

Board Approved June 9, 2023

# Neshoba Central



Student Handbook  
Grades 6-12  
2023-2024

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**NESHOBA COUNTY SCHOOLS**  
**2023-2024 School Calendar (Policy Ref: AEA)**

July 31- August 3 (Monday-Thursday).....	Professional Development
August 4 (Friday).....	Students Report
September 4 (Monday) .....	Labor Day Holiday
September 11 (Monday) .....	First Term Progress Reports
October 5 (Thursday).....	End of 1 <sup>st</sup> 9 weeks
October 6 (Friday) (No Students).....	Professional Development
October 9-11 (Monday - Wednesday).....	Fall Break
October 16 (Monday).....	Report Cards Sent Home
November 13 (Monday).....	Second Term Progress Reports
November 20-24 (Monday-Friday).....	Thanksgiving Holidays
December 15-21 (Thursday 60% day).....	First Semester Exams/End 2 <sup>nd</sup> 9 weeks
December 22 – 31 .....	Christmas Holidays
January 1 – 5.....	Christmas Holidays
January 8 (Monday) (No Students) .....	Professional Development
January 9 (Tuesday).....	Students Report for 2 <sup>nd</sup> Semester
January 10 (Wednesday) .....	Report Cards Sent Home
January 15 (Monday) .....	Martin Luther King, Jr Holiday
February 19 (Monday) .....	Third Term Progress Reports
March 8 (Friday).....	End of 3 <sup>rd</sup> 9 weeks
March 11-15 (Monday-Friday) .....	Spring Holidays
March 18 (Monday) (No Students).....	Professional Development
March 20 (Wednesday).....	Report Cards Sent Home
March 29 (Friday).....	Good Friday Holiday
April 1 (Monday).....	Easter Holiday
April 29 (Monday).....	Fourth Term Progress Reports
May 17 (Friday).....	Graduation 7:00 p.m.
May 20-24.....	Second Semester Exams
May 24 (Friday).....	60% Last Student Day/Teacher Day

**SEMESTER EXAM SCHEDULE**

**DAYS PER SEMESTER**

1st Semester (Dec. 15 - 21)	90 Days
2nd Semester (May 20 - 24)	90 Days

## **SUPERINTENDENT’S MESSAGE**

Welcome back to Neshoba Central for the new school year. We take great pride in our tradition and trust that you will take advantage of the multiple opportunities for success offered by the NCSD. We have one of the best school districts in the state and, with your help, are on our way to becoming the best! Please read this handbook carefully and keep up with it for reference as you go about your school year.

We want and need parental involvement in our schools. For us to be successful, we must all work together and communicate effectively in all instances. I look forward with great anticipation watching you grow this school year. Always do your best to make your parents and community proud of you.

**Mr. Josh Perkins, Superintendent of Education**

## **HIGH SCHOOL PRINCIPAL’S MESSAGE**

Students, on behalf of Neshoba Central High School's administration and staff, we welcome you back for the 2023-2024 school year. Whether you are new to our district or a returning family, be assured that we are dedicated to providing an educational experience that holds the highest academic, behavioral, and extra-curricular expectations for all students. Our administration and highly qualified staff will hold ourselves, our school community, and our students accountable for all of our endeavors, both great and small. The staff of Neshoba Central High School pledges our full commitment to leading our students and school to greater successes and higher levels of achievement that will propel Rocket Nation to great heights now and in the future.

Parents and students, please take the time to familiarize yourself with our student handbook. The purpose of the handbook is to provide guidelines and policies that govern the safe and efficient operation of our school. It is the responsibility of each family to read and be familiar with the policies and procedures located within this handbook. Like all things, every individual situation that occurs cannot be covered within our handbook. However, with everyone working together for the betterment of our students, we can make Neshoba Central High School the gateway to a successful and productive way of life. Join me and our staff in working to make our year at NCHS the best it can possibly be!

*One Community. One Mission. One Neshoba*

**Jason Gentry, Principal NCHS**

## **MIDDLE SCHOOL PRINCIPAL’S MESSAGE**

I am very excited to have the opportunity to serve the students and community of Neshoba County for the 2023-2024 school year. NCMS offers many exciting academic and extracurricular opportunities for our students. At NCMS, expectations of responsibility and leadership will increase. With clear expectations, a strong innovative curriculum, and the support of your families and teachers, we expect for you to thrive and make the most of your middle school experience.

We have a staff that is ready to challenge you with a rigorous and engaging curriculum, but parents we cannot meet the needs of your students without your support. It is your responsibility to read and familiarize yourself with this student handbook. The guidelines outlined in this book, allow our teachers and staff to give every child the best possible education. If you have any questions, please do not hesitate to reach out to us. Looking forward to a great year! Go Rockets!!

**Jacob Drury, Principal NCMS**

**NESHOPA COUNTY BOARD OF EDUCATION**

Rhonda Holley..... District One  
Mary Ann Nicholson ..... District Two  
Jimmie Joyner ..... District Three  
Wyatt Waddell..... District Four  
Jill Byars ..... District Five  
Robert Thomas..... Attorney

**CENTRAL OFFICE ADMINISTRATION**

Josh Perkins... Superintendent of Education  
Dr. Penny Hill... Assistant Superintendent of Academic Services  
Justin Richardson... Chief Financial Officer  
Mendy Bowen... Director of Special Education  
Deirdre Manning... Director of Federal Programs  
Jimmy Rowcliff... Director of Transportation/Safety  
Jessie Smith... Director of Alternative Services  
Tommy Holland... Assistant Superintendent of Student Services/Project Manager  
Nicki Tadlock... Food Services Administrator  
Shelby Griffin... State School Attendance Officer  
Rita Daugherty... Central Office Payroll Clerk/16th Section  
Stephany Winstead... Central Office Administrative Assistant/Board Clerk  
Sherry Smith... Central Office Accounts Payable/Purchasing/Fixed Assets  
Anita Lovern... Central Office 16<sup>th</sup> Section/Human Resources  
Dudley Winstead... Maintenance Supervisor  
LaMonica Calloway... District Test Coordinator/TAG/504/MSIS/SAM  
Chad Penson... District Technology Director  
Dana McLain... Workforce Development Coordinator/CTE

**HIGH SCHOOL ADMINISTRATION**

Jason B. Gentry..... Principal... 601-656-3654  
LaShon Horne..... Assistant Principal... 601-656-3654  
Brent Pouncey..... Assistant Principal... 601-656-3654  
Jonathan Walker..... Assistant Principal... 601-656-3654  
Juliana Pope..... Records Clerk/Secretary... 601-656-3654  
Rebecca Hayman..... Counselor... 601-656-3654  
Madison Edwards..... Counselor... 601-656-3654  
Doris Horne..... Attendance/Secretary... 601-656-3654  
Sharon Thompson..... Bookkeeper/Secretary... 601-656-3654  
Amanda Beckham ..... Administrative Assistant... 601-656-3654  
Trish Bennett..... Receptionist... 601-656-3654  
Misty Holland..... School Nurse... 601-656-3654

**MIDDLE SCHOOL ADMINISTRATION**

Jacob Drury.....	Principal .....	(601) 656-4636
Austin Buchanan.....	Assistant Principal .....	(601) 656-4636
Haley McFarland.....	Counselor .....	(601) 656-4636
Carly Greenwood.....	Attendance/Secretary.....	(601) 656-4636
Stephanie Cheatham.....	Secretary .....	(601) 656-4636
Stacie Strickland.....	Bookkeeper/Secretary .....	(601) 656-4636
Stevee Darbonne.....	Records Clerk/Secretary .....	(601) 656-4636
Paige Brantley .....	TST Coordinator/Curriculum.....	(601) 656-4636
Stephanie Peebles .....	School Nurse .....	(601) 656-4636

**VISION – MISSION - BELIEFS**

The **vision** of the NCS D is for all students to graduate college and career ready with courses, certifications, and external opportunities beyond a high school diploma.

The **mission** of the Neshoba County School District is to develop every student intellectually, emotionally, and physically in a safe environment.

**We believe:**

- ✓ A safe and positive environment is foundational to educational success.
- ✓ All students can learn and grow.
- ✓ Strong educators delivering high-quality instruction are essential to student learning.
- ✓ It is critical to equip every student with an education for an ever-changing world.
- ✓ Schools, students, families, and the community must share the responsibility of ensuring success for our students.
- ✓ All members of the Neshoba family are life-long learners and are called to grow and develop.
- ✓ In understanding and valuing the diverse cultures and interests of our students.

**One Community. One Mission. One Neshoba.**

**BELL SCHEDULES**

**Neshoba Central Middle School**

**Neshoba Central High School  
4 X 4 Block Schedule**

<b>Homeroom</b>	<b>7:30 - 7:55</b>
<b>1<sup>st</sup> Period</b>	<b>8:00 - 8:48</b>
<b>2<sup>nd</sup> Period</b>	<b>8:52 - 9:40</b>
<b>3<sup>rd</sup> Period</b>	<b>9:44 - 10:32</b>
<b>4<sup>th</sup> Period</b>	<b>10:36 - 11:25</b>
<b>(6th grade</b>	<b>10:36-11:50)</b>
<b>5<sup>th</sup> Period</b>	<b>11:29 - 12:42</b>
<b>(6th grade</b>	<b>11:54-12:42)</b>
<b>6<sup>th</sup> Period</b>	<b>12:46 - 1:35</b>
<b>7<sup>th</sup> Period</b>	<b>1:39 - 2:27</b>
<b>8<sup>th</sup> Period</b>	<b>2:31 - 3:20</b>

<b>1<sup>st</sup> Block</b>	<b>8:00 – 9:40</b>
<b>2<sup>nd</sup> Block</b>	<b>9:45 – 11:25</b>
<b>3<sup>rd</sup> Block</b>	<b>11:30 – 1:45</b>
<b>4<sup>th</sup> Block</b>	<b>1:40 – 3:20</b>

**REDEFINING READY INITIATIVE**

The Neshoba County School District is excited to be a part of the **Redefining Ready Initiative**:

<p><b><u>College Ready Indicators</u></b> GPA of 2.8 and <b>one or more</b> of the following:</p> <ul style="list-style-type: none"> <li>● Advanced Placement Exam (3+)</li> <li>● Advanced Placement Course (A, B, or C)</li> <li>● Dual Credit College English or Math (A, B, or C)</li> <li>● College Development Remedial English or Math (A, B, or C)</li> <li>● Algebra II (A, B, or C)</li> </ul> <p align="center"><b>OR</b></p> <ul style="list-style-type: none"> <li>● College Entrance ACT: English/Reading (17) Math (19)</li> <li>● ACT Exam: English (18) Reading (22) Science (23) Math (22)</li> </ul>	<p><b><u>Career Ready Indicators</u></b> Career Cluster Identified and <b>two or more</b> of the following:</p> <ul style="list-style-type: none"> <li>● 90% attendance</li> <li>● Apprenticeship or Internship</li> <li>● Industry Credential</li> <li>● Dual Credit Career Pathway Course</li> <li>● Two or more organized Co-Curricular Activities</li> </ul>	<p><b><u>Life Ready Indicators</u></b> <b>Two or more</b> of the following:</p> <ul style="list-style-type: none"> <li>● 25 hours of community service</li> <li>● Participation in mock interview session</li> <li>● Participation in a Reality Fair sponsored by NCHS</li> <li>● Completion of two or more job applications</li> <li>● Resume</li> </ul>
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**ALTERNATIVE SCHOOL STUDENT**

(Policy ref: JCD, IDDG)

**Any alternative school student is banned from all activities at Neshoba Central.** \*Exceptions will be made only in an extreme emergency as determined by the principal. Parents may request a due process hearing (See Policy JCAA) if they do not agree with their student’s placement of alternative school. Due process procedures will be followed.

## ATHLETIC PROGRAM

(Policy ref: *IDFA*)

The athletic program is designed to appeal to the interest of as many students as possible. We want each student to feel that every athletic team is “their team”, that each student is a definite part of the program whether their part is that of the lowest reserve, the star player, or one of the loyal supporters who is always present at the contests shouting and cheering for the Neshoba Central teams.

Every student is invited to participate in any one or all of the inter-school sports. The school offers football, basketball, cheerleading, track, baseball, volleyball, archery, golf, tennis, fastpitch softball, cross country, soccer, powerlifting, dance, and bowling.

Any student in good academic standing as defined by the MHSAA is eligible for participation in various athletics. However, there are certain standards set up that are to be adhered to if our program is to be successful. Each player should accept it as their personal responsibility to keep themselves physically fit. They must do all in their power to keep up the spirit of the team through cooperation with the coach and teammates.

More is to be gained from athletics than just competitive exercises. It is not only the purpose of the program to teach skills in sports, but to offer valuable lessons which teach the student success in life.

The MHSAA defines hazing as any act or ceremony which can create the risk of harm to a student as a form of initiation into a particular club or activity. Hazing includes activities that involve the risk of physical harm, whipping, branding, ingesting vile substances, sleep deprivation, over-exposure to heat or cold, restraint, nudity or kidnapping, i.e. Hazing, bullying, or harassment by any name is wrong and should be reported to the local administration. Students participating in sports activities will be held accountable to the same disciplinary procedures as with any school approved event. This also includes the school policy regarding bullying and harassment. Please refer to our Athletic Handbook for more information regarding our athletic program.

## ATTENDANCE

(Policy ref: *JBA, JBAC, JBD*)

### 1. General

1. School attendance is essential for the student to obtain the maximum benefits from school. Attendance will affect a student being exempt from each semester exam.
2. **House Bill 1530:** Provides that a compulsory-school-age child who is absent more than 37% of his/her instructional day must be considered absent the entire day.  
**NOTE: Once a student has accumulated 5 unexcused absences, NCSD, in accordance with state compulsory attendance law, will report the student/parent to the truancy officer. Each unexcused absence after the fifth is required to be reported to the truancy officer as well. If a student reaches 12 unexcused absences, the truancy officer will file charges in the proper court.**
3. A student must be present daily from 8:00 a.m. to 3:20 p.m. to be considered for perfect attendance.
4. All absences count toward exemptions with exception of school function and immediate death in the family.



## 2. Types of Absences

Students are expected to be in school everyday. When a student is absent, the burden of providing proof of an excused absence will be on the parents. Excused absences shall be granted for the following:

1. **Medical (Excused)** – An authentic medical note or letter must be provided with a phone number of the doctor for verification. Students that provide a signed medical statement will be excused. Medical excuses will not count against the three parental excuses allowed each semester. **The principal or his office may place calls to verify parental and medical notes.**
  2. **Parental (Excused)** – Students shall be allowed three (3) parental notes per semester. The note must be signed by the parent, include a reason for the absence, and a phone number where the parent may be reached during school hours.
  3. **Death in the immediate family (Excused)** – Verification must take place by a parent who contacts the school in person or by a parental note. Two (2) days may be excused.
  4. **Unavoidable (Excused)** – After the three parental excuses have been used, an “unavoidable excused absence” may be granted by the principal as a result of a parent conference. A parent conference may, or may not, result in an absence being excused. The principal shall consider **only** serious personal or family illness.
  5. **Official (Excused)** – An official absence is defined as any absence where the student is representing the school or is on a trip with a school group. Absences for personal gain are not considered official absences (i.e....ACT test, college tryouts, etc.) **HB 74:**  
**(1) Allows excused absences for those participating in 4-H and FFA sponsored events not to exceed five per academic year. The excuse has to be in writing by the superintendent or the Extension Agent or High School agricultural Instructor/FFA Advisor. (2) Allows for an excused absence for students officially being employed to serve as a page at the State Capitol for the MS House of Representatives or Senate**
  6. **College visits or military examinations (Excused)** – seniors or 17 year-olds entering the military or any student graduating early will be allowed two (2) days of excused absences for visits to colleges or entrance examinations to the military. Proper documentation of the visit must be presented upon return in order for the absence to be excused.
  7. **Unexcused** – All other absences from school will be unexcused.
3. **Make-Up Work** (policy ref: *JBD*)
1. The burden of making up work missed rest with the pupil and not the teachers. Student contact with the teacher must be made within two (2) days after the student’s return to class or the student may receive a zero for the missed assignment(s) or test(s).
  2. When a student is to miss class because of a school sponsored activity and has been aware of the event for a sufficient amount of time, he/she must make proper arrangements with each teacher prior to his/her absence to make up work. This must be agreed upon prior to the absence.
4. **Readmission**
- On returning to school a student must present a note or medical excuse to the Attendance office for an unexcused absence to be reclassified to excused. **A student has two (2) school days to change an unexcused absence to an excused absence.** After the second consecutive day, the absentee remains unexcused. Students returning with a note should go to the Attendance office beginning at 7:30.

5. **Arrival to school and admission to buildings**

1. **High School** students who arrive on campus prior to 7:30 a.m. must go to the High School Cafeteria and remain seated until the 7:30 am bell rings. After the bell all students should report to their 1<sup>st</sup>/5<sup>th</sup> block class.
2. **Middle School** students who arrive on campus prior to 7:30 A.M. must go to the cafeteria and remain seated until the first bell rings. After the 7:30 bell, students not participating in the breakfast program should report to their first period class. Students participating in the breakfast program should report to the cafeteria upon arrival at school.
3. **(All Students)** Lingering in the hallways, outside the building, and in the parking lots will not be permitted. If you arrive after 1<sup>st</sup> block/period begins, report directly to the Attendance office to sign in.
4. Students may not enter the band hall, gym, or field houses other than during assigned or scheduled times, except by knowledge and written permission of the supervising teacher or coach.

6. **Late Arrival/Sign-ins**

If you arrive late, you shall report directly to the Attendance office. Students who are on a late bus must report to the attendance office to sign in. In order to be admitted to class, all students must have an excuse. Students that arrive after **8:10** will be classified with a medical, parental, or an unexcused absence. Students will be permitted up to three parental sign-ins per semester. All sign-ins after the initial three will need a medical excuse or will be considered unexcused. Any sign-in (or sign-out) that causes a student to be present less than 63% of the class will constitute an absence in that particular class. Excessive sign-ins (or sign-outs) that may or may not constitute absences will be at the discretion of the principal when considering exemptions. A parent or official designee must accompany students to sign in to receive a parental excuse. **Students who are signed out by a parent, and return to school during the same day, REQUIRES A SIGN-IN by the parent/guardian.**

- **Three** unexcused sign-ins per 9-weeks = one (1) day In-School Suspension.
- **Four** unexcused sign-ins per 9-weeks = one (1) day In-School Suspension + parent conference.
- **Five** unexcused sign-ins per 9-weeks = one day In-School Suspension.
- **Six** unexcused sign-ins per 9-weeks = two days In-School Suspension.

7. **Student Sign Outs**

1. Students are **NOT** allowed to leave school before dismissal unless they are personally “signed out” in the attendance office by their parents or official designee. Students will be permitted up to three parental sign-outs per semester. **Students who are SIGNED OUT by a parent, and return to school during the same day, REQUIRES A SIGN-IN by the parent/guardian.** All sign-outs after the initial three will need a medical excuse or will be considered unexcused. A student’s signature is required before leaving campus. Exceptions to this rule will be made only in the case of extreme hardship, at which time parents may call the principal. Sign-outs for apprenticeships or internships must be approved by administration.
2. Under no circumstances is a student to leave school before dismissal without “signing out” in the attendance office. After signing out, the student should leave the campus immediately.

3. No student should take part-time employment on the assumption that he will be allowed to “sign out” early each day. This practice is strictly prohibited. If a student signs out for any reason and returns to school that day, he should report to the Attendance office immediately to be signed in by the accompanying parent/guardian.
4. Parents may sign out students during a tornado **WATCH**. Parents should not sign out students during a tornado **WARNING**. Everyone must take cover properly as soon as a warning is issued.

#### 8. **Tardy Policy**

1. Students who are tardy for class disrupt the educational process. It is important we instill in students the necessity of being on time for class. For this reason, the tardy policy is as follows:
2. A student is considered tardy unless they are in the room before the tardy bell rings. Tardies will be cumulative for periods each nine weeks and not by class. Students tardy for class will be required to have an admission slip to class.

#### **MIDDLE SCHOOL**

Students who accumulate five (5) tardies in a nine-week period will receive one day After School Detention (ASD). Students who accumulate six (6), seven (7), and eight (8) tardies in a nine-week period will receive one (1) day of After School Detention (ASD) for **each** tardy. On the ninth and all subsequent tardies, the student will receive two (2) days After School Detention (ASD) for **each** tardy. Tardies will be erased at the beginning of each nine weeks.

- ASD will be held on Mondays and Wednesdays from 3:30-4:30.
- There will be no more than 12 students assigned to ASD at a time.
- Students must be picked up by a guardian on an approved list by 4:45.

#### **HIGH SCHOOL**

Students who accumulate five (5) tardies in a nine-week period will receive one day In-School Suspension (ISS). Students who accumulate six (6), seven (7), and eight (8) tardies in a nine-week period will receive one (1) day of In-School Suspension (ISS) for **each** tardy. On the ninth and all subsequent tardies, the student(s) will receive two (2) days In-School Suspension (ISS) for **each** tardy. Tardies will be erased at the beginning of each nine weeks.

#### **AUTOMOBILES (Policy Ref: JGFF)**

Students who come to school in vehicles are to park in designated areas of the campus. Students are not permitted to park off campus and walk onto campus. Students are not to sit in vehicles on the campus or in vehicles in the parking area. All students who drive vehicles shall obey the laws of the State of Mississippi on the campus. Driving a vehicle on campus is a privilege. Any driving violation may result in loss of driving privilege.

Students are not to leave the campus without permission from the attendance office. After arrival at school in the morning, students are expected to remain on the campus unless permission to leave school has been granted from the attendance office. If a student signs out and returns to school that day, he should report to the attendance office immediately to sign in.

**Vehicles that are parked illegally will be towed at the owner's expense.**

**Vehicles from which excessive noise is generated will not be tolerated. Non-compliance could lead to the loss of campus parking privileges. No NCMS Student is allowed to drive to school.**

A parking permit will be required for all students driving a vehicle to school. To obtain a parking permit, a student must present a valid driver's license, proof of insurance, and tag number of their vehicle, vehicle description, and pay ten (\$10.00) dollars. The permit must be prominently displayed inside their vehicle at all times the vehicle is on campus. A parking permit is good for the present school year. Decals will be checked by School Resource Officers on a regular basis.

Any student vehicle parked on school premises without a permit will be dealt with in the following manner:

- **First offense:** Warning letter instructing the driver to obtain a permit or further action will be taken.
- **Second offense:** The student will be required to obtain a permit **and** pay a ten (\$10) dollar fine or the student will not be permitted to park a vehicle on campus for thirty (30) days.
- **Third offense:** The student will be required to obtain a permit **and** pay a twenty (\$20) dollar fine or the student will not be permitted to park a vehicle on campus for sixty (60) days.
- **Subsequent offenses:** Vehicle will be towed at the owner's expense, no permit will be issued.

## **BULLYING POLICY - STUDENTS AND EMPLOYEES**

### **Bullying/Harassment** (Cross Ref: *Policy JDDA, HB 263*)

The Neshoba County School District will make every reasonable effort to ensure that no student or school employee is subject to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior.

- (1) Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by an actual or perceived differentiating characteristic that takes place on school property, at any school-sponsored function, or on a school bus, and that:
  - a) Places a student or school employee in actual or reasonable fear of harm to his or her person or damage to his or her property; or
  - b) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.
- (2) No student or school employee shall be subjected to bullying or harassing behavior by school employees or students.
- (3) No person shall engage in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior.
- (4) A school employee or student who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.
- (5) Conduct described in section (1) is considered bullying or harassing behavior if that conduct interferes with a student's education or substantially disrupts the operation of a school.

The Neshoba County School District recognizes the fundamental right of every student to take “reasonable actions” as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Neshoba County School District defines “reasonable action” as promptly reporting the behavior to a teacher, principal, counselor, or other school official in authority when subjected to bullying or harassing behavior.

**Procedures for Reporting Bullying/Harassing Behavior** (Click [here](#) for procedures and bullying complaint form)

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a “Bullying/Harassing Behavior” complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within a timely manner after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be put in writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim’s appeal in a timely manner.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty-five (25) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision in a timely manner following the victim’s appearance before the Board.

**BUS CHANGE NOTIFICATIONS**

Bus/Car rider changes will not be accepted by phone, fax, or email. All changes must be submitted in writing with date and parent signature to the high/middle school office or in person by the parent or guardian at the high/middle school office. Once boarded, students will not be allowed to get off the bus until the bus reaches home or regular destination. Questions and inquiries regarding bus stops, routes, student eligibility and bus personnel are to be directed to the Director of Transportation, Jimmy Rowcliff at 601-656-7471.

## **BUS REGULATIONS (Policy Ref: JCDAD)**

A student's privilege to ride the bus is dependent upon proper conduct.

### **Pupils shall...**

1. Be ready in the morning at the scheduled time and place for the bus to arrive.
2. Pass in front of the bus, if necessary to cross the road or highway, to mount the bus or after dismounting the bus.
3. Wait until the bus comes to a complete stop before trying to load or unload.
4. Be quiet when the bus is nearing and crossing a railroad and highway.
5. Wait for a signal from the bus driver before crossing if it is necessary to cross to enter or leave the bus. Always look in both directions along the road to be sure that it is safe before crossing.
6. Obey the driver.

### **Pupils shall not...**

1. Play on the road while waiting for the bus.
2. Put body parts out of windows.
3. Ride outside of the bus.
4. Mar or deface bus.
5. Use tobacco or intoxicants.
6. Fighting on the bus carries the following penalties.  
First fight – 3 days Out-of-School Suspension.  
Second fight – 5 days Out-of-School Suspension.  
Third fight – 10 days Out-of-School Suspension.
7. Strike or threaten the bus driver.
8. Use profane language or make vulgar gestures.
9. Carry deadly weapons.
10. Make excessive noise.
11. Throw objects.
12. Commit any other act of improper conduct.
13. Get off the school bus except at school in the morning.
14. Get off the school bus in the afternoon except at his/her home or regular stop unless he/she has written permission from parent or guardian, countersigned by a principal.
15. Possess or use a cell phone or any electronic device on the school bus.
16. No hats or caps shall be allowed on school buses.

## **BUS DISCIPLINARY ACTIONS**

### **(Minimum Consequences)**

Students reported to the principal by the bus driver and found guilty of misbehaving on the school bus shall be punished according to the following:

**1<sup>st</sup> Offense** – Warning or punishment depending on the severity of the offense and notification of parents of impending suspension.

**2<sup>nd</sup> Offense** – Suspension from riding the bus for 3 school days.

**3<sup>rd</sup> Offense** – Suspension from riding the bus for 5 school days

**4<sup>th</sup> Offense** – Suspension from riding the bus for 10 school days

**5<sup>th</sup> Offense** – Suspension from riding the bus for one calendar year.\*

\* Exceptions may be made for minor offenses and an extreme emergency as determined by the principal.

Refusal to take punishment means automatic suspension until a Parent/Principal conference.

***Any student suspended from the bus must have a Parent/Principal Conference before the student can ride the bus.***

**The Principal has discretion on all matters of discipline.**

## CAFETERIA

Prices for meals in the cafeteria are:

Lunch:           Adult \$3.25    Student Reduced Price \$ .40    Student Full Price \$2.50

Breakfast:     Adult \$2.25    Student Reduced Price \$ .30    Student Full Price \$1.00

If you would like to pay for your student's meals online, please sign up at [www.myschoolbucks.com](http://www.myschoolbucks.com)

***For questions regarding the Child Nutrition Payment and Charge Policy refer to Policy JGHRD on the district's website. For questions regarding Food Service guidelines, see Policy JGHR.***

**There is to be no open containers, brought from off campus, inside the hallways or classrooms. Breakfast times are as follows: 7:30-7:55**

## CLUB MEETING SCHEDULE

Clubs will meet at designated times on a monthly basis. Club activities should be an enrichment to regular school activities. Students should be encouraged to participate in available clubs.

### CODE OF CONDUCT (Policy Ref: JCA, JD, JDB)

The primary responsibility for the conduct and personal appearance of a student rests with the student and the parents. Students and parents must understand that learning is most conducive when discipline and order is maintained in the school. The principal/assistant principal shall be in charge of discipline. In carrying out school regulations, students, parents, teachers, and the administrative staff should observe the following:

#### PART I: CONDUCT

- A.** Administrators and teachers shall hold students to strict account for disorderly conduct or misconduct at any school, on the way to and from school, on the playgrounds, at school meetings, programs, functions, and activities, and upon school buses. The superintendent or principal of any school may suspend any pupil from school for good cause up to 10 days.
- B.** The superintendent or principals are authorized to institute appropriate disciplinary action including immediate suspension, if warranted, of any student for disorderly conduct or misconduct including, but not limited to the items listed below.
- C. The purpose of discipline is to correct inappropriate behavior. Discipline steps listed in the handbook may be changed if the student's behavior does not change. This will apply to misconduct, tardies, and late arrival to school. The Principal has discretion on all matters of discipline.**
- D.** IDEA Guidelines will be followed as applicable. **School personnel are prohibited from corporal punishment on any students with a disability. A student with a disability is any student who has an IEP or Section 504 plan. (Ref Policy: JDB)**

#### Offenses

1. Correspondence between students that is downgrading or derogatory is prohibited. Student(s) may be paddled or suspended for violation of this rule.
2. Damage to property, private or school
3. Dress Code Violations

**First Offense** – Warning and parents will be contacted for a change of clothing **All subsequent offenses** may result in In-School Suspension (ISS). *Repeated offenses may be considered defiance which is punishable by suspension.*

4. Disobedience
5. Disorderly conduct
6. Disrespect
7. Disruption of school operations, functions, programs, or activities
8. Earbud/headphone use in hallways/classrooms
9. Failure to surrender any item against school rules will result in automatic three (3) days out-of-school suspension.
10. Harassment (Physical or Psychological)
11. Indecent exposure
12. Inhaling of foreign substances
13. Insubordination
14. Insulting behavior
15. Insulting language
16. Leaving class, school program, or meeting without permission
17. Loitering inside or outside building, in the hallways, or at buses will not be tolerated
18. Malicious Mischief
19. Obscene language
20. Public displays of affection (including in cars parked in the vicinity of any school or activity)
21. Tampering with someone else's computer files and /or logging onto unauthorized web sites.
22. Theft
23. Threatening, harassing, or striking any school employee including through any electronic means
24. Unauthorized entry on school premises
25. Unauthorized use of school property
26. Vandalism
27. Any offense otherwise punishable by law
28. Being a member or soliciting membership to any organization that does not adhere to school policy or rules will not be tolerated
29. **Any student that fails to report to the office when sent with a discipline referral will receive an automatic three (3) day out of school suspension**

**\*Excessive numbers of office referrals for disciplinary action will not be tolerated**

**(Minimum Consequences** – Referrals relating to school disruptions)

- |                           |  |
|---------------------------|--|
| <b>First Referral</b> –   | Warning or Corporal Punishment (Paddling) by Administrator                     |
| <b>Second Referral</b> –  | Corporal Punishment by MS Admin / 1 day In-School Suspension (ISS) by HS Admin |
| <b>Third Referral</b> –   | 2 days In-School Suspension plus parent conference                             |
| <b>Fourth Referral</b> –  | 3 days In-School Suspension plus parent conference                             |
| <b>Fifth Referral</b> –   | 3 days Out-of-School Suspension  |
| <b>Sixth Referral</b> –   | 5 days Out-of-School Suspension  |
| <b>Seventh Referral</b> – | Recommend Alternative School   |

**Step for Refusing Corporal Punishment (Paddling) from an Administrator:**

1. Three (3) days Out-of-School Suspension.

**All student out-of-school suspensions must have a Parent/Principal conference before the student can re-enter school.**



**MAJOR INFRACTIONS: (Ref Policies: JCBH, JCDAE, JCDAE(2), JDE)**

1. Alcoholic beverages – use of **or** under the influence of **or** distribution of, **or** possession of Controlled Substances (Prescription Drugs, etc.) – illegal use, illegal possession, under the influence of, **or** distribution
2. Illegal drugs – use of **or** under the influence of **or** distribution of, **or** possession of
3. Any “look-alike” drug or counterfeit substance represented to be, or believed to be, any of the aforementioned described drugs or substances - use of **or** under the influence of **or** distribution of, **or** possession of
4. Guns/Firearms – possession of, operable or inoperable, discovered in a student’s vehicle, when determined by the SRO, after investigation, that there was no intent to do harm

**Penalty for Numbers 1-4:**

1<sup>st</sup> offense: Automatic recommendation for placement of one (1) calendar year in Alternative School to be reviewed after forty-five (45) school days. Students must serve 45 days. Absences must be made up. Alternative school director and Neshoba Central administrator will make the joint decision to allow the student to return to Neshoba Central if there has been no other discipline problems. The student will be banned from all sponsored events associated with Neshoba Central while at Alternative School.

2<sup>nd</sup> offense: Automatic expulsion from school for one (1) calendar year and the student will receive NO credit. The student will be banned from campus for one (1) calendar year.

5. Guns/Firearms – possession of, use of, with intent to use, operable or inoperable, on school property, in school building or school bus
6. Other Weapons – use of **or** threatened use of (Examples of such weapons, but not limited to, include knife, Taser, bully club, brass knuckles, ammunition, throwing stars, pipe club, brick, bat, chain, razor, box cutter, etc.

**Penalty for Numbers 5-6:**

1<sup>st</sup> offense: Automatic expulsion from school for one (1) calendar year and the student will receive NO credit. The student will be banned from campus for one (1) calendar year.

***NOTE: The School Resource Officer (SRO) will be involved with all of the above infractions and charges may be filed on the student(s) involved.***

## Other INFRACTIONS with specific steps:

1. Fighting - *The School Resource Officer (SRO) will review all fights to determine if charges need to be filed on the student(s).*  
**Penalty:**  
**First Offense** – 3 days Out-of-School Suspension  
**Second Offense** – 5 days Out-of-School Suspension  
**Third Offense** – 10 days Out-of-School Suspension plus recommend  
Alternative School  
**Fourth Offense** – Expulsion from school for one (1) calendar year and will receive NO credit
2. Bullying will not be tolerated  
**Penalty for bullying:**  
**Step 1**– Parent Conference and **no contact policy enforced**  
**Step 2**– 3 1-hour sessions with school social worker within a 10-day period & 3 days of ISS  
**Step 3**– 3 days of OSS and a recommendation to seek outside therapy/counseling  
**Step 4**– Recommendation for placement at the Learning Center  
**Step 5**– Recommendation for expulsion for 1 calendar year
3. Skipping school will not be tolerated  
**Penalty for skipping:**  
**First Offense** – 1 day In-School Suspension (ISS) plus parent conference  
**Second Offense** – 2 days In-School Suspension (ISS) plus parent conference  
**Third Offense** – 3 days In-School Suspension (ISS)  
**Any additional offenses will result in a three (3) day Out-of-School Suspension.**  
*Any student leaving campus without permission will receive a minimum of 3 days Out-of-School suspension.*
4. **Cell Phone**  
**MIDDLE SCHOOL**  
Cell phones on campus, in the buildings, or on school buses will not be permitted. Cell phones cause a disruption of the educational process. There is to be no cell phone usage on campus by students between the hours of 7:00 AM and 3:20 PM. There is to be no cell phone usage during any performance or practice. **NCMS is not liable for any damage to students' personal property.**  
**First Offense** – Cell phone will be confiscated, and a parent(s) or guardian(s) must meet with the principal or his designee to retrieve the phone.  
**Second Offense** – Cell phone will be confiscated and (1) a parent may pay a fifty dollar (\$50.00) fine (Cash Only) and get the phone back **or** (2) the phone will not be returned for 30 days.  
**Third Offense** - Cell phone will be confiscated and not returned for 30 days.  
**All Subsequent Offenses** – Cell phone(s) will be confiscated and not returned for 30 days. Student(s) will receive a three (3) days In-School Suspension (ISS). Cell phone(s) will be returned to parent(s) at the end of 30 days.

## **HIGH SCHOOL**

Usage of cell phones by students at NCHS will only be permitted during designated lunch times for each student. During the designated lunch time, students may only text and check social media. No cell phone calls will be allowed.

**\*Cell phone usage during all other times of the school day is not permitted, regardless of location. NCHS is not liable for any damage to students' personal property.**

**First Offense** – Cell phone will be confiscated, and a parent(s) or guardian(s) must meet with the principal or his designee to retrieve the phone.

**Second Offense** – Cell phone will be confiscated and (1) a parent may pay a fifty dollar (\$50.00) fine (Cash Only) and get the phone back **or** (2) the phone will not be returned for 30 days.

**Third Offense** - Cell phone will be confiscated and not returned for 30 days.

**All Subsequent Offenses** – Cell phone(s) will be confiscated and not returned for 30 days. Student(s) will receive a three (3) days In-School Suspension (ISS). Cell phone(s) will be returned to parent(s) at the end of 30 days.

5. Tobacco Products - Use of **or** Possession of **or** Distribution of (including e-cigarettes, vape pipes and liquids, “hookahs/e-hookahs”, or similar products)

**Penalty:**

**First Offense**                    3 days Out-of-School Suspension

**Second Offense**                5 days Out-of-School Suspension

**Third Offense**                  10 days Out-of-School Suspension

**Subsequent Offense** Recommendation to Alternative School

6. Cheating will not be tolerated. **All cases of cheating must be reported to the principal. For all instances of cheating, the student(s) involved will be given a zero (0) for the assignment on which the student(s) is working.**

**First Offense** – Parents will be notified by teacher and student(s) will be given a zero “0”

**Second Offense** – Parents will be required to attend a conference with administration and student(s) will be given a zero “0”

**Third Offense** – The student will be given a zero (0) for the assignment, assigned three (3) days of In School Suspension

**Fourth Offense** – The student will be given a zero (0) for the assignment, assigned three (3) days of Suspension and must be accompanied by a parent upon returning to school.

### **Confiscation and Discipline of:**

**\*Possession of unauthorized electronic devices (other than cell phones) will result in confiscation and not returned for a 30-day period.**

**\*Possession of the following will result in confiscation without return and discipline (i.e. corporal punishment, ISS):**

1. Cards or gambling paraphernalia
2. Fireworks, explosives or incendiary materials
3. Noise-making devices
4. Water guns, balloons, bottles, etc.
5. Aerosol sprays (deodorant, body spray, etc.)

**\*Possession of the following will result in confiscation without return and suspension:**

6. Foreign substances for inhalation
7. Knives, Tasers, slingshots, box cutters, or any item that could be used as a weapon
8. Pornographic materials
9. Stolen property
10. Other materials, possession of which is punishable by law

*A student who reports immediately to the principal, the inadvertent possession of any articles punishable by suspension, may have the penalty suspension waived.*

### **E. IN-SCHOOL SUSPENSION (ISS) (Policy Ref: JDC)**

In-school suspension begins at 8:00 am and ends at 3:20 pm. You must attend all day to receive credit as one day In-school suspension. The first time a student is sent to the office for a discipline problem while in ISS, the student will receive a one day Out-of-School suspension plus In-school suspension.

### **F. OUT-OF-SCHOOL SUSPENSION (Policy Ref: JDD)**

Any combination of three (3) out-of-school suspensions could result in recommendation to Alternative School. Any student suspended will not be allowed to attend any school activity on or off campus

### **Parent/Principal Conference**

FAILURE TO HAVE A PARENT/PRINCIPAL CONFERENCE AFTER SUSPENSION WILL RESULT IN THE STUDENT BEING ASSIGNED ISS THE DAY THEY RETURN TO SCHOOL. OUT-OF-SCHOOL SUSPENSION WILL THEN BE ASSIGNED UNTIL PARENT/PRINCIPAL CONFERENCE IS HELD.

### **G. STUDENT EXPULSION (Policy Ref: JDE)**

The board may expel a student for conduct that disrupts the educational process or endangers the health or safety of the student, his classmates or school personnel.

Prior to final action, the board and its administrators must follow the requirements of due process.

1. The district must forewarn the student of the type of conduct that will subject him to expulsion through written or posted rules and regulations.
2. The district must give the student accused and his parents written notice of the charges against him and the nature of the evidence supporting those charges.
3. If the student requests a formal hearing by the District Appeals Committee, the district must inform the student in writing where and when the hearing will take place at least five days prior to said hearing.
4. The district shall inform the student of his procedural rights prior to the hearing.

5. The district shall conduct a hearing in accordance with the basic principles of due process. All expulsions will result by action of the school board after review and evaluation of pertinent information.
6. Denial of participation in school activities on or off campus.

#### **H. DUE PROCESS (Policy Ref: JCAA)**

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

#### **STEP I: INITIAL INFORMAL HEARING**

Applies to: Suspension

- Immediate removal
- Expulsion
- Denial of admission
- Alternative school placement

A. An initial informal hearing is required in each case where disciplinary action may be taken against a student and where an expelled student makes application of readmission following the conclusion of the expulsion period. After an initial investigation appropriate under the circumstances, the principal, superintendent, or designee shall:

1. Advise the student of the charges against him or reasons for non-admission
2. Afford the student a full opportunity to respond
3. If the student denies the charges or contests the reasons for non-admission, explain the evidence in support thereof

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

##### **1. SUSPENSION OF 10 DAYS OR LESS:**

The principal or the superintendent may issue to the student and legal guardian a notice of suspension not longer than 10 consecutive school days. The suspension is effective immediately and no further due process is required.

##### **2. IMMEDIATE REMOVAL:**

The principal or the superintendent may immediately dismiss the student from school for the day when such is necessary to restore order, to protect the safety of the student or others, and/or to resume normal school functions when an immediate suspension is not or may not be appropriate. A student sent home under these circumstances shall be instructed to return the following day with his legal guardian. Should the student not return as instructed, the principal or the superintendent shall mail or deliver a "Notice of Suspension" for 10 days or less to the student and the parent or legal guardian of the student.

##### **3. IMMEDIATE SUSPENSION AND RECOMMENDATION OF EXPULSION:**

The principal or the superintendent may immediately suspend a student for 10 days or less and recommend expulsion when there is reason to believe that the student committed an unlawful or violent act, as defined or otherwise provided by district policy. The suspension shall be effective immediately, pending conclusion of due process on the recommendation of expulsion.

#### 4. IMMEDIATE SUSPENSION AND RECOMMENDATION OF SUSPENSION OF 11 DAYS OR MORE/EXPULSION:

The principal or the superintendent may immediately suspend a student for 10 days or less and recommend a suspension of 11 days or more or expulsion, as appropriate under the circumstances. The suspension shall be effective immediately, pending the conclusion of due process on the recommendation of long-term suspension or expulsion.

#### 5. DENIAL OF ADMISSION:

The principal or the superintendent may recommend a denial of admission which shall be effective immediately, pending the conclusion of due process on the recommendation for denial of admission.

#### 6. IMMEDIATE SUSPENSION AND RECOMMENDATION FOR ALTERNATIVE SCHOOL PLACEMENT

The principal or the superintendent may immediately suspend a student for 10 days or less and recommend alternative school placement. The suspension shall be effective immediately, pending the conclusion of due process on the recommendation for alternative school placement.

#### STEP II: APPEAL

Applies to: Suspension of 11 days or more  
Expulsion  
Alternative school placement  
Denial of admission

The student has the right to request a due process hearing, if after the initial hearing the principal or the superintendent determines that a recommendation of suspension for 11 days or more, expulsion, alternative school placement, or denial of admission is the appropriate disciplinary action:

A. The principal or the superintendent or his/her designee shall give the student a "Student's Statement of Rights Form" containing a recommendation for expulsion, suspension of 11 days or more, non-admission, or alternative school placement.

B. The "Student's Statement of Rights Form" shall contain a statement of the charges/reasons; advise the student of his/her rights to legal counsel, to present witnesses, and to cross-examine witnesses presented against him/her; and state the date, time, and place for hearing. A copy of the notice will be hand-delivered to the student when possible and a copy hand-delivered or mailed to the legal guardian.

C. A hearing before the District Appeals Committee may be requested no later than the fifth school day following the date of the discipline recommendation notice.

D. Pending the outcome of the hearing before the District Appeals Committee:

1. The hearing committee will be before the District Appeals Committee
  - a. The Committee shall be composed of four district and/or school level administrators.
  - b. The superintendent's designee will serve as the investigator, convener, and administrative officer of the Committee. The superintendent's designee will have the right to vote.
2. The Committee shall hear and consider all cases presented and is authorized to:
  - a. To concur or not concur with the suspension of 11 days or more, expulsion, alternative school placement, or non-admission
  - b. To confirm or specify the duration of a suspension of 11 days or more, to confirm or specify the duration of an alternative school placement, or to allow admission.
  - c. Subject to review and approval of the superintendent, to recommend limited or unlimited expulsion, suspension of 11 days or more, alternative school placement, or non-admission to the board.
  - d. The Committee shall prepare a written summary of each case.
3. All decisions made by the committee will be reviewed by the superintendent.
4. Decisions to expel or deny admission to students must be approved by the board.
5. After completing this appeal step, a parent, legal guardian, or custodian aggrieved by a decision to suspend for 11 days or more, expel, place in alternative school, or deny admission of his /her child may request a review of the decision by the superintendent. A request for review must be submitted to the superintendent within 2 days after receiving a decision at this appeal step.

### STEP III: REVIEW BY THE SUPERINTENDENT

Applies to: Expulsion  
 Suspension of 11 days or more  
 Alternative school placement  
 Denial of admission

The superintendent shall review all recommendations by the District Appeals Committee for expulsion, suspension of 11 days or more, alternative school placement, or denial of admission. At that point the superintendent may:

- A. Concur with the decision of the committee.
- B. Not concur with the decision of the committee. At that time the superintendent may:
  1. Remove the Expulsion
  2. Remove the Suspension
  3. Remove the Alternative School Placement
  4. Allow Admission
  5. Modify suspension or alternative school placement duration
  6. Expel

7. Place in alternative school
8. Suspend
9. Deny Admission

C. All recommendations by the superintendent of expulsion or denial of admission shall be subject to review and approval by the board.

D. After completing this appeal step, a parent, legal guardian, or custodian aggrieved by a decision to suspend for 11 days or more, expel, or deny admission to his/her child may request review of the decision by the board. A request for review must be submitted to the board in writing and delivered to the Neshoba County School District Central Office, within 2 days after receiving a decision from the Superintendent in this appeal step.

#### STEP IV: REVIEW BY THE BOARD

Applies to: Expulsions  
Denial of admission

The board shall, at its next regular or special meeting following the Superintendent's recommendation, review the written recommendation. Unless further discussion is requested by the board, the board shall take final action on all recommendations for expulsion and denial of admission. All decisions by the board shall be final and written notice shall be mailed to appealing parties.

#### **PART II: PERSONAL APPEARANCE REGULATIONS (Policy Ref: JCDB)**

In preparing students to become productive adult citizens, it is necessary to hold an expectation of high standards of behavior, appearance, and grooming in order to meet the philosophy of the school district. All students are expected to observe certain minimum standards of hygiene, sanitation and personal appearance. The following regulations are to be observed by all students. Any student violating any such regulations will be subject to appropriate disciplinary action.

#### **ALL STUDENTS**

1. An individual's hair should be groomed appropriately and without cause for distraction to learning and the educational setting.
2. Hair shall not be groomed in class.
3. Hair shall be maintained, clean, and neat in appearance, without any unnatural designs or images.
4. Hair in rollers and Mohawks are not permitted.
5. Shoes shall be worn. (House shoes, roller skate shoes, etc. are prohibited.)
6. Tank tops, muscle or body shirts, and clothing with spaghetti straps are prohibited.
7. Clothes must cover the front and back of midriff completely as well as show no cleavage. If the student extends his/her arms above their head and the midriff/stomach is exposed, this is a dress code violation.
8. Any style of clothing tending toward immodesty in dress is prohibited.
9. Cleanliness of both dress and body is mandatory.
10. Clothing or articles worn or possessed with profane, inflammatory, vulgar, or immorally suggestive language, alcoholic, drugs, or tobacco slogans are prohibited. No slogans or words are permitted on the seat of pants.
11. Garments that do not meet the definition of proper dress include bicycle shorts, swim trunks, swim wear, thigh huggers, cut off frayed shorts or gym shorts are prohibited.
12. Holes in clothing are allowed below the fingertips when the student is standing with their arms by their side.



13. No hats, caps, bandannas, or hoods shall be worn in school buildings and/or buses. (**These items may be confiscated and not returned**)
14. No student shall have their body parts painted with paint, liquid paper, ink, or other distracting marks.
15. Colors, bandannas, symbols, signs, or dress associated with gangs or cults are prohibited. These items will result in suspension or expulsion.
16. See-through clothing is prohibited.
17. Pajamas or sleepwear are prohibited.
18. If an item of dress is questionable or may be subject to criticism DO NOT WEAR IT.
19. All coats/jackets/oversize sweaters that fall at hip level will be removed inside school buildings.
20. **All body piercing is prohibited except ears or nose. Nose piercings are limited to small studs. No hoops or other types of piercing in the nose are allowed. (No nose rings are allowed during senior portrait pictures)**
21. **No facial or neck tattoos are allowed. They must be covered.**
22. Shirts must be buttoned or zipped. **Oversized shirts must be tucked in pants or removed.**
23. No clothing with chains or extended straps will be allowed. No wallet chains will be allowed. (**Chains will be confiscated and not returned**)
24. Facial hair must be clean-shaven or neatly trimmed.
25. Pants must be worn at the appropriate waist level. **Students are not permitted to wear pants which are excessively tight, low riding, baggy, or saggy.**
26. Underclothing shall be worn. Undershirts without an outside shirt shall not be worn.
27. Shorts/skirts/skort/dresses may be worn provided they, at the bottom, extend no higher than the tips of the fingers when the student is standing with arms by side. Shorts/skirts/skort waistbands may not be rolled up causing violation of fingertip rule.
28. Clothing worn shall not be excessively tight or low in front and/or back.
29. **Leggings/Jeggings or other tight-fitting clothes must be covered by a shirt or top that extends no higher than the tips of the fingers when a student is standing with arms by side.**

The Board of Education has adopted these standards expecting the support of parents and students in the implementation of the standards. Students are expected to dress and groom within the limits set by these standards. Students are expected to obey the rules and directions of their principals and teachers in charge of their educational program. **Parents are requested to help their children meet the expectations of the personal appearance standards. Parents are requested to encourage their students to dress appropriately and behave appropriately according to the standards set.** The personal appearance code will be positively enforced by teachers, principals, and administrators.

### **PART III: DISCIPLINE POLICY**

The Neshoba County School Board expects all pupils to be guided by the following standards of discipline:

1. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of the law which apply to the conduct of juveniles or minors.
2. Citizenship in a democracy requires respect for the rights of others. Student conduct shall reflect consideration for the rights and privileges of others and shall demand cooperation with all members of the school community.
3. High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability shall be expected of all students.
4. The School Board holds all school personnel, including the superintendent, responsible for the proper conduct and control of students while under legal supervision of the school, and supports all personnel acting within the framework of the district policy. Full support and mutual cooperation shall be expected of all school personnel and the administration.

5. The Superintendent shall establish procedures to carry out school board policy and philosophy and shall hold all school personnel, students and parents, responsible for the carrying out of school policies. The board shall support all school personnel performing their duties within the framework of the district policy.
6. The Principal shall be responsible to the Superintendent for the conduct of the school. The Principal shall be given the responsibility and authority, and may include the faculty in the process, to formulate such procedures as necessary to enforce the district policy. The principals shall give support to teachers performing their duties within the framework of the district policy. The principals shall exercise professional judgment in the disposition of behavior referrals.
7. The School Board believes that discipline in many instances is related to the methods of dress or the appearance of pupils. The School Board shall expect the principals to require pupils to come to school properly dressed and groomed. ***Any methods of dress or hair grooming that tends to cause disturbance in the school or that impedes the instructional program of the school shall not be allowed.***
8. Mississippi Code 37-11-53. Distribution of school district's discipline plan; content of plan of discipline conference; fines and penalties; recovery of damages.
  - (1) A copy of the school district's discipline plan shall be distributed to each student enrolled in the district and the parents, guardian or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of their respective school district. The school board shall have the official discipline plan legally audited on an annual basis to insure that its policies and procedures are currently in compliance with applicable statutes, case law and state and federal constitutional provisions.

**Discipline Conference Fines and Penalties: Recovery of Damages (Policy Ref: JD, JCBD)**

The 1991 Mississippi Legislature passed legislation requiring public school districts to incorporate certain changes in the discipline plans. The following language is taken from Mississippi Code Section 37-11-53 and applies to acts committed on or after July 1, 1992.

A. A parent, guardian or custodian of a compulsory school age child enrolled in the Neshoba County School District shall be responsible financially for his or her child's destructive acts against school property or persons;

B. A parent, guardian or custodian of a compulsory school age child enrolled in the Neshoba County School District may be requested to appear at school by the school attendance officer or by an appropriate school official, for a conference regarding acts of the child in paragraph (A) of this subsection; and

C. Any parent, guardian or custodian of a compulsory school age child enrolled in the Neshoba County School District who willfully fails to attend such discipline conference specified in paragraph (b) of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required under this provision to attend such discipline conference.

D. A parent, guardian or custodian of a compulsory school age child enrolled in this district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

E. Neshoba County School District shall be entitled to recover damages in any amount not to exceed an amount as provided by law, plus necessary court cost, from the parents of any minor who maliciously and willfully damages or destroys property belonging to Neshoba County School District. However, this section shall not apply to parents whose parental control of such a child has been removed by court order or decree.

**HALL PASSES**

Except at period changes, students are not to be in any hallway without an appropriate pass from their teacher. The student should present the pass to any teacher he passes. Students who violate this rule will be disciplined. Hall and restroom passes are to be used for emergencies only.

## COUNSELING SERVICE

Guidance counseling services are available to students to provide assistance in academic programing, behavioral issues, career choices, and post-secondary goals. The principals, teachers, and guidance counselor are available to discuss with each pupil and/or their parents any problems or questions arising relative to the educational program.

Parents are cordially invited to visit the school and to confer with the principals or guidance counselor at any time concerning the work of their child. Conferences with High School teachers may be arranged by calling the guidance counselor's office (601-656-6004) to schedule an appointment. Conferences with the Middle School teachers may be arranged by calling the counselor's office (601-656-4636) for an appointment.

## **DELIVERY OF FLOWERS, BALLOONS, FOODS, ETC.**

**\*No balloons, flowers, foods, etc. deliveries for students will be accepted at Neshoba County Schools from any businesses or individuals.**

## DIRECTORY INFORMATION

The following publications are furnished to the public during the course of the school year:

Academic Honors

Athletic Rosters to include student's names, classification, weight, height

Special Honor Roll

Newspaper articles & Facebook posts about school activities

Pictures, School Website, and Yearbook

Promotional School Videos

If for some reason parents object to their child's pictures, name or other information being published in these publications, **please notify the principal in writing at the beginning of the school year.**

## **DISTANCE/ONLINE LEARNING (Policy Ref: IAAA)**

During times of emergency closures, the teachers and staff of the Neshoba County School District may have to deliver educational services through distance learning. Distance Learning, also called distance education and virtual/online learning, is a method of studying in which lectures are broadcast or classes are conducted by correspondence or over the internet, without students needing to attend a school. Distance learning techniques may include, but are not limited to, mailed hard copy materials, web-based instruction, and/or online materials. District employees will be trained in using technology to deliver academic content in order to continue to support high quality student learning.

The District recognizes that the health, safety, and well-being of students and staff is the primary concern during times of emergency. Educators, administrators, and parents will have to collaborate creatively to ensure students continue to have access to appropriate educational materials and continue to receive daily interaction with teachers. Teacher and student responsibilities and expectations will change during any distance learning instruction.

Teacher's responsibilities are as follows:

1. Teachers will have all required technology such as laptops or tablets to provide online instruction;
2. Teachers will provide guidance and feedback on class work through email, the school website, or any

- other approved means of communication;
3. Teachers will report to the school building during normal work hours;
  4. If a teacher is not available for distance learning due to illness or a personal day, the teacher will communicate with the students/parents within 24 hours of their return to work;
  5. Teachers will provide instruction to all students along with appropriate and reasonable accommodations to those who are on a 504 plan or an IEP;
  6. Any other responsibilities approved by the Board or the Superintendent.

Student's responsibilities are as follows:

1. Students will be available for their courses during instructional periods and will complete assignments given by their teachers;
2. Students will continue to follow the expectations set by their individual classroom teachers;
3. Students who do not have electronic access or are not provided a school district device, will complete educational activities through paper/written format;
4. Students will bring any questions or concerns to their individual teachers;
5. Any other responsibilities approved by the Board or the Superintendent.

#### Students with Disabilities

During times of emergency, individual education must take place for all students, including students with disabilities. District employees will make decisions regarding distance learning based upon what is best for each individual student. The District will continue to comply with all applicable state and federal laws including the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (ADA). Students with disabilities will continue to receive a free and appropriate public education (FAPE), however, special education and related services may be provided virtually, online, and/or telephonically in order to maintain the health and safety of both the students and teachers.

If, during an emergency closure, it becomes infeasible or unsafe to provide certain IEP services such as hands-on physical therapy or occupational therapy, these services will be provided online. This includes, but is not limited to, extensions of time for assignments, videos with accurate captioning or embedded sign language, accessible online reading materials, and other services through video conferencing.

Where technology itself imposes a barrier to access or where educational materials simply are not available in an accessible format, children with disabilities will be provided with equally effective alternate access to the curriculum or services provided to other students. This includes, but is not limited to, distributing print material, reading educational material over the phone, and/or audio recordings.

The superintendent and/or designee shall develop procedures to support this policy.

#### **EMERGENCY SCHOOL CLOSINGS (Policy Ref: *EBBD*)**

In case of bad weather or other emergency, the closing of school will be announced on local radio stations and television channels, the district's website, social media, and/or automated phone message between 5:00 A.M. and 7:00 A.M. Be sure to listen for the specific school name as the closing of other schools in our community, or the closing of schools in our adjacent community, may not mean we are closed.

## EXEMPTIONS

Students may be exempt from each semester exam by meeting the following criteria:

1. Four or less absences with an A, B, or C average
2. No excessive check-ins (or check-outs)

**Students with an Out-of-School Suspension shall not be exempt. Any student owing a fine will not be exempt. Exemptions shall be calculated per class.**

\*\*ALL ABSENCES COUNT TOWARD EXEMPTION STATUS.\*\*

## EXTRACURRICULAR (INTRACURRICULAR) ACTIVITIES

1. **Participation by a student in extracurricular activities should be considered a privilege rather than a right.**
2. All students who are enrolled in grades 9 – 12 in a Mississippi public school and who are participating in extracurricular activities, must have at least a 2.0 (70 G.P.A.) average in courses required for graduation each semester.
3. **House Bill 1530: Provides that a compulsory-school-age child who is absent more than 37% of his/her instructional day must be considered absent the entire day. Therefore, the student must be present 63% of his/her day to participate in a school sponsored event.**
4. A student in the seventh or eighth grade must pass his/her grade level and maintain promotion by achieving at least a grade of 2.0 in the four (4) core courses. A core course is a course that meets five (5) days a week. A 6<sup>th</sup> grade student must be promoted to be eligible to participate in extracurricular activities.
- 5.

## NCS D EXTRACURRICULAR DRUG AND ALCOHOL TESTING POLICY

Neshoba County School District

*Policy JCDAB*

### DRUG/ALCOHOL TESTING POLICY

In an effort to protect the health and safety of students involved in extracurricular activities from illegal and/or performance-enhancing drug use and abuse and to curtail the use of such drugs, the Board of the Neshoba County School District adopts the following policy for random drug testing of all students who participate in extracurricular activities. The Student Drug Testing Consent Form is located in the student handbook.

You may view, in detail, the policy at [DRUG/ALCOHOL TESTING POLICY](#)

### FEE POLICY (Policy Ref: JS)

1. This school board hereby authorizes the superintendent to charge reasonable fees, but not more than the actual cost, for the following:
  - A. Supplemental instructional materials and supplies, excluding textbooks;
  - B. Other fees designated by the superintendent as fees related to a valid curriculum educational objective, including transportation; and
  - C. Extracurricular activities and any other educational activities of the school district which are not designated by the superintendent as valid curriculum educational objectives, such as band trips and athletic events.
2. All fees authorized to be charged under this policy, except those fees authorized under subsection (2) (C) of this policy, shall be charged only upon the condition that a financial hardship waiver may be granted upon request pursuant to the following:

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)** (Policy Ref: JRAB & JR)

Parents and eligible students (a student or former student who has reached age 18 or is attending a post-secondary school and who is no longer a dependent of the parent for federal tax purposes) have the following rights under FERPA and district policy:

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

NOTE: The educational records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his/her own use are exempted from this definition.

### **PROCEDURE TO INSPECT EDUCATION RECORDS**

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record he/she wishes to inspect. The principal will contact the parent or eligible student to discuss how access will be best arranged (copies, visit to site, etc.) The fee for copies will be from no cost to 10 cents per page.

The school will require a prior written consent before information other than **directory information** may be divulged to third parties. The NCS D designates the following as directory information:

- The student's name, address, and telephone number;
- The names of the student's parents;
- The student's date and place of birth;
- The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
- The student's extracurricular participation;
- The student's achievement awards or honors;
- The student's weight and height if a member of an athletic team;
- The student's photograph and video images;
- The student's electronic mail address;
- The student's dates of attendance; and
- The most recent educational institution the student attended prior to the student enrolling in this school district.

NOTE: A parent or eligible student will have two weeks to advise the school district in writing (a letter to the superintendent) of any or all of the items they refuse to permit the district to designate as directory information about the student. The student's record will be marked to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written notification of the parent. Upon request by recruiters, the NCS D will provide directory information to the military and institutions of higher learning.

### **USE OF STUDENT EDUCATION RECORDS**

The district limits access to its information systems to ensure that only authorized individuals have access to personally identifiable information (PII). Staff who work with PII receive training on practices for protecting PII to ensure the integrity and security of information. The NCS D may disclose a student's PII from education records to school officials who have been determined to have legitimate educational interests. The NCS D recognizes a school official as a board member, administrator, teacher, paraprofessional, support or clerical staff, counselor, health staff, information systems specialist, school security personnel, substitute, contractor, consultant, volunteer, or other party to whom the district has outsourced services or functions. Legitimate educational interest is the person's need to know in order to perform his/her task required in the

position or perform a service/benefit for the student/student's family.

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

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

The Superintendent shall consult legal and information technology staff during this process. Personally identifiable information must be protected at all times in accordance with FERPA. The district shall inform parents of any third-party provider used during distance learning.

For more information on compliance with FERPA, see Policy JRAB.

#### **FINANCIAL HARDSHIP WAIVER POLICY (Policy Ref: JS)**

All fees authorized to be charged under subsection (A) and (B) of the Fee Policy above shall be charged only upon the following conditions:

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

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

The superintendent shall establish administrative procedures consistent with this policy for its implementation.

#### **GRADING SYSTEM (Policy Ref: IHA)**

The district grading system is as follows:

5% = Homework

35% = Classwork, projects, etc.

50% = Graded test (weekly, daily) term papers, etc.

10% = Semester Exam (will be computed in the 2<sup>nd</sup> and 4<sup>th</sup> quarters)

(A equals 90-100) (B equals 80-89) (C equals 70-79)

(D equals 65-69) (F equals failing, 64 and below).

## GRADING SYSTEM - WEIGHTED (High School)

**For students entering 9<sup>th</sup> grade, the following will apply:**

Any Advanced Placement or Dual Credit course will be weighted at 1.10 x the student's grade for figuring a student's GPA. Algebra III, Anatomy & Physiology, Physics, Engineering II, Calculus and Spanish III will be weighted at 1.10 x the student's grade for figuring GPA.

### HONOR ROLL

Students may earn recognition for the Special Honor Roll by having a 95 or better average per 9 weeks in \*academic courses. Students may earn recognition for the Honor Roll by having a 90 – 94 average per 9 weeks in \*academic courses.

*\*We do not average art, band, cheerleader, chorus, sports, physical education, T.A.G., or journalism for Special Honor Roll or Honor Roll.*

### HALL OF FAME

Seniors who wish to apply for the Hall of Fame need to complete the application process. Sign up for the application process will be prior to the end of first semester and applicants must sign up in the Main Office. The application will be handwritten and include an essay. **The following information will be necessary to fill out the application:**

1. Transcripts, ACT score, current class schedule,
2. Total absences and reasons (Junior and Senior years),
3. Membership in school organizations during grades 9-12 including leadership positions, committee memberships, and club accomplishments,
4. School honors/awards during grades 9-12, community honors/awards during grades 9-12,
5. Community service during grades 9-12, service to the school during grades 9-12
6. A formal essay (topic to be assigned).

#### Process:

At the beginning of January of the student's senior year, the students who qualify for consideration for the NCHS Hall of Fame will be notified via email. At the point of notification, the students shall let their counselor know they are interested in receiving an application via email. Once a student confirms interest, he/she will be issued a packet (or Google Doc) to complete and return by a previously selected date. **NO LATE ENTRIES WILL BE CONSIDERED.**

#### Criteria:

- An overall average of 90; NO rounding, it must be 90 or above
- Has been a student at Neshoba Central High School at least four (4) semesters
- At least 20 credits
- No OSS or ISS placement. This does not include tardies.
- Students who have been placed in Neshoba Central Alternative School or Neshoba County Detention Center are not eligible to apply for the Hall of Fame.

#### Number of Students:

- There will not be a set number of students that are selected each year.
- The number will be determined by a natural cut point that separates the top applicants.



## GRADUATION CEREMONY

The graduation ceremony is a time-honored event at Neshoba Central High School. It is important to protect the integrity of this event; therefore, it is the responsibility of graduating seniors and their parents to meet the following requirements in order to participate in the ceremony:

1. Meet all academic graduation requirements.
2. Order and remit payment for cap and gown as soon as possible but no later than two weeks prior to graduation.
3. **Attend mandatory graduation practice at the scheduled time. Exceptions may be made in emergency situations with prior notice and only by permission of the principal.**
4. Adhere to graduation dress code requirements.
5. Inappropriate behavior during the graduation ceremony will NOT be tolerated. Per state law, any person who willfully disturbs any session of the public school or any public school meeting shall be guilty of a misdemeanor and fined fifty dollars (\$50.00). (MS Code 37-11-23) The student's transcript and diploma will be held until the fine is paid and the student has met with an administrator.

## GRADUATION REQUIREMENTS (Policy Ref: *IHF*)

Neshoba Central High School offers a wide range of courses in attempting to meet the needs of all students. NCHS was accredited by the Mississippi Accrediting Commission during the first year of operations. The requirements set for graduation have been designed to provide flexibility of courses for students of different needs and interests, and at the same time give assurance to students, patrons, higher institutions of learning and employers that graduates of NCHS are prepared either for further education or for immediate entry into vocational activities. A maximum of one unit may be earned by successful completion of correspondence courses or online courses administered through an approved university and with the approval of the principal. A student must pass all applicable Subject Area Tests, Algebra I, Biology I, English II, and U. S. History (unless waived due to a state of emergency). Each student graduating shall have earned at least two of the last four Carnegie units at Neshoba Central.

# Mississippi Diploma Options

**Begins with incoming freshmen of 2018-2019**

Mississippi has two diploma options: The Traditional Diploma and the Alternate Diploma. The Traditional Diploma is for all students. The Alternate Diploma is an option for students with a Significant Cognitive Disability (SCD).

## TRADITIONAL DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>English I</li> <li>English II</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Algebra I</li> </ul>
Science	3	<ul style="list-style-type: none"> <li>Biology</li> </ul>
Social Studies	3½	<ul style="list-style-type: none"> <li>1 World History</li> <li>1 U.S. History</li> <li>½ U.S. Government</li> <li>½ Economics</li> <li>½ Mississippi Studies</li> </ul>
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> <li>See the Mississippi Public School Accountability Standards for implementation options.</li> </ul>
Technology or Computer Science	1	
Electives	5 ½	
<b>Total Units Required</b>	<b>24</b>	

### Requirements

- Student should identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.
- For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:
  - Have a 2.5 GPA
  - Passed or met all MAAP assessments requirements for graduation
  - On track to meet diploma requirements
  - Concurrently enrolled in Essentials for College Math or Essentials for College Literacy OR SREB Math Ready or SREB Literacy Ready

### Recommendations

- For early graduation, a student should successfully complete an area of endorsement.
- A student should take a math or math equivalent course the senior year.

## Traditional Diploma Endorsement Options

Students pursuing a Traditional Diploma should identify an endorsement prior to entering 9th grade. There are three endorsement options: Career and Technical, Academic, and Distinguished Academic Endorsement.

### CAREER AND TECHNICAL ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I
Science	3	• Biology
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	• See the Mississippi Public School Accountability Standards for implementation options.
Technology or Computer Science	1	
CTE & Technical	4	• Must complete a four-course sequential program of study
Electives	3 ½	
<b>Total Units Required</b>	<b>26</b>	

#### Additional Requirements

- Earn an overall GPA of 2.5.
- Earn Silver level on ACT WorkKeys.
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One dual credit or earn articulated credit in the high school CTE course
  - Work-Based Learning experience
  - Earn a State Board of Education-approved national credential
  - One (1) AP, Diploma Program-IB, or Cambridge (AICE) course aligned to their career pathway. Students must earn a C or higher and take the appropriate exam

### ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II + two (2) additional above English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	3	• Biology + two (2) additional science courses above Biology
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	• See the Mississippi Public School Accountability Standards for implementation options.
Technology or Computer Science	1	
Electives	7 ½	• Must meet two (2) advanced electives of the College Preparatory Curriculum (CPC) requirements for MS IHLs
<b>Total Units Required</b>	<b>26</b>	

#### Additional Requirements

- Earn an overall GPA of 2.5.
- Two (2) elective courses must meet MS IHL CPC requirements.
- Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges or IHL college-ready courses in senior year, or the SAT equivalency subscore).
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One AP course with a C or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a C or higher and take the appropriate IB exams
  - One dual credit course with a C or higher in the course

## DISTINGUISHED ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II + two (2) additional above English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	4	• Biology + two (2) additional science courses above Biology
Social Studies	4	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	• See the Mississippi Public School Accountability Standards for implementation options.
Technology or Computer Science	1	
Electives	8	• Must meet two (2) advanced electives of the College Preparatory Curriculum (CPC) requirements for MS IHLs
<b>Total Units Required</b>	<b>28</b>	

## Additional Requirements

- Earn an overall GPA of 3.0.
- Two (2) elective courses must meet MS IHL CPC recommended requirements.
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency subscore as defined by IHL.
- Earn four additional Carnegie Units for a total of 28.
- Must successfully complete one of the following:
  - One AP course with a B or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a B or higher and take the appropriate IB exams
  - One dual credit course with a B or higher in the course

March 2021

## MEDICAL TREATMENT

If a student becomes ill, he should ask his teacher for a pass to the office. Medical treatment will never be administered except in case of emergency and then only in the form of “first aid”. Students must provide the office with their parents’ telephone number as they may be called if deemed necessary.

**Students should bring any medications/prescription drugs to the office along with a note from a doctor or nurse as to directions for taking prescription. This is prescribed to that specific student as indicated on the prescription label on the medicine. NCSD will not permit use of medical marijuana by students at school and the school nurses will not dispense medical marijuana to students.**

The Mississippi Legislature passed House Bill 1072 that permits school students to self-administer asthma medications with written consent from the parent and a statement from the health care provider outlining the proper process to administer the medication. **Every child who has been diagnosed with asthma must have an asthma action plan on file in the school office.**

If your child has asthma and/or allergies and uses a prescribed asthma and/or anaphylaxis medication, the school will need a release form signed by the parent/guardian and the physician. This will permit your child to carry their inhaler/ anaphylaxis medication with them at all times. All other medications for students must be kept in the office. High school students’ medications will be distributed during set hours of the day. If you have any questions, please call the middle school at 601-656-4636 or the high school at 601-656-3654.

The Neshoba County School District employs a full-time registered nurse at the Middle School and at the High School. The nurse can be contacted at the Middle School at 601-656-4636 and 601-656-3654 at the high school.

## PROMOTION/RETENTION (Policy Ref: IHE)

### Grades 6 - 8

A student must demonstrate mastery of all state standards in the four (4) CORE courses of Language Arts, Math, Science, and Social Studies with 65% accuracy.

### Grades 9-12

A student must demonstrate mastery of all state standards in Carnegie unit courses with 65% accuracy **and** meet graduation requirements related to Carnegie units and Subject Area Tests.

### Classification of High School Students

9th Grade	0 - 5.5 units
10th Grade	6 - 10.5 units
11th Grade	11 - 17.5 units
12th Grade	18 - 24 units

### **Pupils Not Meeting Minimum Requirements**

1. Students who have not earned the minimum cumulative units will be retained at the appropriate grade level.
2. Students who do not meet the minimum performance standards established for a given academic course must repeat the course during summer school or during the next regular school term.
3. High school students failing to achieve the minimum score required on Subject Area Tests may be required to take remediation in the areas of deficiency.
4. Students may attend an extended school year program during the summer. If they meet the minimum performance standards, they will be promoted. If they do not, they will be retained.

## REPORTS TO PARENTS

At the end of each nine-week period, a report card will be sent home with middle school students to the parents or guardians. Progress reports will be sent to parents after the end of the fourth week of each nine-week term. High School report cards and progress reports will be sent digitally through Active Student and Active Parent. It is our hope that through close cooperation of parents, students, and teachers, failures may be kept to a minimum. High school parents are urged to call the counselor's office (601-656-6004) or Middle School parents call the counselor's office (601-656-4636) for an appointment for a conference with students' teachers about progress at any time.

## RESIDENCY POLICY (Policy Ref: JBC)

Residency may be determined in the following manner:

### STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S)

The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two of the items numbered 1 through 5 below as verification of their address. NO post office box as an address will be accepted. **Every school year, the parent or legal guardian must submit two (2) current proofs of residency in the Neshoba County School District.**

The two (2) proofs of residency MUST BE one of the following:

1. **IF RENTING/LEASING:** Current official home/apartment lease/rental agreement with length of lease and Parent's or Guardian's name included on lease agreement. **(THIS MUST BE ONE OF THE PROOFS IF LEASING OR RENTING and one of the following #3-#6).**
2. Filed Homestead Exemption application form **OR** Current mortgage document or property deed **OR** Current official home/apartment lease agreement with length of lease included
3. Valid driver's license **OR** voter identification card
4. Current utility bill (dated within 60 days) showing the service location - Acceptable bills: electricity, gas, water, or landline telephone
5. Automobile Registration receipt
6. Any other document that will objectively and unequivocally establish that the parent or guardian resides within the school district, and in the case of a student living with a legal guardian who is a bona fide resident of the school district. (Official government documentation - i.e. current tax year return, social security statement, DHS statement, etc.)

#### **\*NEW STUDENTS OR THOSE WITH CHANGE OF ADDRESS**

In addition to two (2) proofs of residency, the verified resident must provide copy of the Property Tax Card, Property Deed, or other document that states the residency property's Section, Township, and Range.

#### **\*NOTE:**

- Legal guardian(s) must also provide a copy of the court order appointing guardianship. If a petition for guardianship has been filed and the decree is pending, a certified copy of the filed petition for guardianship must be provided.
- Custodial adults other than parents or guardians must apply for an affidavit of residency and provide documentation of reasons the child does not reside with a parent or guardian. (i.e. death of a parent, abandonment, abuse, neglect, unstable family relations, exchange students, DHS)
- If residency is questioned any time throughout the year, the parent/guardian will be required to provide a third proof of residency.
- Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by the affected board. Legal reference, Mississippi Code Ann. Section 37-15-31 (1989 Supp.)
- If your child fails to provide the necessary documentation, they will not be allowed to attend the Neshoba County School District.
- Any pupil admitted under false information is not legally enrolled and is subject to penalty.
- All students are required to prove residency each year prior to the first day of school.

## **STUDENT RESTRAINT AND SECLUSION POLICY** (Policy Ref: JCBA)

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

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

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

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

### **Restraint**

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

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

### **Seclusion**

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

### **Parental Notification**

- a. All parents shall receive written information about the policies and procedures for restraint and seclusion issued by this school district in the student handbook annually.
- b. Parents or guardians shall be notified verbally or in writing on the day of the restraint or seclusion or no later than 48 hours following the incident. In the event a parent cannot be reached by telephone, a letter shall be sent informing the parent of the incident and the person who can be contacted at the school to address any questions the parent may have. At the time the parent is notified, the school shall schedule a debriefing with the parent to discuss the incident.

c. A complaint from a parent regarding the physical restraint or seclusion of their child may be submitted in writing to the principal. The written complaint must state the student's name, the nature and date of the restraint or seclusion, the persons involved (teacher, witness, etc.) and requested action. The principal shall provide an initial response to the complainant within five school days. If the parent is not satisfied with the response, he/she may request (in writing) a review by the superintendent. Within 10 days from receiving the request for a review, the superintendent will issue a decision.

### **RESTROOMS**

All students are expected to observe acceptable rules of behavior in the restrooms. Loitering in restrooms will not be tolerated. Lingered in the restrooms causes overcrowding and inconveniences other students. Stalls are designed for only one person at a time. More than one person per stall will not be tolerated. Failure to observe these rules will lead to disciplinary action.

### **SUPERVISED AGRICULTURAL EXPERIENCE PROGRAM**

#### **(SAEP)**

SAEP is a course primarily for juniors and seniors. In addition to their regular academic classes, students spend one period each day in the Agriculture class and a minimum of three (3) hours per school day on the job site. They earn one (1) unit for the class work and one (1) unit for on-the-job training. The two units are inseparable. No credit may be given for on-the-job training if a student fails to pass the classroom work.

The on-the-job training is considered the same as school work. All rules that apply to regular class periods apply to the time spent at work. A student missing regular school classes should not report to work unless prior arrangements have been made with the coordinator.

### **SCHOOL TRIPS**

All school trips must be approved in writing by the High School/Middle School principal on designated forms. This is for all trips except Athletic and Band which have prior approval. A student shall be in the school for 63% of the day for the student to participate in a school sponsored activity. (In case of extreme emergency, exceptions may be granted by the principal.)

### **SOLICITATIONS OF MONEY (Policy Ref: JK)**

Students may not solicit money from individuals or businesses for any school activity except when authorization has been given by the principal. In case of solicitation of a business, students will be given written credentials signed by the principal.

### **STATEMENT OF POLICY ON EQUAL RIGHTS/NON-DISCRIMINATION** (Policy Ref: JAA, JAB)

*Neshoba Central does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The school is in compliance with the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973. Mr. Tommy Holland is Coordinator of Title IX.*

### **VOCATIONAL NOTICE OF NON-DISCRIMINATION**

*Neshoba County Schools offers vocational opportunities without regard to race, color, national origin, sex, or disability.*



## **STUDENT DROP-OFF/PICK-UP PROCEDURE**

### **(High School)**

High School students not riding a bus and whose parents bring them to school will be dropped off in the mornings and picked up in the afternoons **behind the new high school building**. Parents will ENTER the campus on Rocket Drive off St. Francis and EXIT west of the new high school building.

### **(Middle School)**

Middle school students not riding a bus will be dropped off in the mornings and picked up in the afternoons at the rear of the Middle School building. Parents will ENTER the campus on Rocket Drive off St. Francis Drive and EXIT west of the new high school building.

Middle school students signing in after 8:00 A.M. may exit vehicles in front of the building. Pick-ups before 2:00 P.M. may also occur in front of the building.

## **STUDENT RECORDS – TRANSFER OF (Policy Ref: JR)**

The Neshoba Central School District forwards students' records upon request from the school in which a student seeks or intends to enroll.

## **TECHNOLOGY POLICIES (Policy Ref: JJ & JJB)**

### **TECHNOLOGY & INSTRUCTION** **INTERNET ACCEPTABLE USE AGREEMENT**

The Neshoba County School District is pleased to offer to its students, faculty, and staff access to the Internet in accordance with the terms and conditions of this policy. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users globally. This computer technology will help propel our schools through the communication age by allowing students and staff to access and to use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

#### **Overview**

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and the President signed into law, the Children's Internet Protection Act (CIPA). CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet Safety policies. These Internet safety policies must include a technology protection measure for blocking access to "visual depictions" of obscene material, child pornography, and material that is "harmful to minors" when minors are accessing the computer. CIPA also requires that the Internet safety policy include monitoring of all online activities of minors. Additionally, the policy must address all of the following: (a) access to inappropriate matter on the Internet and World Wide Web, (b) the safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called "hacking", installation/manipulation or software/hardware and other unlawful activities online, (d) unauthorized disclosure, use, and dissemination of personal information, and (e) measures designed to restrict access to harmful materials.

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a "good faith effort" to abide by the requirements of CIPA. CIPA does not create a private right to action,

meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

These guidelines are provided so that you are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Neshoba County School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

**NCSC will send home a letter for students and parents to sign indicating that they have read the terms and conditions carefully and understands their significance. The signatures are legally binding.**

### **Neshoba County School District Internet Terms and Conditions of Use**

#### **Personal Safety:**

1. User will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any other including personal identification information such as, but not limited to, credit card information, social security numbers, telephone numbers, addresses, etc.
2. User will immediately report to the Neshoba County School District Authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.

#### **Illegal Activity:**

1. User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or the Neshoba County School District laws, policies or regulations.
2. User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.
3. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
4. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking, installation/manipulation of software/hardware.
5. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
6. Personnel dismissal may occur when inappropriately associating with or writing about students/children on internet social networking websites, such as Facebook, MySpace, chatrooms, blogs, etc. This includes posting comments, data, and/or photos of students. Employees, faculty, and staff should not give social networking website passwords to students. Access to social networking websites for individual use during school hours is prohibited.
7. User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
8. User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.

#### **System Resource Limits:**

1. User shall only use the Neshoba County School District system for educational and career development activities and limited, high quality self-discovery activities as approved by the Neshoba County School District faculty for a limited amount of time per week.

2. User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at a time when the system is not being heavily used.
3. User agrees not to post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to large numbers of people).
4. User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist protecting user against a claim of intentional violation of this policy.

#### User Rights:

1. The Internet is considered a limited forum, similar to a school newspaper, and therefore the Neshoba County School District may restrict user’s right to free speech for valid educational reasons. The Neshoba County School District will not restrict user’s right to free speech on the basis of disagreement with the opinions expressed by the user.
2. User(s) shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.
3. User(s) should not expect files stored on school-based computer(s) to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of the user's files.
4. The Neshoba County School District will fully cooperate with local, state or Federal officials in any investigation related to illegal activities conducted through the user’s Internet account.

**Individual schools within the district may create additional guidelines and procedures consistent with this policy including, but not limited to, the bulleted items below.** Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.

#### Unacceptable behavior

- Downloading inappropriate materials, viruses, or software;
- Using or possessing hacking or file-sharing software
- Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator;
- Vandalizing or tampering with equipment, files, software, system performance, or other network equipment;
- Attempting to repair, remove, or install computer hardware or software;
- Opening the computer to access internal parts;
- Causing network congestion or interfering with the work of others, including sending chain emails or broadcast messages;
- Revealing, sharing, or posting personal information including full name, address, phone numbers, social security numbers, driver’s license numbers, or passwords for yourself or others;
- Using another person’s username or password, or allowing another to access your account using your username or password;
- Pretending to be someone else when sending or receiving messages;
- Forwarding or distributing inappropriate email messages;
- Engaging in harassment or transmitting obscene, messages, picture, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other

inflammatory content;

- Accessing or attempting to access Internet sites not approved by district/teacher including non-educational use of chat rooms, instant messaging, or social networking, social media sites and other sites that could expose students to harm or distraction from engagement in academic and school-related pursuits
- Attempting to disable or bypass NCSD Internet content filter or firewall, or attempting to
- Cyber-bullying in any form is unacceptable.

### **Consequences for Failure to Follow Terms and Conditions of Internet Use Policy**

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

When a user is using the Neshoba County School District system, it may seem as though these policies could be easily broken and that the user would not get caught. This is not true. Electronic footprints are left behind on a machine each time it is used, and the potential for apprehension always exists.

### **RESPONSIBLE USE OF DISTRICT USED TECHNOLOGY (Policy Ref: IJBD)**

The Neshoba County School District provides the privilege of technology for use in the schools and distance learning situations. Use of any district technology, including the use of devices and other technology under the Mississippi Equity in Distance Learning Grant Program, shall only be used for its intended purpose and for school purposes.

Before being given permission to use district technology, each user, as well as a minor's parent(s) or guardian(s), is required to sign the Responsible Use of District Issued Technology Agreement.

Fines may be assessed for any intentional loss or damage of any school district devices.

Each user of district technology will:

1. Use school technology for school-related purposes only.
2. Treat school technology and devices with care and alert staff if there are any problems with operation.
3. Return district technology in the same manner as it was received minus normal wear and tear.

The District shall assume the control of ownership and liability for devices and other equipment purchased under the Equity in Distance Learning Grant Program until the device or other equipment:

1. No longer serves the school or related school purposes for which it was acquired and is sold by public auction under Section 17-25-25
2. Is sold to students in Grade 12 under the provisions of Section 37-7-459 and policy IJBC; or
3. Is traded in to a vendor as part of a subsequent purchase

The NCSD shall compile and maintain an inventory list of all devices purchased and issued to students, teachers and administrators, and other staff, as well as any supporting technology or equipment used to support the school's distance learning plan.

**\*User and Parent/Guardian agreements are located at the end of this handbook.**

## NCS D District-Issued Technology Device

### Procedure for District-Owned Device Check-out:

Technology devices will be assigned by the classroom or homeroom teacher. Parents/Guardians and students are REQUIRED to SIGN and RETURN the NCS D Responsible Use of District Issued Technology Device Agreement before the device will be issued to the student. Devices will be collected when students return to an in-classroom schedule.

The device is a tool to be used for NCS D instruction; it is not for gaming, social networking, or high-end computing.

### How to Care for Your Device:

Students are responsible for the general care of the devices they have been issued by the school district. Below are guidelines for general care:

- No food or drink is allowed next to your device.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Never transport your device with the power cord and/or headphones or earbuds connected.
- Never store your device in a carry case or backpack while plugged into an outlet.
- Never carry your device while the screen is open.
- Do NOT write, draw, or place stickers on your device. An identification label with the student's name is acceptable on the device.
- Vents CANNOT be covered or blocked. Doing so will cause the device to overheat. Do not leave the device in the car or expose it to very high or low temperatures.
- Devices must have a Neshoba School District tag on them at all times, and this tag must not be removed or altered in any way. The removal of NCS D tags will result in disciplinary action within the student handbook and other applicable District policies.
- Devices should never be left in a car or any unsupervised area.
- Students are responsible for completely charging their devices for use each day.
- If your device requires repair, please notify your teacher. You may be required to bring it to your school so that the designated technology support person can repair it as soon as possible. ***Do not take devices owned by the Neshoba School District to an outside computer service for any type of repairs or maintenance.***

### Carrying Devices:

- Transport devices with care.
- Device lids should always be closed and tightly secured when moving.
- NEVER move a device by lifting from the screen. Always support a device from its bottom with the lid closed.
- The use of the protective case provided by the Neshoba School District is required IF your device was issued with the protective case attached.

### Screen Care:

The device screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen and high temperatures.

- Do not lean or put pressure on the top of the device when it is closed.
- Do not store the device with the screen in the open position.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface. Do not poke the screen with a pencil, pen, or any pointed object.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks). Check your device for pencils BEFORE you close the lid.
- Clean the screen with a soft, dry microfiber cloth or antistatic cloth.
- Always use a water dampened towel or cloth when cleaning your device.
- Charge device each evening.
- Repeat violations of this policy will result in loss of take-home privileges.

### **Account Access:**

- Students will only be able to login using the neshobacental.com email account. No other logins are allowed.

### **Backgrounds and Password:**

- Guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or pictures may not be used as a screensaver or background. The use of these types of media will result in disciplinary action.
- Take care to protect your password. Do not share your password with anyone. Always log out of your device after completing assignments for the day.

### **Charging your Device:**

- Charge device each evening.
- Ensure the charger is securely connected to the device and the cords are firmly joined together.

### **Updating your Device:**

- When a device starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing.

### **Virus Protection & Additional Software**

- The device has “defense-in-depth” technology, and is built with layers of protection against malware and security attacks. No additional antivirus is required.

**INTERNET SAFETY POLICY**  
**CHILDREN’S INTERNET PROTECTION ACT (CIPA) POLICY**

The Neshoba County School District (NCS D) adopts guidelines that require efficient, ethical, and legal utilization of Internet resources within the educational setting. The Neshoba County School district shall be in compliance with The Children’s Internet Protection Act (CIPA) which is a federal law enacted by Congress in December 2000 to address concerns about access to offensive content over the Internet on school and library computers.

CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-Rate Program, a program that makes certain communications technology more affordable for eligible schools and libraries. The following policy issues that are addressed in the “**Internet Safety Policy**” are:

1. Minors and employees will not be allowed access to inappropriate matter on the Internet and World Wide Web;
2. For the safety and security of minors and employees on the Internet, students and employees will not be allowed to access chat rooms, blogs, and other forms of direct electronic communications from the general public;
3. All employees are prohibited from text messaging an individual student at any time. This behavior creates opportunities for inappropriate relationships and should therefore be avoided except for educational purposes (ex: teachers, instructors, coaches may text the entire team concerning time changes or postponements in games, tournaments, performances, etc.)
4. Students and employees are unauthorized to access Internet “hacking” and other unlawful activities online;
5. Students and employees are unauthorized in the use, disclosure, and dissemination of personal information regarding minors and employees;
6. The NCS D provides measures designed to restrict minors and employees access to harmful materials (i.e., pictures that are obscene, are child pornography, etc.) through internet filtering/blocking via a District Content Filter/and Bell South Internet filtering services. A district authorized person may disable the blocking or filtering measure during any use by an adult to enable access for bona fide research or other lawful purposes;
7. The NCS D provides reasonable public notice through the local newspaper and holds a public hearing to address proposed technology protection measures and “**Internet Safety Policy**”.
8. The NCS D will provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms. *(Added by amendment to meet July 1, 2012 CIPA regulations)*
9. The NCS D will provide activities which will increase the awareness level of students, staff, and parents regarding cyberbullying and the appropriate methods for response and reporting. *(Added by amendment to meet July 1, 2012 CIPA regulations)*

By adopting and implementing the “**Internet Safety Policy**,” the NCS D is committed to providing an Internet network that allows legitimate access to educational resources for our students and employees.

**TELEPHONES**

The school telephones are business telephones and are not for student use. Students will be allowed to use office telephones only in case of emergencies. However, in no case are social calls to be made over school telephones. Students will not be called to the telephone except in emergencies. When emergency calls arise, they may be monitored. The High School telephone number is 601-656-3654. The Middle School number is 601-656-4636.

### **TEST – ADMINISTRATION AND EXAMINATIONS**

A schedule for the administration of semester exams will be established by the Board of Education and included as a part of the official calendar.

The principal shall be responsible for establishing a schedule for the administration of tests.

All semester exams will be administered in accordance with the schedule as developed by the Board and Superintendent of Education. No exceptions will be made to the schedule.

Semester exams may be taken later than scheduled, if prior approval is given by the Principal and only in cases of extreme emergencies. No semester exams will be given early.

### **TRIBAL/PARENTAL INVOLVEMENT (Policy Ref: JBPAA)**

It is the intent of the NCSD that all Indian children of school age have equal access to all programs, services, and activities offered within the school district.

Impact Aid applications, evaluations, Native American Education Committee meeting minutes, and information related to the educational programs and activities of the NCSD are posted on the district's website (<http://www.neshobacentral.com/>) under Quick Links: Tribal/Parental Involvement.

The NCSD provides multiple ways for the Mississippi Band of Choctaw Indians and parents of Indian children to submit comments and recommendations. Comments and recommendations can be submitted by email to [Neshobacommunication@neshobacentral.com](mailto:Neshobacommunication@neshobacentral.com), verbalized to the administrative offices at the schools, or through the Native American Education Committee at any time during the year.

### **VALEDICTORIAN AND SALUTATORIAN**

In order for a student to be eligible for Valedictorian or Salutatorian he/she must be a bona fide student enrolled at Neshoba Central High School for four (4) consecutive semesters.

Senior class rank will be calculated by averaging each semester grade\* of a Carnegie unit course counting toward graduation. All Carnegie unit courses taken, whether passed or failed, will be counted beginning in the seventh or eighth (depending on which level a Carnegie unit course is offered) grade through the first semester of the senior year. **\*Starting with the graduating class of 2024, Valedictorian, Salutatorian and Class Rank will be calculated at the end of their senior year.** Vocational courses where 2 units are awarded will be considered as two semester grades each semester.

Any student graduating in three (3) years is not eligible for Valedictorian or Salutatorian.

*\* Beginning with the 2022-2023 9th grade cohort, ALL courses will be calculated in the overall grade point average.*

### **VISITORS**

All visitors must report to the office upon arrival. Any visitor without a pass should be reported to the office immediately. Parents who wish to visit the school are welcome; however, prior arrangements must be made for a teacher conference. **ALL VISITORS SHOULD PARK IN DESIGNATED PARKING AREA WHEN VISITING SCHOOL DURING THE DAY.**



### **WITHDRAWAL FROM SCHOOL**

If it becomes necessary for a student to withdraw from NCHS or NCMS, he should obtain a “withdrawal form” from the counselor’s office. Upon completion of the withdrawal form, it must be turned in along with all textbooks, at the counselor’s office.

All students must obtain this clearance before records will be transferred to another school.

### **Notification of Compliance with Laws Relating to Asbestos**

To: Parents or Guardians of Students, Faculty, and Employees of Neshoba County Schools:

On October 22, 1986, the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519) was signed into law. The law requires schools to inspect for friable and nonfriable asbestos and develop ASBESTOS INSPECTION AND MANAGEMENT PLANS that address asbestos hazards in school buildings and implement response actions in a timely fashion.

The Neshoba County School District has taken and shall continue to take steps to comply with these guidelines. All asbestos building material has been removed from the school plant with the exception of asbestos-containing floor tile. Due to the non-friable nature of asbestos-containing floor tile, consultants advise that it should remain undisturbed.

As required by law, the LEA designee has conducted and shall continue to conduct an inspection of the school plant every six months. There has been no significant change in the condition of the remaining asbestos in the floor tile. No new asbestos has been found. The district will continue to inform the public of the status of the Asbestos Program. Copies of the ASBESTOS INSPECTION AND MANAGEMENT PLAN are in the offices of the superintendent and each principal and are available for public review.

Due to the action taken above and the plans set forth, the Neshoba County School District is in compliance with AHERA, Public Law 99-519.

If you have any questions concerning the Asbestos Program, please contact Mr. Josh Perkins, Superintendent of Education, at 601-656-3752.

**Teacher Qualifications – Letter to parents**

Memo to: Parents

From: Neshoba County School District

Subject: Teacher Qualifications

We are notifying you that, upon request, the Neshoba County School District will provide information regarding the professional qualifications of your student’s classroom teachers, including at a minimum of the following:

- If the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which instructions are provided.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- If the student is provided services by paraprofessionals (assistant teachers), and, if so, their qualifications.
- Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified (example: substitute teacher filling in for regular teacher on sick leave or maternity leave, extended illness, etc.)

If you have any questions about your child’s teachers, please feel free to call the principal for further information. Thank you and we are looking forward to a great school year.

Sincerely,

Jason Gentry  
Principal  
Neshoba Central High School

Jacob Drury  
Principal  
Neshoba Central Middle School

**Neshoba High School/Middle School**  
**Handbook Acknowledgement Agreement**

We the parents of

\_\_\_\_\_

Student's Name

\_\_\_\_\_

Grade

We agree to read and familiarize ourselves with the information contained in the 2023-2024 Neshoba Central High/Middle School student handbook. This handbook was adopted by the Neshoba County School Board as part of the official policy for the 2023-2024 school year.

\_\_\_\_\_

Parent/Guardian's Name

\_\_\_\_\_

Date

**Neshoba County School District**  
**Responsible Use of District Issued Technology Agreement User**

I, \_\_\_\_\_, accept full responsibility for the safe and secure handling of the technology device(s) issued to me by the Neshoba County School District. I accept full responsibility for the proper use of the technology device(s) under all school board technology policies (IJ, IJB, **IJBD**, etc.), care of device procedures, and handbooks. I understand that if there is found to be intentional loss or damage to my device(s) applicable fines may be issued.

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

User Name: \_\_\_\_\_ (Please Print)

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Device:** \_\_\_\_\_

**Asset Number (Red tag):** \_\_\_\_\_

**Responsible Use of District Issued Technology Agreement**  
**Parent or Guardian**

As the parent/guardian of the above student, I, \_\_\_\_\_, understand my child's responsibility in the use and care of the issued technology device(s) by the Neshoba County School District. I accept full responsibility for the proper use of my child's technology device under all applicable school board policies, care of device procedures, and handbook. I understand that if I or my child is found to be the intentional cause of damage to the equipment, I will be responsible for all fines that may be issued.

Parent/Guardian Name: \_\_\_\_\_ (Please Print)

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

Date: \_\_\_\_\_