

JEFFERSON COUNTY SCHOOL DISTRICT

# STUDENT HANDBOOK

AND CODE OF CONDUCT  
FOR STUDENTS, PARENTS,  
TEACHERS & ADMINISTRATORS

**21-22**  
*School Year*



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## **FOREWORD**

Welcome back to another school year at Jefferson County School District. This will be a great year for you and your child(ren). Jefferson County School District is dedicated to providing a quality education for every student enrolled in our district. It is imperative for students to realize that they are accountable for what they accomplish daily. Therefore, our teachers will report your child(ren) progress to you at regular intervals. We encourage parents to discuss the handbook with their child(ren) so that students understand that there are certain standards that must be met in academic achievement, discipline, and grade level promotions.

The goal of the Jefferson County School District is to educate today's students for tomorrow's world. To accomplish our goal, we look forward to students, parents, families, and the community being a part of our school family. We firmly believe in educating the total student and setting high expectations in academic achievement, physical education, and character development. Parental Involvement is critical to the success of our schools. We ask that parents help us by conveying messages to their child(ren) about the importance of good study habits, attendance, and good citizenship. We hope this will be a successful year for your child(ren). We thank you in advance for your help and support in the coming 2020-2021 school year and the years to come. Together, we will create a partnership that is dedicated to providing every student a quality education.

### **Handbook Committee**

Dr. Larondrial Barnes, CTC Director  
Dr. Faye Brown, Food & Nutrition Director  
Cashoney Carter, Upper Elementary Principal  
David Day, High School Principal  
Letina Guice, Junior High Principal  
Dr. Cartrell Hammitte, Special Services Director  
Alma Jones, Curriculum & Instruction Director  
Dr. Terri McGruder, Professional Development/District Test Coordinator  
Curtis Smith, School and Community Engagement  
Dr. Marilyn Smith, Distance Learning Coordinator  
Dr. Bertha Watts-Woods, Federal Programs Director  
Shameka Woods, Elementary Principal

## **District Mission Statement**

The Jefferson County School District will provide an educational climate and rigorous instructional programs that prepare all students for higher learning and careers in a twenty-first-century workforce.

## **District Vision Statement**

The Jefferson County School District will be a premier educational institution, a source of pride and creativity, and the cornerstone of academic excellence producing life-long learners who are college and career ready.

### **SUPERINTENDENT OF EDUCATION**

Dr. Adrian Hammitte

### **SCHOOL BOARD OF EDUCATION MEMBERS**

**President** – Dr. Jesse Harness

**Vice-President** – Mr. Michael Malone

**Secretary** – Ms. Carolyn Smith

**Member** – Mrs. Claudine Middleton

**Member**–Ms. Angela Short

### **JEFFERSON COUNTY SCHOOL DISTRICT**

**942 Main Street**

**P.O. Box 157**

**Fayette, MS 39069**

**(601)786-3721**

**[www.jcpsd.net](http://www.jcpsd.net)**

**<https://facebook.com/jeffersoncosocialmedia>**

## District Administrative Staff

Superintendent – <i>Dr. Adrian Hammitte</i> .....	(601) 786-3721
Athletic Director – <i>Delvin Thompson</i> .....	(601)786-3919
Business Manager – <i>Sandra Williams</i> .....	(601)786-3721 ext. 20
Curriculum Director – <i>Alma Jones</i> .....	(601)786-2271
Distance/Online Learning Coordinator – <i>Dr. Marilyn Smith</i> .....	(601)786-3721
Federal Programs Director – <i>Dr. Bertha Watts</i> .....	(601)786-3721 ext. 19
Food Service Director – <i>Dr. Faye Brown</i> .....	(601)786-8151
MSIS Coordinator – <i>Gretchen Carter</i> .....	(601)786-8510
Professional Development/District Test Coordinator – <i>Dr. Terri McGruder</i> .....	(601) 786-3721
School & Community Engagement Coordinator – <i>Curtis Smith</i> .....	(601)786-3721
Special Services Director – <i>Dr. Cartrell Hammitte</i> .....	(601)786-2280
Technology Director – <i>Londell Eanochs</i> .....	(601) 786-8356
Transportation Director – <i>Douglas Smith</i> .....	(601)786-3601

## District Support Services

High School Base Clinic.....	(601)786- 9645
School Attendance Officer.....	(601) 786-3919 ext. 20
School Resource Officers – .....	(601)786-8510
.....	(601) 786-8510
.....	(601) 786-3919
Tri-Plex School Based Clinic.....	(601) 786-8206

## Principals

Jefferson County Elementary – <i>Shameka Woods</i> .....	(601)786-8356
Jefferson County Upper Elem. – <i>Cashoney Carter</i> .....	(601)786-8510
Jefferson County Junior High – <i>Letina Guice</i> .....	(601)786-3900
Jefferson County High – <i>David Day</i> .....	(601)786-3919
Jefferson County High AP – <i>Marcus Walton</i> .....	(601)786-3919
Career-Technical Center- <i>Dr. LaRondrial Barnes</i> .....	(601)786-3642
Jefferson County Alternative School – <i>Edward Reed</i> .....	(601)786-3281

## School Addresses

**Jefferson County Elementary**  
430 Hwy. 33  
Fayette, MS 39069

**Jefferson County Upper Elementary**  
442 Hwy. 33  
Fayette, MS 39069

**Jefferson County Junior High**  
468 Hwy. 33  
Fayette, MS 39069

**Jefferson County High**  
2277 Main Street  
Fayette, MS 39069

**Jefferson County Career-Technical Center**  
205 Industrial Park Road  
Fayette, MS 39069





# Jefferson County School District

## 2021-2022 CALENDAR

July 2021

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

	Students Attend Full day		80% Day		No School for Students		End of Grading Period		Progress Reports Issued		Report Cards Issued
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July 1	Begin School Year – 2021-22
August 3-6	Convocation/Professional Development/ New Teacher Orientation
August 9	First Day of School for Students
August	17 days (students)
September 2	Progress Reports
September 6	Labor Day
September 22	PD/Early Dismissal
September	21 days (students)
October 7-8	1st 9 Weeks Exam
October 11	End of Nine Weeks
October 14	Parent Conference/First Term Report Card Pick-up
October 20	PD/Early Dismissal
October 29	Homecoming
October	20 days (students)
November 11	Progress Reports
November 17	PD/Early Dismissal
November 22-26	Thanksgiving Holidays (students)
November	17 days (students)
December 17-21	2nd 9-Wks./Semester Exams
December 21	End of 2nd Nine Weeks
December 22-January 5	Christmas Holidays
December	15 days (students)
January 5	Professional Development - Staff
January 6	Students Return
January 13	Report Cards Issued
January 17	School Holiday/MLK Birthday
January 19	PD/Early Dismissal
January	17 days (students)

February 10	Progress Reports
February 14-15	Winter Break (students)
February 14-15	Winter Break (Teachers)
February 23	PD/Early Dismissal
February	18 days (students)
March 10-11	3rd 9-Wks. Exams
March 14-18	Spring Break
March 21	End of 3rd Nine Weeks
March 23	PD/Early Dismissal
March 24	Parent Conference/Third Term Report Card Pick-up
March	18 days (students)
April 15,18	Easter Break
April 21	Progress Reports
April	19 days (students)
May 5-6	2nd Semester Exams – Seniors
May 18-19	9-Wks./Semester Exams, Grades K-11
May 20	Graduation Day
May 25	End of 4th Nine Weeks
May 25	Last Day for Students/Bus Drivers
May 27	Last Day for Teachers/Cafeteria Mgr./workers
May 30	Memorial Day Holiday
May	18 days (students)
June 2	Report Cards Issued

182	August 5, 2021-May 25, 2022	Transportation Department
185	August 5, 2021-May 27, 2021	Food Services
187	August 3, 2021-May 27, 2022	Teachers/Assistants
200	July 26, 2021–June 08, 2022	Behavior Specialists
210	July 19, 2021–June 15, 2022	Counselors/JROTC/Asst. Principals
220	July 14, 2021–June 24, 2022	Counselors/JROTC
235	July 01, 2021–June 30, 2022	Central Office/Janitors/Secretaries/Principals
205	July 19, 2021–June 08, 2022	



## ACADEMIC REQUIREMENTS (High School)

### Classification of High School Students

**Freshmen:** Students who completed 8th grade in an accredited school;

**Sophomores:** Students who have earned at least 5 credits including English I;

**Juniors:** Students who have earned at least 11 credits including Eng. II;

**Seniors:** Students who have earned at least 17 credits including Eng. III;

**Graduate:** A student having met all Mississippi graduation requirements and having completed all local requirements.

### Graduation Requirements

#### **Traditional Pathway Diploma— 24 Total Credits**

The following standards denote the combined state and local requirements for graduation:

- **English** – 4 credits: English I, English II, English III, and English IV;
- **Math\*** – 4 credits including Algebra I, two credits higher than Algebra I, and a 4th Math; Transitions to Algebra, or Algebra I may count as a graduation credit from 8<sup>th</sup> grade;
- **Science\*\***- 4 credits including: Biology I and three additional sciences;  
One unit may be in Introduction to Agricultural Science (8<sup>th</sup> grade or higher); Two units may be in Health Science II when student completes the two-year course; two credits may be earned by completing Agriculture and Natural Resources I & II.  
\*\*Students need two lab-based science courses.
- **Social Studies** – 4 credits including World History, US History, Gov't (.5) & Economics (.5), and MS Studies (.5) & Geography (.5)
- **Other** –
  - Computer Discovery or Technology Foundations (8th) OR Computer Applications (.5) AND Keyboarding (.5)
  - PE – (.5) unit – PE may be earned from PE, a scheduled athletic period, JROTC or Band
  - A Fine Art (1)
  - Health (.5)
  - Electives – 5

#### **Career Pathway Diploma – 21 total credits**

- **English** – 4 credits including English I and English II;
- **Math** – 3 credits including Algebra I and one math higher than Algebra I;
- **Science** – 3 credits including Biology I and one science higher than Biology I;
- **Social Studies** – 3 credits including U.S. History, U.S. Government, and Mississippi Studies;
- **Health or PE** - .5 credit;
- **Integrated Technology** – 1 credit of Cyber Foundations II, STEM, or Computer Applications and Keyboarding;
- **Career and Technical Education Electives** – 4 credits (two-year course)
- **Electives**– 2.5 credits

Completion of the minimum requirements for the Career Pathway may not meet university admission standards.

### **District Option Plan – 21 credits**

Upon request by the parent or guardian or upon recommendation of an administrator or counselor, a student's record may be reviewed to be considered for the District Option graduation requirements. The administrator and counselor will review the student's academic history and the intended post-high school plans to make recommendation of either the traditional graduation requirements, the career pathway or the local district's option for graduation requirements. If choosing to follow the District Option plan, the parent or guardian must meet with the administrator and counselor and sign a letter of acknowledgement.

### **District Option Minimum Requirements:**

**Math** - 4 credits including Algebra I, one credit higher than Algebra I and a 3rd and 4th math;

**Science** - 3 credits including Biology I and two additional sciences;

**English** – 4 credits including English I and English II and a 3<sup>rd</sup> and 4<sup>th</sup> English credit;

**Social Studies** – 3 credits including World History, U.S. History, Government (.5) and Mississippi Studies (.5);

**Other** - Health (.5), Physical Education (.5) either Computer Discovery (ICT II), STEM or *Computer Applications and Keyboarding*, a Fine Art credit, and (4) elective credits.

**Completion of the minimum requirements for the District Option may not meet university admission standards.**

### **Miscellaneous**

Students who fail English or Math may take two English or Math courses in a school year upon approval of the principal and/or counselor.

Students may take Advanced Placement (AP) courses through Mississippi Virtual Public School upon approval by the counselor and/or principal. These AP courses can be taken during the regular school day in lieu of the equivalent academic course offered at JCHS.

Only one high school credit may be earned through correspondence. Those seeking graduation within the current school year must complete correspondence work by the date set by the agency furnishing the course.

Only one credit per year may be obtained through summer school. Students may obtain additional credits through the district's credit recovery program.

Credits earned through Mississippi Virtual School or other online resources must be approved by the principal and/or counselor.

# 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 I</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	
Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> <li>Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.</li> </ul>
Technology or Computer Science	1	
Additional 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

### 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.

## ALTERNATE DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>Alternate English Elements I-IV</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Alternate Math Elements I-III</li> <li>Alternate Algebra Elements</li> </ul>
Science	2	<ul style="list-style-type: none"> <li>Alternate Biology Elements</li> <li>Alternate Science Elements II</li> </ul>
Social Studies	2	<ul style="list-style-type: none"> <li>Alternate History Elements (Strands: U.S. History and World History)</li> <li>Alternate Social Studies Elements (Strands: Economics and U.S. Government)</li> </ul>
Physical Education	½	
Health	½	<ul style="list-style-type: none"> <li>Alternate Health Elements</li> </ul>
Arts	1	
Career Readiness	4	<ul style="list-style-type: none"> <li>Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)</li> </ul>
Life Skills Development	4	<ul style="list-style-type: none"> <li>Life Skills Development I-IV (Strands: Technology, Systems, Personal Care, and Social)</li> </ul>
Additional Electives	2	
<b>Total Units Required</b>	<b>24</b>	

### Requirements

- The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma.
- All students are required to participate in the Mississippi Academic Assessment Program-Alternate (MAAP-A) with a score TBD.
- Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma.



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

Ensuring a bright future for every child

# Traditional Diploma Endorsement Options

Students pursuing a Traditional Diploma should identify an endorsement prior to entering ninth 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 I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
CTE Electives	4	• Must complete a four-course sequential program of study
Additional 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 CTE dual credit or earn articulated credit in the high school CTE course
  - Work-Based Learning experience or Career Pathway Experience
  - Earn a State Board of Education-approved national credential

## ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	3	• Biology I + two (2) additional science courses above Biology I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	7 ½	• Must meet 2 advanced electives of the CPC requirements for MS IHLs
<b>Total Units Required</b>	<b>26</b>	

### Additional Requirements

- Earn an overall GPA of 2.5.
- Courses must meet Mississippi IHL college preparatory curriculum (CPC).
- 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 and 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 academic 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
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	4	• Biology I + two (2) additional science courses above Biology I
Social Studies	4	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	8	• Must meet 2 advanced electives of the CPC requirements for MS IHLs
<b>Total Units Required</b>	<b>28</b>	

### Additional Requirements

- Earn an overall GPA of 3.0.
- Courses must meet Mississippi IHL college preparatory curriculum (CPC).
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency subscore.
- 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 academic dual credit course with a B or higher in the course

## **Testing Requirements**

### **State Board Policy 36.4**

1. All students enrolled in one of the four (4) end-of-course Subject Area Test courses must pass the course and participate in the applicable end-of-course Subject Area Test in order to earn the Carnegie Unit.
2. Beginning with school year 2014-2015, students shall graduate by passing the course and meeting one (1) of the following options:
  - Passing the applicable end-of-course Subject Area Test, or
  - Using options outlined in Chapter 36, Rule 36.5, or
  - Using the end-of-course Subject Area Test score with the overall course grade based on the Concordance Table for each of the four (4) end-of-course Subject Area Tests as provided to school districts by the Mississippi Department of Education. (Students must be enrolled in order to utilize this option.)
3. Beginning with school year 2015-2016, in addition to number two (2) above, all students enrolled may achieve a combined minimum score from the end-of-course Subject Area Tests to meet the requirement for graduation in lieu of passing the applicable end-of-course Subject Area Test.
4. Any Mississippi public school student who fails to pass a required end-of-course Subject Area Test, prior to school year 2016-2017, will be offered opportunities to retake the test.

## **Additional Assessment Options Subject Area Test Graduation Requirements**

### **State Board Policy 36.5**

Chapter 36, Rule 36.4, Assessments Required for Graduation, outlines the end-of-course Subject Area Test graduation requirements. State Board Policy Chapter 36, Rule 36.5 provides approved options for students to meet these high school end-of-course Subject Area Test graduation requirements through approved alternate measures. State Board Policy Chapter 36, Rule 36.5 applies to past, current, and future Mississippi students.

While it is possible that a student will meet one of the options below before taking the end-of-course Subject Area Test, this policy states that a student is eligible to use any of these options once he or she has failed to pass any required end-of-course subject area test one time. Specifically, students may meet the graduation requirements outlined in State Board Policy Chapter 36, Rule 36.4 by attaining any one of the measures outlined below for each of the subject areas tests listed.

1. Algebra I
  - a. Obtain a score of 17 or higher on the Math subject sub score of the ACT.
  - b. Earn a C or higher in a dual enrollment/dual credit/College Algebra.
  - c. Obtain an ASVAB AFQT score of 36 (PICAT prescreen scores are not allowable) plus one of the following:
    - i. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
    - ii. Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and outlined in Appendix A-5 in the current edition of the Mississippi Public School Accountability Standards.
  - d. Obtain the Silver on the ACT Work Keys plus one of the following:
    - i. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
    - ii. Earn an approved Industry Certification as specified in the Career pathway's Assessment Blueprint and in Appendix A-5 in the current edition of the Mississippi Public School Accountability Standards.
2. Biology
  - a. Obtain a score of 17 or higher on the Science subject sub score of the ACT.

- b. Earn a C or higher in a dual enrollment/dual credit/College-Biology.
- c. Obtain an ASVAB AFQT score of 36 (PICAT prescreen scores are not allowable) plus one of the following:
  - i. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
  - ii. Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in Appendix A-5 in the current edition of the Mississippi Public School Accountability Standards.
- d. Obtain the Silver Level on the ACT Work Keys plus one of the following:
  - i. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
  - ii. Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in Appendix A-5 in the current edition of the Mississippi Public School Accountability Standards.

### 3. English II

- a. Obtain a score of 17 or higher on the English subject sub score of the ACT.
- b. Earn a C or higher in College English Composition I.
- c. Obtain an ASVAB AFQT score of 36 (PICAT prescreen scores are not allowable) plus one of the following:
  - i. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
  - ii. Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in Appendix A-5 in the current edition of the Mississippi Public School Accountability Standards.
- d. Obtain the Silver Level on the ACT Work Keys plus one of the following:
  - i. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
  - ii. Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in Appendix A-5 in current edition of the Mississippi Public School Accountability Standards.

### 4. U.S. History

- a. Obtain a score of 17 or higher on the reading subject sub score of the ACT.
- b. Earn a C or higher in College American History I.
- c. Obtain an ASVAB AFQT score of 36 (PICAT prescreen scores are not allowable) plus one of the following:
  - i. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
  - ii. Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in Appendix A-5 in the current edition of the Mississippi Public School Accountability Standards.
- d. Obtain the Silver Level on the ACT Work Keys plus one of the following:
  - i. Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
  - ii. Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in Appendix A-5 in the current edition of the Mississippi Public School Accountability Standards.

Source: Miss Code Ann. §§ 37-1-3, 37-17-6, and 37-16-7 (Revised 4/2015, 9/2017)



## **Special Education Graduation Requirements**

### **IDEA Students**

1. An IDEA student who is a candidate for a standard high school diploma shall follow the same criteria for mastery and promotion as any other student.
2. IDEA students, who achieve twenty-one credits to earn an occupational diploma, will be awarded such. Carnegie credits may serve in lieu of occupational credits upon recommendation by the school counselor and IEP team (See Appendix G, Mississippi Public School Accountability Standards of 2018). 2017-18 IDEA students who are entering as freshmen will not have the option of an occupational diploma.
3. An IDEA student, who will be 16 years of age by September 1, may be placed in high school by the Individual Education Program (IEP) Team. The sending principal must notify the receiving school principal of all such cases.
4. An IDEA student who cannot meet the basic skills as set forth in the district curriculum but does successfully complete the Individual Educational Plans (IEP), may be moved to an age appropriate grade level by the IEP Team and a certificate will be granted upon completion of the program.
5. An IDEA student must meet all requirements for graduation by or before age 21 in order to receive a diploma or certificate. Services will be terminated at the close of the school year in which the IDEA student's 21st birthday occurs.

***Option One: Regular High School Diploma.*** For every student receiving special education services, there will be consideration, during the IEP Review/Revision session prior to the student's entry into the ninth grade, as to this student's possibilities for achieving sufficient Carnegie units to earn a regular diploma. Students may be resourced to special education classes for assistance as specified by their Individualized Education Plan (IEP). Classes labeled as resource are not awarded academic credit for graduation. A special education student must complete the requirements for the regular high school diploma by age twenty-one (21). Any special education student who completes all requirements for graduation will be allowed to participate in graduation exercises and receive a regular high school diploma.

***Option Two: Certificate of Completion.*** This certificate is for SPED students who do not meet the district and/or state requirements for the regular high school diploma. The certificate may be awarded after four (4) years of high school (grades 9-12) attendance, based on the decision of the child's parent(s) and concurrence of school officials. The certificate must be awarded prior to the age of twenty-one (21) years or the child is no longer eligible to attend public high school. The student must successfully complete the skills aligned to the Essential Elements Curriculum provided in the student's Individualized Education Plan. Students who successfully complete these requirements will be awarded a Certificate of Completion, which states, "This student has successfully completed an Individualized Education Program." Students eligible to receive the Certificate of Completion will be permitted to participate in graduation exercises.

***Option Three: General Education Development Test (GED).*** Special education students may enroll in the GED program if they meet the districts requirements and/or placed by an IEP decision. This certificate must be awarded on or before the student reaches twenty-one (21) years of age and is no longer eligible to attend public high school. If at any time during the high school years, the IEP Committee believes that a change is appropriate and feasible from pursuing a diploma to pursuing a certificate (or vice versa), then this change may be made by revising the IEP and the proposed 4-year schedule.

Beginning with the Freshmen Class of 2018-2019, the following are high school exit options for students with disabilities.

Exit Option	Intended Student Population
Traditional Diploma with/without Endorsement	The vast majority of students with an IEP should be able to earn a Traditional Diploma.
Alternate Diploma	Students who have a Significant Cognitive Disability.
Certificate of Completion	Students with disabilities who have reached the maximum age of service under IDEA, which in Mississippi is age 20, and have not been able to meet the requirements for a traditional diploma.

**Individual Success Plan (ISP)**

All students **are required** to have an ISP by the end of their 7<sup>th</sup> grade year. Students will revise their ISP each year in grades 9-12. Please see the form below.

**Requirements to take Algebra I and Biology I in the ninth-grade**

Only students who scored a proficiency level 4 or 5 on their Grade 8 MAAP assessment in math and/or science and earned a minimum of a B in the respective course can take Algebra I and/or Biology I their ninth-grade year.



August 2017: Begins with incoming freshmen of 2018-2019

August 2017: Begins with incoming freshmen of 2018-2019

Signatures are only required in the 2nd semester

Grade	Date of Review	Supervising Educator	Parent/Guardian Signature & Date	Student Signature & Date
7th				
8th				
9th				
10th				
11th				
12th				

## VII. NOTES

August 2017: Begins with incoming freshmen of 2018-2019

**Dual Enrollment.** The board of trustees of the Jefferson County Public School District recognizes that dual enrollment of qualified high school students in high school and Mississippi public institutions of higher learning is a worthy endeavor. The Mississippi Legislature amended Miss. Code Ann. §37-101-15 to provide that state institutions of higher learning may establish dual enrollment programs for qualified high school students and shall enter into an articulation agreement to fully recognize credit received by such students.

***Dual Enrollment Credit.*** Eligible students may participate in the dual enrollment program established by this school district in compliance with the Mississippi Code of 1972, Section 37- 15-38.

- a) A dual enrolled student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school.
  - b) A dual credit student is a student who is enrolled in a community or junior college or state institution of higher learning while enrolled in high school and who is receiving high school and college credit for postsecondary coursework.
1. Dual credit program allowances. A student may be granted credit delivered through the following means:
- a) Examination preparation taught at a high school by a qualified teacher. A student may receive credit at the secondary level after completion of an approved course and passing the standard examination, such as an Advanced Placement or International Baccalaureate course through which a high school student is allowed CLEP credit by making a three (3) or higher on the end-of course examination.

- b) College or university courses taught at a high school or designated postsecondary site by a qualified teacher who is an employee of the school district and approved as an instructor by the collaborating college or university.
  - c) College or university courses taught at a college, university or high school by an instructor employed by the college or university and approved by the collaborating school district.
  - d) Online courses of any public university, community or junior college in Mississippi.
2. Admission criteria for dual enrollment in community and junior college or university programs. Students may be admitted to enroll in community or junior college courses under the dual enrollment programs if they meet that individual institution's stated dual enrollment admission requirements.
  3. Tuition and cost responsibility. Tuition and costs for university-level courses and community and junior college courses offered under a dual enrollment program shall be the responsibility of the parents or legal guardians of the student. Payment for tuition and any other costs shall be made directly to the credit-granting institution.
  4. Transportation responsibility. Any transportation required by a student to participate in the dual enrollment program is the responsibility of the parent, custodian or legal guardian of the student.
  5. School district average daily attendance credit. When dually enrolled, the student shall be counted, for adequate education program funding purposes, in the average daily attendance of the public school district in which the student attends high school.
  6. High school student transcript transfer requirements. Grades and college credits earned by a student admitted to a dual credit program shall be recorded on the high school student record and on the college transcript at the university or community or junior college where the student attends classes.
  7. Ineligible courses for dual credit programs. Any course that is required for subject area testing as a requirement for graduation from a public school in Mississippi is not eligible for dual credit.
  8. Eligible courses for dual credit programs. Courses eligible for dual credit include, but are not necessarily limited to, foreign languages, advanced math courses, advanced science courses, performing arts, advanced business and technology, and career and technical courses.
  9. High school Carnegie unit equivalency. One (1) three-hour university or community or junior college course is equal to one (1) high school Carnegie unit.
  10. Maximum dual credits allowed. It is the intent of the dual enrollment program to make it possible for every eligible student who desires to earn a semester's worth of college credit in high school to do so. A qualified dually enrolled high student shall be allowed to earn an unlimited number of college or university credits for dual credit.
  11. Grading. Dual credit course grades will be multiplied by a factor of 1.05 and may exceed 100 for each dual credit course.

## University Admissions Standards

The following are admission requirements for Mississippi high school graduates into a Mississippi university:

### **Mississippi IHL University Admission Requirements\***

The minimum **REQUIRED** College Preparatory Curriculum for full admission into a Mississippi public university is as follows:

#### **English: 4 Carnegie units**

- All must require substantial communication skills (i.e., reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included.

#### **Mathematics: 3 Carnegie units**

- Algebra I or its equivalent
- Math higher than Algebra I (2 units)

#### **Science: 3 Carnegie units**

- Biology I or its equivalent
- Science higher than Biology I (2 units)

#### **Social Studies: 3 Carnegie units**

- U.S. History
- World History
- U.S. Government (½ unit)
- Economics (½ unit) or Introduction to World Geography (½ unit)

#### **Arts: 1 Carnegie unit**

- Includes any one Carnegie unit (or two. units) of visual and performing arts course(s) meeting the requirements for high school graduation.

#### **Advanced Electives: 2 Carnegie units**

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

#### **Technology: ½ Carnegie unit**

- A course that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course.

**Total Carnegie units: 16½**

#### **Notes:**

- **Pre-High School units:** Courses taken prior to high school will be accepted for admission provided the course earns Carnegie credit and the content is the same as the high school course.
- **Substitutions:** Advanced Placement (AP) and International Baccalaureate (IB) courses can be substituted for each requirement in the College Preparatory Curriculum.
- **Course Acceptance:** A course may not be used to satisfy more than one requirement.



- The Required and Recommended College Preparatory Curricula (CPC) are approved by the IHL Board of Trustees, and the IHL Office of Academic and Student Affairs maintains a complete list of courses that can be used to satisfy the CPC requirements. See [www.mississippi.edu/admissions](http://www.mississippi.edu/admissions). The Mississippi Department of Education also maintains an online course catalog with CPC classifications for each course - [www.rcu.msstate.edu/Curriculum/MDECourseCode.aspx.aspx](http://www.rcu.msstate.edu/Curriculum/MDECourseCode.aspx.aspx)

### **Mississippi IHL University Admission Requirements-CLASS OF 2022 and Beyond\***

The minimum REQUIRED CPC for full admission into a Mississippi public university is as follows:

#### **English: 4 Carnegie units**

- Units must require substantial communication skills (i.e., reading, writing, listening, and speaking). Compensatory Reading and Writing may not be included.

#### **Mathematics: 4 Carnegie Units**

- Algebra I or its equivalent
- Math higher than Algebra I (2 units)

#### **Science: 3 Carnegie units**

- Biology I or its equivalent
- Science higher than Biology I (2 units)

#### **Social Studies: 3 ½ Carnegie Units**

- Units must include integrated courses of social sciences and humanities promoting civic competence.

#### **Arts: 1 Carnegie unit**

- Includes any one Carnegie unit (or two ½ units) of visual and performing arts course(s) meeting the requirements for high school graduation.

#### **Advanced Electives: 2 Carnegie units**

- Option 1: Foreign Language I and Foreign Language II
- Option 2: Foreign Language I and one unit from Option 3
- Option 3: (1) Any combination of an advanced level course above the required Carnegie units in: (a) English, math, science, computer science and/or (b) any Advanced Placement (AP), Academic or Career and Technical Dual Credit (DC), International Baccalaureate (IB) or Advanced International Certificate of Education (AICE) course. (2) Completion of any two-year Career and Technical course may count as one unit. Example: completion of both Health Sciences I & II will count as an advanced elective.

#### **Technology or Computer Science Course: 1 Carnegie Unit**

- A technology course is defined as one that emphasizes the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize, and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course. A computer science course emphasizes computational thinking to solve problems. Courses will involve the study of computers and algorithmic processes, including their principles, their hardware and software designs, their applications, and their impact on society and should include focus on one or more of the following core concepts: computing systems, networks and the internet, data and analysis, algorithms and programming, and impacts of computing. Course equivalent or additional advanced elective may be acceptable for non-Mississippi residents.

#### **Total Carnegie units: 18 ½ Carnegie Units**

## Notes:

- The required CPC for full admission aligns with the course recommendations for the Mississippi Department of Education Academic Endorsement.
- The recommended CPC for full admission aligns with the course recommendations for the Mississippi Department of Education Distinguished Endorsement.
- **Pre-High School units:** Courses taken prior to high school will be accepted for admission provided the course earns Carnegie credit and the content is the same as the high school course.
- **Substitutions:** Advanced Placement (AP), International Baccalaureate (IB, Academic or Career and Technical Dual Credit (DC) and Advanced International Certificate of Education (AICE) courses may be substituted for each requirement in the College Preparatory Curriculum
- **Course Acceptance:** A course may not be used to satisfy more than one requirement.
- The Required and Recommended College Preparatory Curricula (CPC) are approved by the IHL Board of Trustees, The Mississippi Department of Education maintains the MDE Secondary Course Manual with CPC classifications for each course.

\*SOURCE: Mississippi IHL website: <http://www.mississippi.edu/admissions/curriculum.asp>

### **NCAA Guide for the College-Bound Student-Athlete**

If a student is planning to enroll in college and wishes to participate in Division I or Division II sports, he must be certified by the NCAA Initial-Eligibility Clearinghouse. The Clearinghouse will analyze the student's academic information and determine if he meets the NCAA's initial-eligibility requirements. See the counselor for more information and requirements.

**NCAA-[www.ncaa.org](http://www.ncaa.org)**- before an athlete can play a sport or receive a scholarship at a Division I or II college, he/she must meet NCAA Academic Requirements.

Athletes entering a **Division I** school in the fall of 2008 or after must have **16 core courses**:

- 4 years of English
- 3 math courses Algebra I and higher
- 2 natural/physical science courses
- 2 social science courses
- 1 additional English, math or natural / physical science
- 4 additional courses from areas listed above OR foreign language or non-doctrinal religion/philosophy.

Athletes entering a **Division II** school in the fall of 2005 or after must have 14 core courses:

- 3 years of English
- 2 math courses Algebra I or higher
- 2 years natural/physical science
- 2 years social science
- 2 years additional English, math, or natural / physical science
- 3 years of additional courses from areas listed above OR foreign language or non-doctrinal religion / philosophy.

**In addition to taking the Core Courses**, the student-athlete must also obtain a minimum GPA and ACT score. These minimum scores run on a sliding scale. For example, a student with a 2.0 GPA must have a much higher ACT score than a student with a 2.5 GPA. Details on the sliding scale may be obtained from the athletic director, a coach, or the guidance counselor.

**NAIA-** [www.naia.org](http://www.naia.org)- To play a sport or receive an athletic scholarship, an athlete must meet two of the following three NAIA requirements:

- ☐ Have the required ACT or SAT score
- ☐ Have an overall 2.0 GPA
- ☐ Graduate in the top half of his/her class

**NJCAA -** [www.njcaa.org](http://www.njcaa.org) Division I and II community and junior colleges can offer athletic scholarships; there are no academic eligibility requirements for athletes entering community or junior colleges.

***Notice:** The above is a summary of guidelines and may not include all regulations. Any student or parent wanting complete information should contact the regulatory organization or appropriate school personnel.*

**NAIA-**[www.naia.org](http://www.naia.org)-To play a sport or receive an athletic scholarship, an athlete must meet two of the following three NAIA requirements:

- Have the required ACT or SAT score
- Have an overall 2.0 GPA
- Graduate in the top half of his/her class

**NJCAA-** [www.njcaa.org](http://www.njcaa.org) Division I and II community and junior colleges can offer athletic scholarships; there are no academic eligibility requirements for athletes entering community or junior colleges.

***Notice:** The above is a summary of guidelines and may not include all regulations. Any student or parent wanting complete information should contact the regulatory organization or appropriate school personnel.*

## ACTIVE PARENT

Your child's grades, discipline, attendance, and school news are available to you with an ActiveParent account. To access this information, parents must enroll at the school for a username and password. Only one account is necessary for multiple students.

## ALTERNATIVE PLACEMENT

There are two types of alternative placement that may be an option for those students who cannot adapt to the regular educational setting. Students may be assigned to a long-term placement which lasts from a nine weeks period to the remainder of the school year. Short-term placement will last for a minimum of ten days for the first offense, fifteen days for the second offense and twenty days for the third offense. Short-term placements for less than 10 days are possible for IDEA (Individuals with Disabilities Education Improvement Act) students. **Students placed in alternative school for disciplinary reasons, cannot attend, participate in any extra-curricular or school related/sponsored activities, or be on campus after hours.**

The parent/guardian must come for a conference to be orientated and to sign placement forms. Should the parent/guardian fail to come and sign the forms after proper notification, it will be assumed by school authorities that their consent for placement is by remission. Participation in all training programs of the alternative school will be administered to the student in the absence or neglect of the parent/guardian to sign the proper placement forms.

All students will participate in a behavior modification program and instructional maintenance (completion of all assignments sent by the regular teacher). While assigned to the Alternative School, students may not interact with other students during the day.

High school long-term placement curriculum will be designed to allow students to receive credits that will lead to fulfilling the requirements for graduation through the regular route or through the General Education Development route. The long-term teacher along with Individualized Instructional Plan committee will be responsible for obtaining the assignments from the student's other teachers. In order to keep the students from having idle time, teachers will be encouraged to assign MORE WORK than is being assigned in the classrooms and the long-term teacher will have discretion of supplementing any assignments.

\*Students who are in alternative placement will not be allowed to drive to school under any circumstances; students who have a valid decal will lose parking privileges during alternative placement.

## ARRIVAL / DEPARTURE

Bus transportation is provided for all eligible JCPSD students. Students should not arrive at school ***before 7:00 a.m.*** Students are expected to be in the classroom in their seat and ready for instruction when the tardy bell rings. Any student not in his/her assigned area, seated and ready for instruction, is tardy.

Being on time for school is important. When students are late for school, they miss valuable instructional time. See Code of Conduct for consequences.

Students are considered tardy if they arrive after:

Elementary – **8:00 A.M.**

Upper Elementary – **8:00 A.M.**

Junior High – **8:00 A.M.**

High School – **8:00 A.M.**

Career & Technical Center-**8:00 A.M.**

Alternative-**8:00 A.M.**

Students who arrive after 8:00 A.M. must be accompanied to the office by an adult and signed in check in through the office.

**Car Riders.** Parents bringing children to school should follow the directions of the SECURITY RESOURCE OFFICER or designee and unload in the lane closest to the cafeteria.

1. Parents picking up students in the afternoon should follow the directions of the SECURITY RESOURCE OFFICER or designee.

Drop Off Locations:

Elementary – Triplex bus loading area

Upper Elementary – Triplex bus loading area

Junior High – Triplex bus loading area

High School – front of the gymnasium

Career and Technical Center (1st Block Only) – CTC Bus Loading Area (*Students enrolled in 2nd and 3rd Block may arrive by school bus ONLY.*)

**Presence on Campus After School Hours.** Students on campus after 3:30 p.m. or after the buses leave the campus must be under the supervision of a teacher, school administrator, coach or club sponsor.

### **Check Out Policy**

- A student will be permitted to leave school when a person on their enrollment form comes to the school to check out the student. The person must sign out the student and record the time of dismissal. Anytime a student leaves school, he/she must sign out in the office and sign in upon his/her re-entry. **NO check-in after 8:30 A.M.**
- A student who is checked out during the day cannot check back in without a doctor, dental, court, or principal's excuse.
- There will be **NO** check outs during testing. Students can be checked out before or after testing. Teachers will not release students from their classroom to check out or to go to any other classroom during testing.
- A child that has habitual tardiness (after 8:30 A.M.) will be referred to the Truancy Officer.
- No student shall check out before 9:00 A.M. unless approved by the principal. No student shall checkout after 2:30 P.M. unless it's an emergency which will require an approval of the principal.

*If checkout procedures are not followed, then student(s) shall be reported to the school attendance officer.*

### **ASBESTOS REINSPECTION NOTICE:**

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Act (AHERA), in the summer of 1989 we performed inspections of each of our school buildings for asbestos containing materials (ACM). The inspection reports and asbestos management plans have been on file in each school's administrative office since that time.

The EPA requires us to perform re-inspection of the asbestos materials every three years.

During the months of May and June, every three years, accredited asbestos inspectors will perform our three-year re-inspections. An accredited asbestos management planner will review the results and recommend any actions we should take to safely manage all asbestos materials in our school buildings.

All asbestos materials in the schools are in good condition and we will continue to manage them in place, as recommended by the accredited management planner.

The asbestos management plans and all inspections are on file at each school's administrative office. Everyone is welcome to view these at any time during normal school hours (M-F, 8:00 a.m.-3:30 p.m.). The Asbestos Program Managers, Adrian Hammitte and Vernie Washington, are available to answer any questions you may have

concerning the asbestos in our schools. Call (601)786-3721.

## **ATHLETICS - BAND - CHORUS - JROTC**

To participate, a student must provide a certified copy of their birth certificate and be examined by a physician and declared physically fit. The Principal, Athletic Director, and coaching staff with the approval of the superintendent have the prerogative to establish criteria for participation relative to the student's conduct and lack of academic progress. Additional information about all extra-curricular activities is available upon request.

The Children First Act eligibility rule requires students in sixth grade or above to maintain a 2.0 (or C) grade point average on a 4.0 scale to participate in sports or extracurricular activities. The State Department of Education would monitor eligibility based on a semester grade reporting period. Students who do not have a grade point average of 2.0 or above will be ineligible for the next semester. Ineligibility will remain in effect until the student's grade point average in a succeeding semester is a 2.0 or higher on a 4.0 scale.

## **ELIGIBILITY RULES FOR ATHLETICS AND OTHER SCHOOL ACTIVITIES**

1. Be a full-time student and conduct him or herself properly.
2. Meet age requirements
  - a) 7<sup>th</sup> graders must not have reached 14 years of age prior to Aug. 1
  - b) 8<sup>th</sup> graders must not have reached 15 years of age prior to Aug. 1
  - c) High School: Not reached 19 years of age prior to August 1.
3. Not participated in athletics for more than four consecutive years after the date of entering ninth grade.
4. Live in the school district prior to participation (see MHSAA ruling).
5. All high school student-athletes must take the ACT beginning in school year 2019-2020.
6. In order to participate in a school related activity, students must be in attendance for the entire (100%) school day. Exceptions may be made if the student presents a doctor, dental, court or principal's excuse.
7. The following academic rules for students participating in activities adopted by the State Board and the Mississippi High School Activities Association Handbook define what students are required in order to be eligible for participation. Students must meet the following minimum scholastic requirements at the end of the school year to be eligible for the succeeding semester:
  - a) The MHSAA eligibility rules require each student participating in MHSAA sanctioned competitions to make "satisfactory progress toward graduation." Each school district determines the requirements for "satisfactory progress toward graduation" through its graduation requirements. Each school district must interpret this according to its requirements. Additionally, according to Mississippi law, a student must maintain a grade point average of at least 2.0 or a C average. This will be measured at the conclusion of the first semester using the semester averages of all the courses the student is taking. Students who do not have a 2.0 or a C average for the first semester will be ineligible for the second semester. At the end of the school year, each student's grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. If the student does not have a grade point average of at least 2.0 or a C average, he/she will become ineligible for the fall semester.
  - b) Special education students will be academically eligible if they are making satisfactory progress according to the committees reviewing their Individual Education Plans (IEP).
  - c) Out of school One or More Semesters: if a pupil who is eligible for a given semester drops out of school for one or more semesters, he/she is then ineligible until he/she passes 5 subjects that count toward graduation with overall average 70. A pupil who is eligible for a given semester cannot drop out of school during the semester or remain out of school for one or more semesters and then be eligible for the next semester he/she attends.

## **STANDARDS FOR ALL ATHLETIC AWARDS**



The head coach of all Jefferson County Schools athletic teams will establish requirements with the approval of the Superintendent and Athletic Director for earning an athletic award letter. These requirements will be discussed with the athlete prior to the start of the first scheduled contest. Any athlete who quits, resigns, or is dismissed from a team before the season has ended, forfeits all rights to earn a letter in that sport.

## ATTENDANCE POLICY

### Compulsory Attendance Age

A compulsory-school-age child is defined as a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year. This also includes any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in Kindergarten.

If a compulsory-school-age child has not been enrolled in school within fifteen (15) calendar days after the first of the school year or if a student has accumulated five (5) unexcused absences during the school year, the principal shall report such absences to the school attendance officer within two school days or within five calendar days, whichever is less, according to the method prescribed by the State Department of Education.

### District Attendance Policy

State law – §37-13-91(4) Mississippi Code – states that “an *unlawful absence* is an absence during the school day by a compulsory-school-age child, whose absence is not due to a valid excuse for temporary nonattendance.” Days missed from school due to disciplinary suspension shall not be considered as “excused” absence under this section. This subsection shall not apply to children enrolled in a nonpublic school.

A student who has been absent must present valid documentation-within three (3) days of returning to school-verifying nature (reason) of the absence if an “excuse” status is sought. (See “**Excused Absences**” below). The school attendance clerk will notify the parent(s) and counselor(s) after the third absence. To be counted present, a student must be present for at least 63% of the class period. Each principal will determine 63% of the school day and present to parents prior to the beginning of school.

No school shall participate in activities that require any student to miss more than a total of 20 class periods during the school year nor more than five (5) planned absences in the same class period. Both the school and student have the responsibility in monitoring this regulation.

***Participation in School Activities.*** In order to participate in an extracurricular or school-related function or activity, students must attend school a minimum of 63% of the school day or obtain approval from principal. ***No student will be permitted to take part in any school sponsored extra-curricular program or practice if absent from classes that day unless previously excused by the principal.***

It is the policy of the School Board that students be expected to be present each day that schools are in session. Absences due to illness, participation in school activities, funerals, or by order of the court are excused; all others are un-excused.

Absenteeism is a growing problem in our work force; both parents/guardians and school officials share the responsibility for instilling good work habits in students. Critical learning occurs in class every day; instructional activities and interactions between students and teachers can never be duplicated at another time. Parents/Guardians must monitor the absenteeism of their children. There are two classes of absences-excused and un-excused.

### **Option 3-Hybrid Schedule B**

#### ***Attendance Structure***

- *Students in grades PreK-12 will be divided into two cohorts (Cohort A and Cohort B) based on their homeroom and will operate on an A and B schedule.*
- *Cohorts will be composed based on the students' last name. Students with the last name beginning with A-J will be in Cohort A; students with the last names beginning with K-Z will be in Cohort B.*
- *Cohort A will attend classes on Mondays and Wednesdays. Cohort B will attend classes on Tuesdays and Thursdays.*
- *Fridays will be utilized for remediation, intensive support, social and emotional learning (SEL), and professional development. On Fridays, schools will operate on a 63% day for students.*
- *Cohorts will physically attend class on specified days. On Learn-at-Home days, students will complete guided and independent work provided by the teacher.*
- *Seniors who have met the graduation requirements will be able to attend fully online courses for the 2020-2021 school year.*
- *On Virtual learning days, attendance will be checked using the LMS (such as Zoom, Canvass, etc.).*
- *Daily instructional minutes will increase to 90 minutes per content area courses.*

### **Tiger Virtual Academy**

#### ***Attendance Structure***

Parents will have the option to request the distance learning option if they meet the provisions outlined by JCSD. Those provisions include:

- Strict adherence to the hybrid learning pathway would be followed by students 4 days per week.
- Families must have access to a device(s) (computer, laptop, tablet) and high speed WiFi access available in their homes that will allow all students in the household to work online simultaneously for a minimum of 5 hours per day if choosing this option.
- Students will “log into” their classroom, which will be broadcast via Zoom and/or Google Meet sessions. Attendance will be taken for each period, and students are required to be fully present and engaged at all times.
- Parents will transport students to the school for proctored assessments as scheduled by individual schools. These assessments will take place at least twice per month.
- Students who select this option must complete a nine-week session before switching to a different pathway (i.e., hybrid).
- Distance learning students will be held to the same expectations for work submission and grading guidelines as hybrid students.
- If at any point, the school or district deems that distance learning/virtual is not the most effective learning approach for a student, a conference will be held with the parent and school principal to determine a potential change of pathway. Please know that these models will be adjusted as we continue to receive guidance from federal, state, and local governing bodies and feedback from our staff and parents.

## **Excused Absences**

**Medical.** Illnesses or injuries that prevent the student from being physically able to attend school with written and approved excuse(s) *from parents or licensed physicians, dentists, other appropriate health care providers or county health department officials.*

- A maximum of two (2) days for illness/injury per nine weeks can be recognized as excused when a note has been signed by a parent/guardian. A student absent in excess of two (2) days per nine weeks must provide school officials with a written explanation from a health provider. These medical notes must be submitted within three (3) days following the student's return to school.
- Medical, dental, or other appropriate health care appointments with written and approved excuses from licensed providers, except in the case of emergency.
- Isolation if ordered by county health officials, the State Board of Health, or appropriate school official.
- Death or serious illness of an immediate family member (defined as parents, grandparents, and siblings including stepsiblings or child).
- Illness or injury which prevents the physical presence of the student.

**Administrative/School Related.** Student academic completion sponsored by the school which include:

- Student conventions or workshops sponsored by the school.
- Pre-admission visits to college campuses by a senior classified student who is in a pre-college curriculum. Limit of two (2) days per semester with prior approval of principal.
- Participation in athletic contest sponsored by the school.
- Field trips sponsored by the school.
- Other valid educational opportunities approved by the superintendent or principal.

**Court Appearance/Ordered.** Required appearances in court or at an administrative tribunal if the student is a party to the action or under subpoena as a witness. If a student has an administrative excuse and is absent during the review process of a major exam, he/she will have 3-5 days to review and complete tests.

## **Steps to follow for an Absence**

Within three (3) days after the absences, the student must submit an appropriate written statement to the principal's office between 7:30 a.m. and 8:30 a.m.

## **Un-excused Absences**

Any absence from class not properly excused is un-excused. The absence may be for a class, any part of the school day, or for the whole school day. Students must make up work assigned by the teacher. If make-up work is not completed in the allotted time the student will receive an F (See Steps for Make Up Work Below).

## **MAKE UP WORK**

Students who know in advance that they will be excused from classes to participate in a school-sponsored activity should discuss make-up work with their teachers as soon as it is known that they will be absent. These arrangements must be made prior to the absence. Students must contact their teachers immediately upon return to arrange for work and/or test missed. Students who have been absent should contact their teachers regarding

make-up work, homework, class work, tests, etc. It is the responsibility of the student to contact the teacher about such work.

- Students have three (3) days upon returning to school to arrange make-up work. The three days will give the student ample time to make arrangements for make-up work, not the work itself. The teacher will determine the length of time a student should have in making up work missed. However, in most instances all work should be made up within two weeks, depending upon the length of time the student was absent. No student should assume the two weeks can be utilized for making up work when absent for only one or two days. In cases when the student was present when work was assigned or tests were scheduled, it is expected that the student submits the work or takes the test upon returning to school. When work is not made up within the allotted time or the time specified by the teacher, the student will receive an F for any and all work missed.
- A student who is truant may make up any work or test missed

**What will happen if my child does not attend school? \***

- The school attendance officer will make parental contact after the child has missed five (5), ten (10) and/or twelve (12) unexcused days.
- The school attendance officer may file a petition in a court of competent jurisdiction after twelve (12) unexcused days.
- Any parent, guardian, or custodian of such child is subject to a \$1000 fine, up to one year in jail, or both.

For More Information Contact  
Vertonya Cameron, MDE School Attendance Officer  
601-786-6019

\*SOURCE: Office of Compulsory School Attendance Enforcement

## **BELL SCHEDULES**

### **JEFFERSON COUNTY ELEMENTARY SCHOOL**

**PreK- 4<sup>th</sup> Grade**

\*See Appendix

### **JEFFERSON COUNTY UPPER ELEMENTARY SCHOOL**

**5<sup>TH</sup> & 6<sup>th</sup> Grade**

<b>Monday-Friday</b>	
<b>7:30-7:55</b>	<b>Homeroom</b>
<b>8:00-9:00</b>	<b>1<sup>st</sup> Period</b>
<b>9:10-10:10</b>	<b>2<sup>nd</sup> Period</b>
<b>10:15-11:35</b>	<b>3<sup>rd</sup> Period</b>
<b>11:40-12:40</b>	<b>4<sup>th</sup> Period</b>
<b>12:45-1:45</b>	<b>5<sup>th</sup> Period</b>
<b>2:00-3:05</b>	<b>6<sup>th</sup> Period</b>
<b>7:30-7:55</b>	<b>Homeroom</b>

### **JEFFERSON COUNTY JUNIOR HIGH SCHOOL**

**7<sup>th</sup> & 8<sup>th</sup> Grade**

<b>Monday- Friday</b>	
<b>7:30-7:55</b>	<b>Homeroom</b>
<b>8:00-8:50</b>	<b>1st Period</b>
<b>8:55-9:45</b>	<b>2<sup>nd</sup> Period</b>
<b>9:50-10:40</b>	<b>3<sup>rd</sup> Period</b>
<b>10:45-12:05</b>	<b>4<sup>th</sup> Period</b>
<b>12:10-1:00</b>	<b>5<sup>th</sup> Period</b>
<b>1:25-2:15</b>	<b>6<sup>th</sup> Period</b>
<b>2:20-3:10</b>	<b>7<sup>th</sup> Period</b>

### **JEFFERSON COUNTY HIGH SCHOOL**

**9<sup>th</sup>- 12<sup>th</sup> Grade**

<b>Monday-Friday</b>	
<b>7:30-7:55</b>	<b>Homeroom</b>
<b>8:00-8:55</b>	<b>1<sup>st</sup> Period</b>
<b>9:00-9:55</b>	<b>2<sup>nd</sup> Period</b>
<b>10:00-10:55</b>	<b>3<sup>rd</sup> Period</b>
<b>11:00-12:20</b>	<b>4<sup>th</sup> Period</b>
<b>12:25-1:20</b>	<b>5<sup>th</sup> Period</b>
<b>1:35-2:30</b>	<b>6<sup>th</sup> Period</b>
<b>2:35-3:25</b>	<b>7<sup>th</sup> Period</b>

### **Jefferson County Career-Technical School**

**10<sup>th</sup>- 12<sup>th</sup> Grade**

<b>Monday-Friday</b>	
<b>8:00-9:50</b>	<b>1<sup>st</sup>/2<sup>nd</sup> Period</b>
<b>10:00 – 11:50</b>	<b>3<sup>rd</sup>/4<sup>th</sup> Period</b>
<b>1:25 -3:15</b>	<b>6<sup>th</sup>/7<sup>th</sup> Period</b>

## **Bullying**

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on school property, at any school- sponsored function or on a school bus, and that: (a) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or (b) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

No student or school employee shall be subjected to bullying or harassing behavior by school employees or students. 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. A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official. A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official.

Students who experience bullying, harassment, or any type of threatening behavior should take the following steps to defend themselves against these acts:

- Follow school rules and procedures and make the effort to avoid confrontations
- Report all acts of bullying, harassment, or threatening behavior to a school official
- Walk away from the student who is threatening or harassing you
- Notify and move to the nearest teacher or principal in the event of an impending confrontation

**\*See Code of Conduct for Infractions**

## **BUS DISCIPLINE**

### **Conduct on School Buses and Consequences for Misbehavior**

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

The Building Principal or the principal's designee will impose consequences for school bus/bus stop misconduct. In addition, all school bus/bus stop misconduct may be reported to the Department of Public Safety and/or local law enforcement.

### **School Bus and Bus Stop Rules**

The Jefferson County Public School District school bus safety rules are to be posted on every bus. If these rules are broken, the School district discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the Jefferson County Public School District's Transportation Office/School Office.

### **Rules at the Bus Stop**

1. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while at your bus stop.
3. Keep your arms, legs, and belongings to yourself.



4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation or horseplay.
9. No use of alcohol, tobacco or drugs.

### **Rules on the Bus**

1. Immediately follow the direction of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.
9. No weapons or dangerous objects on the school bus.
10. Do not damage the school bus.
11. No animals are allowed on any school bus.
12. No cellular/electronic devices are allowed on the school bus.

### **Consequences**

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be at the sole discretion of the Jefferson County Public School District. Parents or guardians will be notified of any suspension of bus privileges.

### **Category 1/Minor Offenses**

- Moving while bus is in motion
- Improper loading/unloading
- Eating/drinking on the bus
- Placing objects or body (any part) out of window
- Throwing objects/littering
- Public display of inappropriate affection
- Possession of pornographic material
- Use of profane language (unintentional)

	PreK-4 <sup>th</sup>	5 <sup>th</sup> -12 <sup>th</sup>
1st Infraction	Student Conference/Parent Notification	Student Conference/Parent Notification
2nd Infraction	1-3 days off the school bus	1-3 days off the school bus
3rd Infraction	3-5 days off the school bus	5-10 days off the school bus
4th Infraction	5-10 days off the school bus	Suspended from the bus for the remainder of the school year
5 <sup>th</sup> Infraction	Denied bus privileges indefinitely	

### **Category 2/Major Offenses**

- Fighting/Horse playing
- Creating a disturbance/arguing
- Fire/arson

- Gambling
- Harassing or threatening another students/driver
- Possessing tobacco and/or tobacco related products
- Possession of illegal weapons (knives, guns, brass knuckles, etc.)
- Stealing/possessing stolen property
- Using abusive language towards students/driver
- Vandalism
- Vulgar/profane language/gestures

#### Consequences

	PreK-4 <sup>th</sup>	5 <sup>th</sup> -12 <sup>th</sup>
1st Infraction	1-3 days off the school bus	5-9 days off the bus
2nd Infraction	3-5 days off the school bus	10 days off the school bus
3rd Infraction	5-10 days off the school bus	Suspended from the bus for the remainder of the school year
4th Infraction	Suspended from the bus for the remainder of the school year	

**Please see the Code of Conduct for Additional Infractions.**

#### **Unclassified Offenses**

It is not possible to list every offense that can be classified as a violation of our discipline policy. The school administration reserves the right to add any other offenses that may reasonably fall into the three categories of violations. All offenses listed apply to student behavior on school buses and during school related activities. Offenses that occur on the bus may result in consequences that include a combination of out of school suspension, alternative school placement, and suspension off the bus.

### **BUS NOTES**

**ALL students must submit a note to the office/teacher if they are NOT riding their assigned bus home for any reason.**

Bus notes need to be received in legible handwriting or typed out and signed. All notes should include at least: your child's name, your signature, the bus number or driver name, the date. If you do not know the bus number or driver, a physical location of where the bus needs to deliver the child. If your child will be riding a different bus or will not be riding at all for several days, please indicate that on your note.

Be advised, that all notes must be **written out** or **typed and signed** in order for it to be followed. **Telephone calls are no longer accepted as we cannot verify if it is really the parent calling; exceptions may only be made by the building level administrator or designee.** If it is an emergency and you need to pick up your child, please come before 2:30 p.m. so that we may redirect your child to the front office. This is so that you may get your child and be off the campus before bus loading begins.

Students are to submit their notes to their homeroom teacher/office first thing in the morning. Their teacher/office will fill out a Bus Slip for them. The student must hand the Bus Slip to the bus driver upon boarding the bus. If they do not have a Bus Slip or they hand the bus driver a handwritten note, they will be sent back into the building. This could cause your child to miss the bus in the afternoon. The buses do not wait for a student to return to the bus with a Bus Slip. Once the bus drivers are given the “all clear” signal to leave, students are not permitted to exit the building for their safety due to the buses moving.

Buses do not return to school in the afternoon to pick-up any student who missed the bus. The office will call the parents to come pick them up.

## CAFETERIA

The Jefferson County Public School District (JCPSD) Child Nutrition Department's mission is to provide the highest quality meals possible each day. JCPSD Child Nutrition Department is administered through the United States Department of Agriculture, the Mississippi Department of Education and the local School Board. Comprehensive regulations must be adhered to in order to receive federal funding.

### FREE MEALS FOR ALL STUDENTS

**JCSD** has implemented the Community Eligibility Provision (CEP). All enrolled students are eligible to receive a healthy reimbursable breakfast and lunch every school day at no charge. No application is necessary for participation. CEP is being provided to help promote sound nutrition and Dietary Guidelines. However, the concept of healthy school meals encompasses more than just meeting dietary guidelines; it also means making safe nutritious meals accessible to all children. All meals served will meet patterns established by the U. S. Department of Agriculture. However, if a child has been determined by a doctor to be disabled and the disability would prevent the child from eating the regular school meals, each school will make any substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge.

#### Adult Meal Prices:

Breakfast	\$2.25
Lunch	\$3.25

### CAFETERIA PROCEDURES

*All teachers must observe the 20 minutes timeframe allotted for lunch and breakfast. This includes time entering the serving line, students eating, and disposal of trays.*

#### Pre-K through Grades 6

When a student arrives at school, he/she should will go directly to the cafeteria for breakfast and eat in a designated area. Classroom teachers will bring the students to lunch.

#### Grades 7 through 8

When a student arrives at school, he/she should go immediately to the gymnasium or a place designated by the Building Principal. Students will eat in a designated area for Breakfast. Classroom teachers will bring the students to breakfast and lunch.

*All students are expected to follow the rules and procedures established for the cafeteria.*

Note: IF A CHILD IS A CAR-RIDER AND NEEDS TO EAT BREAKFAST, HE/SHE MUST ARRIVE AT SCHOOL BY 7:45 IN ORDER TO EAT AND RETURN TO CLASS ON TIME. ***Cafeteria doors will be closed at 8:00 a.m.*** (Only students arriving on late buses will be allowed to eat after 7:45 a.m.)

#### High School Cafeteria Procedures

When a student arrives at school, he/she should go directly to the cafeteria or a place designated by the Building Principal for Breakfast. Classroom teachers will bring the students to lunch.

#### Cafeteria General Rules for All Students

Students must observe the following rules in and relative to the cafeteria:

1. Students should line up single file in certain designated areas.
2. Follow the established procedures for dispensing of your tray, eating utensils, food, trash, etc.
3. Remain in the seat in which you originally sit.
4. Students are not allowed to bring food in the cafeteria from outside sources unless it is a lunch container (lunch bag, lunch box, Tupperware covered dish, thermos bottles/lunch bags, etc.)

5. No sodas (carbonated beverages - Coke, Pepsi, can or bottled drinks, etc.) are allowed in the cafeteria.
6. No food or drink is to be taken out of the cafeteria.
7. Once passing through the checkout counter, students will not be allowed to return through the cafeteria line to buy extra food, get eating utensils, etc.
8. All discipline referrals made by workers in the cafeteria will be sent to the Food Services Director for review and then forwarded to the school's principal.

## **CHEATING**

Academic Cheating is referred to as the act or instance of deception in preparing or presenting course work or class assignments as a student's own authentic work when it is not. This includes, but is not limited to: (1) copying another student's paper, (2) unauthorized use of notes or sharing answers during a test or examination, (3) presenting another person's work as one's own, or (4) presenting quotations, words, or ideas without proper references or credit (plagiarism). The person sharing the information will receive the same consequence as the person who turned the work in as his/ her own. These examples also apply to electronic information retrieved from the Internet. The Jefferson County School District will not condone such acts and any students suspected of cheating will be informed of allegations in a private and professional manner. If determined, beyond a reasonable doubt, that the student is guilty of such allegations, **a zero (0) will be issued for that assignment. If the assignment is a major grade, term paper, nine-week tests, etc., a written discipline report with evidence of allegations will be submitted to the principal's office; the offense will be classified as a category two offense (See Code of Conduct).**

## **CHILD ABUSE AND NEGLECT**

School officials are required by Mississippi Law to report suspected incidences of child abuse or neglect to the appropriate authorities for investigation (Miss. Code 37-11-29). Child abuse should be suspected when a child shows such physical signs as bruises, scars or burns, has injuries which might have resulted from being beaten, or shows other indicators of cruel and abusive treatment. Child neglect exists when a child is discovered to be in any one or combination of these situations: (1) abandoned; (2) poorly clothed, malnourished or ill-fed; (3) ill without medical attention; (4) overworked or otherwise exploited; and (5) lacking love, care, guidance, and protection. The National Abuse Hotline number is 1-800-222-8000.

## **CHILD FIND**

The JCPSD participates in an on-going statewide effort to identify, locate and evaluate children ages birth through twenty-one, who are physically, mentally, communicatively, and/or emotionally disabled. Early identification of children in need of special educational experiences is very important. The information gathered from contacts with parents and other agencies will be used to help determine present and future needs as progress is made toward the goal of providing a free appropriate public education to all children with disabilities.

Child Find requirements apply to:

\*Highly mobile children (including migrant children);

\*Homeless children;

\*Private school children;

\*Children who are wards of the State' and Children who may have a disability, and in need of special education even though they are advancing from grade to grade

The Director of Special Services works with the Department of Human Services, Department of Health, Department of Mental Health, local education agencies, ministers, physicians, and other individuals to locate and identify children who are in need of special services. For additional information, please contact:

Dr. Cartrell Hammitte, Special Services Director, Jefferson County Public School District  
(601)786-2280

# CODE OF CONDUCT

## **Student Behavior**

It is the expectation of the Jefferson County Public School District, that students should develop a perceptive awareness of high standards of behavior, appearance and grooming. This expectation creates a culture of accountability and responsibility which is a cornerstone of adulthood. Students are always expected to display appropriate and responsible behavior. All students are expected to conduct themselves in accordance to with the policies, rules and code of conduct established by each school and the district. We do recognize that students have certain rights with regards to free speech, but these rights are governed by certain limits in a school setting. Also, student publications are subject to review and editing by the school administration. (Miss. Code §37-11-53)

## ***General Rules in the Classroom***

The following is a list of rules that apply to all classrooms. Additional rules may be added by each classroom teacher:

- Students are to follow all instructions/directives given by school staff the first time.
- Students are to report (on-time) to his or her assigned classes.
- Students are not allowed to yell or talk loudly in the classrooms, cafeteria or restrooms.
- Students are to transition to classes quietly and orderly.
- Students will not be allowed to wear hats, hooded jackets, bandannas or any other head gear in the building.
- Students will enter class prepared with necessary tools for learning such as pencils, pen, notebooks, textbooks etc.
- Students will be responsible for keeping up with personal belongings such as purses, wallets, jackets, etc.

## ***General Rules in the Restroom***

- Students are to keep the restroom neat and clean.
- Students should use the nearest rest room to their class or activities.
- Students are not allowed to horseplay or display disorderly conduct in the restrooms.
- Students should not write on the walls or stalls of restrooms or cause any destruction to school property.

## ***General Rules in the Cafeteria***

- Students are to follow all instructions/directives given by school staff the first time.
- Students are to dispose of all trash on or beneath the table before leaving the cafeteria.
- Students are to eat and socialize using appropriate conduct which includes the absence of loud talking, horseplay, throwing food or milk or any other inappropriate behaviors.
- Students are not allowed to bring in outside food into the cafeteria unless approved by the cafeteria manager.

## **Student Discipline**

Discipline is a concern of parents, teachers, and administrators in all school settings. The goal of discipline is to assist students in the conscious development of self-discipline and self-direction to socially desirable ends. In disciplining of students, a fair approach will be used, always keeping in mind that self-discipline and self-direction are the goals toward which we want students to work.

Administrators and teachers shall hold students to strict account for disorderly conduct or misconduct during the school day, on the way to and from school, at school sponsored activities, and on school buses.

The purpose of the discipline policy is to clearly define those things that cause problems within the school environment and to make sure that all students understand what is expected and the consequences of violation of these expectations. It is the goal of this school district to provide a safe school environment and one that is conducive to learning.

### **Classification of Violations**

#### **Category One Offenses**

- Disruption or excessive noise in non-classroom school areas including the cafeteria, hallways or restrooms
- Disruption to the learning environment i.e. laughing, playing, talking, horseplay, wrestling, etc.
- Excessive distraction to other students
- Inappropriate display of affection
- Littering
- Possession of prescription drugs without intent to distribute
- Possession of contraband including electronic devices (including cell phones, smart watches, headphones, tablets), and other unauthorized items as determined by the building level administrator (See Contraband Section)
- Tardiness
- Uniform Violation
- Use of profane language (unintentional)
- Violation of any school-wide general rules

#### **Consequences**

	<b>PreK-4<sup>th</sup></b>	<b>5<sup>th</sup>-12<sup>th</sup></b>
1st Infraction	Mandatory Parent Conference	Mandatory parent conference and/or 1-3 ISS
2nd Infraction	Mandatory parent conference and/or 1-3 ISS	1-3 day suspension (ISS/OSS)*
3rd Infraction	1-3 day suspension (ISS/OSS)	3-5 day suspension (ISS/OSS)
4th Infraction	3-5 day suspension (ISS/OSS)	5-9 day suspension (OSS)
5th Infraction	5-9 day suspension (OSS)	5-9 day suspension (OSS)/alternative placement

\*In-School Suspension (ISS)/Out-of-School Suspension (OSS)

#### **Category Two Offenses**

- Arguing
- Cheating (major grade, term paper, nine-week tests, etc.)
- Creating a major disturbance in the classroom, on the bus, on school property, or at any school function
- Creating a problem/disturbance by running to a fight or disturbance\*
- Excessive defiance of dress code (3 or more violations)
- Excessive tardiness (3 or more violations)
- Gambling
- Habitual Uniform Violation
- Illegal organization
- Intentionally giving false information
- Leaving class without permission
- Possession of ignitable material/devices
- Possession of illegal substance look-alikes (alcohol, tobacco, or drugs)
- Possession of tobacco products including e-cigarettes, vapes, etc.
- Skipping/cutting class
- Stealing

- Trespassing
- Use of profane or obscene language (directed/intentional)

### Consequences

	PreK-4 <sup>th</sup>	5 <sup>th</sup> -12 <sup>th</sup>
1st Infraction	Mandatory parent conference and/or 1-3 day suspension (ISS/OSS)	Mandatory parent conference and 3-5 ISS/OSS
2nd Infraction	3-5 day suspension (ISS/OSS)	5-9 day suspension (ISS/OSS)
3rd Infraction	5-9 day suspension (ISS/OSS)/development of behavior modification plan	5-9 day suspension (OSS)/development of behavior modification plan
4th Infraction	5-9 day suspension (OSS)	5-9 day suspension (OSS) and/or alternative placement pending disciplinary hearing.

\*In-School Suspension (ISS)/Out-of-School Suspension (OSS)

### Category Three Offenses

Category Three offenses may warrant automatic suspension for up to nine days and/or alternative placement or expulsion pending disciplinary hearing.

- Arson
- Assault and battery (of a student or school employee)
- Bomb threat
- Bullying
- Cyber Bullying
- Defiance of a school official or employee's authority
- Destruction of school property
- Extortion, threats, intimidation, or harassment
- Fighting (bus or school; habitual or gang-related/group)\*
- Gang-related activities
- Igniting fireworks
- Indecent exposure
- Major defiance of a school official or employee's authority
- Possession, use and/or transfer of alcohol
- Robbery
- Sexual offenses/nonconsensual sexual intercourse
- Sexual intercourse on school property (consensual)
- Sexual harassment
- Use of tobacco products including e-cigarettes, vapes, etc.
- Unauthorized use of school computers
- Vandalism (school or school employee property)

### Consequences

PreK-12 <sup>th</sup>	
1st-4th Infraction	9 days suspension and/or alternative placement pending a disciplinary hearing
	Expulsion pending disciplinary hearing
	Referral to local authorities**

\*Students who provoke/engage in a fight may face disciplinary punishment as well. Students are encouraged to avoid these negative behaviors; it is the responsibility of all students to inform the principal and/or teacher(s)/school personnel of any situation in which another student is harassing or confronting them with any type or negative behavior. Students who do nothing to avoid arguments, confrontations, fights, etc. when the

opportunity exists will face school disciplinary punishment and possibly criminal charges also.

**\*\*Miss. Code § 37-11-18 gives the principal or superintendent the authority to expel students for certain offenses listed above. A referral will be made to the Jefferson County Youth Court for minors and charges will be filed in Jefferson County Justice Court for adults.**

#### **Category Four Offenses \*\*\***

Certain offenses are so serious that they may warrant alternative placement or expulsion pending disciplinary hearing, along with automatic referral to law enforcement.

- Possession of drugs with/without the intent to distribute
- Possession of prescription drugs with intent to consume or distribute
- Possession, transfer, and/or use of a weapon
- Verbal or physical threats toward a school official or employee

<b>Consequences</b>	
<b>PreK-12<sup>th</sup></b>	
	Expulsion pending disciplinary hearing***
	Referral to local authorities**

#### **Automatic Expulsion\*\*\***

Any student in any school who possesses any controlled substance in violation of the Uniform Control Substances Law, a knife, handgun, other firearm, or any other instrument considered dangerous and capable of causing bodily harm or who commits a violent act on school property shall be subject to automatic expulsion for one calendar year. Such expulsion shall take effect immediately subject to the constitutional rights of due process. However, the superintendent may, in conjunction with the school board, modify the period of time on a case-by-case basis. §37-11-18 Mississippi Code.

The superintendent or his designee must immediately report to law enforcement agencies when there is a reasonable belief that an unlawful activity has occurred on school property or during a school activity. The superintendent or his designee may be fined up to \$1,000.00, jailed for six months, or both, for failure to report. When a report is received, law enforcement must immediately dispatch an officer and an arrest may be made if there is probable cause. §37-11-29 Mississippi Code.

#### **Prevention of School Violence**

Miss. Code § 97-37-17. Possession of weapons by students; aiding or encouraging.

1. The following definitions apply to this section:
  - a. “Educational property” shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, college, or university board of trustees, or directors for the administration of any public or private educational institution or during a school related activity; provided however, that the term “educational property” shall not include any sixteenth section school land or lieu land on which is not located a school building, school campus, recreational area, or athletic field.
  - b. “Student” shall mean a person enrolled in a public or private school, college, or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college, university, whether the person is an adult or minor.
  - c. Switchblade knife” shall mean a knife containing a blade or blades which open automatically by the release of a spring or similar contrivance.



- d. "Weapon" shall mean any device enumerated in subsection (2) or (4) or this section.
2. It shall be a felony for any person to possess or carry, whether openly or concealed any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person, violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.
  3. It shall be a felony for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm or any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be committed to the custody of the State Department of Corrections for not more than three (3) years, or both.
  4. It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation or food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.
  5. It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving) and any sharp-pointed or edged clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.
  6. It shall not be a violation of this section for any person to possess or carry, whether openly or concealed any gun, rifle, pistol or other firearm of any kind on educational property if:
    - a. The person is not a student attending school on any educational property;
    - b. The firearm is within a motor vehicle; and
    - c. The person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.
  7. This section shall not apply to:
    - a. A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;
    - b. Armed forces personnel of the United States, officers and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by an educational institution, State Militia or Emergency Management Corps and any guard or patrolman in a state or municipal institution, when acting in the discharge of their official duties;
    - c. Home schools as defined in the compulsory school attendance law, Miss. Code § 37-13-91;
    - d. Competitors while participating in organized shooting events;
    - e. Any person as authorized in Miss. Code § 97-37-7 while in the performance of his official duties;
    - f. Any mail carrier while in the performance of his official duties; or
    - g. Any weapon not prescribed by Miss. Code § 97-37-1 which is in a motor vehicle under the control of a parent, guardian or custodian, as defined in Miss. Code § 43-21-105, which is used to bring or pick up a student at a school building, school property or school function.
  8. All schools shall post in public view a copy of the provisions of this section.

## **§ 37-11-55 - Code of Student Conduct**

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

- (a) Specific grounds for disciplinary action under the school district's discipline plan;
- (b) Procedures to be followed for acts requiring discipline, including suspensions and expulsion, which comply with due process requirements;
- (c) An explanation of the responsibilities and rights of students with regard to: attendance; respect for persons and property; knowledge and observation of rules of conduct; free speech and student publications; assembly; privacy; and participation in school programs and activities;
- (d) Policies and procedures recognizing the teacher as the authority in classroom matters and supporting that teacher in any decision in compliance with the written discipline code of conduct. Such recognition shall include the right of the teacher to remove from the classroom any student who, in the professional judgment of the teacher, is disrupting the learning environment, to the office of the principal or assistant principal. The principal or assistant principal shall determine the proper placement for the student, who may not be returned to the classroom until a conference of some kind has been held with the parent, guardian or custodian during which the disrupting behavior is discussed and agreements are reached that no further disruption will be tolerated. If the principal does not approve of the determination of the teacher to remove the student from the classroom, the student may not be removed from the classroom, and the principal, upon request from the teacher, must provide justification for his disapproval;
- (e) Policies and procedures for dealing with a student who causes a disruption in the classroom, on school property or vehicles, or at school-related activities;
- (f) Procedures for the development of behavior modification plans by the school principal, reporting teacher and student's parent for a student who causes a disruption in the classroom, on school property or vehicles, or at school-related activities for a second time during the school year; and
- (g) Policies and procedures specifically concerning gang-related activities in the school, on school property or vehicles, or at school-related activities.

### **Suspension and Expulsion Guidelines**

Every effort will be made to keep students in school. However, it is sometimes necessary to suspend students out of school if they fail to follow the discipline policy. The purpose of suspending students out of school is to let the student and parent or guardian know there has been behavior that is unacceptable. Days suspended out of school are considered as unexcused absences; with 70% as the maximum possible grade on assigned make-up work.

If the suspension occurs during nine weeks tests, the student may be allowed to make up these tests since they are reflective of a greater portion of the year than a daily grade or chapter test. If the student is allowed to take the test, an incomplete will be given until certain conditions are fulfilled by the student as determined by the teacher and principal.

- Make-up work will be provided upon returning to school and must be requested in writing by the student/parent within three (3) days of the student's return to school. When work is not made up within the allotted time or the time specified by the teacher, the student will receive an F for any and all work missed.

- If the parent or guardian does not attend a required discipline conference, they are subject to being charged with a misdemeanor, which is subject to a fine not to exceed \$250.00. (Miss. Code §37-11-53)
- While suspended, students cannot participate in or attend any extracurricular or school sponsored activities or come on campus. This loss of privilege begins at the moment of the notification of the suspension.
- Students can be recommended to the school board for expulsion if a student is repeatedly suspended from school.

### **Unclassified Offenses**

It is not possible to list every offense that can be classified as a violation of our discipline policy. The school administration reserves the right to add any other offenses that may reasonably fall into the three categories of violations. All offenses listed apply to student behavior on school buses and during school related activities. Offenses that occur on the bus may result in consequences that include a combination of out of school suspension, alternative school placement, and suspension off the bus.

### **Reverse Suspension**

As an alternative to suspension (**Category One Offenses Only**), a student may remain in school by having the parent, legal guardian or custodian (with the consent of the student's teacher(s) and principal) attend classes with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian or custodian does not agree to attend class(es) with the student or fails to attend, the student shall be suspended with the code of student conduct and discipline policies of the school district. This option can be enforced after the second (2nd) infraction. The following requirements must be met:

- Parents, legal guardians or custodian must be willing to meet with the administrator and teacher. Two possible meeting times will be offered.
- If the parent does not or is unable to make the set meeting date; the suspension cannot be reversed on the student's records.

## **CONFERENCES**

The Jefferson County School District encourages parents to participate in conferences. Conferences are available with teachers, counselors and school administrators. All conferences with the teacher must be scheduled at least 24 hours in advance; **exceptions can only be made at the discretion of the building level administrator.** Requests for conferences should be made through the school office or the parent liaison.

### **COVID-19 Update**

**Conferences will be scheduled using online teleconferencing tools or via phone. Parents/guardians may also schedule in-person conferences. Please contact the school or the parent liaison for more information.**

Report card and progress report conferences are held several times per school year. **Only parents or legal guardians may pick up reports cards/score reports.**

The school may also request a conference; any parents/legal guardians who do not come for a designated conference within a reasonable amount of time may be reported to Youth Court officials.

## **COURTESIES**

The national anthem as well as the national flag represents the struggle and success of the United States as a nation; they are symbols of the people, their land and their institutions. When we show respect during the playing of the "Star Spangled Banner" and presentation of the flag we are showing respect for the nation. To ensure the proper courtesies are observed during the playing of the national anthem, the following protocol should be followed:

- **Outdoors**

When outdoors and the national anthem is played, everyone present should rise, stand at attention,

face the flag (if the flag is not visible, face the music) and place the right hand over the heart. A male removes his hat and holds it in his right hand over his heart. Women do not remove their hats; they place their right hand over their heart.

- **Indoors**

When indoors and the national anthem is played, stand, face the flag and take the place of attention. If the flag is not visible, take the position of attention and face the music or the front.

- **Respect for the U.S. Flag**

Because of what the flag symbolizes-justice, unity, and pride in your country-it should be honored with respect and dignity. When you are outdoors and the flag passes (as in a parade), stand at attention with your right hand over your heart. If you are wearing a hat, hold it in your right hand and over your heart. When the colors pass indoors, stand at attention until the colors are six steps past.

**Note: The aforementioned protocol is a courtesy; no student or individual will be obligated to adhere to these courtesies if they violate the individual's religious or personal beliefs.**

## **CRISIS MANAGEMENT PLAN**

Teachers will review the Crisis Management Plan with students at the beginning of the year.

## **DELIVERIES AND MESSAGES**

School personnel will make every effort to get items and messages that are delivered to the school to the appropriate person. However, the school is not responsible for lost, stolen, or undeliverable items. Instructional times will not be interrupted for messages. At no time will the school accept deliveries of balloons or items with floating attachments.

## DRESS CODE/UNIFORM AND GROOMING POLICY

The Jefferson County Public School District believes that the implementation of a student dress, grooming, and uniform code is conducive to the learning environment. It is appropriate and modest and reflects a positive image of the school and community. JCPSD also believes that the dress, grooming, and uniform code will contribute to a distraction-free learning environment. The dress, grooming, and uniform code apply to students at school during the regular hours and to those who are representing the school away from campus. Any exceptions to the dress, grooming, and uniform code will be announced to the students. Dress, grooming, and uniform code starts when students get on the bus and enforcement will take place on campus and continues until students get off the school bus or leave campus. All clothing must be of the proper fit—no undersized or oversized clothing. Clothing should not be torn, mutilated, or have price/informational tags on them. *Students can wear any combination of uniform colors on any day.*

*\*There will be no set day for certain uniform colors. Additionally, there will be no set color combinations of the approved uniform colors. You can wear the approved uniform colors in any combination.*

### *Shirts*

- Uniform shirts are navy blue or yellow/gold.
- Shirts must be polo or oxford styled with a collar and must be tucked neatly into the pants.
- Shirts must be buttoned except for the top two collar button and collars must be turned down.
- A small logo (no larger than 3 X 5 inches) is acceptable if the logo is not vulgar, offensive or distracting.
- Polo shirts may be long sleeved or short sleeved and must be of a solid color either navy blue or yellow/gold.
- A solid white, blue, black or gold t-shirt may be worn as an undergarment only. This may be short sleeved or long sleeved or mock/turtlenecked. (A white shirt with a collar may not be worn as an under garment).

### *Pants*

- Uniform pants, shorts, skirts, or skorts are navy blue or khaki
- Pants, shorts, skirts, or skorts must be worn at the waist, no more than two sizes larger than the waist, and must not reveal underclothing. Sagging or low rider pants or skirts are not allowed. **(Example: If your pant size is a 32, then you should not wear pants larger than size 34).**
- All shorts, skirts, or skorts must be knee length or longer.
- Slits and lengths in skirts or skorts must be no higher than the knee.
- Lettering or logos on pants larger than 3 X 5 inches are not allowed.
- Belts must be worn and buckled appropriately for pants, shorts, skirts, or skorts (belts colors are black or brown). Any other color belt is prohibited.
- No leggings, jeggings or joggers will be permitted; all uniform pants MUST have belt loops.

### *Coats/Jackets*

- Students are not allowed to wear coats/jackets with obscene language or imagery, gang-related symbols/graffiti, or sexually explicit or racist content.
- Coats/Jackets must be of the proper fit.
- School sponsored jackets are permissible.
- Sweater vests (navy blue, yellow, or white)
- Pullover or zip-up hoodies may be worn to school. *(Hoods may NOT be worn inside the building).*

### *Head Coverings*

- No caps, hats, bandannas, hair wraps/rags, head scarves, etc., are allowed on school campus.

- Exceptions will be made for (1) a cap or hat that is a part of a uniform worn at a school activity or (2) for religious or medical purposes. Such exceptions must be requested in writing and approved by the immediate campus administrator.

### ***Shoes***

- Student shoes must not cause a distraction or interfere with the learning environment and must be safe and durable.
- Tennis shoes or enclosed shoes only.
- Shoes must be tied, buckled, laced, or secured relative to the shoe.
- House slippers, Cinderella/ballerina slippers with soft soles, flip-flops, sport slides or any other beach style sandals, or etc., are not allowed.

### ***Jewelry/Hair***

- Any jewelry or accessories that are noisy, excessive and/or distractive are prohibited.
- No visible body jewelry is allowed, except earrings.
- Jewelry must not cause a distraction or interfere with the learning environment.
- Grills/mouthpieces are not to be worn.
- Sunglasses are not to be worn in the building (unless approved by the campus administrator).
- No item should be worn or brought to school that could be used as a weapon (examples: belt chains, dog chains, choke chains, heavy necklaces, sharp pointed combs, or etc.).
- All hair should be clean, groomed, non-distracting, uniform in style, and worn out of the eyes so that vision is not impaired.
- Facial hair shall be trimmed neatly.
- No design shall be cut in the hair that represents anything symbolic of alcohol, drugs, tobacco, anything gang, cult, or group related, vulgar or obscene.
- No combs, picks, or rollers will be allowed in the hair.

### ***Backpacks***

- Student backpacks must not cause a distraction or interfere with the learning environment.
- Backpacks must not pose a safety hazard.

### ***Exceptions***

- JROTC students, Allied Health students, and Career & Technical shop students will be allowed to wear their designated clothing/uniforms as instructed by their teacher and approved by the principal/director.
- Athletic teams, cheerleaders, band members, and academic team will be allowed to practice/compete in their designated uniform/equipment as approved by the sponsors, coaches, and principal.
- Physical education classes will be given, by their teacher, a defined type and color of shorts and shirts to wear during class.

## **CONSEQUENCES FOR VIOLATING STUDENTS' DRESS CODE**

**See Code of Conduct Category 1 and Category 2, Page 37.**

## **Early Release of Seniors**

The Early Release Option is an earned privilege available to Seniors at Jefferson County High School. It may be revoked due to disciplinary action taken by a school administrator or teacher. Also, the parent/legal guardian may revoke this for their student at any time. When this privilege is revoked, students shall be placed in study halls for the remainder of the semester. Seniors may be released up to a maximum of 3 periods at the end of the school day. The actual time of day that they are released may vary according to the school schedule for that day. Students who participate in the early release option must leave the school premises at the early release time each day. They are not to remain in the building or on the school property, nor be on any other school property throughout the district while school is in session. If the student has an after-school activity, they must return to that activity after school has been dismissed. To qualify for Early Release Option, seniors must meet certain requirements and maintain their eligibility for the entire year. Eligibility is checked at the end of each grading period, and any student who fails to maintain eligibility will have his or her Early Release Option suspended until such time as they become eligible to have it reinstated.

## **EMERGENCY PROCEDURES**

The administrative staff at each school building shall maintain a current emergency management/disaster plan, inclusive of procedures to follow for fire, hazardous weather, tornado, earthquake, nuclear attack, civil disorder or other crisis. The warning system and appropriate procedure shall be known and provided to all personnel in the respective schools.

Regular safety drills should be planned and executed in accordance with applicable emergency management guidelines and specific school procedures. The principals/directors and teachers in each building shall familiarize the students with the crisis management plan which include actions to be taken in case of fire, tornados, hazardous weather conditions, earthquake, nuclear attack, civil disorder and other crisis.

### School Closings

Should it become necessary to close the schools by reason of weather or other emergency conditions, the Superintendent will notify building level administrators and the media.

Announcements will be made only in the event of emergency school closings, and if no such announcement is made, it should be concluded that all schools will operate as scheduled.

Should severe weather or emergency conditions develop during the school day requiring the emergency closing of schools, notification of the dismissal time for students will be the same procedure as that utilized before school.

## **ENROLLMENT**

Parents are allowed 20 days, from date of enrollment, to provide required enrollment documentation. Students are enrolled on a probationary status until ALL required enrollment documentation documents are received. Only parents or legal guardians (with guardianship papers) are allowed to enroll a student.

To enroll a student, the following documentation must be presented or on file:

1. a certified copy of Birth Certificate
2. social security card
3. an up-to-date immunization Form 121 from the Health Dept. or doctor

**In addition, an up to date registration packet and two current proofs of residency (911 address) must be presented each year (Miss. Code §37-15-11; 37-7-301)**

### **Proofs of residency:**

1. Voter precinct identification card
2. Automobile registration
3. Driver's License
4. Current utility bills showing PHYSICAL address
5. Filed Homestead Exemption Application Form
6. Mortgage document or property deed
7. Apartment or home lease

**Students without the above documentation will be denied admission to school.** (Miss. Code §37-13-91)  
ALL contact information should be updated and current. *If a contact number changes, parents are asked to notify the office within 24 hours.*

### **ENROLLMENT FOR OUT OF COUNTY STUDENTS**

Out of county students: 1) must be released from the county in which they reside; 2) must receive an acceptance letter from the Jefferson County School Board; and 3) must submit two current proofs of residency. ALL out-of-county students will pay a \$500.00 enrollment fee before registration is finalized. This fee will be paid in the central office to the Business Office Assistant, Ms. Mary Felton, BEFORE registration can begin in the school building.

### **ENROLLMENT FOR TRANSFERRING STUDENTS**

Students transferring into the district must provide the following **BEFORE** being enrolled: 1) withdrawal record or final report card from previous school, 2) birth certificate, 3) immunization form (form 121), and 4) the completed registration packet.

### **EXEMPTION FROM TESTING**

Students who maintain an A average may be exempt from Fourth Nine Weeks Testing at the teacher's discretion. Students who have perfect attendance and have maintained a C average may also be exempt from Fourth Nine Weeks Testing (at the teacher's discretion).

### **EXTRA-CURRICULAR STANDARDS AND PROCEDURES**

The band director, coaches and sponsors of other extra-curricular activities may have additional standards relative to dress and grooming and expectations that go beyond what is stated in the student handbook. Students must abide by these standards and the athletic handbook or they can choose to not participate.

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

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. A complete copy of these rights is available upon request.



## **FEDERAL PROGRAMS**

A copy of the Consolidated Federal Program Application Plan, as well as needs assessment results, is on file and is available upon request. Parents also have an opportunity to provide school officials with input by completing a Needs Assessment Survey and by attending the School-Wide Planning Meeting.

## **FIELD TRIPS**

Field trips are carefully planned for the students in each grade level, not for siblings. All field trips will require parents/guardians to complete permission forms and other necessary paperwork before attending the trip. Teachers may request parents to serve as chaperones, as needed. If parents are asked to chaperone, he or she will be expected to assist the teacher with students, lunches, tickets, etc. If a student is suspended/expelled from school or placed in an alternative setting, the student will NOT be allowed to participate in field trips; any expenses paid will not be refunded.

## **GIFTED EDUCATION**

The Jefferson County Public School District provides for students who have been identified as intellectually gifted through CHALLENGERS in grades 2 – 6. JCPSD conducts referrals in the spring of each year and the assessments are done at the end of each school year. Additional information may be found at [www.hoagiesgifted.org](http://www.hoagiesgifted.org), [www.mde.k12.ms.us](http://www.mde.k12.ms.us) or the gifted teacher at 601-786-2280.

## GRADING SYSTEM

The grading system is based upon student achievement and performance, bearing in mind that any system incorporates both subjective and objective considerations in student evaluation. A student's final Grade Point Average will be determined by calculating all Carnegie unit courses for the high school years (including Carnegie units earned in the 7th and/or 8th grade), plus all four nine weeks grades of senior year. The final overall GPA will be reflected on the transcript to include work up to the last day of school for students.

The following numerical values shall be used in determining letter grades for **middle, junior high and senior high school students**:

Letter Grade	Performance	Numerical Grade
A	Excellent	90-100
B	Above Average	80-89
C	Average	70-79
D	Below Average	65-69
F	Failure	64 and below

The following numerical values shall be used in determining letter grades for **elementary students**:

Letter Grade	Performance	Numerical Grade
A	Excellent	95-100
B	Above Average	85-94
C	Average	75-84
D	Below Average	70-74
F	Failure	69 and below

**Honor Roll.** To recognize academic achievement, three honor groups will be named at the end of each nine-week grading period.

- **SUPERINTENDENT'S SCHOLAR** - All A's in academic courses
- **PRINCIPAL'S SCHOLAR** - All A's and B's in academic courses
- **HONOR ROLL** - All B's in academic courses or A's, B's and ONE (1) C.

**Term Grades.** The following formula will be used to calculate term grades for all students grades Pre-Kindergarten through twelfth (Pre-K-12th).

<b>Grade Type</b>	<b>Weight</b>
Daily Grades (class work, quizzes, homework, and similar assignments)	50%
Weekly Assessments	25%
Nine Weeks (Term) Exam	25%

**Advanced/Accelerated Courses.** Dual credit, accelerated courses, and 2nd year Career & Technical Education (CTE) Program GPA course grades will be multiplied by a factor of 1.05 and may exceed 100 for the aforementioned courses.

**Ranking/Honor Status.** A student's ranking will be determined by calculating the GPA of all courses for the high school years (including Carnegie units earned in the 7th and/or 8th grade), plus Terms 1-3 (first three nine weeks) of the student's senior year. In order to be classified as an Honor Student, the student's GPA must be 90% or higher. These seniors will be recognized at graduation as “Honor Graduates” and will wear Honor Cords. The valedictorian will be determined by the senior with the highest G.P.A. for all final grades where credit is earned. The senior with the second highest G.P.A. will be designated as the salutatorian. Both will be recognized individually at graduation.

**Grade Transfer.** Grades received on transfer from other schools and from dual enrollment will be interpreted according to the following conversion chart unless the actual number grade is provided by the transferring school:

<b>Letter Grade</b>	<b>Numerical Equivalent</b>	<b>Letter Grade</b>	<b>Numerical Equivalent</b>
A+	100	C+	79
A	95	C	75
A-	90	C-	70
B+	89	D+	69
B	85	D	65
B-	80		

Note: Transfer student at the elementary level will use the grading scale as outlined on page 49.

### Grading Periods

<b>Nine Weeks</b>	<b>Dates</b>	<b>Progress Reports</b>	<b>Report Cards</b>
First	August 9-October 11, 2021	September 2, 2021	October 14, 2021 (Parent Pick-up)
Second	October 12-December 21, 2021	November 11, 2021	January 13, 2022 Report Cards Issued
Third	January 6-March 21, 2022	February 10, 2022	March 24, 2022 (Parent Pick-up)
Fourth	March 22-May 25, 2022	April 21, 2022	June 2, 2022 (Parent Pick-up)

## **GRADUATING SENIOR OFFENSES**

Seniors who commit an offense so near the end of school that the student cannot complete the disciplinary consequences – at the sole discretion of the Jefferson County High School Principal - may not be allowed to participate in graduation exercises.

## **GRIEVANCE PROCEDURE**

We do recognize that students and parents may disagree with decisions that are made relative to discipline matters or other school-related concerns. All students and their parents have the right to be given due process in order to express their complaints and grievances. A grievance procedure is in place to offer an orderly process to resolve the complaints and grievances of the student. It is recommended that parents do not call school officials at their homes because they do not have the documented materials that are necessary to evaluate the student's grievance. The following represents the procedure to follow for a grievance or complaint:

- The parent or guardian should contact the school office in order to set up a conference with the person who made the decision in question.
- If the matter remains unresolved, the student or the parent or guardian may bring that matter before the principal.
- If the matter remains unresolved, it may be brought to the superintendent for his/her consideration.
- Complaints that remain unresolved following any action of the superintendent may be referred in writing to the board of education.

Parents/guardians and students should understand that an effort will be made to resolve all grievances and complaints at the lowest possible level. School officials will be more than glad to listen to concerns; if profanity is used by parents or guardians or if out of control behavior is demonstrated by the parents or guardians, the school will not hesitate to consider legal action. (1972 Education Amendments, Title IX; CFR Part 86; 1964 Civil Rights Act, Title VI; 1973 Rehabilitation Act, Section 504; 45 CFR Part 84.)

All students regardless of sex, religion, handicap or ethnic origin may present any grievance to the proper school official:

**Sex Bias Contact:** Bertha Watts, Title IV Coordinator

**Handicap/Disability Contact:** Dr. Cartrell Hammitte, Coordinator of Special Education

**General Education:** School Level Principal

## **GUIDANCE SERVICES**

The Mississippi Department of Education (MDE) acknowledges the value of and is committed to supporting strong, productive school counseling programs. This is reflected in the School Counselors' framework, developed by the MDE, which is aligned with the American School Counselors National Model. School counselors have a tremendous responsibility in addressing the personal/social, academic, and career needs of every Mississippi student in prekindergarten through grade 12 and career and technical education. As student advocates, counselors provide support and foster student development as children learn to live, learn to learn, and learn to work.

School Counselors' activities are all designed to keep students in school and to help them be successful. Their primary objective is to promote and enhance student learning. Counselors play a valuable role in all aspect of K-12 education. They provide consultation in defining and identifying at-risk students. Counselors work as members of a team with other school personnel to provide essential services. The goal is to identify and intervene before students move through a continuum of self-destructive behavior.

School counselors coordinate programs that provide the following comprehensive counseling services:

Academic and personal/social counseling;

- Use Multiple student data sources to help students make informed academic and career choices;
- Career and educational counseling;
- Individual and group counseling (large/small);
- Crisis intervention and preventive counseling;
- Community resources awareness and referrals;
- Educational consultations and collaboration with teachers, administrators, parents and community leaders;
- Educational and career placement services;
- Follow-up counseling services;
- Conflict resolution

Professional school counselors should spend a minimum of eighty percent (80%) of their time delivering the aforementioned services to students as outlined by the American School Counselor Association (ASCA). Thus, provide direct services to students, parents, school staff and the community stakeholders to ensure college or career readiness.

### **Career Center Managers**

Career Center Managers are professional or paraprofessional school staff who maintain and organize the career education materials accessible to students, counselors, teachers and administrators at the high school level. Responsibilities include overall management of the career center lab, assisting students with career exploration and educational information. They work directly with professional school counselors and teachers. Career Center Managers build public relation activities into their curriculum, which includes business in the classroom events, career awareness events, and Reality Fairs. In addition, they assist students in working through a well-defined sequential curriculum to avail students of appropriate information in their planning in careers and education.

## HEALTH SERVICES

The Jefferson Comprehensive Health Center has provided primary health care services through school-based health centers on the campuses of the Jefferson County High and Elementary Schools since 1999. The School-Based Clinics give students and school employees an opportunity to be seen by a licensed healthcare provider without having to miss school or time away from work. The child's parent does not have to be present for the child to be seen, but a consent form and medical history must be completed and signed for services to be rendered. All students with parental consent are afforded health care services regardless to their ability to pay.

Students who are Medicaid eligible will be offered an Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) evaluation in accordance with the schedule recommended by the Division of Medicaid. Screenings are performed on campus at the school-based clinics. Vision and hearing screenings are conducted annually on all elementary students. Students may also be screened through parent or teacher request or as part of the intervention process. If a student fails his/her vision and/or hearing screening twice, a notice is sent home to the parents and periodic follow-ups are performed.

The school-based clinic is also responsible for the administration of first aid. In all cases of emergency, illness, or where injury is assessed and believed to be of a potentially serious nature, every effort is made to contact the student's/staff member's parent, guardian, or next of kin.

**HEAD Lice** – If a student is suspected of having head lice, he/she will be inspected by the school-based clinic's licensed health care provider. If a student is found to have head lice, the parent will be contacted to pick the student up from school for treatment. Written instructions for proper treatment will be given to the parent/guardian. The parent must bring the student, along with proof of treatment, the following day to be checked by the school nurse. In order to remain at school, the student must be free of nits. If the student is in a self-contained classroom and found to have head lice, all students in that classroom will be checked for head lice. For any student who has had lice on three consecutive occasions during one school year, the principal shall notify the county health department of the recurring problem of head lice with that student. The student shall not be allowed to attend school until proof of treatment is obtained (Miss. Code 41-79-21). The school nurse shall conduct parent conferences regarding special requirements for care as needed.

Please contact 601-786-8206 (Tri-plex Location) or 601-786-9645 (High School Location) for more information on health services.

### **COVID 19 General Information** *(Please visit [cdc.gov](https://www.cdc.gov) for more information.)*

Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

#### **Know How COVID-19 is Spread**

You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person. You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks. You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

#### **Protect yourself and others from COVID-19**

There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19. Wear a cloth face covering that covers your nose and mouth in public settings. Clean and disinfect frequently touched surfaces. Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol. Remain at least six feet apart at all times.

## **Prevent the Spread If You Are Sick**

Staff and students should stay home if they have tested positive for or are showing COVID-19 symptoms. Staff and students who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.

## **Health and Safety FAQs**

### **How will my child/ren remain safe at school?**

The district will work to ensure safety guidelines recommended by the CDC are followed. Students will remain six feet apart in the classrooms, hallways and common areas. School leaders will provide floor and seat markings to ensure students practice social distancing. The school will limit nonessential visitors and activities. Training will be provided to staff members on safety protocols.

### **Will students and teachers be required to wear masks all day?**

Yes, the students and teachers will be required to wear their mask the entire school day unless otherwise instructed. Masks will be worn by students on the bus as well. Some exceptions will be made.

### **How often will the school be sanitized?**

Building leaders and maintenance staff will perform ongoing/routine cleaning and disinfecting of the schools, restrooms, classrooms and high touch areas.

### **What happens if my child/ren has a fever?**

You will be asked to take your child to your preferred health care provider; the health care provider will determine if testing is necessary. In the event of a test, the student must remain quarantined until results are provided. The student may return to school once cleared by the doctor. Written documentation must be provided.

### **Will there be enough personal protective equipment (PPE) at each school site?**

Yes, the district will provide each school and faculty and staff with the necessary PPE. Each student will receive a reusable mask from the district. We encourage parents to provide additional masks. We will provide a disposable mask in the event a child loses or misplaces his or her mask.

### **If my child has underlying health issues and they are at greater risk for contracting COVID-19, will they still be required to attend school?**

No, students will not be required to attend face-to-face classes. Students with underlying health conditions will receive chrome books to assist with at-home learning. Contact the individual school sites to find out if this option is available for your son/daughter.

### **Will my child receive breakfast and lunch?**

Yes, students will receive breakfast and lunch in the cafeteria. Students will eat lunch in the classroom in the event of a change in the mode of learning.

As public conversations around COVID-19 increase, children may worry about themselves, their family, and friends getting ill with COVID-19. Parents play an important role in helping children make sense of what they hear in a way that is honest, accurate, and minimizes anxiety or fear. CDC has created guidance to help adults have conversations with children about COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>) and ways they can avoid getting and spreading the disease

## **HOMEBOUND INSTRUCTION**

Homebound instruction will be used at the discretion of the school principal. The Compulsory School Attendance officer will be notified. Placement on the homebound instruction will be addressed in a parent/guardian-school conference to develop an IEP (Individualized Education Plan). The duration of home bound instruction will be set by the school principal. The student will receive credit for the work satisfactorily completed during home bound instruction. Excessive absences from homebound instruction will be reported to the school attendance officer.

The site of homebound instruction will be established during the IEP meeting. The site will be a public setting such as library, city hall, sheriff's office, etc. The parent/guardian will be responsible for providing transportation to the site of instruction.

Students that are homebound because of behavior problems cannot attend any school-sponsored activities, (prom, ball games, club activities, school sponsored trips, etc.) or come on campus without permission from the principal.

## **HOMEWORK**

Homework is a responsibility of every student. As a general rule, students will have to spend some time at home each day on work from school. Students are expected to turn in all work on the pre-determined due dates. Students who are absent from school are responsible for arranging to make-up work and turning it in to the teacher as assigned. Failure to turn in make-up work will result in a lower grade.

Days suspended out of school are considered as unexcused absences; with 70% as the maximum possible grade on submitted work homework. Students who are suspended will receive their homework assignments upon their return to school; refer to section on "Make-up Work."



## **IN-SCHOOL SUSPENSION (ISS)**

In-school suspension will be used as discipline for certain minor offenses. The following is a list of some the major premises of the in-school suspension program:

1. Classroom teachers will furnish a written list of the class assignments for the student or work will be assigned by the in-school suspension instructor.
2. A zero will be recorded as a daily grade for work not done by the student while in ISS.
3. Students are expected to follow all rules governing in-school suspension.
4. Students who do not follow the rules of in-school suspension will be subject to out of school suspension and/or alternative school placement.
5. Students are expected to bring all books and materials to in-school suspension.
6. Students are expected to check with the classroom teacher upon their return to the classroom about any work or tests that may have been missed during their time in in-school suspension.
7. Students assigned to in-school suspension will not be allowed to participate in field trips.

## **LIBRARY BOOKS**

The library functions as a service for the students and teachers. The library is open from 7:45 a.m. to 3:15 p.m. **Middle / High School** books are checked out for a period of three weeks and may be renewed. **Elementary School** books are checked out for a period of two weeks and may be renewed. **Elementary / Middle/High School** fines for overdue books are \$.10 per day (excluding weekends and holidays). Books must be returned, and fines paid before report cards are issued. Students are expected to work in the library in an orderly fashion.

## **LOST, FOUND, AND STOLEN ITEMS**

### **Valuables and Possessions**

Each student is encouraged to mark coats, backpacks, etc. with some type of permanent marker so these items can be identified if necessary.

**School officials are not responsible for personal items that are lost or stolen at school.** It is recommended that students only bring a minimum amount of money to school that is necessary for school purposes. Any item found at school that fits into the category of illegal or restricted items should not be disturbed or tampered with and should be reported to a school official immediately. Any student who brings these items into his/her possession is subject to punishment for possession of the item.

## MEDICATIONS ADMINISTERED AT SCHOOL

All medications given at school (prescription or non-prescription) must first be authorized by the student's parent/guardian and physician on the *Permission to Give Medication Form*. No medication will be administered to a student without this complete form. This form is furnished by the school-base clinic and requires the signature of the parent or guardian, and the student's physician prior to the parent bringing the medication to the school. Unless otherwise specified by the doctor, we will not give any medication such as stimulants or antibiotics ordered once or twice a day. This frequency may be given at home. Please be advised that the school cannot supply medications for any student. All medication authorized to be given on school campus by the school nurse or designated person is to be secured in the nurse's office or school office with the only exception being the use of an inhaler. Students with permission forms for an inhaler of the treatment of asthma may always keep their inhaler with them. In the case of students in elementary grades or special circumstances, it may be appropriate to have the inhaler secured in the homeroom teacher's desk for convenience and prompt accessibility in the case of an asthma attack. No medication is to be brought to the school by the student. The only exception to this rule is the use of the above-mentioned prescription inhalers or ordinary cough drops. All medications must be delivered in a new, unopened container to be labeled and secured for the student by the school nurse. All prescription medication must be in the container supplied and labeled by the pharmacy or physician.

The first dose of any new medication will not be given at school. This is to protect against the possibility of the student having an allergic reaction while at school.

Before the last student attendance day in May of each year, each student's parent/guardian must pick up all remaining medications. Medications cannot be sent home with the student.

Each parent/guardian will be sent home a written reminder at least two weeks before the end of school. Any remaining medications will be discarded by the last nurse workday.

## POLICY STATEMENT

No student enrolled in the Jefferson County School District nor their parent/s shall, on the basis of gender, race, religion, national origin, handicap, or on migratory status be excluded from participation under any educational program or activity that is included in the Jefferson County School Program.

## PROMOTION POLICY

### Lower Elementary

*Grades Kindergarten (K) through Second (2nd).* It is the policy of the Jefferson County School District that elementary students shall be promoted or retained based upon mastery of 70% (or higher) or a grade of 70 (or higher) on the objectives set forth in the Mississippi College and Career Readiness Standards in ELA and Math in grades K- 2<sup>nd</sup>. Additionally, students are required to attain the skill levels set by the school district, based on the end of term benchmark exams; these exams will make up 25% of the student's term grade.

*Third (3rd) Grade.* In order to be promoted, students in third (3rd) grade must meet the requirements of the English/Language component of the MAAP or the designed re-test that is mandated by the Mississippi Department of Education. A student shall also be promoted or retained based upon mastery of 70% (or higher) or a grade of 70 (or higher) on the objectives set forth in the Mississippi College and Career Readiness Standards in ELA and Math. **Students who do not meet these requirements will not be promoted to 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotion.**

*Fourth (4th) Grade.* A student shall be promoted or retained based upon mastery of 70% (or higher) or a grade of 70 (or higher) on the objectives set forth in the Mississippi College and Career Readiness Standards in ELA and

Math. Additionally, students are required to attain the skill levels set by the school district, based on the end of term benchmark exams; these exams will make up 25% of the student's term grade.

### **Upper Elementary/Junior High**

A student must pass with a 65% or above in Language Arts and Mathematics, along with Science or Social Studies, to be promoted.

#### *Upper/Junior High School Course/Class Requirements*

- Successful completion of a course shall be based upon mastery of the competencies and objectives in the JCUES/JCJHS Curriculum, with a grade average of D (65) or higher as the final grade in the course.
- A student in grade 5<sup>th</sup> – 6<sup>th</sup> must have a final grade average of a D (65) or higher average in the core academic program, including ELA, Math, Science, or Social Studies.
- A student in grade 7<sup>th</sup> – 8<sup>th</sup> must have a final grade average of a D (65) or higher average in the core academic program, including ELA, Math, Science, and Social Studies.
- Additionally, students are required to attain the skill levels set by the school district, based on the end of term benchmark exams; these exams will make up 25% of the student's term grade.
- Students in grades 5<sup>th</sup> – 8<sup>th</sup> who fail to complete one (1) or two (2) core subjects **may** have the opportunity to complete the deficiencies in an Extended School Year (ESY) program. If the student does not attend nor successfully complete the course objectives in ESY, the student will be retained in the current grade.
- Students in grades 5<sup>th</sup> – 8<sup>th</sup> who do not complete the requirements for three (3) or more core subjects will be retained in the current grade. ESY will not be an option and the entire grade-level must be repeated.
- The progress reports and the report cards shall serve as notice to parents of the student's progress throughout the school year.

### **HIGH SCHOOL - See Academic Requirements**

## **RESIDENCY**

Definition of 'residency' for school attendance purposes: the student and the parent/guardian physically reside full time, weekdays, weeknights and weekends, at a dwelling located within the boundaries of Jefferson County. The school district staff will verify the residence of each student. Residency requirements are strictly enforced.

Principals are empowered to determine at any time, whether a student is/is not legally enrolled and may not attend classes.

### **Documentation**

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

- Present proof of residency within the Jefferson County School District;
- Present a certified birth certificate;
- Present a certified petition of guardianship when enrolling a student as his/her legal guardian;
- Present a certificate of health compliance (immunization form) issued by the Mississippi Department of Health or a local physician as required by Mississippi law;
- Present address of previous school attended – if applicable;
- Present withdrawal information from the previous school attended – if applicable;
- Present a report card (elementary, middle school), or a transcript (high school);

***NOTE: Providing false information or documents in order to register a student within the District may result in immediate withdrawal of the student from the school he/she is attending.***

### **Procedure**

The District registers students on-site at the school. Each student must establish his/her residence in the following manner:

**New Students.** The parent of a student seeking to enroll will provide the District with the following items:

- Mortgage document, filed homestead exemption, property deed, property tax notice, closing statement  
OR
- Original apartment or home lease – all leases must be current, signed by the owner;  
OR
- Two current utility bills – electric, water, gas, land phone, cable TV, satellite TV, or internet service. Any document with a post office box as an address will not be accepted.

**Continuing Students.** In succeeding years, all continuing students, whose residents has remained unchanged, will be required to submit two current utility bills to prove residency, as part of the pre-registration process and all leases must be current, signed by the owner; and in the case of an apartment, the name of the occupants must be listed on the lease.

**Students Residing with Legal Guardians.** In addition to providing documentation of residency as outlined about, a student who is living with a legal guardian who resides in the District will submit a certified copy of the filed petition for guardianship stamped with an assigned court date, if pending, and a copy of the final decree when granted.

**Students Residing with Parent/Legal Guardian in a Home Not Owned or Rented by the Parent/Legal Guardian.**

The parent/legal guardian of a student residing in a home not owned or rented by the parent/legal guardian must present document to show legal custody. The owner of the home must accompany the student and parent/guardian to registration and present proof of residency as outlined above. The parent/legal guardian must reside full time in the residence and must sign an affidavit form. This paperwork must be completed every year.

**In addition, the parent/legal guardian must present two of the items listed below:**

Driver's License	Bank Statement
Credit Card Statement	Cell phone Bill
Hospital Bill	Salary Check Stub
Doctor's or dentist's bill	Insurance Policy

## SALES

While on school property, students are not to sell goods or services for their personal gain or benefit nor are they allowed to sell goods or services for non-school related organizations. Items not on the MDE List of Approved Items for Vending will not be sold on school property during the school day. **All fundraisers must be approved by the administration.**

## SCHEDULES

Students will have a specific time at the beginning of school to change schedules or drop courses.

The time frame for changing a schedule or dropping a course is a follow:

1. The last day for students to change or drop a course is the end of the second week in August.
2. The last day for students to drop a second semester (1/2 credit) course end of the second week in January

## **SCENT DETECTION CANINE**

It is the responsibility of the Jefferson County School District to provide a safe and secure environment for all staff, students and faculty members while on campus. One method of providing this safe school environment is the implementation of a Scent Detection Canine Program. This program is designed to act as a tool to provide a means of detecting illicit drugs on campus, serve as a deterrent to those who might consider bringing illicit drugs onto campus, convey to students in the strongest possible terms that the district will not tolerate illicit drugs or other scent detectable contraband on school property.

It is the intention of school officials to employ the use of scent detection canines to conduct suspicion-less sweep inspections on school property. These sweeps will be conducted without advance notice. The areas subject to these canine sweeps will include, but not be limited to, lockers, desks, handbags/purses, coats/jackets removed by students, book bags, athletic bags, and vehicles brought on school property. Students may be required to vacate a room and leave behind their outer clothing or other possessions to allow scent dogs to examine the items left in the classrooms.

## **SCHOOL SPONSORED EVENTS**

At sporting events and all school-sponsored events, students are expected to show good sportsmanship whether participating or watching, be courteous to out-of-town visitors as well as others, and to observe with dignity the playing of the national anthem or flag-raising. Students are expected to follow all school rules and the student handbook code of conduct will be used to determine consequences for violations of school rules. Students who do not display good sportsmanship or who behave inappropriately will be asked to leave. A school administrator may ban offenders from any and all extra-curricular school events.

## **SPECIAL EDUCATION**

The Jefferson County School District offers a variety of programs to meet the unique needs of each exceptional student. Special services are available for children between the ages of three through twenty who are physically, mentally, communicatively and/or emotionally disabled.

Classes are available at the preschool, elementary, middle school and high school levels. Exceptionalities served include autism, specific learning disabilities, language/speech disabled, intellectually disabled, multiple disabilities, hearing impaired, visually impaired, other health impaired, orthopedically disabled, and emotionally disabled. Both resource and self-contained classes are available; a home-based program is available to students who are unable to come to school because of a disability, illness, accident or surgery. Other special programs can be added as the need arises. Parents of children with disabilities are strongly urged to take advantage of the special services available.

Elementary special classes emphasize academics. Secondary special classes include career & technical training, academics, and community involvement. Related services are available for transportation, counseling, physical therapy, and occupational therapy and any others as needed. Three options are available for graduation, depending on the student's functioning level. Special students may earn a high school diploma if they meet the criteria established by the Mississippi State Department of Education. They may receive a Mississippi Occupational Diploma (MOD) if they successfully complete the requirements of the program. (The MOD is not an option for 2017-2018 incoming 9<sup>th</sup> graders.) Students may receive a certificate of satisfactory completion of a special education course of study. For information about the special services department, parents should contact **Dr. Cartrell Hammitte, Director of Special Services, Jefferson County School District, 432 Hwy 33, Fayette, MS 39069, (601)786-2280.**

### **504/ADA Coordinator**

The Jefferson County School District provides a free appropriate public education to each qualified person with disabilities who is in the district's jurisdiction, regardless of the nature or severity of the person's disability. The provision of an appropriate education is the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of the persons with disabilities as adequately as the needs of the non-disabled persons are met and that are based upon adherence to procedures that satisfy the requirements of Section 504 of the Vocational Rehabilitation Act of 1973.

The school district has adopted grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints. Section 504 and ADA complaints should be addressed in writing to the building principal. A copy of the grievance procedures is available from any school principal or counselor.

The school district does not discriminate on the basis of disability in admission or access to, or treatment or employment in its programs and activities.

## **STUDENT RECOGNITION**

Students at Jefferson County School District are recognized for exemplary academic progress, behavior, and attendance during the school year by the faculty. At the end of the year awards will be presented to the students who have met the following criteria: perfect attendance, academic achievement, citizenship and athletic performance.

## **STUDENT RECORDS**

### **(Permanent Records)**

Each student has a permanent record of work on file in the office. Each phase of work is recorded and serves as a recommendation to employers or colleges.

### **(Certification of Immunization)**

State law requires that all students in grades K-12 provide the school a Certificate of Immunization (*Form 121*). Students who transfer to Jefferson County must produce proof of immunization from their transfer school or secure the necessary inoculations. This must be done before a student may attend class.

### **(Directory Information)**

A principal may release the following types of information to the public, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, photos, videos, information released to press, and other similar information. This does not allow the release of any of the above information to which a parent/guardian has filed an objection in writing. When a parent/guardian so objects, the student records will clearly distinguish and identify what types of information are not to be released. If a parent/guardian objects to any of the above stated information being released, please send a note to the principal within five (5) school days after receiving this student handbook.

## **STUDENT SEARCH**

A student's person and/or personal effects may be searched whenever a school authority, other than a sworn law enforcement officer, has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex with an adult witness present. It will be an extremely rare situation that requires a more intrusive search of a student's person than a pat-down.

Only if extreme emergency conditions exist, and only upon prior approval by the Superintendent, shall a more intrusive search be conducted by a school official, other than a sworn law enforcement officer. If such a search is necessary, it will be conducted in private by a school official of the same sex with an adult witness of the same sex present.

### ***Notice of Policy***

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

## TESTING

All entering English Language Learners (ELL) will be administered the Stanford Language Proficiency Test by trained personnel in the school district. The school counselor administers the Otis Lennon School Ability Test to 1<sup>st</sup> and 3<sup>rd</sup> graders during the school year and is available to discuss test scores with parents.

### Elementary, Upper Elementary, Middle & High School Test Dates

The following tests will be administered as part of the Mississippi Statewide Testing Program:

- **Please see the Mississippi Statewide Calendar**

Since participation rate is figured into accreditation, parents are urged to schedule doctor, dentist, and elective surgeries around these important dates. Students should be in school every day.

## TEXTBOOKS

### *State Owned Textbooks*

Textbooks are “public property.” They are not given to students; they are on loan. Textbooks are numbered and issued to all students at the beginning of the school year. Students will be assessed fines to cover damaged books and excessive wear.

### *Textbook Damages*

Fines and damages are as follows:

1. Any textbook lost will be replaced at its face value regardless of the age of the book.
2. New books:
  - a) Cover torn off-student pays face value of the book
  - b) Pages torn out-student pays face value of the book
  - c) Marks on or inside books
    - 1) Pictures defaced–5% of book value
    - 2) Scribbling on pages–5% of book value
    - 3) Names on pages–students pay face value of book  
(20% of each year of book’s life is diverted up to three years or 60% of value)



## **TIER INTERVENTION PROCESS**

The Three Tier Instructional Model is a part of *State Board Policy 41.1*. This model is designed to meet the needs of every student and consists of three tiers of instruction:

- **Tier 1:** Quality classroom instruction based on Mississippi standards.
- **Tier 2:** Focused supplemental instruction.
- **Tier 3:** Intensive interventions specifically designed to meet the individual needs of students.

If Tier 1 and 2 instruction is unsuccessful, students must be referred to the Teacher Support Team (TST). The TST is the local team responsible for interventions developed at Tier 3. Each school must have a TST implemented in accordance with the process developed by the Mississippi Department of Education.

## **TITLE IX**

Every pupil of the district will have equal educational opportunities regardless of race, color, creed, sex, handicap, religion, or marital status. No student shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, and extra-curricular activities. As provided under Title IX of the Education Amendments of 1972, no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance. Standard 2 is as follows: School board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the district, and current copies of school board policies are published and available for public review. {MS Code 25-61-1 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301(p) (w); and Federal Civil Rights Act of 1964}

## **TRANSFER OF RECORDS**

Student records will be mailed upon receiving a written request from the receiving school.

## **UNAUTHORIZED AREAS**

(Campus Boundaries)

Students are to remain on campus after arriving in the morning and cannot leave without permission from a school administrator. When a student enters the parking lot or any road on to the campus, he/she is considered present at school and must receive permission from a school administrator in order to leave the campus. Students are to remain in the area of the school, unless properly authorized to do otherwise.

The following are guidelines that define certain areas that are off limits:

1. Students should stay off entrance areas to the buildings and should not loiter on the sidewalks and other designated areas.
2. Restrooms are off limits after the 8:00 bell, after break and after lunch, without the proper pass.
3. The parking lot is off limits for all students.
4. Any area beyond your stated class schedule without specific, written permission.
5. The restroom facilities in the gymnasium are for supervised students ONLY.
6. The restroom facilities at the football stadium are off limits to all students during the regular school day.

## **UNAUTHORIZED ITEMS**

Possession of unauthorized items (cell phones, smart watches, cameras, electronic games, trading cards, iPods, MP3's, toys, games, toy weapons) etc. are not to be brought to school. Any unauthorized items seen or heard during the school day will be confiscated by school officials and kept for a period of time at the discretion of the principal (See Category One Offenses). These items may be picked up by a parent at a time determined appropriate by the school administration. School officials will not be responsible for returning these items to students. **School officials are not responsible for lost or stolen confiscated items.**

## **UNIVERSAL SCREENERS**

A universal screener such as i-Ready for academics and the SEAS behavior screener will be administered in the fall, winter and spring. Reports may be sent home. The intent of the assessments is to identify at-risk students.

## **VEHICLES/STUDENT PARKING/PARKING LOTS**

Students who desire to do so may drive their personal vehicles to Jefferson County High School. Driving and/or parking on any property owned or operated by the school district is a privilege, not a right, therefore students must adhere to the following regulations (failure to do so may result in the loss of the aforementioned privileges):

1. Students must have a valid driver's license and proof of insurance.
2. Parking permits must be purchased by each student who drives to school.
3. All parking permits must always remain visible in the vehicle.
4. Students who are habitually late (3 or more instances in a Nine Weeks Period) will have their parking permit revoked.
5. The speed limit on all school property is 10 mph. Students are always expected to drive in a safe manner.
6. State and local laws regulating the driving of an automobile will be strictly enforced.
7. The automobile must be parked in the area designated for student parking.
8. Loud pipes/mufflers/engines and loud music are not permitted.
9. Loitering in the parking lot at any time is not permitted.
10. Students should not go to the parking lot during the school day without an office pass or permission from an administrator.
11. Students who ride the bus should not go to the parking lot at any time.
12. All vehicles coming onto school property are subject to search in accordance with applicable laws and procedures.
13. Students violating either school policy or state law in the operation of a motor vehicle on school property will be subject to disciplinary action including the loss of the privilege of operating a vehicle on school property.
14. Students may not drive from the Career-Tech Center to the High School or from the High School to the Career-Tech Center between classes.
15. Students may not park at the Career-Tech without prior written permission from the Career & Technical Director.
16. Only those vehicles with "Handicapped" designation may park in the spaces so marked.

**Students who violate any of the aforementioned regulations will be subject to the loss of said privileges.**

## **VISITORS**

Parents, volunteers, and other members of the community are encouraged to visit and volunteer in all Jefferson County Schools. Parents who wish to observe their child in the classroom must inform the teacher or principal to avoid any possible conflicts with the school schedule.

All visitors to schools shall report immediately to the school office, sign in and obtain a visitor's badge so that visitors can be readily identified by school personnel. Exceptions to this requirement are visitors who are attending a general school function such as an assembly program, athletic event, etc. If a visitor wishes to see a student, an office worker may bring the student to the office. Students are not authorized to bring visitors to school. Visitors are to leave campus immediately after they have finished their business.

The District will not tolerate visitors to school premises who threaten, intimidate, or physically or verbally abuse district staff or otherwise disrupt the school or office environment. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on grounds. Such persons will be prosecuted to the full extent of the law.

### **COVID-19 Exception**

**In order to mitigate the spread of Coronavirus, visitors, parents, guardians and community members will NOT be allowed to visit the schools or volunteer in person. Parent observation of classes will be suspended until further notice; parents can request a conference via phone, video conference, or in-person to receive updates (See Conferences).**

## **WEBSITE**

The district website can be found at [www.jcpsd.net](http://www.jcpsd.net). The individual school sites can be accessed from this site. Parents and students are encouraged to check the district's website regularly for updates and announcements.

## **WITHDRAWAL FROM SCHOOL**

If it becomes necessary to withdraw from school, a parent/guardian should obtain a withdrawal form from the counselor's office. The counselor will have each assigned teacher to sign this form indicating that the student is clear, and the student is officially withdrawn from school. NOTE: In addition, the form must be cleared by the librarian, counselor, cafeteria administrator, secretary and the principal before records are released. All library and classroom textbooks must be returned, and all fines paid to complete the withdrawal process.



# JCES

## THE DREAM TEAM

**MASTER SCHEDULE**  
**2021-2022 SY**  
**Pre-Kindergarten**

Time	Subject/Activity
7:30 am- 7:55 am	Arrival/Breakfast/Restroom
7:55am-9:30 am	Reading/Reading Centers
9:35 am- 10:30 am	Extracurricular
10:35 am- 11:10 am	Lunch
11:10 am-12:10 pm	Restroom/Nap
12:10 pm-1:05 pm	Math/Gross Motor/Math Centers
1:10 pm- 2:05	ELA/Writing
2:10 pm- 2:50 pm	Science/ Social Studies/Intervention/Wrap-up
2:50 pm- 3:00 pm	Dismissal



# JCES

## THE DREAM TEAM

### Kindergarten

### First Grade

Time	Subject/Activity	Time	Subject/Activity
7:30 am- 7:55 am	Arrival/Breakfast/Restroom	7:30 am- 7:55 am	Arrival/Breakfast/Restroom
7:55am-9:30 am	Reading/Reading Centers	7:55 am- 10:00 am	Reading/Reading Centers/Writing
9:35 am- 10:30 am	Extracurricular	10:00 am- 10:30 am	Math
10:35 am- 11:10 am	Lunch	10:30 am- 11:25 am	Extracurricular/Intervention
11:15 am- 12:05 pm	Math	11:25 am- 11:50 am	Lunch
12:10 pm-1:05 pm	Gross Motor/Math Centers	12:05 pm- 1:00 pm	Math/Math Centers
1:10 pm- 2:05	ELA/Writing	1:05 pm- 1:35 pm	Recess/Social Emotional Learning
2:10 pm- 2:50 pm	Science/ Social Studies/Intervention/Wrap-up	1:40 pm- 2:55 pm	Science/Social Studies/Intervention/Wrap-up
2:50 pm- 3:00 pm	Dismissal	2:55 pm- 3:00 pm	Dismissal



# JCES

## THE DREAM TEAM

### MASTER SCHEDULE 2021-2022 SY

#### Second Grade ELA

#### Second Grade Math

Time	Subject/Activity	Time	Subject/Activity
7:30 am- 7:55 am	Arrival/Breakfast/Restroom	7:30 am- 7:55 am	Arrival/Breakfast/Restroom
7:55 am-10:00 am	Reading/Reading Centers/Writing	7:55 am- 10:00 am	Math/Math Centers/Science/SS
10:00 am-10:10 am	Transition/Restroom	10:00 am-10:10 am	Transition/Restroom
10:10 am- 11:35 am	Reading/Reading Centers	10:10 am- 11:35 am	Math/Math Centers
11:35 am- 12:00 pm	Lunch	11:35 am- 12:00 pm	Lunch
12:05 pm-1:05 pm	Extracurricular/Intervention	12:05 pm- 1:05 pm	Extracurricular/Intervention
1:05 pm- 2:05	Writing	1:05 pm- 2:05 pm	Science/Social Studies
2:05 pm- 2:55 pm	Intervention (Tier 2-3)	2:05 pm- 2:55 pm	Intervention (Tier 2-3)
2:55 pm- 3:00 pm	Dismissal	2:55 pm- 3:00 pm	Dismissal



# JCES

## THE DREAM TEAM

### MASTER SCHEDULE 2021-2022 SY

#### Third Grade ELA

#### Third Grade Math

Time	Subject/Activity	Time	Subject/Activity
7:30 am- 7:55 am	Arrival/Breakfast/Restroom	7:30 am- 7:55 am	Arrival/Breakfast/Restroom
7:55 am-10:00 am	Reading/Reading Centers/Writing	7:55 am- 10:00 am	Math/Math Centers/Science/SS
10:00 am- 10:15 am	Transition/Restroom	10:00 am- 10:15 am	Transition/Restroom
10:15 am- 11:50am	Reading/Reading Centers	10:35 am- 11:50 am	Math/Math Centers
11:55 am- 12:30 pm	Lunch/Restroom	11:55am- 12:30 pm	Lunch/Restroom
12:30 pm-1:00 pm	Writing	12:30 pm- 1:00 pm	Science/SS/ Tier 3 Intervention
1:05 pm- 2:05	Extracurricular/Tier 3 Intervention	1:05 pm- 2:05 pm	Extracurricular/ Tier 3 Intervention
2:05 pm- 2:55 pm	Intervention (Tier 2-3)	2:05 pm- 2:55 pm	Intervention (Tier 2-3)
2:55 pm- 3:00 pm	Dismissal	2:55 pm- 3:00 pm	Dismissal



# JCES

## THE DREAM TEAM

### MASTER SCHEDULE 2021-2022 SY

#### Fourth Grade

Teacher	1st Period 7:55-9:05	2nd Period 9:05-10:10	3rd Period 10:10-11:20	4th Period 11:20-12:55	12:00-12:20	5th Period 12:55-2:00	ExtraCurricular 2:00-2:55
K. White	Reading	Reading	Reading	Reading	Lunch	Reading	Extracurricular
T. Jackson	Science	Science	Science	Science	Lunch	Science	Extracurricular
T. Starks	Social Studies	Social Studies	Social Studies	Social Studies	Lunch	Social Studies	Extracurricular
M. Turner	Writing/Grammar	Writing/Grammar	Writing/Grammar	Writing/Grammar	Lunch	Writing/Grammar	Extracurricular
P. Woods	Math	Math	Math	Math	Lunch	Math	Extracurricular





# JCES

## THE DREAM TEAM

### 1st and 2nd Grade Interventionist

### 3rd and 4th Grade Interventionist

Time	Subject/Activity	Time	Subject/Activity
7:55 am- 8:50 am	MTSS Documentation	7:55 am- 8:50 am	MTSS Documentation
8:50 am- 9:30 am	1st Reading/Reading Centers (Classroom)	8:50 am- 9:30 am	3rd Grade Reading Centers (Classroom)
9:30 am- 10:00am	2nd Grade Interventions	9:30 am- 10:30 am	4th Grade Interventions
10:00 am-10:55 am	1st Grade Interventions	11:00am- 11:40 am	3rd Grade Reading Centers (Classroom)
10:55 am-11:35 am	2nd Grade Reading Centers (Classroom)	11:40 am 12:40 pm	Planning
12:05 pm- 1:05 pm	2nd Grade Interventions	1:05 pm- 2:05 pm	3rd Grade Interventions
1:05 pm-2:05 pm	Planning	2:05 pm- 2:55 pm	4th Grade Interventions
2:05 pm-2:55 pm	1st/2nd Grade Intervention	2:55 pm- 3:00 pm	Dismissal