

# **Grenada School District**

*EDUCATION, TRAINING, DREAMS*

## **K-8 Student Handbook**

# **2007-2008**

PO Box 1940  
Grenada, MS 38902

### **Grenada School District**

253 South Main Street  
Grenada, MS 38901  
[www.gsd.k12.ms.us](http://www.gsd.k12.ms.us)  
8/30/07

662-226-1606 (Phone)  
662-226-7994 (Fax)

# **PLEDGE OF ALLEGIANCE**

## **United States**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

## **State of Mississippi**

I salute the flag of Mississippi and the sovereign state for which it stands, with pride in her history and achievements, and with confidence in her future under the guidance of Almighty God.

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**ADMINISTRATION**

Dr. David Daigneault .....Superintendent  
Mr. Billy F. Collins ..... Administrative Assistant  
Dr. Bettye Neely ..... Administrative Assistant  
Dr. Randle Poss..... Administrative Assistant  
Dr. Carole White ..... Administrative Assistant

**BOARD OF TRUSTEES**

Mr. Tim LeClair ..... President  
Mr. James Hughes..... Secretary  
Mr. Keith Watson..... Member  
Dr. Guy Braswell ..... Member  
Ms. Arlene Conley ..... Member

**SCHOOLS - PRINCIPALS**

**GRENADA ELEMENTARY SCHOOL (K-3)**

250 Pender Drive, Grenada  
Vivian Simmons, Principal (K-1) - Phone: 226-8900  
Paul Portera, Principal (2-3) - Phone: 226-2584  
Raleigh Wood, Assistant Principal

**GRENADA UPPER ELEMENTARY SCHOOL (4-5)**

500 Pender Drive, Grenada - Phone: 226-2818  
Teresa Jackson, Principal  
Carol S. Tharpe, Assistant Principal

**GRENADA MIDDLE SCHOOL (6-8)**

28 Jones Road, Grenada - Phone: 226-5135  
Sean Brewer, Principal  
Wanda Pittman-Merritt, Asst. Principal  
Charles Washington, Asst. Principal

**GRENADA HIGH SCHOOL (9-12)**

1875 Fairground Road, Grenada - Phone: 226-8844  
Robert M. Wade, Principal  
Steven Robinson, Asst. Principal  
Jerry Williams, Asst. Principal  
Sandra Howell, Asst. Principal

**GRENADA VOCATIONAL SCHOOL (9-12)**

2035 Jackson Avenue, Grenada - Phone: 226-5969  
Cliff Craven, Director

**TIE PLANT SCHOOL**

809 Tie Plant Road, Grenada - Phone: 226-3311  
Sammie Jackson, Supervisor

## FOREWORD

The purpose of this student handbook is to acquaint students, parents and teachers with general information necessary to a successful school year. However, this handbook is not the school policy manual. If you have questions concerning any subject, please seek further information from your principal or the sources referenced throughout.

## EDUCATIONAL PHILOSOPHY

The primary purpose of the Grenada School District shall be to develop each individual for the fullest participation in the American democratic way of life.

The Board of Trustees believes that the school program should emphasize the worth and dignity of all essential work. We also believe that the quality of education will be determined principally by the quality of the persons who teach.

We have the conviction that the structure of American school systems should be adaptable enough to meet the educational needs of a changing society and that the total educational experience of each individual must be designed to contribute to the development of effective ethical character.

We feel that social, civic, economic and vocational competencies are as important as academic literacy. The District's policies should reflect community opinion since the District and its policy-making Board are responsible to the people.

We solicit the full cooperation and support of all community agencies which share responsibility for the welfare and development of our young people. We also seek a close working relationship between the home and school since we recognize that the primary influence and responsibility for the child is in the home.

## SUPERINTENDENT'S MESSAGE

As your Superintendent, I welcome each of you to the schools of Grenada County. While in attendance, you will have the opportunity to obtain a quality education.

This handbook is published to serve as a guide for parents and students. In it you will find information and instructions which will prove beneficial to you; however, it is not a complete school policy manual. Should you need additional information, please consult your principal.

I would like to challenge each of you to strive to become a student and citizen of whom your parents, community and school can be proud.

Again, let me say "welcome" and I wish for each of you a most pleasant and successful school year.

Sincerely,

Dr. David Daigneault  
Superintendent

## CONTACT PERSONS

Accounting Services.....	Bo Surrell, Business Manager	226-1606
Accounts Payable / Purchase Orders.....	Meta Conley	226-1606
ADA (Americans With Disabilities Act) Coordinator .....	Becky Terry	226-5135
Alternative School/GED .....	Sammie Jackson	226-3311
Athletics .....	Dr. Randle Poss	226-1606
Band/Fine Arts .....	Barry Rogers, Director/Tommy Thompson, Associate Dir.	226-4355
Bookkeeper/Bank Reconciliation.....	Alice Hamilton	226-1606
Buildings/Property .....	Billy F. Collins/Jeff Pickle	226-1606
Choral Music .....	Jenni McCrory/Visions	226-8844
	Gale Dorroh - GMS Showchoir	226-5135
	Billie Shute - GUES Pizzaz	226-2818
Curriculum .....	Dr. Bettye Neely/Dr. Carole White	226-1606
Curriculum (K-5).....	Dr. Angela Bridges	226-1606
Curriculum (6-12) .....	Sandra S. Howell	226-8844
District Activities Calendar.....	Lynne Russell	226-1606
Drug Education/Title IV/Drop Out Prevention.....	Dr. Angela Bridges	226-1606
Federal Programs.....	Dr. Bettye Neely/Dr. Carole White	226-1606
Food Service.....	Rita Bonner	226-1606
Gifted Education/LEAP .....	Becky Terry	226-5135
High Hopes.....	Lynne Russell/Lisa Merriman	226-1606
Payroll / Insurance.....	Melissa Neely	226-1606
Personnel .....	Billy Collins/Alice Hamilton	226-1606
Public Relations.....	Gail Daigneault	226-1606
Professional Development / School Improvement.....	Dr. Angela Bridges	226-1606
Purchasing .....	Dr. Bettye Neely/Billy Collins/Dr. Randle Poss/Dr. Carole White	226-1606
Section 504 Coordinator.....	Dr. David Daigneault/Becky Terry	226-5135
Sixteen Section Land.....	Billy F. Collins/ Dr. Randle Poss/Alice Hamilton	226-1606
Special Education Director.....	Bea Colbert	226-2226
Student Transportation/Bus Drivers.....	Dr. Randle Poss/James Bonner	226-1606
Technology .....	Mike Liberto	226-1606
Title I Parent Coordinator .....	Lynne Russell	226-1606
Title IX .....	Dr. David Daigneault	226-1606

## OBJECTIVES

The objectives of the Grenada School District are:

1. To provide the opportunity for each child to develop to the fullest of his/her intellectual abilities.
2. To initiate and encourage a program of constant evaluation which will assess student progress and encourage students to work to their fullest potential.
3. To provide a flexible and varied curriculum to meet the needs of all students.
4. To encourage and develop strong moral character, self-discipline, responsibility, leadership and respect for self as well as for others.
5. To provide for the physical development of each child.
6. To promote good health and safety habits.
7. To provide an educational environment in which each child will be secure, welcome and successful.
8. To encourage continuous communication between home, school and community.
9. To bring each child to the realization that he is in control of his own destiny and that he must be willing to accept the consequences of his choices.
10. To develop an understanding of an appreciation for our cultural heritage.
11. To equip each student so that he/she may become a contributing member of our democratic society.

# **RIGHTS AND RESPONSIBILITIES**

## **DISTRICT RESPONSIBILITIES**

The District accepts its responsibility for insuring certain rights upon which there can be no compromise:

1. The student's right to quality education, differentiated, individualized and free from disruption.
2. The educator's right to teach or administer free from verbal intimidation and physical assault.
3. The parents' right to expect quality education and the protection of students, educators and their investment in school property.

## **STUDENTS' RIGHTS**

All students have basic rights and responsibilities as afforded by the U.S. Constitution, the Constitution of the State of Mississippi and Mississippi law.

1. Right to Learn: Students have a right to a public education and to a nondisruptive education environment in which to learn.
2. Equal Opportunity: Students have a right to an equal opportunity to participate in school programs and activities. However, participation in extracurricular activities is a privilege which may be lost by misconduct, academic standing or other reason provided by policy and/or law.
3. Freedom of Expression: Students have the right to express their opinions verbally or written as long as it does not disrupt the educational environment. This right includes student publications to the extent provided by law.
4. Privacy: Students' academic and other personal school records are confidential and can be inspected only by eligible students, parents/ guardians, school officials and others as permitted by law.
5. Due Process: Students have a right to due process as outlined by District policy and provided by law.
6. Search and Seizure: Students have the right to be free from an unreasonable search and/or seizure, but anything on school property is subject to search if reasonable suspicion exists.

## **STUDENTS' RESPONSIBILITIES**

A student attends school so that his/her individual capacities can be developed to the fullest. Student conduct is expected to reflect respect and consideration of the personal property rights of others as well as an understanding of the need for cooperation with all members of the school community. Students are expected to fulfill certain responsibilities including, but are not limited to:

1. Respect for authority, including obedience to school rules and regulations and to the law.
2. Respect for the rights of other persons and for school and community property.
3. Regular attendance and meeting of school obligations.
4. Develop standards of personal conduct which are reflected in socially approved behavior.
5. Accept responsibility for his/her own work and behavior.

## **PARENTS' RESPONSIBILITIES**

In addition to general encouragement and support of the student, teachers and school, a parent/guardian/custodian's responsibilities include, but are not limited to:

1. Ensure the attendance of his/her child.
2. Encourage his/her child to succeed by interest and involvement in the child's school work and activities.
3. Cooperate with the teachers and administration with regard to school requested conferences. Failure to attend a disciplinary conference may result in a misdemeanor fine of up to \$3,000. Failure to attend other school conferences when requested to do so may result in a misdemeanor fine of up to \$250.
4. Encourage his/her child's good behavior and compliance with school rules and the law. A parent/guardian/ custodian may be liable for payment of damages resulting from his/her minor child's destructive acts against school property or person and of criminal fines brought against his/her child for unlawful activity upon school grounds.

# GENERAL INFORMATION

## ACCESS TO STUDENT RECORDS and PROVISION OF STUDENT INFORMATION

A parent of a child enrolled in the District has access to school records and information pertaining to the child, whether or not the parent is the custodial parent. The non-custodial parent may demonstrate that he/she is the parent of the child and have access to the child's records, including any forwarding information.<sup>1</sup> The district will follow this policy unless a court orders the District not to provide access to such records.

Under Mississippi law, the parent having legal custody of the child is responsible for making educational decisions for the child.<sup>2</sup> Under state law, if parents are awarded joint legal custody, the parents are obligated to exchange information concerning the health, education, and welfare of a minor child and to confer with one another in the exercise of decision-making rights, responsibilities and authority.<sup>3</sup> If parents have been awarded joint custody and they have differences in opinion as to the education of their child, parents are required by statute to confer with one another and make a decision. The District cannot serve as an arbiter between parents of a child enrolled in the District.

As to notices, report cards, and other school-related information, the school will send all of this information to the address listed for proof of residency when the child is enrolled in school. Some information is sent home with the child and some information may be mailed to the residence. Custody agreements may require the parent receiving the information to communicate it to the non-resident parent. The District is not responsible under state law for providing both parents with copies of this information, but will make any of the child's records available for review, pursuant to paragraph 1 of this policy.

Policy: JR-1 Issued: February 15, 2000

<sup>1</sup> Mississippi Code Annotated, Section 93-5-24

<sup>2</sup> Mississippi Code Annotated, Section 93-5-24

<sup>3</sup> Mississippi Code Annotated, Section 93-5-24

## ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

Parents, Students and School Personnel:

The Grenada School District continues to fulfill all the requirements given by AHERA. Included in our efforts:

Initial Inspection of all Facilities	July, 1988
Management Plans	October, 1988
Three-year re-inspection	March 7, 1991
Three-year re-inspection	May 4, 1994
Three-year re-inspection	March 5, 1997
Three-year re-inspection	June, 2000
Three-year re-inspection	June, 2003
Three-year re-inspection	June, 2006

The Grenada School District wishes to inform its staff, students, parents and the general public as to the status of its Asbestos Management Program. The district has on file with the Mississippi Department of Education an approved Asbestos Management Plan and has conducted the three year asbestos inspection of all school facilities. Asbestos materials remain in district facilities and do not present a health risk to our students, staff or the general public. Asbestos Management Plans are available for public review at the Central Office and each school location. For additional information, you may contact Mr. Billy Collins at (662)226-1606.

## **ATHLETICS AND CHEERLEADERS (7th & 8th grades)**

### **1. Athletics**

Athletics at Grenada Middle School are designed to instill sportsmanship as well as to promote physical fitness among youth. Our main objective is to help make these young people well-rounded individuals. Athletes should be school leaders and exemplify the highest standards in the class and in athletic competitions.

Athletes will have the opportunity to participate in athletics on the 7th and 8th grade levels. The following rules apply:

- A student planning to participate in 7th grade sports cannot be 14 years old before August 1.
- A student planning to participate in 8th grade sports cannot be 15 years old before August 1.
- To be eligible for participation as a seventh grader, a student must be promoted from sixth grade; and for participation as an eighth grader a student must be promoted from seventh grade. A pupil must pass his/her grade level by achieving at least an average of 75 in four basic courses\* the previous year in order to be eligible to participate during the present year.  
A pupil who is not eligible at the beginning of the school year may become eligible the second semester only once during the student's junior high school career by passing four basic courses with a 75 in each course.  
*\*Basic courses - any subject that the student meets five days a week.*
- Pupils in the 7<sup>th</sup> and 8<sup>th</sup> grade participating in high school extra-curricular activities must pass their grade level by achieving at least an average of 75 in three of the four core courses of math, science, English and social studies the previous year in order to be eligible to participate during the present year.  
The 75 average will be required beginning with the 2005-2006 school year.
- Athletes must obey all rules of conduct set by the school and coach. Students who have discipline problems in the classroom or otherwise may have the privilege of playing sports revoked.
- Athletes who are absent from school on the day of a game or practice are not permitted to participate.

### **2. Cheerleaders**

Grenada Middle School (7th and 8th grade) will select one cheerleading squad who will participate in all football and basketball games and activities. Cheerleaders are student leaders and expected to maintain high standards.

Each cheerleader/candidate will be provided a handbook with a complete set of rules and guidelines, which will include but not be limited to the following:

- Selection: To try-out, a student must have an overall (all academic subjects averaged) C-77 average for the 1st semester in all academic subjects and receive a satisfactory conduct report from all current teachers. A student may not be a working DECA student. Final selection will be based on:
  - 25%.....Evaluation (will include attitude, attendance/punctuality/participation at clinics)
  - 25%.....Student conduct (discipline file review) and teacher recommendations
  - 50%.....Try-outs/floor judging (will include general appearance, enthusiasm, motions/form/technique, confidence, gymnastics/jumps)
- Each cheerleader is required to:
  - Attend every practice, including summer and after school, and provide his/her own transportation to/from practice
  - Mandatory camp attendance, (held in the summer)
  - Attend, be on time to, and stay until the end of all games
  - Meet the requirements of strength, agility, flexibility and coordination
  - Maintain good moral behavior
  - Obey all rules of conduct set by the school and the sponsor
  - Keep uniforms neat and clean and be well-groomed and practice good hygiene.
  - Participate equally in all fund-raising activities sponsored by the squad
  - Be responsible for all costs of uniforms, pompons, camp, camp outfits and other incidentals

The privilege of being a cheerleader may be revoked for failure to abide by the rules of conduct and/or those rules set by the sponsor.

Cheerleaders may not be employed except on a part-time basis. Work will not be an excusable reason for missing practices or games.

## **STUDENT ATTENDANCE POLICY (GRADES K-5)**

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

Students who maintain perfect attendance during the school year will be recognized and rewarded. **Students who do not comply with the attendance policy will be subject to disciplinary action.**

**PERFECT ATTENDANCE DEFINITION:** Students with no absences, no unexcused checkouts (including lunch), and only one tardy are considered to have perfect attendance for that grading period. For the purpose of defining perfect attendance the term "absence" refers to both excused and unexcused unless such absence is for attendance at an authorized school activity with the prior approval of the principal

**1. General Attendance Requirements (K-5)**

A student must meet minimum attendance standards as established by the District and Mississippi law:

- \_ Students may not incur more than five (5) unexcused absences during a school year.
- \_ An absence is excused only if it results from:
  1. Attendance at an authorized school activity with the prior approval of the principal
  2. Illness or injury which prevents the child from being physically able to attend
  3. Isolation of the student is ordered by the County Health Officer or the State Board of Health (i.e. communicable diseases)
  4. Death or serious illness of an immediate family member, which would include child, spouse, grandparent, parent, brother or sister/step-brother or step-sister
  5. Medical or dental appointment where approval is gained prior to absence, except in case of emergency
  6. Attendance at court or administrative proceedings if the student is a party or under subpoena as a witness
  7. Attendance at the observance of a religious event with the prior approval of the superintendent or his designee unless the observance is of such duration as to interfere with the education of the child
  8. Out of town travel to take advantage of a valid educational opportunity, provided the approval for the absence is gained from the superintendent or his designee prior to the absence.
  9. Demonstrated conditions sufficient to warrant nonattendance, at the discretion of the principal or his/her designee

(Absences above are defined according to the Mississippi Compulsory School Attendance Law/§37-13-91)

- \_ **Absences from school may be excused for any of the above reasons provided the parent or legal guardian provides the school with a written note within five (5) school days of the absence.** This note should contain:
  - \_ date
  - \_ student's name
  - \_ parent/guardian's name
  - \_ telephone number where parent/guardian may be reached
  - \_ teacher's name
  - \_ date of absence
  - \_ reason for absence
  - \_ parent/guardian's signature.

**If a note is not received within five (5) schools days of the absence the absence will be considered unexcused.**

- \_ Upon reaching five (5) unexcused absences the student will be immediately referred to the school attendance officer.
- \_ Five (5) unexcused tardies and/or early checkouts will constitute one unexcused absence. Tardies and checkouts will be excused for the same reasons mentioned above. Parents must come to the principal's office and complete a tardy/check-out form on each occurrence for the tardy and/or checkout to be considered excused. If this form is not completed at the time of tardy entry or early checkout the tardy or checkout will be considered unexcused.

## STUDENT ATTENDANCE POLICY (GRADES 6-12)

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

Students who maintain perfect attendance during the school year will be recognized and rewarded. **Students who do not comply with the attendance policy will be subject to disciplinary action.**

**PERFECT ATTENDANCE DEFINITION:** Students with no absences, no unexcused checkouts (including lunch), and only one tardy are considered to have perfect attendance for that grading period. For the purpose of defining perfect attendance the term "absence" refers to both excused and unexcused unless such absence is for attendance at an authorized school activity with the prior approval of the principal

### **1. General Attendance Requirements (6-12)**

A student must meet minimum attendance standards as established by the District and Mississippi law:

- Students may not incur more than 16 absences for a one (1) unit course or academic class during a school year.
- Students may not incur more than 8 absences for a ½ unit course or semester.
- Any student who incurs more than the permissible number of absences will receive a maximum grade of F/60.
- The parent/guardian of any student, who is in violation of the attendance policy but has passing grades at the end of the semester and/or year, may appeal to the Grenada School District Board of Trustees for a waiver of the policy.
- Any student who loses credit in a class is required to continue to attend that class and to do all the work that all other students are required to do. If a student has passing grades and continues to attend classes, the school board may grant credit in that class.
- An absence is excused only if it results from:
  1. Attendance at an authorized school activity with the prior approval of the principal
  2. Illness or injury which prevents the child from being physically able to attend
  3. Isolation of the student is ordered by the County Health Officer or the State Board of Health (i.e. communicable diseases)
  4. Death or serious illness of an immediate family member, which would include child, spouse, grandparent, parent, brother or sister/step-brother or step-sister
  5. Medical or dental appointment where approval is gained prior to absence, except in case of emergency
  6. Attendance at court or administrative proceedings if the student is a party or under subpoena as a witness
  7. Attendance at the observance of a religious event with the prior approval of the superintendent or his designee unless the observance is of such duration as to interfere with the education of the child
  8. Out of town travel to take advantage of a valid educational opportunity, provided the approval for the absence is gained from the superintendent or his designee prior to the absence.
  9. Demonstrated conditions sufficient to warrant nonattendance, at the discretion of the principal or his/her designee

(Absences above are defined according to the Mississippi Compulsory School Attendance Law/§37-13-91)

- **Absences from school may be excused for any of the above reasons provided the parent or legal guardian provides the school with a written note within five (5) school days of the absence.** This note should contain:
  - o date
  - o student's name
  - o parent/guardian's name
  - o telephone number where parent/guardian may be reached
  - o date of absence
  - o reason for absence
  - o parent/guardian signature.

**If a note is not received within five (5) schools days of the absence the absence will be considered unexcused.**

- Upon reaching five (5) unexcused absences the student will be immediately referred to the school attendance officer.
- An absence to attend an orthodontist's appointment may be excused only when taking a non-academic class with a note from the orthodontist. (Non-academic classes: band, physical education, music, athletics)
- Students in grades 9-12 do not have to attend school during the testing period for an exam from which they are exempt. Such absences will be excused.

- Parents will be notified in writing or by telephone, as deemed appropriate by the principal, on the 5<sup>th</sup> and 7<sup>th</sup> absences in a half-unit/semester course and on the 5<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup>, and 15<sup>th</sup> absences in a one-unit/year course. Parents will be notified in writing when credit is lost due to excessive absences.

**PERFECT ATTENDANCE DEFINITION:** Students with no absences, no unexcused checkouts (including lunch), and only one tardy are considered to have perfect attendance for that grading period. For the purpose of defining perfect attendance the term “absence” refers to both excused and unexcused unless such absence is for attendance at an authorized school activity with the prior approval of the principal.

## **2. Requirements for Participation in School Activities**

To participate in school-related activities:

- Students in grades 7-11 must attend school from the beginning of first period through the fifth period of a seven-period day.
- Distributive Education students and Seniors must attend school from the beginning of first period through the fourth period.
- Students suspended from school or in in-school suspension may not participate in school-related activities during the entire period of the suspension.

## **3. Make-up Work**

Both the student and teacher are responsible for making sure that all make-up work is completed. If a student misses the day of a test, he will be required to make-up the test/work upon returning to school. If a student is absent the day before a test and no new materials were introduced, he must make-up the test upon returning to school; if new materials were introduced before the test was given, he will be given 1 additional day to make-up the test. If a student is absent 2-5 consecutive days, a student will be given 3 days to make up work. If a student is absent 2-5 consecutive days because of a school related function (i.e. trips, school sponsored event) the student will be given 3 days to make-up work. If the student is absent more than 5 consecutive days, the principal or assistant principal will use discretion in setting the time for make-up work to be completed.

STUDENTS MUST PROVIDE A DOCTOR'S EXCUSE UPON RETURNING TO SCHOOL TO MAKE UP NINE WEEKS TESTS, OR EXAMINATIONS.

## **4. Tardiness (grades 7-12)**

Students are expected to be in class on time each period of the day. Students are given a reasonable period of time to pass from class to class. Teachers are responsible for documenting tardies. A record of tardies will be maintained in the principal's office.

- A student is tardy for school or class if he arrives in the classroom after the tardy bell has rung.
- Tardies to school shall be excused if:
  - A school bus was late
  - The student is in an accident (with verification)
  - Any other emergency or circumstance approved by the school's administration, such as natural disasters, weather, etc.
- A maximum total of 6 unexcused tardies, whether accumulated on one or more days, will be allowed each semester.
- A student will be assigned the following penalties for violation of the tardy rules:
  - 7th tardy: 1 day of in-school suspension and notice to parent/guardian by telephone or in writing, as deemed appropriate by the principal
  - 8th tardy: 2 days of in-school suspension and notice to parent/guardian by telephone or in writing, as deemed appropriate by the principal
  - 9th through 12th tardy: 1 day suspension for each tardy, to be counted as unexcused absences, and notice in accordance with rules
  - 13th tardy and thereafter: 2 day suspension, to be counted as unexcused absences, and notice in accordance with rules
- If in-school suspension is not available for the 7th and 8th tardies, the principal may impose another penalty as he/she deems appropriate.

## **5. Homebound Instruction**

A student may enroll in the homebound instruction program when he is required to be absent from school for at least five consecutive days as a result of an illness diagnosed by a physician. The following rules apply:

- A student must apply to the principal for homebound instruction within the first five days of absences, presenting a physician's note and medical records documenting surgery, an accident, contagious disease or other medical emergencies/conditions.
- A student may not remain on the program for more than 30 days except in the case of terminal illness or other serious long-term medical circumstances deemed appropriate by the administration.
- A student may be enrolled in the program on the first day of hospitalization with proper documentation.
- Homebound days are limited to the school year in which the illness/condition occurs.
- To re-enter school, a homebound student must report to the counselor for readmission.
- Homebound assignments must be turned in each week.
- Homebound students will not be exempt from tests.

#### **6. Checking Out of School**

No student is permitted to leave school grounds at any time during the school day without permission from the principal or his designee. For safety of the students, parents are urged to cooperate with the school's policy of preventing unauthorized removal of students from school. The following rules apply:

- Only the legal guardian or other adult designated by the legal guardian may check a student out of school.
- An adult designee must be registered with the principal by the parent/guardian/custodian in order to check out a student.
- **The person checking a student out must physically report to the office to sign out the student. Please bring an I.D. as it will be required by the attendance clerk.**
- A student may be allowed to check out only at the discretion and with the permission of the principal or his/her designee.
- All rules governing absences will apply to the time missed from school as a result of checking out.
- For any checkout to be excused, it must have prior approval from the principal.

#### **7. Attendance Rewards (Grades 7-12)**

- A student in grades 7-12 with perfect attendance in academic classes and a 90 average may be exempt from 2 of the 9 weeks tests of student's choice, 93/94 -1 day absent exempt from 2 tests; 95 or above - 2 days absent exempt from 2 tests.
- A student in grades 9-11 with perfect attendance during the 2nd 9 weeks and a 90 average may be exempt from 2 of the semester exams of his choice; 93/94 average with 1 day absent exempt from 2 exams; 95 or above average and 2 days absent exempt from 2 exams.
- A student in grade 12 with perfect attendance during the 2nd 9 weeks and a 90 average may be exempt from all semester exams. 93/94 average and 1 day absent exempt from all exams, 95 and above with 2 days absent exempt from all exams.
- A student in grades 9-11 with perfect attendance for the 4th 9 weeks and a 90 average may be exempt from 2 semester exams of his choice; 93/94 average with 1 day absent exempt from 2 exams; 95 or above average and 2 days absent exempt from 2 exams.
- A student in grade 12 with perfect attendance for the 4th 9 weeks and a 90 average may be exempt from all final exams; 93/94 average and 1 day absent exempt from all final exams, 95 and above with 2 days absent exempt from all final exams.

#### **8. Communicable Diseases**

A student with a communicable disease is required to remain out of school until a physician certifies that he/she is able to return. Listed below is a guide to common illnesses which children are most susceptible. This material is presented for your general information only and not as medical advice. If you suspect any illness, please consult a physician as soon as possible.

- Chicken Pox: Gradual onset with general run-down feeling followed by a red rash (usually beginning on trunk) that turns into white water blisters. A sick child may not attend school at least 6 days after appearance of rash. Exposed children may attend school.
- Measles/Rubeola: Fever, hacking cough, conjunctivitis. Sick child may not attend school at least 7 days following

the appearance of rash. Exposed children may attend school.

- Measles/Rubella/Roseola: Ill feeling and low grade temperature. When rash occurs, child may not attend school for at least 4 days. Exposed children may attend school.
- Mumps: Pain in chewing or swallowing followed by chills and headache. Sick child may not attend school until all swelling has disappeared, usually 12 days from onset.
- Conjunctivitis: Matting of the eye, inflammation and discharge from the eye. The child may not attend school until all signs have disappeared.
- Skin Lesions: A child suspected of having impetigo or ringworm should not attend school until all lesions are healed or until a written note from a physician permitting attendance is produced.

[www.msda.state.us/msdhsite](http://www.msda.state.us/msdhsite)

## 9. Further Information

For further information on the District's attendance rules, see your principal.

### CAMERAS

Cameras have been installed at Grenada Elementary, Grenada High School, and Grenada Middle School for safety purposes. Cameras are located both inside and outside of the facility.

### CELL PHONE POLICY

The possession and use of cellular phones, pagers, and other electronic communication devices on school campuses during the instructional day is strictly prohibited. Violation of this policy will result in the following consequences:

**1<sup>st</sup> Offense** – The student's communication device will be confiscated by the student's teacher or other district personnel and taken to the principal or his/her designee. A discipline referral will be written. The student's parent/guardian may pick up the cell phone at the end of the instructional day following a conference with the principal or his/her designee. During this conference the parent/guardian will be notified of further consequences should their child violate this policy.

**2<sup>nd</sup> Offense** - The student's communication device will be confiscated by the student's teacher or other district personnel and taken to the principal or his/her designee. A discipline referral will be written. **The communication device will be held for a period of ten (10) school days.** At the end of this period (10 school days) the student's parent/guardian may pick up the cell phone at the end of the instructional day following a conference with the principal or his/her designee.

**3<sup>rd</sup> Offense** - The student's communication device will be confiscated by the student's teacher or other district personnel and taken to the principal or his/her designee. A discipline referral will be written. **The communication device will be held for a period of thirty (30) school days and the student will be placed in In-School Suspension for 1-3 day(s).** At the end of this period (30 school days) the student's parent/guardian may pick up the cell phone at the end of the instructional day following a conference with the principal or his/her designee.

Any further offenses will result in the student's communication device confiscated by the student's teacher or other district personnel and taken to the principal or his/her designee. A discipline referral will be written. **The communication device will be held for the remainder of the school year and the student will be placed in OUT-OF SCHOOL SUSPENSION for 3-5 days.** At the end of this period (school year) the student's parent/guardian may pick up the cell phone at the end of the instructional day.

Any student failing to surrender a communication device to the student's teacher or other district personnel will be subject to an immediate **OUT-OF SCHOOL SUSPENSION**. The student may not return to school until the communication device has been surrendered for the appropriate number of days as described above and a conference is held with the parent/legal guardian and the principal or his/her designee. The days of confiscation will not begin until the communication device has been surrendered.

### CHANGING CLASSES

The bell is a reminder to the teacher that it is time to change classes. However, no class is dismissed until the teacher gives the students permission to leave the classroom.

Adequate time is permitted for students to change classes. Students must maintain orderly behavior and always move to the right in the corridors. Only students going to portable classrooms and the Band Hall are allowed outside the building.

## **CODE OF CONDUCT**

Good student conduct and discipline is basic to the ability of the schools to offer a productive learning environment. The Board, the administration and professional staff are jointly responsible for keeping the learning environment positive and free from disruption. While the school is responsible for enforcing the rules of conduct and administering disciplinary action, the student and parents bear the primary responsibility for the student's conduct.

Students and parents have a responsibility to know and respect the rules and regulations of their schools. Students are responsible for conducting themselves in a manner appropriate for good citizenship. School personnel are authorized to hold every student strictly accountable for misconduct in class, on school grounds, at school-related activities and going to and from school.

### **1. General Guidelines for Acceptable Student Conduct**

Students in the Grenada School District are expected to:

- Attend all classes daily and be punctual.
- Come to class prepared and have appropriate working materials.
- Be respectful of all persons and property.
- Refrain from profane or inflammatory statements.
- Behave in a safe and responsible manner.
- Accept responsibility for their own work and behavior.
- Abide by the rules and regulations of the school and each classroom teacher.

### **2. Student Misconduct**

Students may be disciplined for violating school rules or safety regulations or for exhibiting otherwise unacceptable conduct. A student may be suspended, expelled or otherwise disciplined as appropriate under the circumstances as a result of any misconduct occurring on school grounds, at school-related activities or coming or going to school or activity. The following is a list of some, but not all, of the more common offenses:

- Cutting class or leaving school without permission
- Disobeying teachers or other school officials
- Fighting or provoking a fight
- Gambling
- Possession of cell phone, beeper, or laser pointer
- Possessing or using firearms or other weapons
- Possessing or shooting fireworks
- Possession of tobacco or paraphernalia related to tobacco products (i.e. matches, cigarette lighters, etc.)
- Using vulgar, profane or obscene language, spoken, written or indicated
- Visiting without permission a school in which the student is not enrolled
- Violating directives in bulletins, memoranda and other official school notices
- Violating the law or city ordinances, including but not limited to:
  - Assault and/or battery of any type
  - Burglary, robbery or theft of any type
  - Disruption of or conspiring to disrupt the normal operation of the school, a class, a school bus, a school activity
  - Extortion (demanding or threatening another for money or property)
  - Possession of or being under the influence of alcohol or drugs
  - Lying at school hearings and/or obstruction of school investigations
  - Trespassing
  - Vandalism (defacing, damaging or destroying property)
- Any act committed outside of school that adversely affects the school's educational environment

## FIGHTING

The penalty for being involved in a fight, defined as an exchange of physical blows, (hitting, slapping, pushing, shoving) will be 3 to 5 days of out-of-school suspension or recommendation for expulsion for the first offense. Students who hit other students and there is no response will be subject to 5 days suspension or commendation for expulsion. Second offense will be out-of-school suspension and recommendation for expulsion. Students who do not fight back will not be subject to punishment. Those students should report the incident immediately to an administrator or teacher. Students should not take matters into their own hands but should allow an administrator to handle the situation.

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

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

Students and parents should refer to the Prevention of School Violence Act in this Handbook, for details on the law relating to weapons on school grounds.

### Dress Code

K-12 8/15/2007

### GENERAL CONSIDERATIONS

Each student has the responsibility to dress appropriately for the school environment. Clothing, hair, and general appearance shall be neat and clean, shall not disrupt the classroom atmosphere, shall not be unusually provocative, or shall not violate health and safety rules of the school. The guidelines for dress and grooming are provided to assist parents and shall apply to all students. The District's dress code is established to teach hygiene, instill discipline, and prevent and avoid safety hazards.

### GENERAL GUIDELINES

Students are to be in compliance with the dress code policy including proper grooming and neatness before entering the building and at ALL times on campus and school buses. The principal will determine what constitutes distracting influences in the matter of dress and grooming and reserves the right to make modifications as needed. Altering the policy in any way is prohibited. If a style of dress or appearance is, in the opinion of the administration, disruptive to the educational process, constitutes a potential threat to the safety or health of the student or other persons, or contradicts the intent of the policy, it shall not be permitted.

\*\*All questions relating to the mandatory dress code shall be determined by the principal at each school site.

CLOTHING CATEGORY	RED	WHITE	NAVY BLUE	KHAKI	BLUE JEANS	BLACK	BROWN
<b>Pants or Capris</b>			X	X	X		
<b>Shirts</b>	X	X	X				
<b>Sweaters (Long Sleeve)</b>	X	X	X				
<b>Undershirt (T-Shirt)</b>		X					
<b>Skirts</b>			X	X	X		
<b>Shorts or Skorts</b>			X	X	X		
<b>Belts</b>			X	X		X	X
<b>Socks</b>	X	X	X	X		X	X
<b>Shoes</b>	See	Next	Page				
<b>Coats / Jackets / Raingear</b>	See	Next	Page				

\*Logos must be school approved, designed and be located over the heart (on the left side).

CLOTHING	STYLE	FABRIC	SPECIFICATIONS
<b>Pants or Capri Pants</b>	Dress or Casual	Cotton, Denim or Twill	-Solid in color with no logos, emblems, pins, or patches unless Grenada School District approved logo is used -Styles should NOT include low riders (will allow modest hip huggers) -No corduroy, sweat suit, wind suit, baggy pants, cargo, or carpenter pants -No pockets on sides of legs, plain (no decorative stitching) on back pockets -No sagging, oversized, or extremely tight fitting pants -Must fit at the waist with a front waistband and belt loops (may be pleated or unpleated; cuffed or uncuffed) -Length may not exceed the bottom of the shoe *EXCEPTION: K-3 may wear elastic or no elastic with a belt or no belt, belt loops or no belt loops
<b>Shirts</b>	Pull Over/ Polo Type or Oxford Cloth (Button up)	Cotton or Poly Blend	-Solid in color with no logos, emblems, pins, or patches unless Grenada School District approved logo is used -Must have collar and may be long or short sleeve (with or without pockets) -All Male/Female students K-12 must have shirts tucked in (belt must be seen) -Button up shirts with collars (with or without button down collars) -No Sweatshirts
<b>Sweaters</b>	Pull Over (Long Sleeve Only)	Cotton, Wool or Poly Blend	-Solid in color with no logos, emblems, pins, or patches unless Grenada School District approved logo is used -Must be a crew neck collar (round neck), Turtleneck, Mock Turtleneck or cardigan (Cardigan should button up-must be worn over clothing.) -Long sleeve only and without pockets (No Sweatshirts) -Must not fall more than 2" below belt -May not be worn tied around the neck, waist or any other part of the body
<b>Undershirt</b>	T-Shirt	Cotton	-May be worn underneath and tucked in
<b>Skirts, Shorts or Skorts</b>	Dress or Casual	Cotton, Denim or Twill	-Solid in color with no logos, emblems, pins, or patches unless Grenada School District approved logo is used -Styles should NOT include low riders (but will allow modest hip huggers) -No corduroy, sweat suit, wind suit, baggy pants, cargo, or carpenter shorts -No pockets on sides of legs -No sagging, oversized, or extremely tight fitting skirts/ shorts/skorts -Must fit at the waist with a front waistband and belt loops (may be pleated or unpleated; cuffed or uncuffed) -Length shall come no higher than 2" from the top of the knee -Skirts must not have a slit higher than the top of the knee *EXCEPTION: K-3 may wear elastic or no elastic with a belt or no belt, belt loops or no belt loops
<b>Belts</b>	Plain	Leather or Cloth	-Solid in color with no logos, emblems, pins, or patches unless Grenada School District approved logo is used -Simple and plain belt and buckle style (holes in belt are allowed) -Length cannot exceed the buckle by more than 6 inches -Must be worn with pants, shorts or any bottoms *EXCEPTION: K-1 require NO belts; 2-3 require a belt only if bottoms have belt loops; and 4-12 MUST have bottoms with belt loops and a belt
<b>Socks</b>	Plain	Cotton or Twill	-Solid in color with no logos, emblems, pins, or patches unless Grenada School District approved logo is used
<b>Shoes</b>	Dress or Athletic	Leather, Cloth or Plastic	-Should not have heels higher than 2 inches -Laces and straps on shoes should be tied and attached to the shoes -Must be worn at all times -No flip flops, house shoes, water shoes or shower shoes -Slip on shoes (including sandals) must be enclosed in the back or have a strap to secure the shoe on the foot
<b>Coats / Jackets / Raingear</b>	ANY	ANY	-Coats/Jackets must be no longer than mid-thigh -NO pullover sweatshirts or windbreakers with hoods -MUST zip, snap, or button all the way up the front -May not be worn tied around the neck, waist or any other part of the body
<b>Jewelry</b>	ANY	ANY	-No large (over 2") jewelry on necklaces -No oversize earrings on girls (Hoops/dangles-no longer or wider than 2") -No embellishments in mouth or on teeth unless required by a doctor/dentist -No large or heavy chains, studded or spiked jewelry -No body piercings jewelry on the face *EXCEPTION: Girls may wear earrings in their ears

>>Clothing that is one or two sizes ABOVE or BELOW your normal size should not be worn.

## CONSEQUENCES-Middle & High Schools (6-12)

First Offense: Telephone call by the principal to the parent/guardian.

The student will go to ISS until a change of clothes is provided. Student must have appropriate attire or wear something the school provides and return it at the end of the day. (The student must have a change of clothes to complete the school day.)

Second Offense: ISS for one day.

The parent/guardian will be required to attend a conference with the principal. Student must call parent to bring appropriate attire or wear something the school provides and return it at the end of the day. (The student must have a change of clothes to complete the school day.)

Third Offense: ISS for two days.

The parent/guardian will be required to attend a conference with the principal. Student must call parent to bring appropriate attire or wear something the school provides and return it at the end of the day. (The student must have a change of clothes to complete the school day.)

Subsequent Offenses: OSS (Out of School Suspension) for remainder of the school day.

(If parent/guardian meets with principal then OSS will be excused.)

## CONSEQUENCES-Elementary Schools (K-5)

First Offense: Letter of reminder (warning) sent to the parent from the principal with the requirement that it be signed and returned the following day.

The student must call parent to bring appropriate attire or wear something the school provides and return it at the end of the day. (The student must have a change of clothes to complete the school day.)

Second Offense: Telephone call by the principal to the parent.

The student must have a parent bring appropriate attire or wear something the school provides and return it at the end of the day. (The student must have a change of clothes to complete the school day.)

Third Offense: The parent will be required to attend a conference with the principal.

The parent should bring appropriate attire or the student should wear something the school provides and return it at the end of the day. (The student must have a change of clothes to complete the school day.)

Fourth Offense: 1 day suspension in ISS (In School Suspension).

The student must call parent to bring appropriate attire or wear something the school provides and return it at the end of the day. (The student must have a change of clothes to complete the school day.)

Fifth Offense: 1-2 days in OSS (Out of School Suspension).

Subsequent Offenses: OSS and parent/guardian conference with administration.

\*\*Upon enrollment during the school year, a student will have 3 school days in which to comply with the dress code.

## DISCIPLINE

### 1. Discipline Purposes and Objectives

Where people exist together, it is necessary to have rules, laws and understandings in order to avoid confusion and even violence. This is especially true in the public school. When parents entrust the school with the care of their child, they also give the school authority to regulate the child's conduct for the welfare of the child and the group. As provided by state and federal law, the school has the authority to enforce rules of conduct at school, on the school bus, at school-related activities and on the way to and from school.

The basic objectives of discipline within the school may be described as four-fold:

1. To establish conditions under which do not prevent any teacher from teaching or any student from learning
2. To establish and maintain study conditions that are conducive to learning.
3. To develop, on the part of each student, the habits and skills that make him/her self-directive and to help him/her realize that he/she is responsible for his/her own behavior.
4. To guide students in learning how to make better choices based on decision-making skills that enable them to become self-disciplined.

### 2. General Principles

All persons concerned are hereby placed on notice that the disciplinary actions and procedures established by the Board are to be conducted in accordance with applicable state and federal law and with any memoranda, bulletins or notices published and distributed by the Superintendent and are subject, in particular, to the following controlling principles:

- The severity of the punishment must correlate directly with the gravity of the offense.
- The punishment imposed should be consistent, to the extent appropriate under the circumstances, with that imposed in other cases involving similar or identical circumstances. Uniformity of dispositions among the various principals should prevail to the extent reasonably possible and appropriate under the circumstances.
- Discrimination based upon race, color, national origin, religion or sex and arbitrariness in the administration of discipline is strictly prohibited. Any charge of discrimination or arbitrariness shall be carefully examined under these regulations.

### **3. Disciplinary Action**

The classroom teacher is responsible for maintaining discipline and taking disciplinary action for minor misconduct which occurs in the classroom or otherwise when students are assigned to his/her control. The teacher has the discretion to impose the type of disciplinary action he/she deems appropriate.

The school administrators are responsible for more serious misconduct as provided by District policy. The principal and/or Superintendent have the discretion to impose the type of disciplinary action he/she deems appropriate. The categories of punishment available for serious misconduct include reprimands, suspensions of 10 days or less, suspensions of 11 day or more and expulsions.

The following sections provide descriptions and procedures, where applicable, for various disciplinary tools available to the teacher and/or administrator.

### **4. Parent-Teacher Conferences**

At least one parent-teacher conference should be scheduled each year for parents of elementary school children. The teacher or principal shall arrange additional parent-teacher conferences when children are having learning or behavior problems. Parents are encouraged to contact the school at any time to arrange a conference as many misunderstandings can be avoided by simple direct communication.

### **5. Detention**

A principal may detain a student only when a definite and productive purpose may be achieved through the use of detention. The principal must notify the student's parents the day prior to the detention.

### **6. Corporal Punishment**

Reasonable corporal punishment of a student is permitted in order to preserve an effective education environment free from disruption and to further the educational mission of the school. The following rules apply:

- Corporal punishment may be administered only after less stringent measures have failed to produce the desired results, except when the student's conduct is of such an extreme nature that corporal punishment is the only reasonable form of discipline under the circumstances.
- Corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Before administering the punishment, the teacher and/or administrator must use their discretion to determine the extent of the punishment based on the size, age and condition of the student, the type of paddle, the amount of force to be used and the part of the body to be struck.
- Only the principal, assistant principal, or certified staff member with the approval and in the presence of the principal or assistant principal may administer the punishment.
- The punishment must be administered in the presence of another certified employee and take place in the principal's office or other such place out of view of other students.
- Corporal punishment is to be administered to the buttocks only and must not be excessive.
- All paddles used in the District must be approved by the principal.
- In all instances where corporal punishment is refused, a 2 day suspension is mandatory. However, before suspension for refusing corporal punishment, the parents will be notified to see if they agree with the student's refusal. The absences will be unexcused but may not occur during six weeks tests or exams.
- When corporal punishment is administered, the administering personnel must complete a discipline form. The original discipline form must be filed in the principal's office, a copy sent to the parent and a copy retained by the teacher.

For further information, contact the principal.

### **7. Suspension**

A suspension is any removal from school for disciplinary reasons for 1 day or more, including until the end of a semester or a

year. A short-term suspension is for 10 days or less. A long-term suspension is for 11 days or more.

An in-school suspension is a removal from the regular classroom to a special classroom for 1 day or more. The following rules apply only to suspensions, not to in-school suspensions.

- A student may be suspended only 1 time for each violation of school rules.
- All days of a suspension are unexcused absences unless the student is enrolled in and completes an alternative school program.
- A student suspended during a 9 week's exam period shall be offered an opportunity to take any examination missed as a result of the suspension, under conditions determined by the principal.
- After completing an appropriate investigation, the principal may suspend a student upon compliance with the rules of due process set forth below.
- Upon suspension of a student, the principal should send the legal guardian a "Letter of Suspension," advising of the particulars, the student's right to a hearing (if applicable) and that a conference to discuss the incident may be arranged.
- Before a student may reenter school after a suspension, the legal guardian must meet with the principal.

See part below for information concerning due process rights relevant to suspension. For further information concerning suspension, contact the principal.

## 8. Expulsion

Expulsion is the denial of school attendance for the remainder of the school year, through the next school year or longer, as determined at the discretion of the school administration or Board. **Students will be expelled for one calendar year for an expellable offense involving weapons, violence, drugs, sexual misconduct, or any crime committed on school grounds, at school-related activities, or elsewhere which has the effect of disrupting the educational process.** The date of an expulsion and a description of the act or behavior resulting in expulsion will be included in the student's cumulative folder and permanent record.

As a general rule, no student may be expelled unless: (1) clear proof exists that he/she poses a threat to the orderly operation of school programs or activities or a danger to the physical well-being of himself, others or property, and (2) the legal guardian has been notified of the misconduct and the possibility of expulsion and given an opportunity to confer with the principal/relevant faculty members regarding the misconduct. It is a firm policy of the District to expel only as a last resort.

Each of the following is grounds for immediate expulsion:

- Fighting
- Gang-related misconduct
- Possession or use of weapons (see page 34)
- Destruction of school property
- Possession, use or selling of illegal drugs and/or alcohol
- Assault/battery of school employees
- Any crime committed on school grounds or at school-related activities or elsewhere which has the effect of disrupting the educational process (MS Code Annotated, Section 37-9-71)

All days of an expulsion are unexcused absences unless the student is enrolled in and completes an alternative school program.

The Superintendent will notify the youth court and law enforcement officials of all expulsions because of criminal activity, including possession/use of a deadly weapon, possession/sale/use of any controlled substance, assault, rape, sexual battery, murder or any violent act which results in death or physical harm to another or an attempt to cause death or physical harm to another. For further information on expulsions, contact your principal.

## **DUE PROCESS**

A student has the right to due process when he/she is subjected to the loss of attendance at school. These procedures do not apply when a student is given in-school suspension and may not apply when a student is enrolled in an alternative school program instead of removal from school.

### 1. Suspensions of 10 days or less

The student will be orally informed of the charges against him/her and given the opportunity to respond by giving his/her version of the incident involved. If the student denies the charges, the administrator will explain the evidence against him. A record of this proceeding will be made. If a suspension is issued, the administrator shall notify the legal guardian of the action by a "Letter of Suspension." If the legal guardian is aggrieved by the decision, he/she may request review by the Board.

### 2. Suspensions of 11 days or more/Expulsions

The student will be orally informed of the charges against him/her and given the opportunity to respond by giving his/her

version of the incident involved. If the student denies the charges, the administrator will explain the evidence against him. A record of this proceeding will be made. If a suspension of 11 days or more or expulsion is issued, the student will be given written notification of the following:

- The charges against him and punishment to be imposed
- A summary of the evidence against him
- His right to a hearing and the date, time and place of a hearing
- His right to present witnesses and evidence on his behalf
- The right to be accompanied by his parent and/or represented by his attorney, at his own expense
- His right to waive a hearing and the process for waiver

This notice must be hand-delivered or mailed via certified mail and postmarked no less than 5 days before the scheduled hearing.

If the student desires to waive the hearing, he may do so by executing a waiver before the school administrator and the punishment for the misconduct will be imposed. Otherwise, a hearing will be conducted as provided for as follows.

### **3. Hearings for Long-Term Suspensions/Expulsions**

Hearings for long-term suspensions will be heard by the principal or principal designee, the Superintendent or his designee or the Board. The Board will take final action on all expulsions. The following rules will be followed:

- A disciplinary hearing will not be open to the public.
- The principal, Superintendent and/or their designee(s) will keep a written statement of the proceedings. The Board will keep a record on tape or by court reporter. The statements, tapes and/or records will be kept for a period not to exceed 4 years and shall remain confidential in accordance with the Family and Education Privacy Act of 1974.
- The hearing will be conducted in an orderly manner. Any persons attempting to disrupt the proceedings will be subject to immediate action, including removal from the hearing place, and, if a student, to disciplinary action.
- The hearing will be conducted in an informal but fair manner. The formal rules of Evidence and Procedure will not apply.
- All witnesses will give testimony under oath.
- The student will have an opportunity to hear and respond to the witnesses presented against him/her and to see and respond to any written evidence against him/her. The student may present witnesses or documentary evidence in his/her own behalf.

Except where special circumstances exist and the suspension or expulsion was immediate, the student's status at school will not be changed pending final disciplinary action.

Within 72 hours after the conclusion of a hearing, a written statement of findings will be prepared and delivered by hand or mail to the student and/or a legal guardian. However, this time period may be extended under extenuating circumstances.

### **4. Appeals**

The parent and/or student may seek review of a suspension by the Board by submitting a written request within 3 days of receipt of the initial findings. The Board will review the matter in private session on or before the date of its next regularly scheduled meeting. The decision of the Board is final.

### **5. Further Information**

For further information on due process rights in the event of a suspension or expulsion, contact your principal.

### **DISPLAY OF U.S. FLAG/ Pledge of Allegiance**

Mississippi Code, Section 37-13-6 requires that the U.S. flag shall be displayed in each classroom and in each principal room of the school building at all times while school is in session. Each school district shall provide student instruction in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises. The instruction shall be a part of each fifth grade social studies curriculum or history curriculum. Teachers are required to have all pupils repeat the oath of allegiance to the U.S. flag at the beginning of the first hour of class each day school is in session. Any student or teacher who objects to reciting the oath of allegiance shall be excused from participating without penalty.

## **DRUG POLICY**

The use, possession or sale of any narcotic drug on or around school grounds, at school-related activities or going to or from school is strictly prohibited. Such misconduct may be grounds for immediate expulsion. A narcotic drug is any drug identified in Schedules I through V of Controlled Substances, Miss. Code Ann. §§ 41-29-113 through 121.

The use of prescription drugs at school or school-related activities is permitted only when the drug is prescribed for medicinal purposes only to the person taking the medication and only with the written permission of the legal guardian.

For further information relevant to the District's drug policy, contact the principal and/or see the Search and Seizure section in this handbook.

## **EMERGENCY WEATHER PROCEDURES**

In the event of severe weather or other emergencies, the Superintendent may be required to dismiss school early. Parents are strongly urged to have a plan for early dismissal in case a parent cannot be home. A student should know what to do and where to go. Announcements of early dismissal will be made over radio stations as soon as possible to notify parents that school is to be dismissed early or canceled.

## **FEE POLICY**

### **Grenada School District Fee Policy**

1. The District has no enrollment fee or registration fee for students to attend any school in the District.
2. Beginning with school year 2008-2009, the District will not charge fees to any student for the costs of supplemental instructional materials and supplies. Supplemental instructional materials and supplies include subject workbooks, readers and magazines used in course work, computer laboratory and science laboratory materials and supplies, additional books used for course study, and materials for vocational classes. Except for the fees described in this paragraph, the Board of Trustees does not designate any other fees charged by the District to be related to a valid curriculum educational objective.
3. For school year 2007-2008, the District will charge fees for the costs of supplemental instructional materials and supplies described above. For 2007-2008, the District will waive or refund fees paid for supplemental instructional materials described above by a student whose family qualifies for the National School Lunch Program, 42 U.S.C. Section 1751 *et seq.* or any other student. The fees for supplemental instructional materials and supplies above will be waived for school year 2007-2008 and future school years pursuant to the District's financial hardship waiver policy for any student whose family qualifies for the National School Lunch Program.
4. Pursuant to Miss. Code. Ann. Section 37-7-335(1)(c), the District will continue to charge fees related to extracurricular activities such as athletics, cheerleading, band, show choirs, ROTC, school clubs, and student organizations. These fees include but are not limited to costs for school annuals, student newspapers, beauty reviews, club dues and activities, class dues for prom and homecoming functions, field trips, parking decals, caps, gowns, and diploma covers for graduation exercises, and all trips, events, merchandise, or fundraisers associated with extracurricular activities.
5. Teachers may sometime request students to purchase certain personal items from a third-party vendor chosen by the student. The District does not sell these items and charges no fees for them. These items are optional and not required. They include but are not limited to notebook paper, compositions books, binders, file folders, dividers, pencils, pens, crayons, markers, erasers, book bags, planners and organizers, construction paper, paper cups and plates, index cards, and nap pads or towels.
6. Pursuant to the Mississippi Attorney General's Opinion dated August 3, 2007, to State Superintendent Hank M. Bounds, personal clothing purchased by a student from a third-party vendor selected by a student to comply with the District's dress code for students is not a fee of the District.
7. In compliance with Miss. Code Ann. Section 37-7-335, this policy shall be published in student handbooks for all schools in the District so that all students whose families qualify for the National School Lunch Program, 42 U.S.C. Section 1751 *et seq.* shall know that it is the District's intention not to charge fees for which a waiver must be granted under the statute. If however, any student seeks a hardship waiver, any information provided by the student will be maintained in strict confidence with all files and personal disclosures restricted from review by the general public and used solely for determining a student's eligibility for any such financial hardship waivers.



## **FIRE AND SEVERE WEATHER DRILLS**

Fire and severe weather drills are held periodically during the year to ensure speed and efficiency in getting children to their assigned protective areas. Teachers will explain evacuation procedures to the students. Students will be required to leave the classroom in orderly lines and move as rapidly as good order will permit to the assigned areas. Monitors will inspect all sections of the building to see that all students have safely vacated the building.

FIRE - 2 Long Rings

TORNADO - 3 Short Rings

## **GRADES/CURRICULUM**

The MS/Grenada K-12 Curriculum Framework is the basic curriculum of the district. This plan includes minimum objectives, instructional processes and methods of evaluation. As a minimum, each student will be taught the basic, functional literacy and core battery skills at each grade level.

Teachers are to keep accurate and up-to-date records of student grades and/or levels of achievement. The parents/legal guardian, upon written request, will be permitted to review their own child's grades only. The review must be in the presence of the teacher or principal and will at no time include access to other students' grades or other records.

### **1. General Grading Rules**

- A minimum of 1 grade per subject per week is required.
- A child must be on the class roll at least 15 days during a 9 weeks period to receive a report card.
- Grades shall not be lowered for disciplinary reasons.
- Kindergarten: Periodic progress reports will be sent home to parents.
- Multi-Age Classes: All multi-age classes will be non-graded and progress will be evaluated and reported on a nine weeks basis by portfolio assessment.
- Grades 1-3:
  - Daily work, including homework, recitations, reports, etc., counts 1/2 of the 9 weeks average.
  - Weekly or chapter tests will count 1/2 of the 9 weeks average.
- Grades 4-5:
  - Daily work, including homework, daily tests, recitations, reports, etc., counts 1/2 of the total nine weeks grade.
  - Weekly tests or chapter tests will be given in each subject and will count 1/2 of the nine weeks average.
  - The two nine weeks grades will be averaged to determine the semester grade.
- Grades 6-8:
  - Daily work, including homework, recitations, reports, etc., counts 1/4 of the total nine weeks grade.
  - Weekly or chapter tests will count 1/2 of the 9 weeks average.
  - The nine weeks test will count 1/4 of the total nine weeks grade.
  - The two nine weeks grades will be averaged to determine the semester grade.

Parents of 7th and 8th grade students who are failing will receive failing notices at the end of the 2<sup>nd</sup> 9 weeks. Parents are encouraged to arrange for a parent-teacher conference within the two days following receipt of a failing notice for help in assisting the student before report cards are issued.

### **2. Honor Rolls**

Students in grades 4-8 may be selected to the Honor Roll as follows:

- Principal's List: 93 average or above in each academic subject, not including writing and spelling.
- Honor Students: 90 or above average in each academic subject, not including writing and spelling.

Honor Rolls will be named at the end of each 9 weeks for Upper Elementary and Middle School students and at the end of each semester. Student discipline or deportment will not be considered as a factor of eligibility for this academic average honor.

### 3. Report Card Dates

Report cards will be sent home with the students in grades 1-8, as follows:

#### **REPORT CARDS WILL BE ISSUED ON THE FOLLOWING DATES**

**October 22, 2007**

**March 25, 2008**

**January 14, 2008**

**May 23, 2008 (cards will be mailed)**

### 4. Promotion and Retention

To be considered for promotion to a higher grade, a student must demonstrate mastery of 100% of the grade level functional literacy skills and the grade level basic skills of the curriculum structure of the Mississippi State Department of Education. Students in grades 1-5 will not be considered for promotion if he/she makes below 70 in one or more subjects (Math, Reading) for the yearly average. Students in grades 6-8 will not be considered for promotion if he/she makes below 70 in two or more subjects for the yearly average. **Students may be retained in kindergarten.**

### **GUN FREE SCHOOLS**

The Grenada School District operates in compliance with the Gun-Free Schools Act, Title VIII of the Elementary and Secondary Education Act of 1965. Therefore, all policies and procedures adopted by this Board which affect the conduct and/or discipline of students are supplemented by the requirements of this act, as follows.

#### I. FIREARMS PROHIBITED

No student is permitted to bring a firearm on school property.

#### II. DEFINITIONS

A "firearm" means any type of weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; including any explosive, incendiary, poison gas, bomb, grenade, rocket, missile, mine or other similar device; and any type of weapon; and any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled; or as otherwise defined by federal law.

"School property" includes any school building, bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by the District.

#### III. DISCIPLINARY ACTION

The penalty for bringing a firearm on school property shall be expulsion from the school program and all of its activities for a minimum period of one calendar year.

Any student who is charged with bringing a firearm on school property shall be automatically suspended for ten days and recommended for expulsion for a minimum period of one calendar year by the principal. The suspension shall take effect immediately following the provision of initial due process and pending the conclusion of due process on the recommendation of expulsion, all in accordance with Policies JCDAE and JDE.

The superintendent who receives a recommendation for expulsion may determine, based upon the particular circumstances of a given case, that other disciplinary action or alternative placement is appropriate and may make such recommendation to the board.

#### IV. READMISSION

A student who is expelled for bringing a firearm on school property must apply to the Board for readmission to the regular school program. Readmission may be granted by the Board upon a documented showing that the student has participated in successful rehabilitative efforts including but not limited to progress in an alternative school or similar program.

#### V. REPORTING

Violations of the firearm prohibition stated in this policy shall be reported in accordance with Policies JCDE/KP and JCDE/KP-1.

Legal Ref: Gun-Free Schools Act of 1994  
**INSURANCE**

The District does not provide insurance for students. Accident insurance for students may be purchased by the parent/legal guardian at a nominal fee. The insurance is provided by an independent carrier for either 24-hour coverage or school day coverage only. You may contact the school office for further information.

### **INTERNET APPROPRIATE USE AGREEMENT/ CHILDREN'S INTERNET PROTECTION ACT (CIPA)**

The following measures are in place in the Grenada School District to comply with the Children's Internet Protection Act (CIPA).

- Filtering - Supplied by the Mississippi State Department of Education via the Office of Educational Technology.
- Internet Safety Policy - Appropriate Use Policy which follows
- Teacher Supervision - Teachers currently monitor Internet surfing in their classrooms

Grenada School District will adhere to the Child Internet Protection Act, the Children's Online Privacy Protection Act and to No Child Left Behind Legislation.

### **Overview of CIPA <http://www.sl.universalservice.org/whatsnew/MISC/CIPA051801.asp>**

The Children's Internet Protection Act (CIPA) was signed into law on December 21, 2000. Under CIPA, no school or library may receive discounts unless it certifies that it is enforcing a policy of Internet safety that includes the use of filtering or blocking technology (see below). This Internet Safety Policy must protect against access, through computers with Internet access, to visual depictions that are obscene, child pornography, or (in the case of use by minors) harmful to minors. The school or library must also certify that it is enforcing the operation of such filtering or blocking technology during any use of such computers by minors. The law is effective for Funding Year 4 (07/01/2001 to 06/30/2002) and for all future years. Schools and libraries receiving only Telecommunications Services are excluded from the requirements of CIPA.

<http://www.ftc.gov/ogc/coppa1.htm>

### **Overview of COPPA**

Children's Online Privacy Protection Act (COPPA), enforced by the Federal Trade Commission, requires commercial website operators to get parental consent before collecting any personal information from kids under 13. COPPA allows teachers to act on behalf of a parent during school activities online, but does not require them to do so.

### **INTERNET APPROPRIATE USE AGREEMENT**

Grenada School District is pleased to bring access to the Internet to students and teachers. Internet access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of the users, who must adhere to strict guidelines. These guidelines are outlined here so that you are aware of the responsibilities you acquire with usage of the Internet. In general, an Internet user accepts responsibility for efficient, ethical, and legal utilization of all network resources. If a user violates the provisions, Grenada School District will terminate or suspend access to the network and disciplinary action may be taken.

- Transmission of any material in violation of any United States or state regulation is prohibited. This includes copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use for product advertisement, commercial activities, illegal action, or political lobbying is prohibited.
- Appropriate use reflects academic honesty and ethical behavior, and demonstrates consideration of the consumption of shared resources. It shows respect for intellectual property, ownership of data, system security mechanisms, and the rights of others to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.
- Appropriate use also refers to disciplining oneself to spending a reasonable amount of time on the network and not neglecting other responsibilities. It is possible to become addicted to the Internet thereby neglecting study time and time for social and wellness activities. Students identified as addicted to the network may be denied access for a period of time to be determined by the principal.
- Use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The principal or his designee may deny, revoke, or suspend user privilege to any user determined to be using the system in an inappropriate manner and their decision is final.

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to):

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone number or the address or phone number of students or colleagues.

- Note that electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

**Reliability:**

- Grenada School District makes no warranties of any kind, whether expressed or implied, for the service it is providing.
- Grenada School District will not be responsible for any damages suffered by the user, including loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions.
- Use of any information obtained via the Internet is at the risk of the user. Grenada School District denies responsibility for the accuracy or quality of information obtained through Internet services.
- Grenada School District is not responsible for student access to what may be deemed as inappropriate material available on the Internet.

**Security:**

- Security on any computer system is a high priority, especially when the system involves many users. If a user feels he has identified a security problem, the principal must be notified immediately. The problem is not to be demonstrated to any other users.

**Vandalism:**

- Vandalism will result in cancellation of privilege and disciplinary action in accordance with district policy. Vandalism is defined as any malicious attempt to harm or destroy data to another user, the Internet, or any of the networks that are connected to the NSFNet Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

**LOST AND FOUND**

Students should make every attempt to keep up with their personal belongings. All items brought to school should be clearly marked with the student's name and any other appropriate identifying information. The District assumes absolutely no responsibility for lost or stolen articles.

Items of special value, such as jewelry and large sums of money, should not be brought to school.

If an item is lost, stolen or found, report it to the office as soon as possible.

**LUNCH AND BREAKFAST PROGRAMS**

Breakfast:	Students	\$1.00	Reduced	.30	Adults	\$1.75	Milk	.50
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Lunch:	Students	\$1.50	Reduced	.40	Adults	\$2.75	Milk	.50
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\*Ice cream & juice are available for an additional price

Free and reduced price meals are available. Details and applications are available from the principal.

Students whose parents have a temporary reduction in income or zero income will be considered for eligibility based on the present rate of income rather than regular annual income. Benefits will be granted on a 90-day temporary basis. At the end of the 90 days, parents will receive an application for an extension of eligibility, if appropriate. Another 90-day temporary approval may be granted if the household's income remains eligible. If a family's income changes, please contact the Central Office Food Service Department for a student to receive meal benefits in a timely manner.

**MEDICATION**

When medication is to be given at school, the following guidelines must be followed:

- A permission note signed by parent/guardian should accompany the medication.
- The permission slip should list the name of the medication to be given, the amount to be given, and time to be given.
- Medication is to be labeled with child's name and in the original container.
- Parents/guardians will have two weeks to provide the school with the doctor's order for prescription medications to be given during school hours.
- All medications should be taken to the teacher, secretary, or nurse the first thing in the morning.

These guidelines promote safety for all students in the school system.

Students may be given medication only upon written authorization from the parent/legal guardian. Any prescription medication must be prescribed to the student by a physician. Students will be required to remember when medication is to be taken. The District assumes absolutely no responsibility for any matters resulting from a student's taking or refusing to take medication.

## **NEW STUDENTS**

Students enrolling in the Grenada School District for the first time must report to the principal's office to begin the registration process. New students must be accompanied by a parent or guardian. The following information is required at the time of registration: (1) Withdrawal grades or report card (May be FAXED from former school) (2) Address of former school (3) New home address (Civil Defense 911 Notification Card required) and phone number residency verification. (4) Immunization records - MS Blue Slip (5) Birth Certificate

## **PARENT-TEACHER ASSOCIATION**

Each elementary school has a Parent-Teacher Association. Parents are encouraged to participate and support their schools through the P.T.A. or Grenada Middle School P.T.O.

## **PETS-ANIMALS**

Students may not bring pets or other animals to school without permission from the principal.

## **PRIVACY ACT**

With regard to the release of students' education records, the District complies with the Family and Education Privacy Act of 1974, 20 U.S.C. 1232g.

- Parents, both custodial and non-custodial, have the right to inspect and review the education records of their children. Upon request, the District permits rapid access to student records.
- "Directory information" (name, address, telephone number, date and place of birth, participation in activities, weight and height of athletes, dates of attendance and awards) about students may be made public without specific permission from the parents or students. During the school year, the school may publish or sponsor publication of yearbooks, student directories, honor society rosters, athletic programs, graduation programs and other such items. Parents may request that this or any of this directory information not be published; however, for such a request to be honored, the parents must make the request within 14 calendar days of the first day of school on the form provided at the school.
- The District will not release to any third party the education records of students without the written consent of their parents except as permitted by law.
- When a student reaches age 18, the right to consent or view the records is accorded only to the student and not the parents.

Each principal is the custodian of the students' records. Parents who have legitimate inquiries about such records should contact the principal. For further information concerning the District's compliance with the Privacy Act, contact your principal.

## **REGISTRATION**

A child must be 5 years old on or before September 1 to enroll in school. Before any student will be registered, the parent/legal guardian must be present with valid documentation.

### **1. Documentation Required for Registration**

A student entering a Mississippi public school for the first time must present a certified copy of his/her birth certificate.

A student entering the District for the first time is required to present the following prior to enrollment in the District:

- Proof of residency (see Residency Verification)
- Clearance from the former school
- A Certificate of Immunization Compliance certifying that the student has had all required immunizations:
  - DPT (diphtheria, tetanus, whooping cough)
  - Red measles
  - Rubella
  - Polio
  - MMR

- Entering kindergarten students who have not had chickenpox will be required to have the varicella (chickenpox) vaccine.

[www.msdh.state.us/msdhsite](http://www.msdh.state.us/msdhsite)

A statement of whether the student is under an expulsion from or has an expulsion proceeding pending in the former school district.

The Certificate of Immunization Compliance is an absolute requirement for enrollment and may be obtained from the Grenada Health Department or a private physician. If medical reasons prevent a child from being immunized, only the County Health Officer can issue exceptions. For further information on immunization requirements, contact your principal, or the Grenada County Health Department.

If a student is under an expulsion from or has an expulsion proceeding pending in the former school district, special enrollment procedures apply. For further information, please contact the Superintendent.

## **2. Withdrawals and Transfers**

A parent/legal guardian must contact the principal and sign a record release form before a student will be permitted to withdraw from and/or transfer to another school. All debts to the school must be cleared and textbooks returned before a student will be officially released. If these requirements are met, the student will receive a clearance form which should be presented to the new school. The student's cumulative record will be forwarded to the new school upon receipt of its written request, signed by the legal guardian.

If a student withdraws during the last month of the school year, the principal will send a notice to the parent/legal guardian stating the student's academic situation and probable classification for the next year had he not withdrawn.

## **RESIDENCY REQUIREMENTS AND VERIFICATION**

Students must physically reside full time (weekdays/nights and weekends) at a place of abode located within the limits of the District. With the exception of students who are lawfully transferred into the District, all students must meet the residency and verification requirements.

### **1. Verification**

Each student enrolling for the first time in the District or each continuing student whose residence has changed must verify his residence as part of the registration process. Documents that may be used for verification must include a street address. At least two of the following must be presented:

1. Civil Defense 911 Notification Card
2. Filed Homestead Exemption Application form;
3. Mortgage Documents or property deed;
4. Apartment or home lease;
5. Utility bills;
6. Driver's license;
7. Voter precinct identification;
8. Automobile registration;
9. Affidavit and/or personal visit by a designated District official;
10. Any other documentation that will objectively and unequivocally establish that the student resides within the school district; or
11. A certified copy of a filed petition for or decree of guardianship, except where the guardianship was executed for purposes of school attendance.

The parents or guardians of continuing students whose residency has not changed since initial verification must sign a Declaration of Residency form as part of the registration process each subsequent year.

### **2. Homeless Children**

When a child is determined to be homeless as defined by the Stewart B. McKinney Act, the District shall consider and take enrollment action that is in the best interest of the child.

### **3. Students Living with Adults Other Than Parents or Legal Guardians**

A student residing with a non-parent must meet the same requirements stated above for residency verification.

The non-parent resident must provide the District with an affidavit stating his or her relationship to the student and that the student will be living at his/her abode full-time, and providing documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement.

The Board of Trustees or its designee will make the factual findings necessary to determine whether the residency of a student with a non-parent is appropriate for school attendance purposes.

#### **4. Transfer Students**

A non-resident student may be lawfully transferred into the District only with Board approval and under conditions provided by law. A tuition fee of \$750.00 for the 1<sup>st</sup> student, \$500.00 for the 2<sup>nd</sup> student, and \$350.00 for the 3<sup>rd</sup> student in a family will be assessed annually to students receiving a lawful transfer into the District, except where prohibited by law. The tuition must be paid prior to registration.

#### **5. Further Information**

For further information regarding residency, please contact your principal.

### **SCHOOL BUS RULES**

**Riding the school bus is a privilege which can be denied to a student who violates a bus rule. Students may be denied bus service and/or suspended or expelled from school for infractions.**

Good discipline, security and safety are goals of the District. Parents are responsible for teaching students to be on the alert for all dangers and to explain possible consequences for not obeying the rules of conduct, including the following:

#### **1. Loading and Unloading**

- Be at the assigned bus stop on time in the morning and at the assigned loading zone on time in the afternoon.
- Exercise extreme caution in getting to and from your assigned bus stop.
- Don't play on or near the road while waiting for the bus to arrive.
- If you must cross the road to get on the bus or after getting off, don't cross until the bus arrives and gives the proper signal to cross. Always cross in front of the bus and look both ways for traffic.
- Wait until the bus comes to a complete stop before trying to load or unload.
- Use the hand rail while getting on and off the bus.
- When leaving the bus, move away from the unloading zone to your assigned place as quickly as possible, but do not run.
- After unloading buses at the Middle School in the afternoon, students must go directly to their buses and find a seat. No playing or standing outside the buses will be permitted.

#### **2. While In the Bus**

The bus driver is authorized to maintain discipline on the school bus. Students must be courteous and follow all instructions of the driver and safety patrol. All rules of student conduct are applicable on the school bus and will be enforced. Some special reminders are:

- Do not distract the driver's attention except when necessary.
- Talking is permitted only in normal tones. Do not shout or make unnecessary noise at any time but especially when the bus is approaching and crossing a railroad or an intersection.
- Keep your head, hands and articles inside the bus.
- Do not bring unauthorized articles on the bus (pets, combustibles, large items, weapons, etc.).
- Do not smoke or use profane language.
- Do not fight or scuffle.

At any time students are riding on school buses, they may be filmed by use of a camcorder.

### **SEARCHES**

Circumstances may arise which require searches of students' persons, possessions, lockers, desks or vehicles. Administrators have the authority and obligation to exercise discretion in conducting searches. Teachers should not conduct any searches, except under cases of little intrusion, without consultation with the principal. Any weapons or other dangerous objects found on the student's person or in the student's possession should be immediately confiscated and appropriate disciplinary action should be instituted.

#### **1. Locker and Desk Searches**

Student lockers and desks are District property and remain at all times under the control of the District. However, because students have a reasonable expectation of privacy in their lockers, inspection of lockers must be authorized by the principal or his designee. No prior approval is required to search desks. Searches of lockers and/or desks may be conducted without notice to or consent of the student when reasonable cause exists to suspect a violation of a law or school rule.

**2. Vehicles**

Vehicles driven to school by or for students are subject to searches without notice to or consent of the student. No individualized suspicion is required for vehicle searches. However, when a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside a vehicle, the student may be required to open the vehicle, including the trunk, for further inspection.

**3. Students**

A student's person and/or personal effects may be searched whenever a school authority has a reasonable suspicion that the student is in possession of illegal or unauthorized materials. A pat-down must be conducted in private by a school official of the same sex with an adult witness present.

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

**4. Metal Detectors**

When a school administrator has reasonable suspicion to believe a student is in possession of a weapon or other dangerous object, the administrator may conduct a metal detector search of the student and the student's personal effects. Such search shall comply with the guidelines set forth by Board Policy.

**5. Further Information**

For further information on searches, please contact the principal.

**SECTION 504 OF THE REHABILITATION ACT OF 1973**

The District is in compliance with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance.

For further information on or to make a complaint under Section 504, you may contact Dr. David Daigneault, P.O. Box 1940, Grenada, MS 38902-1940, (662) 226-1606.

**SEXUAL HARASSMENT**

Title IX prohibits sex discrimination, including sexual harassment, against students in academic institutions. It is the intent of the Board of Trustees to maintain an environment free from sexual harassment of any kind.

**1. Definition of Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited. Examples of this type of conduct include:

- \* Requiring submission to sexual conduct, either implicitly or explicitly, as a term or condition for grades, promotion or other benefit.
- \* Using submission to or rejection of sexual conduct as the basis for decisions affecting the student.
- \* Using, whether intentionally or not, sexual conduct to unreasonably interfere with the student's work performance or create an intimidating, hostile or offensive teaching or learning environment.

**2. Complaints**

Complaints may be made to the appropriate administrator or directly to the Title IX Coordinator without fear of reprisal. If a complaint is substantiated, the offending employee/student shall be subject to disciplinary action. The District specifically prohibits inappropriate relationships between staff and students. The administration will investigate any such relationship when it becomes aware that a situation might exist between one of its employees and a student and will document the investigation. Evidence supporting that an inappropriate relationship exists include, but is not limited to, the presence of personal emails, telephone calls, instant messages, and text messages between an employee and a student, particularly when such exchanges are not school-related or are only tangentially school related. Personal emails, telephone calls, instant messages, and text messages are not appropriate and are grounds for discipline or employee dismissal. A student must report inappropriate behavior by a staff member or harassing behavior by another student.

To make a complaint, specific steps must be followed in accordance with strict time lines. To start the complaint process, a complaint must be made within 5 days after the occurrence of the alleged sexual harassment by contacting your principal or Dr. David Daigneault, P.O. Box 1940, Grenada, MS 38902-1940 or 662-226-1606.

**3. Further Information**

More detailed information concerning the Sexual Harassment Policy and Complaint Procedure may be found in Board Policies.

### **SMOKE-FREE SCHOOLS / SMOKING AND OTHER USES OF TOBACCO ON SCHOOL PROPERTY**

1. The Mississippi Code, Section 97-32, et seq. established the Mississippi Adult Tobacco Use on Educational Property Act of 2000.
2. No person shall use any tobacco product on any school property. Violators shall be subject to a warning for the first conviction, \$75.00 for a second conviction and a fine not to exceed \$150 shall be imposed for subsequent violations.
3. For the purposes of this Act, school property means any public school building or bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by a local school board, school, or directors for administration of any public educational institution or during a school related activity. Sixteenth section land or lieu land without school facilities or school related activities is exempt from this Act.
4. This Act does not include property owned or operated by the state institutions of higher learning or public community or junior colleges.
5. Anyone convicted under this Act shall be recorded as being fined for a civil violation and not for violating a criminal statute.

Policy: GBRM/EBAB Adopted June 13, 2000

Legal Ref: Mississippi Code Annotated, Section 97-32 et seq.

### **SMOKING AND CHEWING**

Use of tobacco in any form or possession of paraphernalia related to tobacco products (i.e. matches, cigarette lighters, etc.) is prohibited during school, on school grounds, at school-related activities and going to and from school. Gum chewing and candy are prohibited in school and as otherwise directed by the administration or teachers.

### **SPECIAL PROGRAMS**

- Title 1 provides instructional assistants and materials for underachieving elementary students.
- Adult Education Program provides remedial work for adults with little or no formal education. Other programs prepare adults to pass the high school equivalency test and offer vocational training.
- Health Services are provided by District nurses who visit each school on a regular basis.
- Guidance Counselors are available to students with special problems.
- Instructional Supervisors provide teachers with guidance and materials to assist in teaching reading and mathematics.
- Remedial Reading and Math programs provide individualized reading instruction for underachieving students based on diagnosed needs in one or both of the subject areas.
- Project LEAP (Learning Enrichment and Progress) provides a differentiated educational program for students who have been identified as potentially intellectually or artistically gifted by a qualified examiner.
- Any student 16 years of age or two grade levels behind their normal grade placement is eligible for placement in the Grenada School District GED Program at Tie Plant School.

### **STUDENT ACTIVITIES**

The Board of Trustees of the Grenada School District recognizes that for the development of a well-rounded individual, academics and extracurricular activities are very important. However, activities related to academic achievement take precedence over all other activities in the District.

1. It is the responsibility of the Athletic Director, Director of Bands, and/or leader of organizations within the District to solve conflicts that may arise due to scheduling. A written or verbal agreement as how to resolve the conflict will be necessary to avoid any misunderstanding due to communication problems.
2. If it is not possible for the coordinator or the director of these activities to agree on a decision, the building administrator responsible for the students involved will make the decision based on the following guidelines:
3. In the event of **two (2)** activities taking place at the same time, (only after all scheduling attempts have failed), then:
  - (a) National takes precedence over regional
  - (b) Regional takes precedence over state
  - (c) State takes precedence over district
  - (d) District takes precedence over conference
  - (e) All of the above take precedence over practice/rehearsal.

The Board of Trustees of the Grenada School District feels very strongly that parental involvement is important to the

educational development of a child. The precedence established in the above statements (a-e) gives clear guidelines for the scheduling and arrangement of extracurricular activities in the Grenada School District. After all attempts by District personnel in charge of extracurricular activities to schedule and avoid conflicts, and conflicts do indeed exist (whether it be the fault of the District or some unavoidable circumstance) then the precedence rule as stated in (a-e) above will be in effect. However, if a parent/guardian feels strongly that the conflict that was created by the District concerning the two scheduled events is not in the best interest of his/her child, then the parent/guardian may do the following:

The parent/guardian, upon personally contacting the Superintendent of the Grenada School District may indicate to the superintendent that parent/guardian(s) choice regarding his/her child's participation in the scheduled events. That request by the parent/guardian will be honored by the superintendent and all District personnel involved in these particular activities with the child. If the parent/guardian has ambivalent feelings regarding the conflict that the District has created, or does not choose to personally contact the superintendent of the School District, then the precedence rule as established in (a-e) above remains in effect.

An extracurricular activity in the Grenada School District that has historically had available certain dates in the past for participation will have precedence in scheduling over a new activity that is formed or that is beginning its involvement in the Grenada School District when scheduling conflicts arise regarding the dates in question.

4. **A sporting event/performance placed on the calendar takes precedence over a practice/rehearsal.** However, all attempts shall be made by the Athletic Director, Director of Bands, or leader of other organizations to avoid scheduling performances on top of practices, rehearsals, or other performances.
5. In the event of conflict in scheduling **simultaneous practices or rehearsals**, all attempts shall be made to avoid practice/rehearsal conflicts by organizing a schedule which permits students to participate in different activities.
6. **ALL** activities shall be placed on the master calendar at Central Office so as to avoid scheduling over another previously scheduled activity. Approved calendar dates by the Superintendent will take precedence over those events which are not on the master calendar. Principals of the schools involved with the scheduled events will be notified concerning the scheduling of such events. An exception would be MHSAA or state sponsored events which may be qualified for later. The master calendar is located in Central Office and recorded by the superintendent's secretary.
7. The Athletic Director, Director of Bands, or coordinator of each activity is responsible to insist that students follow the outlined regulations without an attempt to force, punish, penalize, or have the student's parents make the choice of participation in a practice/rehearsal/performance/game over another activity. Decisions will be made by the Athletic Director, Director of Bands, or leader of other organizations within the School District in a spirit of cooperativeness. Failure to follow the outlined regulations would result in disciplinary action by the Superintendent and/or School Board.
8. Rescheduling or rain dates shall not conflict with the sporting events or performances already on the calendar. If conflicts occur and no agreement can be reached follow number three (3) above.
9. Because of scheduling conflicts, a student participating in a variety of activities is not necessarily required to devote an equal amount of time to each activity as compared to a student who is involved only in one individual activity. All District personnel in charge of programs in which multi-talented students are involved **will make** this accommodation for these students.

## **STUDENT TRANSFERS FROM UNACCREDITED SCHOOLS**

\*Students who transfer into the Grenada School District from a home schooling situation or from a school that is not accredited by the Southern Association of Colleges and Schools or by the State Accrediting Agency where the school exists (i.e. Mississippi SDE, Alabama SDE, Tennessee SDE, etc.) will be handled in the following manner.

\*If the student is at the 8th grade level or below, the student will be given an achievement test to determine the appropriate grade level of that particular student and student will be placed in a grade that reflects that achievement test score.

\*If the student is transferring into the High School, grades 9-12, and requests that Carnegie Units be awarded, then the student will be required to take the first and second semester exams in the core subjects for which the Carnegie Units are to be awarded.

## **STUDY HABITS**

To have a happy, successful school life, students must develop proper study habits. Students will be taught the fundamentals of study as appropriate to each particular subject area. A few general suggestions to improve study are:

- Have a regular time and place to study each subject.
- Use your will power to keep at your task.
- Concentrate on your work.
- Keep up with your assignments on a daily basis.
- Keep well physically so you will feel like studying.
- Eat proper foods.
- Have your eyes tested if they bother you.
- Have sufficient materials at hand to use when studying.
- Realize that learning pays and take pride in being a good student.

## **SUPPLIES**

The schools may sell school supplies (pencils, paper, etc.) in designated areas. This service is offered as a convenience for students.

## **TELEPHONE USE**

The telephones are for business purposes only. Students will not be allowed to use the telephone in the office. If an emergency arises and it is necessary to contact a parent, the call will be made by the office staff.

## **TESTING PROGRAM**

The District provides a comprehensive testing program to assess the academic abilities and achievements of each student in kindergarten through grade twelve. Students in grades K-8 are administered a standardized norm-referenced assessment. The State required assessment program includes the Mississippi Curriculum Test, Second Edition to students grade 3-8. Also, students in grades 5 and 8 are administered an elementary science and a middle school science test.

- ! Students at Grenada High School are required to pass Subject Area Tests including Algebra I, English II (with a writing component), U.S. History from 1877, and Biology I. All students must pass the four Subject Area Tests in order to earn a regular high school diploma. Students have multiple administrations in order to pass all subject area tests.
- ! State Board Policy IHF-3, outlines an appeal process whereby if 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 statewide Subject Area Test, an appeal for a substitute evaluation process may be made.

### **Grenada School District Policy for State Testing:**

- ! If a student passes the course and fails the state test, the student will be awarded the Carnegie Unit but cannot graduate until the test is passed (with remediation offered by the school).
- ! If a student fails the course and passes the state test, the state-testing requirement for graduation will be met. However, the student must still pass the course in order to receive the required Carnegie Unit for graduation.

## **TEXTBOOKS**

Students are allowed to use textbooks locally owned by the Grenada School District. Parents/legal guardians and students have full responsibility for the books at all times. A record of issuance of textbooks to each student is kept by the school. Students are responsible for proper care and maintenance of any textbooks issued to them for instructional purposes. Books will be returned at the end of the school year, or at the request of the teacher. Any damages will be assessed at that time, a fine determined and parents will be responsible for restitution.

If a book is lost, misplaced or damaged in any way, the parent and student are responsible for paying the assessed value of the book.

## **TRANSPORTATION**

**Telephone messages will not be accepted to change a student's destination or transportation method from school.** The parent or guardian must appear in person or send a written notice with the child to change a student's dismissal procedure. Failure to do so will result in the student taking the usual transportation from school.

## **VANDALISM**

Beauty and practical use of school property depends upon the care given. Students should be taught responsibility for both private and public property. The care of furniture, books, playground equipment and all other school properties must be considered a public responsibility. Deliberate destruction must be compensated for by the offending parties.

Any student destroying, defacing or marring school property will be liable for payment of the cost of repairs or replacement. A student participating in the vandalism of school property and/or failing to pay these costs may be suspended or expelled. Parents shall be held legally responsible for paying the costs of the destructive acts of their minor children.

## **VEHICLES**

Students in grades K-8 are not allowed to bring any motorized vehicle on or around school grounds.

## **VISITORS**

Parents use front entrance only. All visitors to the school must first report to the principal's office for clearance and a name tag. Students are not permitted to bring persons other than parents/guardians to school.

Teachers must immediately report any unauthorized visitors to the office.

## **WEAPONS/PREVENTION OF SCHOOL VIOLENCE**

The District complies with the Mississippi Prevention of School Violence Act.

### **1. Weapons Not Allowed**

No student may possess a weapon on school property, which includes school buildings, grounds, athletic fields or any other property used for school purposes. This prohibition includes all weapons except those used only for educational or school-sanctioned ceremonies, carried by governmental agents such as policemen or in other very limited circumstances permitted by law. Non-students may possess a firearm on school grounds only if it is in a vehicle and is not brandished, exhibited or displayed in a careless, angry or threatening manner.

A person may be guilty of a felony and subject to a \$5000 fine and/or 3 years in jail for possession on school property/at school-related events of a gun, rifle, pistol, other firearm, dynamite cartridge, bomb, grenade, mine, powerful explosive, or for causing, encouraging or aiding a minor to possess same.

A person may be guilty of a misdemeanor and subject to a \$1000 fine and/or 6 months in jail for possession on school property/at school-related events of a BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, blackjack, metallic knuckles, razors and razor blades (except for shaving only), any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files and clips and tools used only to prepare food, instruction and maintenance of school property), and any instrument having the effect or appearance of a weapon, or for causing, encouraging or aiding a minor to possess same. Stun guns are also prohibited.

A copy of Miss. Code Ann. § 97-37-17 shall be posted in public view at the school. For further information, please contact your principal.

### **2. Reporting Requirements**

The District will be notified within 1 week whenever a student is arrested for, lawfully charged with or convicted of a crime. The District will take whatever disciplinary or other action is deemed necessary under the circumstances, in the discretion of the Superintendent and/or principal, if so designated.

When a violent act occurs on school property or during a school activity, the following reports will be made:

- School employees will notify the principal when they have knowledge of unlawful or violent acts which have occurred or may have occurred.
- The principal will immediately notify law enforcement and the Superintendent when he/she has a reasonable belief that a violent crime has occurred. Law enforcement must immediately dispatch an officer and an arrest may be made with

probable cause.

- The Superintendent will notify the youth court and law enforcement officials of a crime committed by a student.
- The Superintendent and/or Principal will notify the District attorney of an accusation of fondling or sexual involvement with a minor student (under 18) by a school employee (18 or older) where there is a reasonable basis to believe that the accusation is true.

### **WITHDRAWAL PROCEDURES**

Any student withdrawing from school must have a parent contact the school and sign a record release form before withdrawal procedures will be initiated.

### **WORKBOOKS**

Students in grades K-8 must pay for workbooks necessary to their progress. These workbooks will be periodically checked by the teacher and graded papers will be sent home. If you are unable to pay for workbooks in full, your principal will arrange a payment plan suitable to your needs.

The Grenada School District does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, religion, veteran status, or age in the admission to and provision of educational programs, activities, and services or employment opportunities and benefits. Dr. David Daigneault, Superintendent, P.O. Box 1940, Grenada, MS 38902-1940, (662)226-1606, has been designated to handle inquiries and complaints regarding the non-discrimination policies of the Grenada School District. The Grenada School District is an equal employment employer.

