

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## ELEMENTARY SCHOOL STUDENT/PARENT AGREEMENT

The Board of Education reserves the right to modify or discontinue any or all District policies and procedures or initiate new policies and procedures as a result of orders or declarations of either the federal or state governments, the Mississippi Department of Education or emergency declarations or emergency circumstances.

This is to certify that I:

- (1) Have reviewed the entire contents of this student handbook.
- (2) Agree to abide by the Acceptable Use Policy for Internet/email network.
- (3) Device annual usage fee is non-refundable and fees will be assessed for damages.
- (4) Will allow my student to be transported by bus within district .

Print Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_

This is to certify that I:

- 1) Will allow my student's full name, photograph or work to be published in school yearbooks and the school directory without liability to the school or Madison County Schools.

\_\_\_\_\_ YES \_\_\_\_\_ NO

- 2) Will allow my student's full name, photograph or work to be published on school or district websites, local papers, television or social media without liability to the school or Madison County Schools.

\_\_\_\_\_ YES \_\_\_\_\_ NO

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

School Name \_\_\_\_\_

Complete this form as directed, detach and return to your student's homeroom teacher.

## MIDDLE AND HIGH SCHOOL STUDENT/PARENT AGREEMENT

The Board of Education reserves the right to modify or discontinue any or all District policies and procedures or initiate new policies and procedures as a result of orders or declarations of either the federal or state governments, the Mississippi Department of Education or emergency declarations or emergency circumstances.

This is to certify that I:

- (1) Have reviewed the entire contents of this student handbook.
- (2) Agree to abide by the Acceptable Use Policy for Internet/email network.
- (3) Device annual usage fee is non-refundable and fees will be assessed for damages.
- (4) Will allow my student to be transported by bus within district.

Print Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_

This is to certify that I:

- 1) Will allow my student's full name, photograph or work to be published on school or district websites, in school yearbooks, local papers, school directory, television or social media without liability to the school or Madison County Schools.

\_\_\_\_\_ YES

\_\_\_\_\_ NO

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

School Name \_\_\_\_\_

Complete this form as directed, detach and return to your student's homeroom teacher.