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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, 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) 879-3000

or Director of the Office of Civil Rights
Dept. of Health, Education and Welfare
Washington, D. C.

VISION STATEMENT

Madison County Schools, in collaboration with families and community, 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 hope you are excited to be part of one of the fastest growing, top-rated school districts in the state!

The purpose of this handbook is to provide you with information you may need to access throughout the school year. Please keep it to use as a reference. Our student handbook is also accessible on the District website at 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) students is included in separate sections in the handbook. Please refer to the Table of Contents for the specific location of information.

Ronnie L. McGehee

Dr. Ronnie L. McGehee
Superintendent

MADISON COUNTY BOARD OF EDUCATION

Ellen Aregood – Board Secretary
601.499.0707
earegood@madison-schools.com

Wayne Jimenez
Representative - District 1

William Grissett, President
Representative - District 2

Sam Kelly, Member
Representative - District 3

Philip Huskey, Secretary
Representative - District 4

Dr. Pollia Griffin, Member
Representative - District 5

ADMINISTRATIVE STAFF

Dr. Ronnie L. McGehee, Superintendent
Richard Burge, Associate Superintendent
Edith Mitchell, Associate Superintendent
Kalvin Robinson, Associate Superintendent
Charlotte Seals, Associate Superintendent

Christyl Erickson, Coordinator
Curriculum/MTSS

Jennifer Fillingim, Math Coordinator
Curriculum

Gavin Guynes, Director
Technology

Jay Harrison, Director
Operations

Bill Lenington, Director
Student Affairs

Barry McKenzie, Director
Financial Operations

Dr. Greg Paczak, Director
Research and Development

Stephanie Permenter, Director
Data Management

Letitia Reeves, Manager
16th Section

Lynn Slay, Director
Special Services

Brenda Thompson, Director
Federal Programs

Sharon Thompson, Director
Child Nutrition

Shay Williamson, Director
Human Resources

MADISON COUNTY SCHOOLS

ELEMENTARY SCHOOLS

Ann Smith Elementary

Grades K – 2

Dr. Melissa Philley, 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

Kim Hurst, Principal

1209 Madison Avenue

Madison, MS 39110

601.856.6609

Fax: 601.853.7679

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

Fannie Green, Principal

4784 Hwy 43 North

Camden, MS 39045

662.468.2833

Fax: 662.468.3695

Highland Elementary

Grades 3 – 5

Paula Tharp, Principal

330 Brame Road

Ridgeland, MS 39157

601.853.8103

Fax: 601.853.8109

Madison Avenue Elementary

Grades K – 2

Dr. Brenda Jones, 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 (PO Box 2589)

Madison, MS 39110

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

Olde Towne 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

Wesley Quick, Principal

409 Calhoun Station Parkway

Madison, MS 39110

601.859.6150

Fax: 601.859.0389

Ridgeland High

Grades 9 – 12

Tim Dowdy, Principal

586 Sunnybrook Road

Ridgeland, MS 39157

601.898.5023

Fax: 601.853.7822

Velma Jackson High

Grades 9 - 12

Carey Kirkland, Principal

2000 Loring Road

Camden, MS 39045

662.468.2531

Fax: 662-468-2748

Madison Central High

Grades 10 – 12

Austin Brown, Principal

1417 Highland Colony Parkway

Madison, MS 39110

601.856.7121

Fax: 601.853.2712

Rosa Scott

Grade 9

Sean Brewer, Principal

200 Crawford Street

Madison, MS 39110

601.605.0054

Fax: 601.898.5017

SPECIALTY SCHOOLS

Academic Options Center

Grades K – 12
Brent Cofield, Principal
 300 Industrial Dr. South
 Madison, MS 39110
 601.607.7963
 Fax: 601.859.0374

Career & Technical Center

Grades 9 – 12
Dr. Aimee Brown, Principal
 379 Calhoun Station Parkway
 Madison, MS 39110
 601.859-6847
 Fax: 601.859.0372

Madison County Pre-School

Lynn Slay, Director
 476 Highland Colony Parkway
 Ridgeland, MS 39157
 601.853.1326
 Fax: 601.853.7610

2017-2018 SCHOOL YEAR CALENDAR

2017

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

Friday - August 4
 Monday - Tuesday - August 7-8
Wednesday - August 9
 Monday - September 4
 Monday – October 9
 Monday-Friday, November 20-24
 Friday - December 15 (60% day)
End 1st Semester – 86 days

2018

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

 Last Day for Teachers
 Memorial Day

Wednesday - January 3
 Monday - January 15
 Monday – February 19
 Monday - Friday - March 12-16
 Friday – March 30
 Monday – April 2
 Friday - May 25 (60% day)
End 2nd Semester – 94 days
 Friday - May 25
 Monday – May 28

Total Student Days	180
Total Teacher Days	187

STATE TESTING CALENDAR

Event	Initial Date(s)	Make Up Date(s)	Description
Pre-K & K-Readiness Pre-test	Tues-Fri: Aug 22-Sept 22, 2017	Anytime during initial testing window	Online Assessment to determine baseline for children who are entering school at Pre-K or Kindergarten level; offers a 5-week testing window
MAP/Questar Retests	Mon-Fri: Nov 27-Dec 15, 2017	Anytime during initial testing window	Online Re-testers; offers a 3-week online testing window for Algebra I & English II
SATP2 Retests	Mon-Fri: Nov 27-Dec 8, 2017	Anytime during initial testing window	Online Re-testers; offers a 2-week online testing window for Biology I & US History
ACT	Tuesday, February 27, 2018	Tuesday, March 20	Paper/Pencil Assessment that is the actual ACT for Grade 11 students and funded by the state; results are utilized for college admission and scholarship purposes, accountability & graduation; the accommodated testing window is Feb 27-Mar 9
LAS-LINKS ELPT	Thurs-Fri: Mar 1-Apr 13, 2018	Anytime during initial testing window	Online English Language Proficiency Assessment for ELLs; offers a 5-week testing window (when taking into account Spring Break & Easter)
MAP-A	Mon-Thurs: Mar 19-May 11, 2018	Anytime during initial testing window	Online Mississippi Alternate Assessment Program in ELA, Math and Science assessments for students with Significant Cognitive Disabilities (SCD); offers a 7-week testing window
MS-CPAS2	TBD	Anytime during initial testing window	Online Mississippi Career Planning Assessment System, Second Addition for Vocational students; offers a 4-week testing window
Pre-K & K-Readiness Post-Test	Mon-Fri: Apr 9-May 18, 2018	Anytime during initial testing window	Online Pre-Kindergarten and Kindergarten Post-test; offers a 6-week testing window
MAP/Questar	Tues-Tues: Apr 17-May 18, 2018	Anytime during initial testing window	Online General Education Assessment for Grades 3-10 in CCSS Math & ELA, including Algebra I & English II; offers a 4 ½-week window for testing; ELA extended response will be administered in paper/pencil format through Spring 2017; also, the Third Grade ELA Part I serves as the Third Grade Reading Summative Assessment and must be completed by April 24; additionally, seniors must complete Algebra I & English II by April 24
MST2 5/8 Science Online	Mon-Fri: April 30-May 4, 2018	Anytime during initial testing window	Grade 8 Science; online testing window over 5 days
	Mon-Fri: May 7-11, 2018		Grade 5 Science; online testing window over 5 days
SATP2	Mon-Fri: April 23-May 11, 2018 Bio I & US Hist	Anytime during initial testing window	Online for Biology I & US History; offers a 3-week testing window; Senior testing must be complete by May 2
3 rd Reading Gate Alternate (STAR)	Retest Window #1 – Tues-Fri: May 15-18, 2018 & Retest Window #2 – Mon-Tues: June 25-Aug 3, 2018	Anytime during either testing window	Online Grade 3 Reading for students who were absent during initial testing window or scored below promotion cut; summative assessment for re-testers receiving instructional support in reading provided by parents/schools to determine 4 th grade promotion; students may only retest twice with immediate results; Renaissance Learning STAR assessment utilized as in the past

GRADING PERIODS

Nine Weeks	Number of Days	Dates	Progress Reports	Report Cards
First	42	August 9-October 6	September 7	October 12
Second	44	October 10-December 15	November 9	January 4
Third	46	January 3-March 9	February 8	March 22
Fourth	48	March 19-May 25	April 19	May 25

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 the 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 Madison County 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, middle school), or a transcript (high school);
- 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:

1. Mortgage document, filed homestead exemption, property deed, property tax notice, closing statement

OR

2. 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

3. One current utility bill – (only electric, water, or gas will be accepted) 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, or gas 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)

The Madison County School District now 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 District personnel at the District Central Office 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 (only electric, gas, water bills will be accepted) in owner/leaseholder's name, current at the time of registration, and showing residence property address.

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

1. Valid Mississippi driver's license or state identification with residence property address
2. Automobile registration (valid during current school year) showing residence property address
3. Government mailing from county, state, or federal agency showing residence property address
4. Utility bill (only electric, gas, water bills will be accepted) in the parent/guardian's name 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 at the Central Office, the parent/guardian must 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. Detailed copies of these ordinances can be found on the websites of each city.

HOMELESS STUDENTS

When a child is determined to be homeless as defined by the McKinney-Vento Homeless Education Assistance Act, the school 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 on concerning the McKinney-Vento Homeless Education Assistance Act (Title X) and the school 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>
<http://www.mde.k12.ms.us/OFP/title-x>

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, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping

grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

- 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 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 his/her school 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.

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: HB 879 effective July 1, 2013.

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 8th grade math test, an 8th grade English test, an 8th grade social studies test, and an 8th 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 the semester when the student enrolls.

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

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 the remainder of the semester in which he/she returns, before returning to his/her home school.

WITHDRAWAL OF STUDENTS

If a student is to be withdrawn from school, please notify the 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.

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

(202) 260-3887
TTD: (202) 260-8956
Washington, D. C. 20202-4605

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.

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 supervisory 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 in 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)

PARENT AND FAMILY ENGAGEMENT UNDER ESSA

Notification of Teacher Qualifications: A school 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 Assessments and Individual Student Assessment Results: A school 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 school district and schools serving English language 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 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 being placed 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.

Report Cards: States, districts, and schools must publish report cards for public dissemination in the fall semester of each school year. ESSA report cards start in December 2018. Reports must include professional qualifications of teachers, emergency and provisional credentials, teachers who teach in areas outside of certification, disaggregated data on the graduation rates, foster care data and academic achievement of homeless children and youth experiencing homelessness. Report cards must be in a language that parents can understand.

Literacy-Based Promotion Act Annual Report -

<http://mdereports.mdek12.org/data/lbpa/2015/District/4500.pdf>

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, your student's grades, discipline, attendance, and school news are available to you with an Active Parent 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 Active Parent may be found on the District's web page at www.madison-schools.com.

ACT DISTRICT CHOICE STATE TESTING

Madison County Schools will participate in two administrations of the ACT during the 2017-18 school year. The ACT will be offered during the school day on the student's home campus at no cost to the student. Madison County Schools will offer all twelfth grade students an opportunity to participate in ACT's District Choice State Testing on October 3, 2017, at District expense. Also, the State of Mississippi will administer the ACT to all eleventh grade students during an online testing window scheduled for February 27, 2018. 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 eleventh and twelfth grade students in the beginning of the 2017-18 school year.

THIRD GRADE SUMMATIVE ASSESSMENT

The Literacy Based Promotion Act, as part of Senate Bill 2347, calls for students scoring at the lowest achievement level 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 state-wide assessment, MAP. 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 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

Mastery Prep Practice ACT (Grades 9-11) – Practice ACTs are for early high school students. Results are a measure of current academic progress. Administered on October 3, 2017 at no cost for students.

ACT (Grades 11 & 12) – Curriculum-and-standards-based educational and career planning tool that assesses student's 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 seniors on October 3rd and to juniors on April 27th 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 June at 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 the junior year. Administered with a potential cost to students during regular school hours on October 11th 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 11 or 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 during the eleventh or twelfth grade to second-year

Career and Technical School 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 (5th & 8th 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 6-8) & STAR (Grades K-5) – Adaptive assessments where student responses determine the difficulty level of questions. Results can be used to guide classroom instructional decisions as well as to serve as a universal screener, which helps in identification of specific math and reading deficiencies. 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. These understandings revolve around specific criteria related to dialogue, sentence, and word/phrase levels of language. Administered during the month of March.

MAP-A (Grades 3-12) – formerly the Dynamic Learning Maps Alternate Assessment (DLM), the Mississippi Assessment Program – Alternate (MAP-A) is a computer-based 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.

MKAS2 (Grades K-3)

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 Assessment Program (Questar Grades 3-8, Algebra I, English II) – Customized criterion-referenced language arts and mathematics tests that will be fully aligned with the Mississippi College and Career Readiness Standards; Performance Based Assessment (PBA) format that includes multiple-choice as well as both short and extended responses. 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. Administered during an online window in late-April to mid-May.

MST2 (Grades 5 & 8) - Customized criterion-referenced science assessments that are fully aligned with the 2010 Mississippi Science Framework. Results are used for school and district accountability purposes as well as to determine individual student progress. Administered the first two weeks of May.

SATP2 (Grades 8-11) – Customized criterion-referenced assessments in Biology I and U.S. History that are fully aligned with Mississippi science and history 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 for April/May with retests occurring in December and March.

CPAS2 (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 LANGUAGE LEARNERS (ELL)

Madison County Schools 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 ELL students to improve or increase their English proficiency; thus, enabling them to function independently and to participate effectively in the regular academic program.

All English Language Learners receive their primary core curricular instruction through the regular program. As a supplement to regular classroom instruction, ELL 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 tutorial sessions, through pull-out, and/or push-in/inclusion. Students are served by ESL teachers 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 ELL 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 proficiency levels in order to individualize instruction as much as possible in a tutorial program. 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 a language credit toward graduation. Currently the District employs 11 certified teachers, with ESL endorsements, to serve over 430 English Learners in the District. The District also employs one paraprofessional to assist ESL teachers.

The academic needs of ELL students are met through a variety of educational strategies with emphasis placed on the development of listening, speaking, reading, and writing. ESL teachers utilize Pearson’s Keys to Learning resources for explicit and focused instruction to promote language proficiency and reading comprehension in grades 5 -12 for academic vocabulary acquisition and transferable cross-curricular academic skills. For more advanced EL students, the Keystone series is used. Elementary ELL students use an assortment of resources to include Pockets (K) and Pearson-Longman Cornerstone resources.

Raz-Kids ESL is an enhanced reading program that supports ELL with researched based strategies to promote reading, listening, speaking and writing skills. Integrated in the program are grammar and vocabulary supports at various language proficiency levels. Throughout the district, the program is mainly used in elementary schools.

I-Station 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, 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 LEP, ESL, EL and ELL are sometimes used interchangeably.

ENGLISH LANGUAGE LEARNERS (ELL) GRADING GUIDELINES

Procedures for grading ELL students must facilitate students' success in school and the school district must ensure that ELL students are not **being discriminated against in the assignment of grades due to a language barrier**. ELL students should be expected to meet the same educational requirements as other students; however, they may need more time 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 ELL students must meet the same educational requirements as other students, these requirements must be presented in a manner appropriate to ELL 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 ELL students:

- The focus for grading non-English and limited English proficient students in the content areas must be on **improvement**.
- Fluent English proficient (FEP) ELL students must be graded on improvement as well as knowledge of content.
- No failing grades may be given during the English Language 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*).
- Teachers must fully document regular contact with the EL teacher regarding specific modifications for ELL students, the performance of ELL students and the progress of ELL students. Failures for ELL students must not be due to English language deficiency. English language deficiency includes reading, writing, speaking, and comprehension.

If an ELL student receives a failing grade, complete documentation of modifications and accommodations, including conferences with the ELL teacher, must be placed in the student's cumulative folder and a copy sent to the Madison County Schools, Office of Federal Programs.

MCS Plan, Policies, Procedures and Assessments for ELL –

http://www.madison-schools.com/cms/lib4/MS01001041/Centricity/Domain/23/esl_handbook_guide_for_mcsd_rev_09.20.12.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 utilized 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 gains essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments and large-scale assessments.

If strategies at Tiers 1 & 2 are unsuccessful, students must be referred to the their school's Teacher Support Team (TST). The TST 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 TST
- supported by data regarding the effectiveness of interventions

After a referral is made, the TST will develop and begin implementation of an intervention(s) within two weeks. No later than four weeks after implementation of the intervention(s) the TST 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 8 weeks after the implementation of the intervention(s) to determine whether the intervention is successful. No later than 12 weeks after the implementation of the intervention(s) a third review will be conducted. If the intervention(s) is determined to be unsuccessful, then the student will 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 TST for interventions if any of the following events occur:

- A. Grades 1-3: A student has failed 1 grade;
- B. Grades 4-12: A student has failed 2 grades;
- C. A students failed either of the preceding two grades and has been suspended or expelled for more than 20 days in the current school year: or
- D. A student scores at the minimal level on any part of the Grade 3 or Grade 7 Mississippi State Assessment.

Referrals to the TST 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 11	Tuesday December 12	Wednesday December 13	Thursday December 14	Friday December 15
REVIEW 5 th and 6 th	TEST 5 th and 6 th	TEST 1 st and 2 nd	TEST 3 rd and 7 th	TEST 4 th and 8 th
	REVIEW 1 st and 2 nd	REVIEW 3 rd and 7 th	REVIEW 4 th and 8 th	

Second Semester

Monday May 21	Tuesday May 22	Wednesday May 23	Thursday May 24	Friday May 25
REVIEW 5 th and 6 th	TEST 5 th and 6 th	TEST 1 st and 2 nd	TEST 3 rd and 7 th	TEST 4 th and 8 th
	REVIEW 1 st and 2 nd	REVIEW 3 rd and 7 th	REVIEW 4 th and 8 th	

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 high school students to take a comprehensive exam 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 1st semester grade. The third and fourth term grades will be averaged to compute the 2nd semester grade.

- The 1st semester cumulative exam = 20% of the semester grade
- The 2nd semester cumulative exam = 20% of the semester grade
- The final average = 1st semester average + 2nd 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 rolls 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 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) or STAR 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 used for sixth grade placement in 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 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.

PERFECT ATTENDANCE

A perfect attendance certificate will be awarded only to those students who have not been absent, tardy or withdrawn from any class for any reason during the entire school year. Absences due to religious holidays may be excused.

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 1 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 may be required at the discretion of school personnel.

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 2 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°, vomiting, or suffering diarrhea must be picked up immediately. Students sent home with any of these conditions should not 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.

A student who receives an out-of-school suspension will not be allowed to make up any daily work missed. A grade of zero will be recorded for all assigned work missed during the suspension. However, a student will be allowed to make up all major exams (nine week, semester, final).

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.

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 detention, 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 insure 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.

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 produce the desired results. Corporal punishment is 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.
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.

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 statement 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.

Re-admission 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 Madison County 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. Hair shall be groomed so as not to extend below the eyebrows or cover the eyes.
2. Hair and nails shall not be groomed in class.
3. Hair and body shall be free from obnoxious odors, clean, and neat in appearance.
4. Shoes, sandals, or boots shall be worn **at all times** with shoes being laced and tied. No cleats or tennis shoes with wheels.
5. No tank tops, halters, tops with spaghetti straps or tops that expose the midriff, with hands 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.
6. Any style of clothing tending toward immodesty is prohibited.
7. Picks, combs, rollers, and other styling devices shall not be worn in the hair.
8. Unless prescribed for medical reasons, sunglasses are not allowed in the building.
9. No hats, caps, toboggans, head scarves, bandanas, wrist bands, sweat bands, hairnets, or shower caps, stocking caps, or do rags are allowed on campus or in the building. This rule applies to both boys and girls.
10. No see-through clothing shall be worn.
11. 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).
12. Girls' skirt and dress length must meet the fingertip rule as stated above.
13. Young men shall not be permitted to wear earrings or conceal the earrings with a Band-Aid or any other material. Neither female nor male students shall be permitted to wear rings or studs in their noses, tongues or other body parts. Dog tags must be worn inside of clothing.
14. No pants with holes above the knees are permitted. No pajama pants are permitted.
15. Overall straps and suspenders shall be fastened and worn over the shoulders.
16. 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.
17. Pants should be worn appropriately at the waist. **Sagging pants will not be tolerated.**
18. Students with tattoos may be requested to keep them covered.
19. Clothing with suggestive, vulgar, indecent, or disruptive slogans/pictures is not permitted.

20. Clothing advertising alcoholic products or drugs is not permitted.
21. A student shall not wear any clothing or present himself in a manner (such as cuts in the eyebrows, one pants 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 advertising gang-related signs, colors, or written gestures.
22. Males are not permitted to wear skirts and/or other garments traditionally designed to be worn by females.
23. Wallet chains are not allowed.
24. Trench coats or duster style coats are not allowed.
25. For schools wearing uniforms, see individual school dress codes for guidelines
26. Students enrolled in Career and Technical courses may have other dress code requirements related to health and safety issues.
27. Modifications to the dress code may be allowed by school administrators for special occasions.
28. **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.**

BULLYING/ANTI-HARASSMENT

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.

The Mississippi Code of 1972, 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.

The District’s procedures for reporting bullying outlines 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.
- Families of 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 fundamental right of every student to take “reasonable actions” as may be necessary to defend himself or herself from an attack by another student who has 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 working 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 working 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 working 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.

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 semester, principals and a representative of the independent testing laboratory will present an informational session to students to educate them about the sample collection process, privacy arrangements, drug testing procedures, the consequences of positive drug tests, and related procedures and practices. The purpose of the session is to reassure the student, to avoid embarrassment or uncomfortable feelings about the drug testing process, and to give notice of the consequences of drug use.

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.

The testing laboratory employee must give each student a form on which the student may list any legally prescribed medications that the student has taken in the preceding thirty days. The student's parent or legal guardian shall be able to confirm the medication list submitted by the student during the twenty-four hour period following any drug test. The medication list shall be submitted to the laboratory in a sealed and confidential envelope so that District employees shall not see the confidential medication list. If test results are positive for use of prescription drugs that the student did not list, 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 to 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 within 48 hours of its first attempt to contact, the testing laboratory shall have no further duty to attempt to contact the parents or guardian.

If the testing laboratory reports a positive test results for prescription medications to a student's parent or guardian, a student or his/her parent or guardian may submit additional information to the testing laboratory within 24 hours of notification of the student of the positive test results. The student will remain eligible for participation in extracurricular activities, and to drive on campus, until the testing laboratory has completed its review of the additional information and made a report of positive test results to the principal and Superintendent.

The professional testing laboratory shall confirm an initial positive test result by a second test of the same specimen by another independent laboratory 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 180 qualifying 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 recommended for immediate placement in the Academic Options Center for 180 qualifying 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 so that the student will be transferred to 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 ten days and recommended for placement in the Academic Options Center and/or expulsion for 180 qualifying 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.

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 accompanied by a District employee and a parent/guardian to a professional testing laboratory or to such other place qualified for drug/alcohol testing at the parent's/guardian's sole expense. If District personnel cannot accompany the student for testing, the District may still require the students' parent/guardian to have the testing completed. 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 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.

NOTICE

Before implementation of this policy, reasonable notice of the policy will be made to all students and parents and/or guardians of students.

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 inconsistent herewith.

ELECTRONIC DEVICES

Electronic devices may be brought on middle and high school campuses at the principal's discretion. Cell phone use is site specific, and may be allowed as determined by the building principal. Teachers may also allow use during class, at their discretion, as it relates to the instructional process. The devices must be put away and turned off at all other times, including class change. Headphones may only be used in the classrooms 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
- 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	bandanas, bandana sweat bands	caps
cartridges, bullets, ammunition	cigarette lighters, electronic cigarettes	drug paraphernalia
fingernail files	firearms	fireworks
gambling paraphernalia	gang paraphernalia	gun caps
gun jewelry	hookah\vapes	incendiary materials
illegal or "look alike" drugs	accessing inappropriate Internet sites	knives
laser lights	mace	matches
noise-making devices	paint guns	personal defense spray
playing cards	pornographic materials	silly bands
slingshots	stink bombs	stolen property
tobacco in any form	toys/toy weapons	walking canes
water pistols	weapons of any type, "look alike"	

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, 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, pornographic materials, stolen property, tobacco in any form, 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, nunchukas, 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
- Hazing in any form.
- Inappropriate use of a camera.
- Cutting class/school
- Possession, distribution or sale of illegal or prescription drugs
- Possession 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

- B. Violence toward any person, including but not limited to verbal, digital or written threats to life or safety, wielding a weapon, wielding a weapon. Wielding a knife, or threatening conduct with any type of weapon or knife
- 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 180 qualifying 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.
- 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 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, or notification of law enforcement officials.

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

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.

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

Madison County Schools participates in the National School Lunch / Breakfast Program and therefore must meet USDA federal and state requirements. The District offers food choices to satisfy this requirement.

OFFER VS. SERVE

- All schools implement “offer vs. serve”, which allows students to select at least 3 of the 5 meal components for their lunch.
- Every student who eats a school lunch is required to take at least ½ cup of a fruit or vegetable.
- Extra foods are allowed with the purchase of a meal tray.
- Students who bring their lunches are allowed to buy milk.
- Students who wish to purchase more than one meal tray will be required to pay the adult price for the second tray. USDA allows reimbursement for one meal per student.

MEAL PRICES

	STUDENT LUNCH		STUDENT BREAKFAST (not available at all sites)	
	Full Price	Reduced Price	Full Price	Reduced Price
Daily	\$ 3.00	\$.40	\$ 1.75	\$.30
Weekly	\$ 15.00	\$ 2.00	\$ 8.75	\$ 1.50

STUDENT CAFETERIA ACCOUNTS

Students are assigned a lunch number/account at the beginning of the school term. Pre-payment is encouraged, and can be calculated by multiplying the number of days a child wishes to eat by the price of (breakfast/lunch). Funds received and not used during the school year will carry over 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. 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. Parents may request to close the open account for breakfast and lunch meals only by completing the Student Cafeteria Account Restrictions Form and submitting it to the Child Nutrition Department.
- Parent may view purchases on their student's account at 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 Schools 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.
- End of School Year information:
 - Beginning in mid-May, student lunch accounts will not be allowed to go into a negative balance.
 - Student account balances will carry over to the student's account for the next school year. (Note: this is an annual carryover policy.)

MEAL CHARGES

Federal Law prohibits federally funded programs to accrue debt.

- The MCS Child Nutrition Department has a "NO CHARGE" policy for students attending middle or high schools that will be strictly enforced. Any middle or high school student who gets a tray in the cafeteria must have funds available in his or her account or have cash/check in hand for the cashier. If a student does not have the funds necessary for payment, the cashier will take the tray from the student.
- Elementary students are allowed to charge one lunch and one breakfast. Charges are allowed for elementary school students who have lost lunch money or failed to bring lunch money. Parents will receive written notification of the money owed, and are expected to repay the cafeteria on the next school day. The cafeteria will provide a complimentary lunch consisting of fruits, vegetables and milk to elementary students who exceed one lunch charge.
- If a pattern develops, parents will be encouraged to seek federal assistance as soon as possible.

FREE & REDUCED MEAL APPLICATIONS

- 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.** In order for the district to provide students with meal benefits for the 2017-18 school year, parents must complete and sign a 2017-18 application for meal benefits.
- Applications may be completed on-line at APPLYFORLunch.com
- 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.

GRACE PERIOD FOR RETURNING STUDENTS:

- Returning students who qualified for meal benefits (*free or reduced meals*) last school year can eat on the same meal application status for the 2017-18 school year until **September 19** or until a new application has been processed.
- After the grace period deadline (9/19/17), benefits will be discontinued and the student must pay full price for meals. Federal law does not allow a federally funded program to accrue debt; therefore charge policies will be enforced. Please make sure these students bring a lunch and/or have lunch money daily.
- **New and Kindergarten students** must pay for meals until approval notification is received from the child nutrition office. Federal law does not allow a federally funded program to accrue debt; therefore charge policies will be enforced. Please make sure these students bring a lunch and/or have lunch money daily.
- **Incomplete, illegible, or incorrect applications** cannot be processed. Therefore, student(s) on the application will have to pay full price for meals. Incomplete, illegible, or incorrect applications are returned to the parent if possible. Federal law does not allow a federally funded program to accrue debt; therefore charge policies will be enforced. Please make sure these students bring a lunch and/or have lunch money daily.

WELLNESS POLICY

Schools within the Madison County School District are committed to safe and healthy schools. A copy of the Wellness Policy is on file in every school office.

GENERAL INFORMATION

GENERAL PUBLIC CONDUCT AND BEHAVIOR POLICY (*Board Approved June 29, 2009*)

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 student of the 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 a drone 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 drones 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 drones 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.

GO FUND ME ACCOUNTS

Students are not permitted to set-up 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 will be made by the Superintendent, posted on the District's website at 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 housed 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.)

MEDICATION

PRESCRIPTION AND OVER-THE-COUNTER

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

- The medication will be delivered to the principal's office in its original container by a parent or guardian along with a signed consent form for Administration of Medication, which can be obtained in the school office or from the school nurse.
- Parents must transport medication to and from school. No medication will be accepted from students.
- Parents are responsible for informing the school office of any change in their child's health or medication. A physician's order is required for all medication, both over-the-counter and prescription
- It is the parent's responsibility to notify the school that the child needs to take prescription or over-the-counter medication.
- No medication will be administered unless an official district medical release form has been completed, signed by a parent or guardian, and placed on file in the school office. These forms are available in each school office.
- Any child with a temperature of 100°, vomiting, or suffering diarrhea must be picked up immediately. Students sent home with any of these conditions should not return to school until free of symptoms without medication for 24 hours.

ASTHMA AND ANAPHYLAXIS CHILD SAFETY ACT. (MS 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:

- The prescription asthma and/or anaphylaxis medication has been prescribed for that student as indicated by the prescription label on the medication;
- 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
- A parent of the student provides to the school:
 - Written authorization, signed by the parent, for the student to self-administer prescription asthma and/or anaphylaxis medication while on school property or at a school-related event or activity;
 - A written statement, signed by the parent, in which the parent releases the school district and its employees and agents from liability for an injury arising from the student's self-administration of prescription asthma and/or anaphylaxis medication.

COMMUNICABLE DISEASES

The District works in cooperation with the Mississippi State Health Department to prevent, control, and contain communicable diseases in schools.

HEAD LICE

While head lice do not transmit any human diseases 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.

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

When a case of head lice 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.

RESTRAINT & SECLUSION POLICY

Madison County Schools will comply with the Mississippi Board of Education Policy 38.13 for restraint and seclusion of all students. You may view the policy in its entirety on the District website at www.madison-schools.com.

SMOKE 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 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.

SPECIAL OCCASIONS

Balloons, flowers, 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 in the age range 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:

Mrs. Lynn Slay, 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.

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.

Section 504/ADA Coordinator

Name: Lynn Slay
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 **high** school students participate in the 1:M Initiative and have access to all instructional materials through e-books, Internet, or Canvas learning instruction.

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.

TECHNOLOGY

1:M INITIATIVE

Beginning with the 2014-15 school year, Madison County Schools (MCS) embarked on a **1:M Digital Initiative**. Each student in grades 9-12 received a laptop (MacBook Air) to use in school and at home.

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 high school teachers work daily developing curriculum and instruction that effectively integrates technology into student learning.

Rising 9th graders, and students new to the District, and their parent/guardian, are required to attend an orientation session on their high school campus prior to receiving a laptop. **All students must be accompanied by a parent/guardian and will be required to sign a copy of the Student Technology Handbook before being issued a laptop.**

Additional Important Information

- Students will be assessed a mandatory non-refundable \$50.00 usage fee.
- The laptop, protective case, sleeve, power adapter and cable must be returned at the end of the school year.
- The student must have continuous access to the laptop. The laptop 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 laptop will have the MCS profile loaded onto it.
- The laptop must be fully charged each night before bringing it to school.

For more information, visit 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 MCS. Students should have no expectation of privacy of information transmitted and/or stored on district issued equipment.

CONSEQUENCES OF POLICY VIOLATION(S)

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 MCS network are charged with reporting violations or misconduct to their teachers, supervisors, or the Network administer. 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

MCS 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, MCS 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 MCS 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

MCS uses an aggressive Content Filter and SPAM filter. MCS 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, Madison County Schools 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, MCS 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 email will be archived for a minimum of one year.

All District employees and students in grades 6-12 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.

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 the 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 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 House Bill 1031, will screen students during the second semester of Kindergarten and during the first semester of first grade for characteristics of dyslexia.

A diagnosis of dyslexia must come from a licensed psychologist, psychometrist, or speech language pathologist. Students diagnosed with dyslexia and served will not necessarily have a ruling under IDEA and/or Section 504.

SPEECH IDENTIFICATION

The District, in compliance with HB 896, 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.

Report cards for students in grades 3, 4, and 5 will be sent home the week following each nine -week’s grading period. Number and letter grades are used to convey progress in areas of Language Arts, Mathematics, and Reading. Letter grades are used to report progress in Science and Social Studies at grade 3. Number and letter grades are used to report progress in Science and Social Studies at grades 4 and 5.

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 st Grade	2 nd Grade	3 rd Grade	4 th Grade	5 th Grade

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

PROMOTION/RETENTION

KINDERGARTEN

In accordance with 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. 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 1st Grade/Independent Level M for 2nd 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 (Level P for 3rd Grade/Independent Level S for 4th Grade and Level V for 5th 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, 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 2 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:

English	ACC English I ACC English II ACC English III ACC English IV	
Science	Genetics Physics I Biomedical Research	
Language	Spanish III French III Latin III	Spanish IV Latin IV
Math	Algebra III Advanced Math Plus Calculus	
Dual Credit	Courses taught on the high school campus by MCS staff.	

The District offers the following **advanced placement** courses:

English	English Language and Composition English Literature and Composition
Math	Calculus AB Calculus BC Statistics
Social Studies	Comparative Government and Politics European History Human Geography Macro Economics Micro Economics Psychology U.S. Government and Politics U.S. History World History
Art	Art History Studio Art
Science	Biology Chemistry Physics I Physics II
Language	French Spanish

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.

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.

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 8th 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.

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/her 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.
- Course weight will be assigned based on school board policy for courses earning dual credit at the high school.
- **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

C= 79

F=64

B= 89

D= 69

W= NC

EXAM EXEMPTION – MIDDLE AND HIGH SCHOOL

Exemption from exams will be granted 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 has no office or disciplinary referrals in a teacher’s class, or a referral from an administrator, and meets the following requirements regarding absences and grades listed below:

<u>Semester Courses</u>		<u>Year-long Courses</u>	
<u>Attendance</u>	<u>Semester Average</u>	<u>Attendance</u>	<u>Final Average</u>
No absences	70 - 79	No Absences	70 - 79
1 absence	80 - 89	1-2 absences	80 - 89
2 absences	90 – 100	3-4 absences	90 – 100

All absences will be counted except for those that are school-related such as athletic, band, and choir contests or trips. It is the student’s responsibility to provide documentation of any school-related absence. Students who receive an out-of-school suspension 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.

To be counted present, a student must be in class 75% of the class period.

For the purpose of exam exemption, three (3) tardies = 1 absence.

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 11th 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.

Students enrolled in the Academic Options Center are not eligible to participate in graduation ceremonies at Madison Central High School, Germantown High School, Ridgeland High School, or Velma Jackson High School. However, there is an Academic Options Center/MCS Summer School Graduation held in late summer for students in these categories.

DISTRICT OPTION

Any student who completes the minimum graduation requirements as specified below and has achieved a passing score on each of the required high school exit examinations is eligible to receive a high school diploma.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
English	4	English I English II
Mathematics	4	Algebra I or Integrated Math I
Science	3	Biology I
Social Studies	3	½ Mississippi Studies 1 World History 1 U.S. History ½ U.S. Government
Health	½	Contemporary Health
Business and Technology	1	1 Information and Communication Technology (ICT II) 1 Science, Technology, Engineering & Mathematics (STEM) 1 Technology Foundations ½ Keyboarding and ½ Computer Applications
The Arts	1	Any approved 500.000 course
Electives	4 ½	
Total Units Required	21	

GRADUATION REQUIREMENTS

Requirements for Freshman Entrance into a 2 Year or Community College in Mississippi

Any student who meets the requirements listed below is automatically eligible for entrance into a 2-year or community college. The ACT test is also required for admission.

English: (4 Carnegie units)

English I
English II
English III
English IV

Math: (4 Carnegie units)

Algebra I
Geometry
1 additional higher math course
Any other 1 full credit math course

Science: (4 Carnegie units)

Biology I
A physical based science (Physical Science, Chemistry)

Social Studies: (4 Carnegie units)

MS Studies
World Geography

Any other 2 full credit science courses

World History
U.S. History
U.S. Government
Economics

Health & Physical Education: (1 Carnegie units)

Contemporary

Comprehensive

Family & Individual Health (.5 Carnegie unit)

Physical Education: (.5 Carnegie unit) – MHSAA activities will fulfill this requirement.

Fine Arts: (1 Carnegie unit)

Band

Art

Introduction to Fine Arts

Theatre

Choral Music

General Music

Business /Technology: (1 Carnegie unit)

.5 - Computer Application

.5 - Keyboarding

1 - STEM

Electives: (5 Carnegie units)

Any courses of your choice

All students must pass Subject Area Tests or equivalency in:

*Algebra I

*Biology I

*English II

*U.S. History from 1877

Total Credits Required for Graduation: 24

***NOTE:** 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.

Requirements for Freshman Entrance into a 4-Year College or University in Mississippi

English: (4 Carnegie units)

English I

English II

English III

English IV

Math: (4 Carnegie units)

Algebra I

Geometry

Algebra II plus a minimum

of 1 additional higher math course

Science: (4 Carnegie units – two lab-based)

Biology I

Chemistry I

Any lab-based, full credit science course

History: (4 Carnegie units)

Economics (.5 Carnegie unit)

Mississippi Studies (.5 Carnegie unit)

U.S. Government (.5 Carnegie unit)

U.S. History

World Geography (.5 Carnegie unit)

World History

(District requirement exceeds college requirements)

Computer: (.5 Carnegie unit)

Computer Application

Required Elective: (2 Carnegie units)

Arts: (1 Carnegie unit)

- Option 1: Foreign Language I and Foreign Language II
- Option 2: Foreign Language I and Advanced World Geography
- Option 3: Any combination of English, Mathematics higher than Algebra I, Science higher than Biology I, Advanced Elective category, any AP course, any IB course.

Plus any other courses/electives required by the local school district for a high school diploma.

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

GRADUATION REQUIREMENTS (CAREER PATHWAYS)

In 2010, Mississippi state policymakers passed legislation to create multiple pathways to a standard diploma. This legislative change provides for high school career option programs and career track curricula for students not wishing to pursue a baccalaureate degree.

Curriculum Area	Carnegie Units	Required Subjects
English	4 ¹	English I English II
Mathematics	3 ²	Algebra I
Science	3 ³	Biology I
Social Studies	3 ^{4,5}	1 U.S. History ½ U.S. Government ½ Mississippi Studies
Health and Physical Education	½ ⁶	½ Comprehensive Health, or ½ Family and Individual Health, or ½ Physical Education

Career and Technical	4 ⁷	(Selected from Student's Program of Study)
Integrated Technology	1 ⁸	Computer Discovery, ICT I, ICT II, 9 th STEM, or Computer Applications and Keyboarding
Additional Electives	2 ½ ⁹	Courses selected from the student's approved program of study
Total Units Required	21 ¹⁰	

¹ Compensatory Reading and Compensatory Writing shall not be included in the four English courses required for graduation. The two additional English credits must be from the student's program of study which includes Technical Writing, Creative Writing, English III, English IV, or any college-level dual credit courses.

² Compensatory Mathematics may not be included in the three mathematics courses required for graduation. Effective with eighth graders of 2008-2009, Pre-Algebra and Transition to Algebra may not be taken after a student completes Algebra I. For students pursuing the Career Pathway Graduation Option, at least one of the required mathematics courses must be above Algebra I and selected from the student's program of study. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Survey of Mathematical Topics, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Statistics, and AP Statistics, or any college-level dual credit courses. Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I, may be taken in the eighth grade for Carnegie unit credit. Effective with the eighth graders of 2008-2009, Geometry may be taken in the eighth grade for Carnegie unit credit.

³ For students pursuing the Career Pathway Graduation Option, at least one of the required science courses must be above Biology I and selected from the student's program of study. If a student's program of study allows, one unit may be in Concepts of Agriscience (AEST). A second science unit may be earned by completing a two course sequence selected from the following three options: Science of Agricultural Animals, Science of Agricultural Plants, or Science of Agricultural Environment. Two units may be in the following courses if the student completes the 2-course sequence: Agriscience I & II; Allied Health I & II; Health Science I & II, Aquaculture I & II; Forestry I & II; Horticulture I & II; Polymer Science I & II; Technology Applications I & II and Engineering I & II.

⁴ Advanced placement U.S. History is accepted in lieu of the required U.S. History 1877 to Present. The third social studies credit should be selected based on the student's program of study.

⁵ The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other ½ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other ½ unit social studies course. Credit earned for the first year of Marketing and Economics (Vocational) may be accepted in lieu of ½ unit in Economics.

⁶ Credit earned in Allied Health I/Health Science I may be accepted in lieu of Comprehensive Health or Family and Individual Health to meet the graduation requirement for ½ Carnegie unit in Health.

Interscholastic athletic activities, band, and ROTC if they meet the instructional requirements specified in the *Fitness through Physical Education Framework* may also be accepted.

⁷ Career and Technical (CTE) courses must be based on the student's program of study and should include dual credit/dual enrollment options as found in Section 37-15-38 of the Mississippi Code of 1972.

⁸ Evidence of proficiency in technology is accepted in lieu of the required courses if the student earns one unit in a technology-rich academic or career technical course related to their program of study.

⁹ Electives must be selected from courses related to the student's program of study. Credits earned not approved for that student's program of study will not be counted toward graduation requirements.

¹⁰ See the following web site for information concerning equivalency course allowances for all career and technical education and how to record information on a student's transcript. (TBA)

Mississippi's Institution of Higher Learning requirements differ from minimum graduation requirements for this diploma pathway.

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 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 last months 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 transferring to and enrolling in a particular school after tryouts have been conducted, may participate in summer activities such as band, athletics, etc.

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 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.

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 PROGRAMS

Madison County Schools will offer digital learning opportunities to students who need courses or credits for promotion or graduation purposes. In addition, students in grades 9 – 12 will be afforded an opportunity to enroll in select courses. Only students enrolled in Madison County Schools are eligible to participate in these summer programs.

Three specific programs will be included. These programs include Extended School Program (6 – 8), Digital Credit Recovery (9 – 12), and Blended Learning (9 – 12). Students must receive approval from the school counselor and written permission from the school principal to participate.

Students in grades 6 – 12 must receive approval from the school counselor and written permission from the 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 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. (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. {MS Code 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.

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.

If a student is successful in the Extended School Program, the grade for the semester(s) recovered will be no higher than a minimum passing grade of 65. The final average for the recovered course will be recalculated.

DIGITAL CREDIT RECOVERY

Digital Credit Recovery will be offered to students in grades 9 – 12 who did not successfully complete a course during the most recent school year. Digital Credit Recovery is not for students who are taking a class for the first time. 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 will be required to attend an established number of class meetings until they have successfully completed all requirements to recover credit. Students will receive individualized instruction as needed.

In order to participate in Digital Credit Recovery, the student must have earned a final grade of at least 55 in the course.

Digital Credit Recovery courses may include:

- a. English I
- b. English II
- c. English III (Research paper is required.)
- d. English IV (Research paper is required.)
- e. Foundations of Algebra
- f. Algebra I
- g. Geometry
- h. Algebra II
- i. Chemistry
- j. MS Studies
- k. World Geography
- l. U.S. History
- m. U.S. Government
- n. Economics

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 may be obtained through Digital Credit Recovery. 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. Students who withdraw from Digital Recovery prior to the completion of 25% of the course will not receive a refund of tuition and the course will not be included in the student's permanent record. If a student progresses beyond 25% and does not complete the course, 0s will be awarded for all incomplete work and will be factored into the student's final grade for the course. This grade 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. The final average for the recovered course will be recalculated. A diploma will not be awarded until the student passes all SATP exams.

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 will be required to attend an established number of class meetings until they have successfully completed all requirements. Students who withdraw from Blended Learning prior to the completion of 25% of the

course will not receive a refund of tuition and the course will not be included in the student's permanent record. If a student progresses beyond 25% and does not complete the course, 0s will be awarded for all incomplete work and will be factored into the student's final grade for the course. This grade 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.

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 on-line component)

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

SUMMER SCHOOL

To be eligible for summer school, a student must have a final grade average of at least 55 in the course that he/she wishes to retake.

Students in grades 9 - 12 must receive approval from the school counselor and written permission from the high school principal to take a summer school credit at an institution other than Madison Central HS, Ridgeland HS, Rosa Scott, Germantown HS or Velma Jackson HS. (Only one credit is accepted, as per Mississippi Public Schools Accountability Standards, and eligibility requirements of the Mississippi High School Activities Association).

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. (Only one credit will be accepted for summer school work sent directly from a non-public school).

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. In order to be eligible for term recovery, the student must have received at least a term grade of 55 in the course.
4. Diplomas will not be awarded until a student passes all SATP exams or equivalency.
5. Term recovery courses *may* include but are not limited to:

- English III
 - English IV
 - Algebra II
 - Geometry
 - Chemistry
 - U.S. History
 - Economics
6. 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.
 7. If a student is successful in a term recovery course, their term grade will be changed to the minimum passing score of 65.
 8. Each school will designate appropriate staff to monitor the student progress and facilitate the program.
 9. The deadline for completion of each term recovery course is on or before the end of the next term period. (For example, 1st term recovery is to be completed on or before the end of the 2nd term.)
 10. Parent/Guardian signature will be required for student participation in term recovery.
 11. A maximum of two Carnegie units may be obtained through digital term recovery.

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, to be eligible for Valedictorian or Salutatorian.

ACADEMIC OPTIONS CENTER

The Madison County School District offers an alternative school, named 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. Students who are expelled from school for possession of a weapon or other felonious conduct are not eligible 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 less 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.

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.

The hearing officer will communicate the hearing committee's 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.

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 a 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.

PROBATIONARY STATUS UPON RETURN TO HOME SCHOOL

The student's return to the home school will be on a probationary status for 20 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

(STATEMENT OF ASSURANCE)

This is to certify that I:

- (1) Have reviewed the entire contents of this handbook.
- (2) Agree to abide by the Acceptable Use Policy for Internet/email network.

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 the Madison County School District.

_____ 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 the Madison County School District.

_____ 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

(STATEMENT OF ASSURANCE)

This is to certify that I:

- (1) Have reviewed the entire contents of this handbook.
- (2) Agree to abide by the Acceptable Use Policy for Internet/email network.

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 the Madison County School District.

_____ 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.