



# UNION COUNTY SCHOOL DISTRICT

*Building The Future One Child At A Time*

## **2020-2021 Student Handbook**



**Union County School District  
2020-2021 Student Handbook  
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## VISION

**“Building the Future One Child At A Time”**

## MISSION

**The Union County School District is a leader in educational excellence, which strives to provide opportunities for the academic success of its students while inspiring high expectations for all in a safe and orderly environment.**

### **Union County School District A Legacy of Distinction**

When a student enrolls in the Union County School District he/she becomes part of a unique class of people. This class of students will mature and spend much time together. They will develop as close friends and even as competitors. The attitudes of each school toward academics, sports, clubs and other activities make the Union County School District distinct from other districts. Each school, regardless of its size and its mixture of personalities, adds character to an already perfect place.

### **UNION COUNTY SCHOOL BOARD**

**Terry Cook, 1<sup>st</sup> District  
Mickey Basil, 2<sup>nd</sup> District  
Mike Browning, 3<sup>rd</sup> District  
Daphnia McMillen, 4<sup>th</sup> District  
Wayne Mahon, 5<sup>th</sup> District**

## CENTRAL OFFICE ADMINISTRATION AND STAFF

Russell Taylor, Superintendent	534-1960
Windy Faulkner, Assistant Superintendent / Curriculum Coordinator	534-1960
Ron Scott, Part-Time Assistant Superintendent	534-1960
Sara Johnson, Assistant Curriculum Coordinator	534-1960
Leah Byrd, Instructional Coach	534-1960
Melissa Williams, Administrative Assistant	534-1960
Matt Thompson, Federal Programs Director	534-1957
Joy Chunn, English Learner Director	534-1957
Chris Garrard, Technology Coordinator	534-1957
Max Hancock, Technology Assistant	534-1957
Jennifer McCormick, Technology Assistant	534-1957
Jennifer Mims, District Software Facilitator	534-1957
Mindi Stout, Special Education Director & Title IX Coordinator	534-1957
Joanna Ozbirn, Case Manager/Gifted	534-1957
Ronnie Boyd, Testing Coordinator/Data Management Coordinator	534-1957
Mike Robertson, Food Service Coordinator	534-1958
Karen Caviness, Food Service Secretary	534-1958
Lisa Strawn, Business Manager	534-1960
Cary Weeden, Assistant Business Manager	534-1960
Judith Thompson, Business Assistant	534-1960
Lana Todd, Business Assistant	534-1960
Dee Parker, Maintenance Supervisor	534-1957
Charlie Forester, Bus Shop Director	534-4662
Caleb Burns, Bus Shop Assistant	534-4662

**This handbook is subject to change depending on COVID-19.**

## SCHOOL ADMINISTRATION AND STAFF

### East Union Attendance Center

Lee Bruce, Principal

Chris Basil, Assistant Principal

Leigh Lucius, Assistant Principal

Jennifer Posey, Counselor/Testing Coordinator

Leslie Ray, Counselor

Shelia Farrar, Bookkeeper

Amy Wigington, Receptionist

Betsy Basil, School Nurse

Steve Prewett, School Resource Officer

(662) 534-6920 fax (662) 534-6542

1548 Hwy. 9 South

Blue Springs, MS 38828

### Ingomar Attendance Center

Roben Denton, Principal

Lori Campbell, Assistant Principal

Trent Adair, Assistant Principal

Tobi Bowen, Counselor

Stephen Adams, Testing Coordinator

Morgan Williamson, Bookkeeper

Shirley Waddell, Receptionist

Sonya Nobles, School Nurse

Tommy Sloan, School Resource Officer

(662) 534-5463 fax (662) 534-3624

1384 County Road 101

New Albany, MS 38652

### Myrtle Attendance Center

Tommy Ozbirn, Principal

Craig Meadows, Assistant Principal

MaryJane Marquis, Assistant Principal

Kim Thompson, Counselor

Phyllis Parker, Counselor/Testing Coordinator

Shelly Merritt, Bookkeeper

Julie Elliott, Receptionist

Benja Johnson, School Nurse

Officer

Tony Vandiver, School Resource Officer

(662) 988-2416 fax (662) 988-2001

1008 Hawk Avenue

Myrtle, MS 38650

### West Union Attendance Center

Jamey Wright, Principal

Ashley Henderson, Assistant Principal

Stacy Morrisson, Counselor

Jackie Manning, Testing Coordinator

Kim Sullivan, Bookkeeper

Lauren Walls, Receptionist

Lisa Maxey, School Nurse

Steve Garrison, School Resource

(662) 534-6745 fax (662) 534-6716

1610 St. Hwy. 30 West

Myrtle, MS 38650

## INTRODUCTION

By registering your child or children or any student in the Union County School District, all parents, legal guardians, and students do hereby consent to and agree to obey and follow rules and regulations contained in this handbook and such other oral directions of school administrators or teachers as may be necessary to carry out the orderly educational progress of the school. All parents, legal guardians, and students agree and are hereby informed that all students of the Union County School District are subject to questioning or being taken into official custody while at school by any appropriately appointed law enforcement official or department of human services agent investigating an official case upon oral or written court order.

## FOREWORD

The student handbook is intended to inform students of policies and procedures of the Union County School District that pertain directly to students. This is not an exclusive list of student policies. For a complete list of policies, refer to the Union County School Board Policy Manual, which are available for review at [www.union.k12.ms.us](http://www.union.k12.ms.us).

Reference to the handbook by students, parents, and staff is recommended as a source of information on guidelines for operational procedures of our schools. Students and parents are asked to read and keep the handbook for reference for the entire 2020-2021 school year.

The handbook is reviewed annually. The policies and procedures are subject to amendment and revision by the Union County Board of Education.

The Union County School District is in compliance with Title VI of the Civil Rights Act of 1962, including regulations in vocational education; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Family Educational Rights and Privacy Act of 1974; and the American with Disabilities Act.

District policy assures that no one shall, on the grounds of race, color, age, religion, natural origin, sex, disability, genetic information, pregnancy, or handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school district.

## ADMISSION REQUIREMENTS

### (1) Entrance Age Requirements:

- A. No child shall be enrolled or admitted to kindergarten unless he or she will be five years of age on or before September 1<sup>st</sup> of the current school year.
- B. No child shall be enrolled or admitted to the first grade unless he or she will be six years of age on or before September 1<sup>st</sup> of the current school year.
- C. Any child who transfers from an out-of-state school in which that state's law provides for a first grade or kindergarten enrollment before September 1<sup>st</sup> shall be allowed to enroll in school at the same grade levels the providing following four statements are true:
- The parent/guardian of the child was a legal resident of the state from which the child is transferring.
  - The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority.
  - The child was legally enrolled in school for a minimum of four weeks in the previous state.
  - The principal or his designee has determined that the child was making satisfactory educational progress in the previous state.

### (2) Initial Enrollment:

- A. *Birth Certificates:* All new students shall submit a certified birth certificate (long form version) upon enrollment. The principal may allow students to attend school for a period of time not to exceed thirty days before the birth certificate is presented. The district may revoke the admission of or suspend students who are not in compliance thirty days from the date of enrollment.
- B. *Immunization Requirements:* Students enrolling in the Union County School District must present a Mississippi Certificate of Compliance regarding vaccinations. Valid certificates include the following: Form 121 (Certificate of Compliance), Form 121-A (Medical Exemption Form), and Form 121-T (Temporary Compliance Certificate). NOTE: The 121-T is not valid after the date shown.

### (3) Legal Guardianship:

- A. Anyone other than the natural parent(s) enrolling a student must provide legal documentation appointing him/her as guardian. If a petition for guardianship has been filed and the decree is pending, a certified copy of the filed petition must be provided. The Union County School District does not recognize notarized affidavits or power of attorney orders as proof of guardianship for enrolling students.
- B. In cases of divorce, final documentation of the divorce proceedings should be presented upon enrollment so that legal custodial rights can be determined and adhered to by school officials.

#### **(4) Verification of Residence**

Upon enrollment and annually, any parent seeking to enroll a student must verify residency by submitting two of the following items:

- Filed homestead exemption application form
- Mortgage documents or property deed
- Apartment or Home Lease
- Utility Bills
- Automobile Registration
- Personal visit by a designated school district official

#### **OUT-OF-DISTRICT STUDENTS**

The Board adheres to provisions set forth in state statutes and Board Policy JBCDA concerning nonresident students.

Admission for out-of-district students will include an analysis of grades, behavior, classroom availability and absenteeism. The student must not have an academic average grade below a "C" in order to be considered for transfer to the Union County School District. A screening committee composed of the Central Office Administrator, Principal, and Guidance Counselor will review and must approve the above items before acceptance in the District. The parent(s) or guardian(s) of the student requesting transfer must provide any and all documentation requested by the screening committee.

Out-of-district students admitted to the Union County School District will be required upon admission to pay annual tuition fees in full according to the scale below. Failure to pay the tuition fees will result in the rejection of the transfer of the said student. Tuition must be paid prior to enrollment of student.

1<sup>st</sup> child                      \$500.00 per year

2<sup>nd</sup> child or more        \$250.00 per year

No one will be grandfathered in that is presently attending the school district that is verified as an out-of-district student. A review of each out-of-district student's grades, behavior and attendance will be reviewed and approved on an annual basis before readmission for the following year. Parents of out-of-district students will be notified of problems during the school year and the admission of said student in the Union County School District could be revoked. Out-of-district students of district employees, licensed and non-licensed, may have tuition fees waived, provided all other provisions of nonresident student admissions are met.

The Union County School District will not accept out-of-district students who:

- Cause the district an additional outlay of funds beyond that which is typical for all students (special education services & speech services)
- Require services or programs that the UCSD does not have
- Cause the expansion of a program that would require additional expenditures
- Cause the district an additional financial or administrative burden

In the event the sending district does not have an appropriate program for a student, but the UCSD has an appropriate program with space available, the sending school district shall pay any

additional cost associated with educating the child. If the sending district is willing to release the student and contractually agree to pay the additional cost associated with the education of the child, regardless of when those costs are fully understood, that student may be accepted by UCSD.

Due to an increase in the Kindergarten Program and an inability to track a history of attendance, discipline, and academic achievement, the administration will have wide latitude in its consideration of acceptance for out-of-district Kindergarten students.

Legal Ref. 37-6-3; 37-15-31; 37-15-33; 37-15-29; 37-19-19; 37-19-27 and 37-19-31

## ACCESS TO STUDENT INFORMATION

Federal law requires each Local Education Agency (LEA), upon request of a military recruiter or an institution of higher education, access to names, addresses, and telephone numbers of high school students. A parent may submit a request in writing to the LEA that such student information not be released without prior written consent of the parent.

If you wish to provide written consent prior to the release of this information you may use the form in the back of the handbook and return it. However, please be aware that if you choose not to return the form at this time, you may do so at anytime during your child's school career. The request will be honored and it will be saved as a student record.

## PARENT'S RIGHT TO KNOW

The Every Student Succeeds Act legislation states: Parents have the right to know the qualifications of their child's teacher and/or teacher assistant. Parents may request information pertaining to the teacher's or teacher assistant's qualifications, license for the grade level or subjects taught, and the degree(s) held by the teacher, or services provided by the paraprofessionals. Parents may request written documentation of their teacher's qualifications by contacting the Federal Programs Coordinator at 534-1957 and completing the required form.

The district will also distribute information on how to obtain a school report card for the district and school each year.

Information pertaining to a child's level of achievement in each of the state academic assessments will be provided to parents during the first nine weeks grading period of the school year.

## VISITORS

A parent/guardian or school vendor is welcome on Union County campuses; however; all visitors are required to "check-in" and "check-out" at the office upon arrival to campus. In order that the normal classroom atmosphere will exist, a Union County student will not be allowed to bring a visitor, relative, friend, or child to school for any part of the school day.

## COMPULSORY ATTENDANCE

A compulsory school-age child is defined as a child who has attained or will attain the age of six years on or before September 1<sup>st</sup> of the calendar year and who has attained the age of seventeen years on or before September 1<sup>st</sup> of the calendar year. This also includes any child who has attained or will attain the age of five years on or before September 1<sup>st</sup> and has enrolled in kindergarten. Students excluded from this requirement are those determined to be incapable of school attendance by school officials as based on medical documentation, an identifiable handicapping condition, or an approved home instruction program as determined by the school attendance officer.

If a compulsory school-age child has not been enrolled in school within fifteen calendar days after the first day of the school year, the principal or his designee shall report such absences to the school attendance officer.

## ATTENDANCE

Regular school attendance is crucial for students to obtain maximum benefits from school. The *Mississippi Public School Accountability Standards* specifies that the awarding of Carnegie units in grades 8-12 be based on a specific number of hours of instruction and the number of hours that students are engaged in this instruction. The educational needs of students are best met when they are present in the classroom. All students (including seniors) must be in attendance for 63% of the day to be counted present for that day. The following attendance policy reflects this belief:

- (1) *Maximum Number of Absences Allowed*: Students will be allowed four (4) parent notes per semester to count as excused absences. Each parent note is valid for one (1) calendar day. Anything beyond four (4) parent-excused absences in a semester will be unexcused unless a medical excuse is provided. Students who accumulate three unexcused absences in any nine week grading period will be disciplined through ISS, detention, or a manner deemed appropriate by school administration. Unexcused absences will count toward this whether they are one period or an entire day.
- (2) *Definition of Absences*: Student absences will be classified according to the following conditions:

### (A)Administrative Absences:

- (a) Attendance of an authorized school activity with prior administrative approval (field trips, athletic contests, student conventions, musical festivals, etc.)
- (b) Visitation by seniors to the senior or community college of his/her choice. (Seniors will be allowed two college days per year.)
- (c) Attendance at the court proceedings if the student is a party to the action or under subpoena as a witness
- (d) NOTE: Administrative absences will not be entered into the student's attendance records.

**(B)Excused Absences:**

- (a) Illness or injury which prevents the student from being physically able to attend school
- (b) Isolation of the student ordered by the county health officer, State Board of Health, or appropriate school official
- (c) Death or serious illness of a member of the immediate family
- (d) Medical or dental appointment. All parents are asked to make routine appointments after school hours if at all possible.
- (e) Prior approval from principal

**(C)Unexcused Absences:**

Any absence from class or school not properly excused will be considered an unexcused absence. An unexcused absence may be for a period or any part of the school day or for the entire school day. Failure to present a written excuse within three (3) school days after returning to school will result in an unexcused absence. The written excuse should contain the date(s) the student was absent; name of the student; the cause of the absence; the signature of the parent, guardian, or medical provider; and phone number where the parent, guardian, or medical provider can be reached. Form is available in the appendix of this handbook and on our district website at [www.union.k12.ms.us](http://www.union.k12.ms.us).

**(3)Make-up Work:**

If an absence is excused, students will have the number of days absent plus one-day to turn in all make-up work. It is a student's responsibility to contact each teacher and make arrangements to complete make-up work upon returning to school. If an absence is unexcused, a student will receive a grade of zero for all work missed with the exception of a student who has been suspended. A student that has been suspended has the right to make up any assignments that were missed during the suspension.

**(4)Tardiness:**

A student is tardy if he/she arrives in class after the class period has begun or the tardy bell has sounded. If a student reports to class more than ten minutes after the tardy bell rings, the student is considered to be absent. If a student is less than ten minutes late, he/she is considered tardy. All tardies must be recorded before the student is admitted to class. Any student who receives three or more tardies in a semester may be administered corporal punishment, assigned to detention, placed in ISS, suspended from school, surrender driving privileges or disciplined in a manner deemed appropriate by the principal. Also, any student who accumulates three tardies in a class will be given an unexcused absence for that class. Students in grades K-6 who do not ride the bus and are late to school will not be allowed to report to class unless their parent/guardian signs them in at the office. Also, parents who consistently bring their child to school late or pick their child up early may be reported to the Department of Child Protective Services for inquiry to determine whether such actions on the part of the parent/guardian constitute "neglect," as defined by law.

**(5) Truancy:**

If a compulsory school age child has not been enrolled in school within fifteen calendar days after the first day of the school year or if a student has accumulated five unexcused absences during the school year, the principal or his designee shall report such absences to the school attendance officer within two school days or five calendar days, whichever is less. For any student whose family is receiving assistance from the Child Protective Services (food stamps or TANF), a CPS referral will be made by the attendance officer after two unexcused absences. Upon this referral, assistance may be cut by up to 25%.

The school attendance officer will investigate unexcused absences of students who are compulsory school age. If any student accumulates a total of ten unexcused absences during the school year, he/she may be assigned to the alternative school for a period of time . Any number of subsequent unexcused absences may result in the student being placed in the alternative school for another nine weeks.

Students who are found to be truant will be subject to the following:

- (1) *1<sup>st</sup> infraction* - three day in school suspension plus loss of driving privileges for three weeks, if applicable
- (2) *2<sup>nd</sup> infraction* - six day in school suspension plus loss of driving privileges for nine weeks, if applicable
- (3) *3<sup>rd</sup> infraction* - ten day in school suspension plus loss of driving privileges for one calendar year if applicable

**WITHDRAWAL FROM SCHOOL**

When it becomes necessary for a student to withdraw from Union County Schools, the parent will report to the school's main office and request a withdrawal form. The parent will complete the form and return it to the proper school personnel. The official records of the student will be released when an official written request from the transfer school has been received.

**ARRIVAL AT SCHOOL**

Parents/Guardians are asked not to drop off students at school any earlier than 7:20 a.m. Also, students who drive to school are not to report on campus before 7:20 a.m. Students are not permitted to remain in automobiles and are not allowed to assemble in the parking lot upon arrival to school. Also, once a student arrives on campus, he/she is not to leave campus unless he/she properly checks out at the office.

**CHECKOUT PROCEDURE**

A parent or guardian may check his or her child out of school at any time. However, the school discourages checkouts that are not absolutely necessary. A checkout of 15 minutes or more will be considered an absence. Any student who does not attend 63% of the instructional school day will be counted absent. When it becomes necessary for a student to leave school, he or she should report to the office. Failure to report to the office before leaving campus early will be construed as skipping class. Proper authorization to leave school includes the following:

A student will submit a written note from the parent/guardian indicating the time of dismissal, name of the student, reason for dismissal, telephone number of the parent/guardian, and the signature of the parent/guardian. The note will be verified by school personnel before dismissal is extended to the student. In the absence of a written note, the parent/guardian or his/her designee will report to the school and check the student out of school. One emergency phone call for check out purposes is allowed per semester. Names of anyone who will be checking out a student must be listed on the student registration form in order to check the student out. School personnel reserve the right to refuse dismissal due to incomplete information. Dismissals are encouraged to be arranged prior to the beginning of the school day. No changes will be made after 2:30.

#### SUMMER SCHOOL/EXTENDED SCHOOL YEAR

Prior written approval must be obtained from the principal before enrollment in extended school or summer school courses.

- (1) Summer school and extended school for grades K - 4 may only be used for remediation - not promotion.
- (2) Students in grades 5 - 8 may attend extended school for promotion in no more than two subjects if the final grade in the course(s) is no lower than 55.
- (3) Students in grades 9 - 12 may take one course per summer school session. No more than two units may be earned in summer school toward graduation. Students may not take Algebra I, Biology I, English II, or U.S. History in summer school unless they have passed the state test in the subject they want to take. In order to attend summer school, a student must not have a final grade lower than 55.

#### STATEWIDE TESTING PROGRAM

The State of Mississippi requires all school districts to participate in several testing procedures to determine instructional improvement and school ratings. Below are the tests and grade levels tested:

PreK & Kindergarten	Mississippi Kindergarten Assessment (MKAS)
Grades 3-8	Mississippi Academic Assessment Program (MAAP)
Grades 5 and 8	Science Assessment
High School	MAAP-EOC
Juniors	ACT

All electronic devices including but not limited to cell phones, iPhones, smart watches, etc. are not allowed in any testing area.

#### TEXTBOOKS

This school district provides textbooks free of charge to students. It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced the book.

## Textbook fines and damage replacement schedule:

DAMAGE	FINE
Writing/drawing/scribbling in book	\$1.00 per page
Excess wear/damage but still usable	10% of cost of the book
Cover of book damaged	25% of cost of the book
Spine damaged	25% of cost of the book
Water damaged but still usable	25% of cost of the book
Water damaged, not usable	Cost of the book
Pages missing, not usable	Cost of the book
Obscene writing or drawing on or in the book	Cost of the book
Non-returned book	Cost of the book

## DELIVERIES TO SCHOOL

The Union County School District does not accept deliveries, such as flowers and commercially advertised bags, to students at the local school level. Students carrying delivered items throughout the day and on buses are a distraction for other students and staff. Also, some parents are not able to afford deliveries for their children. This inequality often fosters hurt feelings and negative attitudes towards those who are less fortunate.

## DRESS CODE

It is virtually impossible to write a dress and grooming code, which will address every detail and aspect of appropriate dress and grooming; therefore, it may become necessary for the building administration to make a judgment as to whether a student is properly groomed and/or dressed. A student who is not appropriately groomed or who is attired in a manner that is detrimental and/or distracting to the school environment shall be required to make arrangements for more suitable or appropriate dress. If the arrangement for more suitable clothing requires the student to be absent from class, the absence will be designated as unexcused. The following dress code applies to ALL school sponsored activities. The guidelines are as follows:

### (1) Grades 5-12

- (A) Female students may wear sleeveless blouses as long as the armhole is not loose and the strap is two inches wide or wider. Halter tops or low-cut blouses are not permitted. No undergarments are to be visible. Any item of clothing that exposes the midriff is not to be worn. If the student extends his/her arms above their head and the midriff is exposed, this is a dress code violation.
- (B) Sleepwear is not permitted.
- (C) Leggings may be worn with tops that extend to the student's longest fingertip when hands are by her side when she stands.
- (D) Shorts, dresses, and skirts are to be no shorter than approximately knee length.

- (E) Jeans may have holes. Holes above the knee must not show skin.
- (F) Loose or sagging pants, or shorts falling below the waist are prohibited.
- (G) Clothing, jewelry, buttons, patches, or any other items with words, phrases, symbols, gothic related material or suggestions, pictures, or signs, which

use indecent, profane, suggestive, or inflammatory words or promote drugs, alcohol, tobacco, or violence, shall not be worn. Trench coats are not to be worn. Any dress or attire that local law enforcement officials deem gang related shall not be worn.

- (H) Students shall not wear piercing rings and/or studs in their noses, tongues, eyebrows, or other exposed body parts. Females may wear a limit of three (3) earrings per ear lobe. Male students shall not wear piercing rings, studs, or any other foreign objects in any exposed body part.
- (I) Visible tattoos are prohibited.
- (J) Students are allowed to have facial hair as long as it is neatly groomed.
- (K) Boys' hair shall be tapered on the sides and in the back, with the length off the collar. The sides shall not extend below the bottom of the earlobe and the front must not impede the vision of the eyes.
- (L) Students shall not have any outrageous haircut which include mohawks, spikes, unnatural or extreme coloring, etc. Picks and combs should not be worn.
- (M) Hats, caps, bandanas, and other head coverings are not to be worn at school.
- (N) Students are not to wear sunglasses unless a doctor's note to this effect is on file in the office.
- (O) Male students shall not wear make-up or fingernail polish unless it is necessary for participation in a school-sponsored theatrical production.

#### **(2) Grades K-4**

Parents of students in grades K-4 are asked to use good judgment when selecting appropriate school attire for their children. If there is a question of appropriateness of dress for students in grades K-4, the judgment of the principal or his designee will be final.

#### **CARE OF SCHOOL PROPERTY**

The buildings and equipment of the school district are provided by the citizens of Union County. It is the responsibility of each student to exercise care in the use of buildings, grounds, equipment, and materials. Any student destroying, defacing, or marring school property will be expected to pay the cost of repairs or replacement. A student failing to pay these costs may result in suspension, recommended to alternative school, or expulsion until he or she pays the cost. Parents may be held liable for damages.

#### **CODE OF DISCIPLINE-GRADES K-12**

The Uniform Code of Discipline was developed to establish a system that would facilitate an environment of good discipline in a fair and consistent manner. The code follows the guidelines established by the State of Mississippi.

**Corporal Punishment-** Corporal punishment is permitted as a disciplinary measure in accordance with state law. The following regulations shall govern the administering of corporal punishment: (a) it should be administered after other measures have failed to produce the desired results (b) it should be reasonable (not to exceed 3 licks per day) and not administered in a malicious manner (c) it may be administered by the principal, a member of his/her administrative staff or the teacher with a certified employee will witness the event (d) should be administered away from the view of other students and (e) refusal of corporal punishment

by the student will result in specific suspension which will constitute an unexcused absence. When corporal punishment is administered, students will be given a disciplinary referral to take to the parent(s).

At the beginning of each school year, parents have the responsibility to request in writing that corporal punishment may not be administered to their child or children. School officials will attempt to comply with every request; however, Mississippi Law permits corporal punishment to be applied as a disciplinary action for Mississippi Public School students.

**Detention-Student loss of free time-before, during, or after school hours**

**In School Suspension (ISS)-Student is assigned to an area away from the regular classroom. In some cases, extra-curricular activities may be restricted or limited. ISS will be an all day detention 7:45 - 3:00.**

**School Suspension-Student is out of school for a designated period of time. Students who are suspended are restricted from all school property and may not attend a school function on or off the campus.**

**Alternative School-Student attends a self-contained class off campus for a period of time. Students who are assigned alternative school are restricted from all school property and may not attend a school function on or off campus during the time period while assigned to alternative school.**

**Expulsion- Student's rights and privileges of attending school are suspended for a specific time period. Expelled students may not go onto school property at any time. If they do, they will be arrested and charged with trespassing.**

#### **Code of Discipline**

**Below is the discipline policy that Union County School District has adopted to follow. The discipline offenses are categorized by levels ranging from A- F, with level F offense being the most severe. Each level has a consequence ladder in which to follow as shown below. Discipline does not go chronologically but depends on severity of the offense. Also, prior offenses may affect the severity of discipline.**

<p><b>Offense</b></p> <p><u>Level A</u></p> <p>(A-1) Tardiness, 3 and more</p> <p>(A-2) Dress Code Violation</p> <p>(A-3) Parking Lot Loitering</p> <p>(A-4) Failure to do Homework or Classwork (3 or more times in 9 weeks)</p>	<p><b>Offense</b></p> <p><u>Level B</u></p> <p>(B-1) Skipping Class</p> <p>(B-2) Parking Lot Violation</p> <p>(B-3) Academic Dishonesty</p> <p>(B-4) Disruptive Behavior</p> <p>(B-5) Public Displays of Affection</p> <p>(B-6) Dishonesty/Lying</p> <p>(B-7) Forgery of Documents</p> <p>(B-8) Profanity/Inappropriate Gestures</p> <p>(B-9) Tobacco Possession</p>
<p><b>Consequence</b></p> <p><u>Level A</u></p> <p>1<sup>st</sup> Offense 1 Day ISS or Paddling</p> <p>2<sup>nd</sup> Offense 2 Day ISS or Paddling</p> <p>3<sup>rd</sup> Offense 3 Day ISS or Paddling</p> <p>4<sup>th</sup> Offense 4 Day ISS</p> <p>5<sup>th</sup> Offense 5 Day ISS</p> <p>6<sup>th</sup> Offense 6 Day ISS</p> <p>7<sup>th</sup> Offense 1 Day School Suspension</p> <p>8<sup>th</sup> Offense 3-5 Day Suspension</p> <p>Cell Phone All Offenses -- \$25</p>	<p><b>Consequence</b></p> <p><u>Level B</u></p> <p>1<sup>st</sup> Offense 2 Day ISS or Paddling</p> <p>2<sup>nd</sup> Offense 3 Day ISS or Paddling</p> <p>3<sup>rd</sup> Offense 4 Day ISS or Paddling</p> <p>4<sup>th</sup> Offense 5 Day ISS</p> <p>5<sup>th</sup> Offense 6 Day ISS</p> <p>6<sup>th</sup> Offense 1 Day School Suspension</p> <p>7<sup>th</sup> Offense 3 Day School Suspension</p> <p>8<sup>th</sup> Offense 5 Day School Suspension</p> <p>(B-1) 1<sup>st</sup> offense: 3 day ISS, 2<sup>nd</sup> offense: 6 day ISS, 3<sup>rd</sup> offense: 10 day ISS</p> <p>(B-2) 3 or more in semester, loss of driving privileges for semester</p> <p>(B-3) Score of zero</p>
<p><b>Offense</b></p>	<p><b>Offense</b></p>

<p><u>Level C</u></p> <p>(C-1) Destruction of School/Personal Property</p> <p>(C-2) Inappropriate Touch</p> <p>(C-3) Violation of Technology/Usage Policy</p> <p>(C-4) Disrespect to School Personnel</p> <p>(C-5) Gambling</p> <p>(C-6) Tobacco Use (skoal, chewing)</p> <p>(C-7) Possession or use of e-cigarettes, vape cigarette, juuls or other electronic smoking devices</p> <p>(C-8) Skipping School/Leaving School</p> <p>(C-9) Racial Slur</p> <p>(C-10) Altercation (pushing, shoving)</p>	<p><u>Level D</u></p> <p>(D-1) Extortion/Bullying</p> <p>(D-2) Theft</p> <p>(D-3) Fighting</p> <p>(D-4) Gang-Related Activity</p> <p>(D-5) Sexual Harassment</p> <p>(D-6) Profanity/Inappropriate Gestures to School Personnel</p> <p>(D-7) Violation of State Testing Policy</p>
<p>Consequence</p> <p><u>Level C</u></p> <p>1<sup>st</sup> Offense 1 Day School Suspension</p> <p>2<sup>nd</sup> Offense 2 Day School Suspension</p> <p>3<sup>rd</sup> Offense 3-5 Day School Suspension</p> <p>4<sup>th</sup> Offense Up to 10 Day School Suspension</p> <p><i>Administrator has the option to change consequence to ISS</i></p> <p>(C-1) Restitution; Failure to pay can result in suspension, alternative school, or expulsion. Parents may be held liable for damages.</p> <p>(C-3) Loss of internet privileges</p> <p>(C-7) 1<sup>st</sup> offense may result in alternative school placement for 10 days</p> <p>2<sup>nd</sup> offense may result in alternative school placement for 30 days</p> <p>3<sup>rd</sup> offense may result in alternative school placement for 45 days</p>	<p>Consequence</p> <p><u>Level D</u></p> <p>1<sup>st</sup> Offense 5 Day School Suspension (K-2, 3-5 Day Suspension)</p> <p>2<sup>nd</sup> Offense 10 Day School Suspension (K-2, 5-10 Day Suspension)</p> <p>3<sup>rd</sup> Offense Recommendation to Alternative School</p>

## Offense

### \*Level E

(E-1) Drug or Alcohol Possession/Use

(E-2) Threat/Assault on Student

Consequence

### Level E

Recommendation to Alternative School or Expulsion; Notify Authorities

## Offense

### \*Level F

(F-1) Weapon Possession

(F-2) Threat/Assault on Employee

Consequence

### Level F

Recommendation to Alternative School or Expulsion; Notify Authorities

If student is expelled, he or she must re-enter school through NASTUC.

### 1:1 Chromebook Violation for Students in Grades 9-12

Offense - Chromebook left at home, not charged for class, or left in an unsupervised area

Consequence - After 3 verbal warnings by the teacher the student will be referred to an administrator for appropriate punishment (ISS, paddling, or suspension)

It is, of course, impossible to write rules and consequences for every possible disciplinary matter. For this reason, school administrators have final discretion in handling disciplinary matters and deciding what constitutes a discipline matter. (Note: Disciplinary matters in grades K-6 may be handled in a different manner from the disciplinary code dependent on the situation and the age of the child).

## DUE PROCESS

The constitutional rights of students are protected through due process. In Union County Schools, procedures granting due process will be followed in the exercise of disciplinary authority. The practice of telling students what they are accused of doing and the evidence against them (notice) and allowing them an opportunity to explain their version of the facts (hearing) before imposing any punishment contributes to achieving fundamental fairness.

## SCHOOL BUS CODE OF CONDUCT

All students are expected to obey the following rules of bus conduct:

- Students should report to the bus stop on time and conduct themselves in an orderly manner while waiting for the bus.
- Students should board the bus and take a seat quickly, quietly, and safely.
- The driver is in charge of the bus and is authorized to assign seats and set bus rules. The driver's instructions must be followed at all times.
- The driver needs to concentrate entirely on driving.
- Destruction of public property is forbidden and could result in re-payment for damages and possible prosecution.
- Language should be respectful.
- Heads, hands, and feet must be kept inside the bus at all times. Feet and legs should not be in the bus aisle.
- Objects of any kind are not to be thrown in the bus or outside the bus.
- Students should speak in conversational tones.

- Fighting is prohibited.
- Possession of weapons, drugs, alcohol, tobacco, or any other prohibited item will result in severe action.
- Eating/drinking on the bus is prohibited.
- Standing while the bus is in motion is not allowed.
- Students may be required to sit three to a seat.
- Balloons, radios, CD players, electronic devices are not allowed on the bus.
- **NO ADULT OR CHILD UNAUTHORIZED TO RIDE A PARTICULAR BUS MAY BOARD THE BUS.**
- Parents must make prior arrangements with the bus driver before allowing visitors to travel home with their children.

All arrangements must be made by 2:30 p.m.

***RIDING A BUS IS A PRIVILEGE...NOT A STUDENT'S RIGHT!***

*Students may be suspended from the bus indefinitely.*

Students who are disruptive or fail to follow the rules of the bus will be reported to the school principal or his/her designee. Discipline will be administered based on the seriousness of the offense and the number of prior offenses. A written report concerning school bus violations will be sent home to the parent by the student. If the parent has not returned to school a signed copy of the report within three school days, a copy of the report will be mailed to the student's home and/or phone contact will be made with the parent. Written violations are housed in the school office during the course of the school year. Parents have the right to review all disciplinary records upon request. School buses have the capability to run video cameras as necessary. Children should be advised that they may be video recorded without notice at any time during their bus ride.

The discipline guidelines for students who misbehave on the bus are as follows:

1. *First Report* - A warning will be issued to the student. (If the first violation is of a violent or severe nature, the student may be disciplined in a manner deemed necessary by school administration.)
2. *Second Report* - The student is suspended from riding any Union County School bus for no less than three (3) days.
3. *Third Report*- The student is suspended from riding any Union County School bus for no less than five (5) days.
4. *Fourth Report* - The student is suspended from riding any Union County School bus for the remainder of the semester. (If the third violation occurs within the last week of the semester, the suspension may be extended into the following semester if deemed necessary by school administration.)

Students who ride the bus to the career and technical center are subject to the same guidelines as other students. If a child who is eligible to ride a Union County School bus becomes ineligible to ride the bus for any reason, disciplinary or otherwise and the parent/guardian refuses to make provision for the child's transportation to and from school in a timely manner, the parent/guardian of the child may be reported to the Department of Child Protective Services for inquiry to determine whether such actions on the part of the parent/guardian constitute "neglect," as defined by law.

## STUDENT/EMPLOYEE BULLYING

Students and employees in the Union County School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing and resolving complaints of such conduct.

Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

### Definitions:

Bullying or harassing behavior is any PATTERN of gestures, written, electronic or verbal communications, any physical act, any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear or harm to his/her person or damage to his/her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

If any person has in his/her possession any type of electronic device which records and said device is used with the intent and purpose of recording activity on school grounds, school transportation or any school function with the intent of antagonizing another person, he/she will be considered in violation of this policy. Intimidation, threatening, harassment or bullying will not be tolerated.

## II. Procedures for Processing a Complaint

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

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the district. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

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

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the board to present reasons for dissatisfaction with the decision of the superintendent. The board shall provide a written decision within ten (10) working days following the victim's appearance before the board.

### INTERNET ACCESS ACCEPTABLE USE POLICY

Union County School District provides the privilege of Internet access to administrators, faculty, staff, students, and occasionally guests. Each user, as well as minor's parent or guardian, voluntarily agrees to release, hold harmless, defend, and indemnify, the Union County School District, its officers, board members, employees, and agents, for and against all claims, actions, charges, losses or damages which arise out of the user's use of the UCSD network, but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, mis-deliveries of data, or service interruptions. UCSD will fully cooperate with local,

state or federal officials in any investigation related to illegal activities conducted through the user's Internet account.

Access will be restricted as required to comply with the Children's Internet Protection Act (Board Policy IJB). Web browsing may be monitored and records retained to ensure compliance.

Users are expected to respect the web filter and not attempt to circumvent the filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of material, not on whether a website has been blocked or not. The user should submit a technology work order to review the site if the user believes a site is unnecessarily blocked.

Each user acknowledges that information available from other websites may not be accurate. Use of any of the information obtained via the Internet is at the user's own risk. Union County School District makes no warranty of any kind, either expressed or implied, regarding the quality, accuracy, or validity of the data on the Internet.

#### UCSD NETWORK RULES

- The person to whom an UCSD network account is issued is responsible at all times for its proper use.
- Any inappropriate use may result in the cancellation of the privilege of use and/or disciplinary action as described in the school disciplinary policy, state or federal law.
- Under no conditions should a UCSD network user give their password information to another user nor allow another user to utilize their account information unless speaking directly to a technology department employee who is assisting them.
- Schools may supplement any provisions of the District AUP (Acceptable Use Policy), and may require additional parent releases and approvals, but in no case will such documents replace the District AUP.
- Users will immediately report to school district authorities any attempt by other network users to engage in inappropriate conversations or personal contact.
- Any non-standard software needed to perform a specific job function will need to be brought to the attention of the Technology Department. Those applications shall be the sole responsibility of that office and if the application interferes with any required programs, applications, and utilities, it should not be used and if in use, it may be disabled.

#### ACCEPTABLE USES OF TECHNOLOGY (not all inclusive)

A responsible user of the technology will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online they are expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.

- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, administrator, or other staff member if they see threatening, inappropriate, or harmful content (images, messages, and posts) online.
- Use District technologies at appropriate times, in approved places, for educational pursuits.

This is not intended to be an exhaustive list. Users should use their own good judgment when using UCSD technology.

#### UNACCEPTABLE USES OF THE TECHNOLOGY (not all inclusive)

- Violating any state and/or federal law (i.e., copyright laws).
- Using profanity, obscenity, or other language that may be offensive to others.
- Making personal attacks on other people, organizations, religions, or ethnicities.
- Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offend or tend to degrade others. The administration invokes its discretionary rights to determine such suitability.
- Not respecting the privacy of a person by posting personal contact information, such as work/home address, telephone, e-mail, photographs, or names, without obtaining prior permission from the person affected.
- Forwarding personal communication without the author's prior consent.
- Using the Internet for commercial purposes, financial gain, dating sites, personal business, producing advertisement, business service endorsement, or religious or political lobbying is prohibited.
- Destroying or altering the files of another user.
- Viewing or taking the files of another user.

#### FILTERING

An Internet filter is in place for Union County School District. The filter is a critical component of the UCSD network. It is a part of the Children's Internet Protection Act (CIPA) compliance, since it allows valuable online Internet access while restricting access to specific unwanted materials.

This filter is updated to restrict access to the websites deemed inappropriate for student use. Filtering is not a 100% foolproof way of limiting access to appropriate sites. Inappropriate sites are added to the Internet daily. Students will be supervised at all times by a teacher while using the Internet.

All inappropriate hits are logged along with the date/time and the IP address of the workstation making the request. Administrators reserve the right to examine, use and disclose any data found on the schools information network in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use in disciplinary actions and provide as evidence to law enforcement.

Attempts to bypass the school Internet filters is in violation of the acceptable use policy and will be subject to disciplinary action found in the school disciplinary policy, and state or federal law.

## WORKSTATION MONITORING

Data transferred or transmitted over the district network can be identified, monitored, recorded and tracked at any time. Originating users are liable if their use of network violates any established policy, regulation, or law. Data stored on district-owned equipment is the property of the district. It may be archived and preserved indefinitely by the district. The data includes, but is not limited any electronic documents or files.

Workstations that continually attempt to connect to inappropriate websites will be monitored. The individual using that workstation will be reported to the building Principal and the appropriate UCSD Central Office Staff.

## TECHNOLOGIES COVERED

UCSD may provide the privilege of Internet access, desktop computers, mobile computers or devices, email and other technology.

The Acceptable Use Policy applies to District-owned technology equipment and privately-owned technology equipment utilizing the UCSD network, the UCSD Internet connection, and/or private networks/Internet connections accessed from District-owned devices at any time. UCSD policies outlined in this document cover all available technologies now and in the future.

## EMAIL

Union County School District provides faculty, staff and students (grades K-12) with email accounts for the purpose of school-related communication. Availability and use are restricted based on district policies.

Care should be taken when using email accounts. Email accounts are district business only. Users should not attempt to open files or links from unknown sources.

Users are expected to communicate with the same appropriate, safe, mindful, courteous manner online as offline. Email usage may be monitored and archived, even outside school hours.

## EMAIL AND ELECTRONIC DOCUMENT RETENTION

All emails and electronic documents should be saved in user-designated folders on the user's computer. District employee email will be archived for a minimum of one year. Official communications, e.g. teacher to parent, teacher to student, student to teacher, staff to staff, must be via the District's email system or other district approved platforms. This includes, but is not limited to, teachers who guide extracurricular activities such as clubs, choirs, bands, athletic teams, etc. District employees, who generate newsletters, memoranda, slide shows, graphics, etc. with their workstations, laptops, or other district equipment, should store these documents on their district Google Drive.

Use of personal email accounts by students and employees are not allowed.

Employee and student UCSD email is the property of UCSD. UCSD does archive employee and student email. It is the responsibility of the employee and student to maintain this email account appropriately.

## SECURITY

Users are expected to take reasonable safeguards against the transmission of security threats over the UCSD network. Including not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

Administrators, Faculty, Staff and Students should alert the Technology Department, if they think their computer or laptop might be infected with a virus, and users should not attempt to remove the virus themselves or download any programs to help remove the virus.

UCSD may post pictures of staff, teachers, and students on the district's web server that are viewable on the World Wide Web and Facebook. In such cases the child's first name only may be listed below the photo if used. However, staff, teacher photos may include their full name. Parents should notify the school in writing by the 10<sup>th</sup> student day if they do not want their child photographed or videoed. (Form in back of handbook)

## ONLINE ETIQUETTE

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet.

Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

## COPYRIGHT LAWS

Violation of copyright laws will not be allowed. Pirated software, music, or movies is not allowed. Software installed on district computers must be licensed. Software must be installed by the district technology personnel.

## PERSONAL SAFETY

Users should never share personal information over the Internet without adult permission. Users should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they met online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, parent if using the device at home).

#### **VANDALISM**

Vandalism is defined as any malicious attempt to harm or destroy data of another user, network or agency that is connected to the Internet. This includes, but is not limited to, the uploading of any computer virus, attempts at gaining unauthorized access, willful damage to computers and peripherals, or changing on-line materials without permission.

#### **CYBER BULLYING**

Cyber bullying will not be tolerated. Users should not send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted individual and create for the targeted individual a hostile school environment.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action. In some cases, cyber bullying can be a crime. Users should remember that online activities might be monitored.

All students will be educated about appropriate online behavior, including interacting with other persons on social networking websites and in chat rooms, and cyber bullying awareness and response.

#### **SOCIAL MEDIA**

The District has a policy that addresses Social Media, which applies to all employees and students. By signing the Acceptable Use Policy, users are acknowledging they have read and agree to abide by the Social Media guidelines. See UCSD Policy GABBA Social Networking Websites.

#### **LIMITATION OF LIABILITY**

UCSD will not be responsible for damage or harm to persons, files, data, or hardware. While UCSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

UCSD will not be responsible or liable for, financially or otherwise, unauthorized transactions conducted over the UCSD network.

Violations of this policy may have disciplinary consequences based on disciplinary policies and procedures of the district.

## STUDENT USER AGREEMENT AND PARENT PROCEDURES

Employees, students, and parents/guardians shall be required to sign the District's Acceptable Use Policy form in the back of the UCSD Student Handbook before Internet or network access shall be allowed. BOARD POLICY FORMS IJ-E (1) AND IJ-E (2)

Please notify the school Principal or Superintendent in writing within 10 days of the students first day, if you do not agree with this policy and choose to not allow your child access to UCSD computers, networked information resources and the Internet.

## CHILDRENS INTERNET PROTECTION ACT/REGULATORY GUIDELINES

The UCSD will adhere to the Children's Internet Protection Act as outlined in School Board Policy IJB. The UCSD will comply with any additional state and federal regulations that pertain to technology use within the district and through use of the UCSD network infrastructure and servers that is forthcoming from the local, state and federal regulatory agencies.

LEGAL REFERENCE: MS Code 11-46-9.

## CELL PHONE POLICY

### Grades K-6

Students in grades K-6 are not allowed to bring cell phones to school. The following disciplinary action will take place if a K-6 student brings a cell phone to school:

**First Offense-**The cell phone will be taken by the principal or his/her designee until either a \$25 fine has been paid to the school or until the phone has been kept in the school's possession for 7 days, after which the phone will be turned over to the parent/guardian.

**Second Offense-**The cell phone will be taken by the principal or his/her designee until either a \$50 fine has been paid to the school or until the phone has been kept in the school's possession for 15 days, after which the phone will be turned over to the student's parent/guardian.

### Grades 7-12

The Union County School District recognizes the importance of integrating emerging technologies with the academic learning process. Our cell phone policy has been crafted to utilize such technology while providing a safe and orderly instructional environment. Students in grades 7-12 may possess cell phones on campus, but they must be used in accordance with school guidelines below:

- Cell phones may only be used before school, during scheduled breaks, during the lunch break, and after school.
- Usage of cell phones in the hallways and during class changes are prohibited.

- Students are not allowed to take pictures, including selfies, record videos, or post on social media sites that could lead to a disruption of the educational environment.

The Union County School District will not be held responsible for lost or stolen phones. Electronic devices brought to school are the responsibility of the students.

The administration reserves the right to take up a phone from a student who is not following these guidelines or is using the phone inappropriately. If a student is found out of compliance with the cell phone policy, the student will be disciplined as followed:

**First Offense-**The cell phone will be taken by the principal or his/her designee until either a \$25 fine has been paid to the school or until the phone has been kept in the school's possession for 7 days, after which the phone will be turned over to the student's parent/guardian.

**Second Offense-**The cell phone will be taken by the principal or his/her designee until either a \$50 fine has been paid to the school or until the phone has been kept in the school's possession for 15 days, after which the phone will be turned over to the student's parent/guardian.

**Third Offense-**The cell phone will be taken by the principal or his/her designee until either a \$50 fine has been paid to the school or until the phone has been kept in the school's possession for 30 days, after which the phone will be turned over to the student's parent/guardian. The student's cell phone privilege is taken away for the remainder of the school year.

## **DRUG-FREE SCHOOLS**

Any student who, while under school supervision, has in his/her possession any alcoholic beverage, illegal drug, or other material (possession of which is punishable by law) will be subject to the strictest disciplinary action available. Also, any student suspected of being under the influence of alcohol or drugs is subject to being drug tested and law enforcement officials will be notified of the illegal activity.

### *Alcohol use:*

No student, regardless of age, shall possess, consume, purchase, or distribute any alcoholic beverage on school property, at any place where an interscholastic athletic contest is taking place, during the course of any field trip, or during the course of any trip or activity sponsored by the Union County Board of Education or its authorized agents. Likewise, no student shall aid, abet, assist, or conceal the possession, consumption, purchase, or distribution of any alcoholic beverage by any other student(s) on school property, at any place where an interscholastic athletic contest is taking place, during the course of any field trip, or during the course of any

trip or activity sponsored by the Union County School Board of Education or its authorized agents.

Any student who violates this policy shall be subject to disciplinary action, the nature and extent of which may consist of one or more of the following: a three to ten day suspension from the school and its activities, expulsion for one semester or longer, placement in the Alternative School, or any other form of punishment that the local administration deems appropriate.

#### *Drug use:*

It is unlawful for any person to knowingly or intentionally possess a controlled substance (depressant, stimulant, counterfeit, illegal drug) unless obtained from or pursuant to a valid prescription or practitioner. Any student who violates this policy shall be subject to expulsion from school and prosecution by law enforcement officials. Students shall also be notified that any person addicted to or dependent on a controlled substance may seek advice concerning such problems and information as to where they may obtain treatment and rehabilitation from a medical practitioner or hospital, college or university counseling bureaus, counselors or teachers in elementary, junior and high schools, ordained and licensed ministers, or staff members of a drug treatment center. Such advice can be sought without fear of arrest or being reported to law enforcement officials. The illegal possession of certain amounts of such drugs creates a presumption the person is selling these drugs. Violation of the illegal drug policy will result in one of the following: expulsion from school for at least one semester or placement in the alternative school. Also, law enforcement officials will be notified.

#### **SMOKING AND TOBACCO**

Smoking and the use of smokeless tobacco (skoal, chewing tobacco, e-cigarettes, vape cigarettes, other electronic smoking devices, etc.) are not allowed on the school campus or school bus. The use of tobacco in any form may be harmful to your health. Appropriate discipline will be enforced (see discipline policy pg. 16) upon possession and use of tobacco. Possession of tobacco by anyone under the age of eighteen is against Mississippi law.

#### **SCHOOL VIOLENCE PREVENTION**

Mississippi Code Section 97-37-17 states the following:

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 16<sup>th</sup> 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 person who has been suspended or expelled within the last five years from a public or private school, college or 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 device.

D. "Weapon" shall mean any device enumerated in subsection (2) or (4) of this section. 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.

Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than \$5000, or committed to the custody of the State Department of Corrections for not more than three years, or both.

It shall be a felony for any person to cause, encourage or aid a minor who is less than 18 years old 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. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than \$5000, or committed to the custody of the State Department of Corrections for not more than three years, or both.

It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any

BB.gun, air rifle, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and 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 \$1000, or be imprisoned not exceeding six months, or both.

It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than 18 years old to possess or carry, whether openly or concealed, any BB gun, air rifle, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, and any sharp- pointed or edged instrument except instructional supplies, unaltered nail files and 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 \$1000, or be imprisoned not exceeding six months, or both.

## **UNSAFE SCHOOL CHOICE POLICY**

The Mississippi Department of Education has set forth criteria for the identification of Unsafe Schools in Mississippi. The criteria are explained in the Unsafe School Choice Policy adopted by the Union County Board of Education. At anytime a school in the Union County School District is identified as being unsafe based on these criteria, parents shall be notified and provided the opportunity for their child/children to attend another school in the district that has not been identified as unsafe based on this criteria.

Parents may obtain a copy of board policy JGFA Unsafe School Choice Policy by contacting either the Union County School District Central Office at 662-534-1960 or their local school.

## SEARCHES

The Union County School Board and its administrators uphold the concept that a person or his/her property cannot be legally searched without reasonable suspicion or permission from the individual who is the object of the search.

- (1) All random searches must be pre-approved by the superintendent, assistant superintendent, principal, or assistant principal. No other district employee has the authority to authorize a random search.
- (2) Student lockers and backpacks are subject to random searches as long as the intent is not to single out any individual student. Lockers and backpacks are also subject to specific searches based on reasonable suspicion that a school or district policy or a public law has been violated.
- (3) Searches of desks or other school property may be searched at any time with or without reasonable suspicion.
- (4) Vehicles driven to school by or for students may be searched by visual inspection without reasonable suspicion. Vehicles may be stringently searched if there is reasonable suspicion that a school or district policy or a public law has been violated.
- (5) Canine searches may be utilized at any time to search vehicles, possessions, desks, lockers, and other school property without reasonable suspicion. A canine response indicating the presence of contraband constitutes reasonable suspicion, and a more intrusive search may be conducted at the discretion of the school administration or law enforcement officials.
- (6) No student shall be strip-searched except in case of emergency. No student will be asked to remove any article of clothing in the presence of a member of the opposite sex.
- (7) When conducting a search, a staff member of the same sex as the student must be present.

## SECRET SOCIETIES/GANG ACTIVITY

It is unlawful in the State of Mississippi to organize fraternities, sororities, or secret societies in public high schools. It is also unlawful for public school students to be a member of such organizations and to solicit membership in such organizations. Students in violation of this policy are subject to suspension, alternative school placement, or expulsion.

Gang activity, which initiates, promotes, or advocates activities that threaten the safety or well being of persons or property on school grounds or which disrupts the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of apparel, jewelry, accessory, or manner of grooming which by virtue of color, arrangement, trademark, symbol, or any other attribute which implies membership or affiliation with such a group presents a clear and present danger. Students displaying interest, involvement, or affiliation with a gang shall be subject to disciplinary action.

## SEXUAL HARASSMENT

The Union County School District strives to maintain a school environment for all students that are free from the hostile atmosphere created by sexual harassment or intimidation. Such conduct will not be tolerated from students or staff members. If you are subjected to sexual

harassment or intimidation by any individual, including other students or staff members, you should immediately report the incident to your teacher, counselor, local administrator, Title IX Coordinator, or superintendent. All reports shall be filed within five working days of the alleged violation.

Sexual harassment is defined as any such conduct which has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile, or offensive school environment. The Title IX Coordinator for the Union County School District is Mindi Stout. Her office telephone number is 534-1957.

## TITLE IX GRIEVANCES

### *Step One*

1. A student with a grievance shall present it to his/her principal. The principal shall discuss it with the student as soon as possible and attempt to work out a satisfactory solution within the policies and administrative regulations of the district or the principal may contact Title IX Coordinator. The hearing shall be held within five days of the request and a decision shall be given within another five days.
2. If such hearing is not held within five days or a decision is not given within five days of the hearing, the aggrieved student may proceed to step two.

### *Step Two*

1. If the grievance is not resolved to the satisfaction of the student at step one or a condition mentioned in step one, number two exists, the student may file the grievance with the Title IX Coordinator.
2. If the grievance is not filed with the Title IX Coordinator within ten days of the hearing in step one, the grievance shall be considered resolved.
3. Within ten days after the receipt of the grievance, the Title IX Coordinator shall meet with the student in an effort to resolve the grievance. He/she shall give a decision within ten days of the hearing.
4. If such hearing is not held within ten days or a decision is not given within ten days of the hearing, the aggrieved student may proceed to step three.

### *Step Three*

1. If the grievance is not resolved to the satisfaction of the student at step two or a condition mentioned in step two, the student may file the grievance with the Secretary of the Union County School Board.
2. If the grievance is not filed with the board secretary within ten days of the hearing at level two, the grievance shall be considered resolved.
3. Within ten days after the receipt of the grievance, the board secretary, in consent with the chairman and the superintendent, shall schedule a hearing before the board. The board shall render its decision within fifteen days of the hearing.

## ILLNESS

If a student becomes ill while at school, he/she should make the supervising teacher or school official aware of the situation. If the sickness necessitates the student leave school, the parent/guardian of the student will be notified. Students must be fever-free 24 hours before returning to school.

## MEDICATION

### OVER THE COUNTER MEDICATIONS

School nurses will be allowed to administer over the counter medications (OTC) such as acetaminophen and ibuprofen for minor aches and pains (such as headaches) as long as parental consent is obtained in writing by completing the OTC medication form in back of this handbook. Below are the guidelines:

1. Medication will not be given to treat fever or any condition that might be contagious.
2. Students must be 12 years of age or older.
3. Treatment will only be provided once during the school day.
4. If the student has frequent complaints of a headache or pain, a note from his or her medical care provider will be required for the administration of OTC medications to continue during school hours.

### PRESCRIPTION MEDICATIONS

The following procedure shall be followed for a student who is required by a physician to take a prescription medication during the school day:

1. The district's "Medication Permission Request Form" shall be completed, signed and submitted to the school nurse.
2. Medication shall be delivered to the school nurse by the parent/guardian of the child in the regular prescription bottle labeled by a pharmacist. Students should not transport medication on a school bus.

### HEAD LICE

Head lice, *Pediculus humanus capitis*, are a common problem with school age children. Although they do not transmit any human disease, they may be considered a nuisance, and require conscious effort on the part of school officials and parents to control. It is important to understand that head lice are not a product of poor personal hygiene or lack of cleanliness, and their presence is not a reflection on the school or the family. Children will be identified by screenings and by individual cases. Siblings of students or students that live in the same household of a student that is found to have head lice and viable nits (eggs) will be screened. Screenings will be done by teachers, school nurses, or appointed school personnel. If your child is found to have head lice or nits, you will be notified to pick your child up from school. Your child may return to school when he or she is free of lice and viable nits (eggs) and evidence of treatment is provided. Evidence of treatment includes, a receipt, letter from parent that includes the name of the product used, package label, product bottle etc. Only approved medical products will be accepted, NOT home remedies. If you take your child to the Head Lice Clinic for treatment, please provide treatment card.

Treatment: There are numerous over-the-counter lice killing shampoos and products that work. Your doctor or nurse practitioner can write a prescription for lice killing products. It is important to remember that the directions on the labels must be followed correctly for the product to be effective. Most products require a second treatment 7-10 days after the first treatment for the product to be effective. Removal of the nits (eggs) is another important step to prevent reinfestation. Removing the nits is important because the treatments do not always kill the nits (eggs) and by removing them they can no longer hatch . THE BEST WAY TO REMOVE THE NITS (EGGS) IS MANUALLY WITH YOUR FINGERS. Nit combs are good, but sometimes miss some of the nits (eggs). There are commercial products available to help loosen the glue-like substance that causes the nits (eggs) to attach to the hair shaft. Household members of a child with head

lice should be examined for lice. Anyone else in the home found to be infested should also be treated. The one exception is any person over 2 years of age who shares a bed with the infested child should simply be treated presumptively. For all children under the age of 2 consult a doctor for treatment recommendations.

**Environmental Control:** Clothing, coats, jackets, cloth toys, stuffed animals, and personal linens such as towels and bedclothes, should be disinfected by washing in hot water and drying in the dryer using the hot cycle. Brushes and combs should be washed thoroughly in hot water. Items such as headgear, headsets, hats, caps, and scarves should be stored in an airtight container or plastic bag for at least 2 weeks. Carpet, cloth furniture, car seats, and any cloth surface (including the cloth and carpet in vehicles), should be vacuumed thoroughly. Talk to your child about not sharing things like brushes, combs, hats, caps, or any hair item with other children.

## **ASBESTOS**

This notification is to inform people of the Asbestos Hazard Emergency Response Act Asbestos Management plans for the Union County School District facilities. It is available upon request at the office of the superintendent or the offices of the schools. A reproduction fee is charged.

## **INSURANCE**

As a service to parents/guardians and students, the school makes available at a nominal cost a school day accident insurance plan. The school will handle the clerical work necessary for the initial sign-up, but the settlement of all claims will be a private matter between the insurance company and the parent/guardian.

## **SPECIAL SERVICES**

### **Americans with Disabilities Act (ADA)**

The ADA is divided into five sections, which cover employment, public service, public accommodations, telecommunications, and miscellaneous provisions. The law supports efforts in non-discrimination against the disabled in employment and accessibility accommodations. Persons having questions or issues regarding this law should contact the Special Service Coordinator at 534-1957.

### **Special Education:**

The Individuals with Disabilities Education Act provides a legal basis for administration of special education. Federal, state and local policies have been developed to create a referral to placement process that reflects the intent of this law. All disabilities recognized by the State of Mississippi are eligible for services under this law. Any students who may be eligible for services under this law should be referred to the Director of Special Education at 534-1957.

### **Special Education Grading Policy**

#### **Promotion for Students with Disabilities in Grades K-6:**

Students grades will reflect classroom performance with allowable accommodations.

IDEA students who do not meet district criteria for promotion with allowable accommodations are subject for review by the IEP committee for promotion decisions. The IEP committee will

review cases based on student performance as measured through academic growth on district assessments, reading/math achievement, classroom performance, and mastery of IEP goals. Data points include but not limited to state assessments, district level assessments, and classroom grades and performance.

The Union County School District shall offer students with disabilities as defined by the Individuals with Disabilities Education Act (Public Law 105-17) options of studies: earn a Mississippi High School Diploma or obtain a Certificate of Attendance. Special education students who intend to graduate with a certificate of attendance will be instructed and graded using the objectives written in their Individual Education Plan (IEP). Student grades will be generated by mastery of objectives written in the IEP for each course and attendance.

Special education students who intend to graduate with a regular diploma will complete all requirements for graduation as determined by the Union County School Board and the State of Mississippi.

#### **Standardized Testing of Special Education Students**

Special Education students will take standardized tests through the state's testing program. Decisions regarding this issue will be made through the IEP process. If appropriate, special education students will take an alternate assessment. Special accommodations outlined by the Mississippi Department of Education for students with disabilities in standardized testing situations, may be permitted.

#### **Special Education Ruling**

Special education students are responsible for adhering to the same rules of conduct as non-disabled students. State and federal regulations related to students with disabilities will be followed with implementing discipline procedures. Specifically, in the case of a special education student charged with a violation of this policy, before any change in placement occurs with respect to such student, the IEP committee shall first be convened and a recommendation made to the superintendent.

#### **LEGAL REFERENCES**

Ms. Ag. Op., 1999-0606 - November 12, 1999

Ms. Ag. Op., 2000-0459 - September 12, 2000

Mississippi Attorney General's "Mississippi Youth Violence and School Safety Initiative" *New Jersey v. T.L.O.*, 469 U.S. 325 (1985)

#### **Multi Tier System of Support**

In accordance with Mississippi State Board of Education Policy IEI Union County School District implemented the Tier III Process to use as a progress monitoring instruction model. The Tier

model 1) ensures quality classroom instruction based on MS College and Career Readiness Standards, 2) focused supplemental instruction, and 3) intensive interventions specifically designed to meet the individual needs of students.

This process is used to determine if students are making adequate progress, to identify students as soon as they begin to fall behind and modify instruction early enough to ensure each and every student gains essential skills.

#### 504 Procedures

Any student who needs or is believed to need special education or related services in order to receive a free appropriate public education may be referred by a parent, teacher, or other certified school employee to the 504 Coordinator to begin the process for identification and evaluation of the student's individual education needs.

If the District has reason to believe that a student may have a disability and may be in need of special education and/or related services in order to participate in the school's programs, the district must first follow its procedures for a comprehensive evaluation for IDEA, including the consideration of the Three-Tier Intervention Process. If the student is found ineligible for IDEA, then the student shall be considered for eligibility under 504. One exception to this rule is that the student may be considered for 504 eligibility without going through the Three-Tier Intervention Process if chronic health problems exist, or if the school and parents agree that the student has a disability that would likely qualify the student for IDEA services and interventions would have little or no impact. Otherwise, the school must follow the Three-Tier Process as mandated by the Mississippi State Board of Education.

The above process also applies to a student who transfers to the District with a current §504 eligibility from either out-of-state or from another district within the State. The District has a right to conduct its own evaluation and will take steps in a timely manner to determine if the student is a student with a disability who requires the provision of reasonable accommodations that cannot be accomplished without a § 504 Plan. A meeting will be held with the parents and District personnel to determine what accommodations are needed during the pendency of the evaluation process.

Refer to School Board Policy IDHDB.

#### CHILD NUTRITION

Union County Schools are "Offer versus Serve" cafeterias. Each student must pick up at least 3 of the 5 food components (Meat, Dairy, Grain, Fruit, or Vegetable) and one must be a fruit or vegetable for lunch. This helps us cut down on waste. We will offer all five components and students may get all five. The health of each student is very important to our school district. Free and Reduced Priced Lunch Applications are available at each school and on our school web page. Unless your child is Directly Certified by the State of Mississippi thru SNAP or TANIF, each household must complete a new application each year. Please list all household members and students on the same application. There is a chart on the application showing who can qualify

for free or reduced priced meals. All students have 45 calendar days to eat on last year's lunch status. If a new application is not received in the food service office before then, students will transfer to **(FULL PAID STATUS)**. If your income decreases or the number in your household increases you are encouraged to send in a new application. Breakfast prices are \$1.75 for paid students; 30 cents for reduced priced students; and \$2.50 for adults. Lunch prices are \$2.50 for paid students; 40 cents for reduced priced students; and \$3.50 for adults. You may monitor your students account and add funds thru "My School Bucks"

found on our school district webpage. There is a minimal charge for this service. Charging is discouraged; however, if you carry a negative balance, an envelope with the amount owed will be sent home with the student each week. Any charges over \$15 will be mailed home once a month. Request for a refund must be made to the Union County Central Office at (662) 534-1957.

Extra food may be purchased after purchase of a full meal. Students who bring their meal may only purchase milk products or water.

If your student requires substitutions due to allergies, their doctor must fill out the School District medical form giving recommended substitutions. If it is a milk allergy, they may have fruit juice or a cup for water. If you have questions or concerns about food allergies please call Mike Robertson at (662)534-1957.

Union County School District Wellness Plan is available on our website at [www.union.k12.ms.us](http://www.union.k12.ms.us) under Resources - School Board Policies.

Refer to School Board Policy JGHR for more information regarding child nutrition. *All food for classroom parties or projects must be serve-safe/pre-packaged items.* Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

• Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1- 800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address: Family Policy Compliance Office U.S. Department of Education.

#### **PARENTAL OPT-OUT FOR STUDENT DIRECTORY**

The Union County School District is considering publishing a student directory for each school within the district. The directory will contain pictures similar to that found in a yearbook for each school as well as other information about each student in the directory.

The information published will not be any personal identification that could lead to harm coming to your child/children.

As a parent you have the right to opt-out of having your child/children placed in the directory. You

may complete the opt-out form in the back of the handbook and return it to school.

Written

confirmation is required otherwise your child/children would be included in the directory.

#### **HOMELESS INFORMATION**

Reference board policy JQN at [union.k12.ms.us](http://union.k12.ms.us)

# Elementary

## K- 6

## **ATTENDANCE POLICY**

### **Morning Arrival**

Please do not drop your child off before 7:20 a.m. School begins at 7:45 a.m. Students are tardy after 7:48 a.m. Parents, please remember that children/parents will be held accountable for tardies/absences. Three tardies equal one absence. Five unexcused absences results in notification of truancy officer.

It is extremely important that children arrive on time 7:45 a.m. If a child arrives after 7:48 a parent or guardian must accompany the student to the office. When absent, a student must present a note from the parent or doctor for the student to be excused. It is very important that your child be on time each morning and that absences are kept at a minimum to ensure successful achievement in school.

Students who are habitually tardy will be subject to the consequences outlined on the following discipline ladder:

1<sup>st</sup> Tardy      Teacher records tardy

2<sup>nd</sup> Tardy      Teacher records tardy; student warned, & K-6 parent notified

3<sup>rd</sup> Tardy      Teacher records tardy; student warned, & K-6 parent notified

4<sup>th</sup> Tardy      Teacher records tardy, loss of privileges, and will continue to do so for every tardy thereafter per semester

### **Dismissal**

Bus and car riders dismiss between 2:45 p.m. and 3:00 p.m. You may reference pick up area at your designated school. Please do not pick up your child before 2:45 p.m. unless necessary. You will need to go to the office if you are picking up your child early.

### **Transportation Arrangements**

If your child is going to ride a different bus, be picked up at a different time/place, or be picked up by a different person, please send a note to the teacher. If you call the school to change the arrangements, please do this before 2:30 p.m. in order to give the secretary time to notify the teacher. We understand that emergency situations arise but keeping your child's way home consistent is helpful to everyone and will ensure that your child makes it home safely.

### **Contact Information**

It is very important that every child has an up-to -date address and telephone number at the school's office in case of emergency. Notify the school immediately if you have a change of address or telephone number during the school year.

### **K-2 Grading System for Math and English Language Arts:**

90 - 100      A

80 - 89      B

73 -79      C

68 -72      D

0 - 67      F

## K-2 Grading System for Reading:

### Kindergarten

Students in grade K must meet the following requirements in order to be promoted to the next grade level:

- Must obtain a scale score of 681 on the Star Early Literacy
- Must have an 80 final average in Reading at the end of second semester

### First Grade

Students in 1<sup>st</sup> grade must meet the following requirements in order to be promoted to the next grade level:

- Must have a scale score of 166 or higher on the Star Assessment
- Must have a 75 final average in Reading

### Second Grade

Students in 2<sup>nd</sup> grade must meet the following requirements in order to be promoted to the next grade level:

- Must obtain a scale score of 300 or higher on the Star Assessment
- Must have a 75 final average in Reading

Grading System for grades 3-6 for all subjects:

90 - 100	A
80 - 89	B
73 - 79	C
68 - 72	D
0 - 67	F

Honor Roll is for grades 3-12.

Special Honor Roll - a grade of 90 or better in all subjects.

Regular Honor Roll - a grade of 80 or better in all subjects.

### Third Grade

According to SB 2572, each 3<sup>rd</sup> grade student must pass a summative assessment in order to be promoted to the next grade level.

The summative assessment will be given in April. If a student does not perform on grade level, the student will be provided with two additional opportunities to retest.

### Fourth - Sixth Grade

Students must pass all five major subjects including reading, math, language arts, science, and social studies.

## GIFTED EDUCATION PROGRAM

Union County School District students may qualify for participation in the gifted program, LINK (Lively Innovated Network for Kids). Students are referred and then tested for this program according to Mississippi Department of Education guidelines. Policies and procedures can be found online at [www.union.k12.ms.us](http://www.union.k12.ms.us) in the Board Policy section IDDEAA Intellectually Gifted.

For additional information on this program contact the gifted program director, Mindi Stout, at (662) 534-1957.

## FEE POLICY

The school board of any school district shall be authorized to charge reasonable fees, but not more than the actual cost, for the following: Supplemental instructional materials and supplies.

All fees authorized to be charged under this section, except those fees authorized under subsection (1)(c) of this section, shall be charged only upon the condition that the school board of each school district shall adopt a financial hardship waiver policy that shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public. The financial hardship waiver policy must be distributed in writing to pupils at the time of enrollment. Any family who qualifies for the National School Lunch Program, as created by the Richard B. Russell National School Lunch Act (42 USCS Section 1751 et seq.), shall receive a financial hardship waiver.

The board shall insure that a pupil eligible to have any such fees waived as a result of an inability to pay for those fees, shall not be discriminated against nor shall there be any overt identification of any pupil who has received a financial hardship waiver by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials or by any other means. In no case shall any school district's procedures expose any pupil receiving a hardship waiver to any type of stigma or ridicule by other pupils or school district personnel.

The confidentiality of the financial hardship waiver policy adopted by the school board shall apply to any students who have an inability to pay any fees authorized under subsection (1) of this section.

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

Refer to Policy Code JS

### 1:1 Chromebook Program for Grades K-6

The Union County School District is supplying students in grades K-6 with a Chromebook device. This device is property of the Union County School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Canvas, Google Apps for Education, and educational web-based tools as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking, or high end computing.

Refer to School Board Policy IJ.

## STUDENT FEES

Any fees collected by the Union County School District shall be for actual costs. No profit will be made from fees. The following is a list of fees for the current school year:

Kindergarten	\$15.00
First Grade	\$15.00
Second Grade	\$15.00
Third Grade	\$15.00
Fourth Grade	\$15.00
Fifth Grade	\$15.00
Fifth Grade Science	\$ 5.00
Sixth Grade	\$15.00
Sixth Grade Science	\$ 5.00
Gifted Fee	\$10.00
Elementary Music	\$ 5.00
Elementary Art	\$ 5.00
Computer Fee	\$15.00 (grades K-6 <sup>th</sup> )

### Classroom Party Policy

School personnel may plan special occasion parties for the Pre- K through 6<sup>th</sup> grade classes (such as seasonal parties) with a limit of two (2) parties per semester with approval from the building administrator. Food for the party must be serve-safe/pre-packaged items with the caloric intake not to exceed 200 calories per student per party.

All parties must have administrative approval.

# High School

## 7-12

## **BOOK BAGS**

Book bags and backpacks are permitted for school use. No rolling backpacks are allowed unless proven medically necessary by a physician.

## **FEE POLICY**

The school board of any school district shall be authorized to charge reasonable fees, but not more than the actual cost, for the following: Supplemental instructional materials and supplies.

All fees authorized to be charged under this section, except those fees authorized under subsection (1)(c) of this section, shall be charged only upon the condition that the school board of each school district shall adopt a financial hardship waiver policy that shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public. The financial hardship waiver policy must be distributed in writing to pupils at the time of enrollment. Any family who qualifies for the National School Lunch Program, as created by the Richard B. Russell National School Lunch Act (42 USCS Section 1751 et seq.), shall receive a financial hardship waiver.

The board shall insure that a pupil eligible to have any such fees waived as a result of an inability to pay for those fees, shall not be discriminated against nor shall there be any overt identification of any pupil who has received a financial hardship waiver by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials or by any other means. In no case shall any school district's procedures expose any pupil receiving a hardship waiver to any type of stigma or ridicule by other pupils or school district personnel.

The confidentiality of the financial hardship waiver policy adopted by the school board shall apply to any students who have an inability to pay any fees authorized under subsection (1) of this section.

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

## **1:1 Chromebook Program for Grades 7-12**

The Union County School District is supplying students in grades 7-12 with a Chromebook device. This device is property of the Union County School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Canvas, Google Apps for Education, and educational web-based tools as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking, or high end computing.

Refer to School Board Policy IJ.

## STUDENT FEES

Any fees collected by the Union County School District shall be for actual costs. No profit will be made from fees. The following is a list of fees for the current school year:

Computer Fee	\$15.00 (Grades 7-12)
Science	\$15.00
Foreign Language	\$10.00
ICT I	\$10.00
ICT II	\$10.00
English I	\$10.00
English II	\$10.00
Music 7-12	\$15.00
STEM	\$10.00
Algebra I	\$15.00
Art Fee (7-12)	\$15.00
Theater (Play)	\$50.00

7 <sup>th</sup> - 8 <sup>th</sup> ELA	\$15.00
Band	\$35.00
Second Child in Family	\$30.00
Third Child in Family	\$25.00

7-12 GRADING SYSTEM for all subjects:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

## PROMOTION REQUIREMENTS

*Seventh and Eighth Grade:* Students must pass six major subjects including math, language arts, reading, science, social studies and ICT in both 7<sup>th</sup> and 8<sup>th</sup> grades.

*Ninth Grade:* A student promoted from the eighth grade or any student with less than six credits.

*Tenth Grade:* A student with at least six credits but with less than twelve credits.

*Eleventh Grade:* A student with at least twelve credits but with less than eighteen credits.

*Twelfth Grade:* A student with at least eighteen credits but less than the number of credits required for graduation.

Students who earn enough units at the end of the 1<sup>st</sup> semester to be classified as a different grade level will receive that classification at the beginning of the 2<sup>nd</sup> semester.

## TEACHER/PARENT CONFERENCES

To schedule a conference with your student's teacher or building administrator, please contact the school. Conferences will be held during the teacher's planning period.

## SCHEDULE CHANGES/DROPPING CLASSES

During registration, students are carefully counseled on their schedule for each year. This is done to prevent conflicts in the needs of each student; therefore, students will not be allowed to change their schedules except in extreme emergencies. Schedule changes will be determined and made by the principal or counselor. Students have a maximum of four days to drop a class. No classes will be changed after the first four days of each semester. Students will not be allowed to drop a class just because they are failing. Students are responsible for notifying teachers of any schedule change(s). Students taking dual enrollment may reference community college guidelines.

## EXEMPTIONS

Exemptions will take place at the end of the 1<sup>st</sup> and 2<sup>nd</sup> semesters for students in grades 9-12. Students who have no unexcused absences and an average of 95 and above may be exempt. A student is exempt from the semester exam if he/she has a semester average of 90 or higher with perfect attendance (no absences) per each class. Students in 7<sup>th</sup> & 8<sup>th</sup> grade are not eligible for exemptions.

## EARLY RELEASE/LATE ARRIVAL

Seniors may receive early release/late arrival if they meet the following requirements:

- Met MS IHL and Community College readiness benchmarks (ACT sub scores 17 English and 19 Math) or earned a silver level on ACT WorkKeys.
- OR
- Meet ALL of the following:
  - Have a 2.5 GPA
  - Passed or met all MAAP assessment requirements for graduation
  - Be on track to meet diploma requirements
  - Be concurrently enrolled in Essentials for College Math and or College Literacy

Seniors must attend two of the four scheduled academic blocks or attend one academic block and be enrolled in a dual enrollment course per semester. Seniors are allowed late arrival.

Juniors must meet MS IHL Community College readiness benchmarks (ACT sub score 17 English and 19 Math) or earned a Silver level on ACT WorkKeys.

Juniors must attend three of the four scheduled academic blocks, which could include dual enrollment courses. Freshmen and sophomores must attend all four blocks. Juniors are allowed late arrival if he/she is enrolled in a dual enrollment. Neither freshman nor sophomores are allowed late arrival. If a junior or senior is released early based on grade classification and desires to return for extracurricular activities, he/she is allowed to do so but must check-in upon arriving back on campus. Any student desiring early release or late arrival must have a signed parental permission form on file. If a student is not on pace to graduate, or is not meeting academic requirements, the principal may deny a student early release or late arrival.

## ACADEMIC HONORS

*Honor roll:* The honor roll is for students in grades three through twelve. The following designates the types of honor rolls:

*Special honor roll* - a grade of 90 or better in all subjects completed.

*Regular honor roll* - a grade of 80 or above in all subjects completed

*Valedictorian and Salutatorian:* To be eligible for Valedictorian or Salutatorian, a student must take all courses required for graduation, which are to include at least three of the following courses:

Chemistry  
Algebra III  
Dual Enrollment: English Comp I & II, College Algebra or higher

Foreign Language  
Physics

In case of a tie, the honors of valedictorian and salutatorian shall be shared.

Valedictorian and Salutatorian will be decided at the end of the 1<sup>st</sup> semester of the students' senior year.

Students must attend the school from which the diploma is awarded for three (3) of the four (4) years of high school to be eligible for valedictorian or salutatorian. Also, the student must attend the school from which the diploma is awarded their entire senior year.

Students who are graduating early will not be considered for valedictorian or salutatorian honors. A student who graduates before the class he/she entered ninth grade with shall be considered an early graduate.

*Special Honor Graduates:* A student must have an overall GPA of 95 or above to be considered a Special Honor Graduate.

*\*In addition, students in the graduating Class of 2021 and thereafter, must take two of the following:*

- Physics
- Chemistry
- Algebra III
- Dual Enrollment Class (English, Math, History, or Science)

*Honor Graduates:* Any student who has an overall GPA of 90-94 will be honored during graduation as an Honor Graduate.

*Special Honor and Honor Graduates* will be determined at the end of the 1<sup>st</sup> semester.

Hall of Fame

Each year approximately 8% of the senior class at each Union County school will be chosen to be placed in the school's Hall of Fame. This is considered a very prestigious honor; therefore, qualifications and the process to be selected are stringent.

#### Phase 1

To be eligible to apply for the Hall of Fame a student must have a cumulative 3.5 GPA at the time of application and have made a 20 or above on the ACT. All students who qualify will be notified

after the 1<sup>st</sup> semester of their senior year. Students who qualify will be given a Hall of Fame application with an assigned essay.

### Phase 2

A Hall of Fame committee of 8 to 10 members will be formed of the staff at each school. This committee will tally points awarded on the application for each student, review and score essays, and fill out citizenship tallies on each student.

### Phase 3

The Hall of Fame committee will meet, and the top 8% of applicants will be inducted into the Hall of Fame of their school.

## Senior Beta Club Regulations

(Beginning with 2017-2018 9<sup>th</sup> graders)

### I. Induction

- For induction, a student must maintain an overall 90 average with no final grade below an 85 with at least 5 Carnegie units earned.
- An induction ceremony will be held at each school each year.

### II. Member Participation Guidelines

- Each new member pays a fee of \$20.00 to cover National and Local fees.
- All returning Beta members pay a \$5.00 local fee to cover item purchased for local members ( ex: Beta stoles ).
- All new members must participate in an induction ceremony unless excused by the sponsor and principal due to an unavoidable conflict
- Each member must attend Beta meetings and participate in Beta projects.
- Each member must maintain appropriate attendance standards.
- Each member must maintain good moral standing.
- Each member must maintain an overall 90 average with no grade below an 85 at each 9 week grading period (AP / Dual Enrollment courses will receive policy approved weighted grading ) .

### III. Members failing to maintain academic standards

- A member failing to maintain academic standards will be placed on probation until the next 9 week grading period
- During the probationary period the member cannot participate in recreational events or hold officer positions
- If academic standards are met in the following grading period, the student is returned to GOOD standing

### IV. Dismissal from Senior Beta

- Any member who fails to meet academic standards two consecutive grading periods will be dismissed from the Beta Club.
- Any member accumulating two unexcused absences in a semester will be dismissed. The member will be placed on probation after one unexcused absence for the semester.
- If a member fails any course in any grading period, he or she will be dismissed from the Beta Club

- A member can be dismissed for failure to maintain appropriate behavior and moral turpitude ( criminal behavior, cheating, fighting, etc. or consistent non-compliance with Union County Student Handbook requirements )
- Failure to participate in service projects and Senior Beta meeting can lead to dismissal if deemed excessive by the sponsor.

V. Service Projects

- Each member must complete 10 hours of voluntary community and/ or school service per semester.
- Services may include school related activities such as assisting personnel, beautification projects, organizing events, or any other event pre-approved by the sponsor. Service projects may include but are not limited to church, personal ministry, or community need projects. Outside projects should be pre-approved by the sponsor.
- Each member will be responsible for turning in a record of the hours to the sponsor signed by an authority figure witnessing the service by the beginning of Christmas Break for the first semester and the end of the school year for the second semester.

VI. Officers / Counsel

- To be an officer of the Beta Club, a member should be in GOOD standing for the previous full academic year.
- Officers will be expected to lead meetings/programs and fulfill all obligations required of an officer.
- An officer may be required to write, review, or revise by-laws and vote on issues pertaining to the school's Beta Club.

VII. Beta Convention

- A yearly Beta Convention will be announced when the date is made available.
- Attendance at the Convention is recommended but the sponsor and principal make the decision on attendance.

**Mississippi Scholar Graduate**

In order to be considered a Mississippi Scholar graduate, the student must meet the following criteria:

**English Language Arts**

*4 credits must consist of:*

- English I (1)
- English II (1)
- English III (1)
- English IV (1)

**Mathematics**

*4 credits must consist of:*

- Algebra I (1)
- Geometry (1)

- Algebra II (1)
- And one Carnegie Units of comparable rigor and content may come from Mathematics courses approved for Mississippi Scholars Credit ([www.mississippischolars.ms](http://www.mississippischolars.ms))

#### Science

*4 credits must consist of:*

- Biology I (1)
- Chemistry (1)
- Any two Carnegie Units of comparable rigor and content may come from Mathematics courses approved for Mississippi Scholars Credit ([www.mississippischolars.ms](http://www.mississippischolars.ms))

#### Social Studies

*4 credits must consist of:*

- World Geography (1/2)
- Mississippi Studies (1/2)
- World History Studies (1)
- U.S. History (1)
- U.S. Government (1/2)
- Economics (1/2)

#### Arts

*1 credit of:*

- One Carnegie Unit of visual and performing arts meeting the requirements for high school graduation or
- 2 units for the completion of the 2 course sequence Computer Graphics Technology I & II

#### Advanced Electives

*2 credits must consist of:*

- Two Foreign Languages or a 5<sup>th</sup> Math or 5<sup>th</sup> Science of higher rigor

#### Additional Requirements

- 40 Hours of Community Service or Volunteer Service during 4 years of high school for seniors 2018-2021 (80 hours for seniors graduating in 2022 in later)
- 18 ACT Composite Score (Overall Score)
- 2.5 cumulative high school GPA on a 4.0 scale
- For students with more than 4 in-school suspensions - 3 letters of recommendation (one from each of the following -principal, guidance counselor, and business/ community leader)
- 95% School Attendance during 4 years of high school
- No out-of-school suspension
- Mississippi Scholars must also complete any remaining State-mandated high school graduation requirements.
- Advanced Placement coursed may be substituted in Mississippi Scholars subject areas.
- Dual credit and online courses are acceptable.

## STUDENT QUALIFICATIONS FOR DUAL ENROLLMENT IN COMMUNITY COLLEGE PROGRAMS

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 an Institute of Higher Learning or Junior College while enrolled in high school.
- (b) A dual credit student is a student who is enrolled in an Institute of Higher Learning or Junior College while enrolled in high school and who is receiving high school and college credit for postsecondary coursework.

### Eligibility

Students wishing to participate in the Dual Enrollment/Dual Credit Program must meet the following eligibility requirements:

1. 14 Core Carnegie Units (minimum) and/or Junior status with a 3.0 GPA in all courses
2. In the absence of 14 Core Carnegie Units and/or Junior status
  1. 30 Composite ACT score with an overall 3.0 GPA OR
  2. 3.5 GPA in all courses
3. Appropriate ACT/SAT (or equivalent scores for placement)
  1. Tuition and cost responsibility. Tuition and costs for community college courses offered under a dual enrollment program may 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.
  2. 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.
  3. 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.
  4. 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.
  5. 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 college credit in high school to do so. A qualified dually enrolled high school student shall be allowed to earn an unlimited number of college or university credits for dual credit.

If a senior chooses to opt out of English IV to take English Comp I, he or she must take it in the fall semester. If a senior enrolls for English Comp I or II in the spring, he or she must take English IV as well.

### CORRESPONDENCE COURSES

A student may earn a maximum of one Carnegie unit through completion of an approved correspondence course. Permission to enroll in a correspondence course must be granted by the principal. No more than one of the minimum required number of credits for graduation may be earned through the completion of an approved correspondence course. Students may earn one elective credit for completion of a dual enrollment course.

All correspondence lessons and tests will be completed before May 1<sup>st</sup>. No correspondence test will be administered after May 1<sup>st</sup>. If correspondence credit is necessary to meet graduation requirements, the final grade must be received by the school principal or counselor seven calendar days prior to graduation.

### CREDIT RECOVERY

Credit recovery is defined as a course-specific, skill-based learning opportunity for students who have been previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion.

Students in grades 9-11 will be offered credit recovery if the student earned a final average of 55 or above in a Carnegie unit. Students in 12th grade will be offered credit recovery if the student needs the credit for graduation regardless of final average. To qualify for credit recovery, the student must take credit recovery in the semester immediately following failure of the course or the next time the course is offered if it is not offered in the subsequent semester. To complete credit recovery the student must demonstrate mastery of objectives the students did not master in the original course at 60% proficiency. If the objectives are mastered the student will receive a final grade that is the minimal passing grade for the original course unless the credit recovery is for a course with a state assessment. If the course has an end of course state assessment, then the student may master objectives any and all objectives and will receive a final grade requisite of objectives mastered. These objectives will be identified by the teacher of the original course. Times to complete credit recovery will be assigned to the student by administration dependent on each individual student's schedule. Credit recovery procedures and policy can be altered or modified at the discretion of the school principal if it is determined by the principal credit recovery is appropriate for a student,

### GRADUATION ALTERNATIVES

*Certificate:* Special education students who have satisfactorily completed an IEP will be awarded a high school certificate, which states, "This student has successfully completed an Individualized Education Program." The student will participate in graduation without special mention.

## GRADUATION PARTICIPATION

A graduating senior without proper attire will not be allowed to participate in the graduation ceremony. The proper attire for a male student is an oxford-type shirt with a tie. Dress slacks or trousers are appropriate - blue jeans are not. A dress or skirt that meets the Union County dress code is appropriate for females. Dress shoes are appropriate for all students. No sandals are to be worn. The color of the shoes will be determined by each school/graduation class.

## GRADUATION REQUIREMENTS

All tenth - twelfth graders will be required to have a minimum of 24 Carnegie units as specified below:

Curriculum Area	Carnegie Units	Required Classes
English	4	English I and II English III and IV or Dual Enrollment English Comp I and II
Mathematics	4	Algebra I 2 Units must be higher than Algebra I or Dual Enrollment College Algebra
Science	4	Biology I At least 1 lab-based Physical Science Dual Enrollment College Biology
Social Studies	4	1 World History, 1 U.S. History, ½ Geography, ½ U.S Government, ½ Economics, ½ MS Studies
Health and Physical Education	1	½ Comprehensive Health or Family and Individual Health ½ Physical Ed
Business and Technology	1	ICT II STEM
The Arts	1	
Electives	5	

<b>TOTAL</b>	<b>24</b>	
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All dual enrollment courses will be included in student's GPA/QPA. All dual enrollment courses will be weighted at 1.10. This grade will be calculated in GPA only. Grade given by institution will remain on transcript and on report card.

Students who have completed the necessary requirements at the close of the 1<sup>st</sup> semester may participate in spring graduation provided they remain in good standing with the Union County School District and adhere to graduation requirements. Any student skipping a grade to graduate early forfeits his/her opportunity to receive academic honors such as Valedictorian, Salutatorian, etc.

## Graduation Requirements and Diploma Options for Freshmen:

In accordance with policy set forth by the Mississippi Department of Education all entering freshmen during 2018-2019 school year must choose one of the three endorsement options listed below. These options are Career and Technical Endorsement, Academic Endorsement, or Distinguished Academic Endorsement. If you would like more information on any of these options, please contact your students School Counselor.

### Traditional Diploma Requirements (Must Add Endorsement Option from Below)

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I, II
Mathematics	4	Algebra I
Science	3	Biology I
Social Studies	3 ½	1 World History 1 US History 1/2 US Government 1/2 Economics 1/2 MS Studies
Physical Education	1/2	
Health	1/2	
Art	1	
College & Career Readiness	1	Must occur in the student's junior or senior year or in the completion of a four-year sequence
Technology or Computer Science	1	
Additional Electives	5 ½	
Total Units Required	24	

#### Requirements:

- Student must identify an endorsement area prior to entering 9<sup>th</sup> 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 Work Keys

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

**ENDORSEMENT OPTIONS (STUDENTS MUST CHOOSE ONE)**

**\*\*Career and Technical Endorsement\*\***

Curriculum Area	Carnegie Units	Required Subjects
English	4	English I, II
Mathematics	4	Algebra I
Science	3	Biology I
Social Studies	3 ½	1 World History 1 US History 1/2 US Government 1/2 Economics 1/2 MS Studies
Physical Education	1/2	
Health	1/2	
Art	1	
College & Career Readiness	1	Must occur in the student's junior or senior year or in the student completion of a four-year sequence
Technology or Computer Science	1	
CTE Electives	4	Must complete a four-credit sequential program of study
Additional Electives	3 1/2	
<b>Total Units Required</b>	<b>26</b>	

**Additional Requirements:**

- Earn an overall GPA of 2.5
- Earn Silver level on ACT Work Keys
- 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, II
Mathematics	4	Algebra I + 2 additional math courses above Algebra I
Science	3	Biology I + 2 additional science courses above Biology I
Social Studies	3 ½	1 World History 1 US History 1/2 US Government 1/2 Economics 1/2 MS Studies
Physical Education	1/2	
Health	1/2	
Art	1	
College & Career Readiness	1	Must occur in the student's junior or senior year or in the student completion of a four-year sequence
Technology or Computer Science	1	
Additional Electives	7 1/2	Must meet CPC requirements for MS IHLs
Total Units Required	26	

**Additional Requirements:**

- Earn an overall GPA of 2.5
- Courses must meet MS IHL college preparatory curriculum (CPC) requirements.
- Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges and IHL college-ready courses in senior year, or the SAT equivalency sub score).
- 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, II
Mathematics	4	Algebra I + 2 additional math courses above Algebra I
Science	4	Biology I + 2 additional science courses above Biology I
Social Studies	4	1 World History 1 US History 1/2 US Government 1/2 Economics 1/2 MS Studies
Physical Education	1/2	
Health	1/2	
Art	1	
College & Career Readiness	1	Must occur in the student's junior or senior year or in the student completion of a four-year sequence
Technology or Computer Science	1	
Additional Electives	8	Must meet CPC requirements for MS IHLs
Total Units Required	28	

**Additional Requirements:**

- Earn an overall GPA of 3.0
- Courses must meet MS IHL CPC-recommended requirements
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency sub score.
- 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

## **ATHLETICS**

**Interscholastic athletic activities shall be under the supervision of the principal or his designee. The program shall be governed by the rules and regulations of the Mississippi High School Activities Association.**

**Any student participating in any school sponsored athletic program, including cheerleading will have a physical examination prior to participation in any practice or inter-scholastic competition. The cost of such physical examination shall be the responsibility of the parent/guardian and shall be performed by qualified medical personnel who shall certify in writing that the student is medically fit to participate in the athletic programs offered by the school.**

All students must be making satisfactory progress towards graduation. If satisfactory progress is not being met, the Administration has the right to revoke privileges from students such as athletics, clubs, and early checkout.

## ACADEMIC RULE

### Junior High (7<sup>th</sup> and 8<sup>th</sup> Graders)

To be eligible only for middle/junior high activities, a student must have passed any four courses (that meet the equivalent of 250 minutes per week and meet MDE requirements) with a 2.0 average for the preceding semester (computed numerically or by GPA). The year-end average for the spring semester will be used to compute averages for the fall semester. Students must be on track to be promoted to be eligible.

To be eligible for high school activities, the middle/junior high school student must have passed the four core courses (English, math, science and social studies) with a 2.0 average for the preceding semester (computed numerically or by GPA) . The year-end average for the spring semester will be used to compute averages for the fall semester. Students must be on track to be promoted to be eligible.

Summer school or extended school year grades will replace the grade for a failed course in the spring semester GPA.

## CHILDREN'S FIRST ACT 2009 - SECTION 2

A student who is enrolled in any grade higher than Grade 6 in a school district in this state must be suspended from participation in any extracurricular or athletic activity sponsored or sanctioned by the school district after a semester in which the student's cumulative grade point average is below a 2.0 or a 4.0 scale. The suspension from participation in extracurricular or athletic activities may not be removed until the student's cumulative grade point average in a succeeding semester is 2.0 or higher on a 4.0 scale. A student with a cumulative grade point average below a 2.0 on a 4.0 scale at the semester of an academic school year shall be suspended from participation in extracurricular or athletic activities in the succeeding academic school year until the student's cumulative grade point average is 2.0 or higher on a 4.0 scale.

### Senior High (9<sup>th</sup>- 12<sup>th</sup> Graders)

To be eligible for athletics all classes taken during the year will be averaged as a whole, and the overall average must be 2.0 or higher to maintain eligibility. Example: If a student takes six classes and fails one, all six classes must be averaged together to find the overall average. The five units will be averaged as a whole, and the overall average must be 70 or higher in order to maintain eligibility. This will be done on a yearly basis.

A student athlete may become eligible only once during his/her high school career if he/she fails the last semester of the previous year, by passing 5 units with a 70 average the first semester of the following year. This will be done in order to keep the student on track for graduation.

## **STUDENT DRUG TESTING POLICY**

(For students participating in any extra curricular activities including Mississippi High School Activity Association MHSAA)

### **I. POLICY**

The Union County School District (UCSD) recognizes that drug use by students participating in any extracurricular activity, including activities governed by the Mississippi High School Activities Association (MHSAA), present special concerns regarding the dangerous combination of drugs and school activities. While the misuse or abuse of illegal drugs, prescription, and non-prescription drugs is unsafe for any student, the physical demands placed upon students involved in athletics, band, and cheerleading in the practice and competition make such misuse or abuse dangerous. The student's use of drugs increases the risk of injuries and impairs judgment, coordination, and reaction, leading to injuries on the field, not only the student using drugs, also other teammates, or opponents. Conditioning can be continuous, so the concern for safety does not diminish during the off-season of a sport.

While the incidence of drug use by Union County School District School students, and especially students involved in competition and/or practice, is not great, the danger does exist to individual students and is magnified by physical exertion. Additionally, UCSD finds that, since physical conditioning, practice, and competition can often be a daily activity, the indication of drug use in the recent past means that (1) the student most probably exercised with the drug (or alcohol) in the student's system and (2) the student may exercise under the influence of drugs or alcohol in the future unless there is reasonable intervention provided in this policy.

In addition to focusing on the serious health risks posed by student's drug use, UCSD has elected to test students involved in any extracurricular activity or activities governed by MHSAA. These students generally are prominent members of the student body who are viewed with admiration and respect. This status places these students in a leadership role that gives in which they have the power to influence another students' behavior. Accordingly, drug and alcohol use by students involved in extra curricular activities, including MHSAA activities, can have a negative effect on the general health and welfare of all students.

In response to health risks and other risks posed by these students' drug use, UCSD has implemented a student drug testing policy. This policy is designed to provide early detection of drug use and to eradicate or to reduce significantly the use and influence of prohibited drugs, alcohol and other chemicals by students participating in any extracurricular activity including MHSAA governed programs. In pursuit of these purposes, UCSD declares that the use of prohibited drugs and alcohol, or intoxication and physical influence thereof, by students participating in MHSAA governed activities is inherently unsafe. Such use, intoxication, or influence should be detected and prevented and such student should be counseled, educated, and monitored.

### **II. AUTHORITY**

This policy was adopted and is implemented by the Union County School Board.



### III. APPLICABILITY

All students in the Union County School District enrolled in grades 7th through 12th who participate in any Union County School program governed by MHSAA or any extracurricular activity shall be subject to drug testing to the extent and manner provided for in this policy.

### IV. DEFINITIONS

"Anabolic steroids" mean a class of synthetic compounds which resemble the natural male hormone testosterone or which promote muscle tissue growth at a rate above that which can be obtained through training and nutrition, leading to increased muscle mass, power and strength. "Drug and/or alcohol test" means a chemical test administered for the purpose of determining the presence or absence of a drug or alcohol in a person's bodily fluids.

"Illegal drug" means a prohibited drug as set forth below or a drug listed as illegal under Mississippi law or a drug which is illegal to use under Mississippi law without a prescription. "Initial test" means an initial drug test to determine the presence or absence of drugs or related metabolites or of alcohol and its metabolites in specimens.

"Medical Review Officer" or "MRO" means a licensed physician, either a doctor of medicine or doctor of osteopathy, or other medical or scientific expert knowledgeable in drug abuse disorders, employed to help the lab interpret, evaluate, and monitor its drug-testing program. "Mississippi High School Activities Association Sanctioned Events" means athletics, band, cheerleading, chorus, debate and dance.

"Negative drug test" means a drug or alcohol test that does not show evidence of alcohol or a prohibited drug in a student's system.

"Positive drug test" means a drug or alcohol test that indicates the presence of alcohol or a prohibited drug in a student's system.

"Prescription or non-prescription medication" mean a drug prescribed for use by a duly licensed physician, dentist or other medical practitioner licensed to issue prescriptions or a drug that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments or injuries.

"Prohibited drug" means any drug which is considered a part of the group of drugs listed in Section V of this Drug Testing Policy.

"Random testing" means a neutral selection basis of testing for drugs and/or alcohol which provides a mechanism for selecting students for testing that: (1) results in an equal probability that any student from a pool of students subject to the selection mechanism will be selected, and (2) does not give UCSD and school personnel the discretion to waive the selection of any student selected under the mechanism.

"Reasonable suspicion drug or alcohol testing" means drug and alcohol testing based on a founded suspicion that a student is in possession of or is using or has used drugs in violation of this policy as indicated in Article X.

"Refusal" means donor will only be allowed two (2) attempts to collect a specimen and if unable to provide specimen, it will be considered a refusal. A refusal will be deemed a "positive drug test result."

"Student" means all students enrolled in a Union County School who participate, or who have expressed an intention to participate, in any extra curricular activity. "Specimen" means a tissue or product of the human body chemically capable of revealing the presence of drugs or alcohol in the human body.

## **V. PROHIBITED DRUGS**

The Principal shall designate those drugs for which tests shall be administered.

## **VI. IMPLEMENTATION**

All students participating in any extracurricular activity and their parents or guardians will be notified of this policy. The Principal shall be responsible for the fair, impartial, and complete implementation of this policy and for ensuring the no-notice, surprise nature of all testing.

## **VII. CONSENT/REFUSAL TO CONSENT**

All students participating in any extracurricular activity including activities of the MHSAA and the parents/guardians of students shall be asked to sign a consent form acknowledging the policy authorizing the test for prohibited drugs as provided for in this policy and consenting to the release of the test results to the Union County School District and the parents/guardians of the student. Results may also be released to the Superintendent or his/her designee, the school principal, and coaches/directors/ sponsors on a need- to-know and confidential basis. A suggested consent form is attached to this policy. If a student and/or the student's parent/guardian decline or fail to sign the consent form, the student will be ineligible to participate in any extracurricular activity including activities governed by the MHSAA.

## **VIII. RANDOM TESTING**

Students as defined in Section IV of this policy will be tested on a random basis for use of prohibited drugs. The random testing shall not be announced or revealed prior to the time of commencement and shall be conducted on a no-notice, surprise basis. Administrative staff shall not be involved in the collection, storage, labeling, or handling of specimens from random testing. The UCSD Superintendent shall determine the percentage of students tested in any one (1) random test, not to exceed 20%.

## **IX. REASONABLE SUSPICION FOR ILLEGAL DRUG/UNAUTHORIZED PRESCRIPTION MEDICATION POSSESSION OR USE**

Any student who by reasonable suspicion is believed to be under the influence or has possession of drugs shall be subject to being tested. Reasonable suspicion may include, but not limited to specific observations which are articulated concerning the appearance, behavior, speech or body odors of the student.

## **X. SPECIMEN COLLECTION**

Breath, urine, hair, and saliva specimens may be collected under reasonable and sanitary conditions. Individual dignity and privacy will be preserved to the extent practicable. Universally accepted standards for testing, labeling, storage, and transportation of specimens will be strictly followed by the testing agent. The MRO will request information before each confirmation test regarding prescription and non -prescription drugs and any other information, which could lead to a false positive test. Athletic Department staff members shall not be involved in specimen collection.

## **XI. TESTING PROCEDURES**

Baptist Memorial Hospital, Union County has been designated by UCSD to perform all initial drug and alcohol tests. The hospital will be responsible for the handling and safe delivery of all positive specimens to the confirmation laboratory and such delivery will be accomplished through proper chain of custody procedures. The UCSD nursing staff may assist as needed.

## **XII. FINDING OF DRUG USE CONSEQUENCES**

If the initial test for drugs indicates a negative result, no further test will occur unless there is good reason to suspect the quality of the specimen sample. If the initial test indicates a positive result, a confirmation test will be conducted immediately. Should the confirmation test also indicate a positive result, the Administrator will notify the student and the student's parent/guardian in writing of such positive test results.

## CONSEQUENCES

Consequences are cumulative for an athlete during their 9-12 athletic participation.

Students who test positive during the off season of the sport in which they participate will be subject to the Consequences below once the season begins.

**Refusal:** If a refusal occurs, it will be considered a positive test result.

**First Positive:** When a positive result is verified and confirmed, the school contact person(s), as defined in section XII and the student's parent(s)/legal guardian(s) will be notified. The following will occur: 1.) The student will not be allowed to participate in any extracurricular school event or event sanctioned by the MHSAA for minimum of seven (7) days after notification and until he or she tests negative. The student will be tested on or after the seven (7) days. If the student does not pass this test, it is considered the student's second positive. 2.) The student will not be allowed to participate in physical practice activity until he or she tests negative. Example: Student will not be able to run, lift weights, throw, etc. without a negative result. 3.) The student's grade may not be negatively impacted due to lack of participation in practice or event. Alternate assignments may be used. 4.) Any student who tests positive will be subject to subsequent testing once a month for the following six (6) months at the parents' expense. A school nurse or school designee will accompany for the follow up testing. Drug counseling is highly recommended by the district.

**Second Positive:** When a second positive test is verified and confirmed, the school contact person(s), as defined in section XII, and the student's parent(s)/legal guardian(s) will be notified. The following will occur: 1.) The student will not be allowed to participate in any extracurricular school event or event sanctioned by the MHSAA for a minimum of thirty (30) days after notification and until he or she tests negative. The student will be tested on or after the 30 days. If the student does not pass this test, it is considered the student's third positive. 2.) The student will not be allowed to participate in physical practice activity until he or she tests negative. Example: Student will not be able to run, lift weights, throw, etc. without a negative result. 3.) The student's grade may not be negatively impacted due to lack of participation in practice or event. Alternate assignments may be used. 4.) Any student who tests positive will be subject to subsequent testing once a month for the following six (6) months at the parents' expense. A school nurse or school designee will accompany for the follow up testing. Drug counseling is highly recommended by the district.

**Third Positive:** When a third positive test is verified and confirmed, the school contact person(s), as defined in section XII, and the student's parent(s)/legal guardian(s) will be notified. The following will occur: 1.) The student will not be allowed to participate in any extracurricular school event or event sanctioned by the MHSAA for ninety (90) days after the notification and until he or she tests negative. The student will be tested on or after the 90 days. 2.) The student will not be allowed to participate in physical practice activity until he or she tests negative. Example: Student will not be able to run, lift weights, throw, etc. without a negative result. 3.) The student's grade may not be negatively impacted due to lack of participation in practice or event. Alternate assignments may be used. 4.) Any student who tests positive will be subject to subsequent testing once a month for the following six (6) months at the parents' expense. A

school nurse or school designee will accompany for the follow up testing. Drug counseling is highly recommended by the district.

### **XIII. APPEAL**

A student has the right to appeal a decision of the Athletic Department by following the complaint procedures as outlined in School Board Policy. Participation in extracurricular activities including MHSAA programs at Union County Schools is a privilege only and the student has no property right or interests in participation.

### **XIV. CONFIDENTIALITY**

The results of a student's drug and/or alcohol test shall not be released to anyone other than the lab, the Principal, and the student's parents/guardians. Results may also be released to the Superintendent or his designee, and coaches/directors/sponsors on a need-to-know and confidential basis. No other person may receive the test results of a student without the express authorization and consent of the student and his/her parent/guardian.

### **XV. COST**

UCSD will bear the cost of all drug and alcohol tests required by UCSD for students. The student or his/her parent/guardian will pay the costs of any additional testing.

### **XVI. DRUG EDUCATION AND COUNSELING**

UCSD provides drug and alcohol education at several levels. UCSD highly recommends drug education and counseling as a prerequisite to continuing to participate in the athletic program.

### **XVII. USE OF PRESCRIPTION OR LEGAL NON-PRESCRIPTION DRUGS**

UCSD recognizes that from time to time its students, for medical reasons, may take certain drugs prescribed by their physician including certain prohibited drugs. UCSD also recognizes that students may, from time to time, for various medical reasons take certain non-prescription drugs. Any student who needs to take prescription or non-prescription drugs may (but is not required to) notify the school nurse or an athletic department staff member and provide a copy of the prescription, or in the case of non-prescription drugs, a note from the parent/guardian that the student has permission to possess and take the non-prescription drugs. The prescription or the note should state how long the student will be taking the drugs. Both the prescription and the note should be specific about the type or description of drug to be taken. The school nurse and staff member shall keep the information confidential and in a secure location.

Prior to an initial drug and alcohol test, a student may voluntarily disclose the use of any prescription or non-prescription drugs, but will not be required to do so. If the initial test results are positive, the MRO shall request from the student and/or the parent/guardian information regarding what, if any, prescription and non-prescription drugs, the student was using at the time of the test.

Information regarding a student's need for and possession and use of prescription and non-prescription drugs is considered confidential, sensitive, and private. The information is necessary and will only be used for the assistance of the student needing the medications, the safety of that student and other students, and, in the event of a positive initial test result, to assist the lab in determining possible causes of a false-positive test.

## **AUTOMOBILES**

Driving and parking on school grounds is a courtesy offered to students and others by our school district. The parking facilities of the school district are to be used for school purposes only. School purposes include attendance at school or other school activities, which occur before or after the regular school day. Violators may be charged with trespassing. Students are responsible for locking their vehicles upon arrival, as the school district shall assume no responsibility for loss. Students who operate an automobile on campus are subject to the following:

- (1) A student who drives to school will have a valid license to drive and will provide proof insurance to school administration as well as permit form in back of handbook signed by parent/guardian.
- (2) Students are not allowed access to vehicles at any time during the school day without administrative approval.
- (3) Once a student drives onto campus, the student cannot leave without appropriately checking out in the office.
- (4) All Union County students will obtain a parking permit from their local principal. No student will be allowed to park on campus without a school-issued permit.
- (5) Driving and parking privileges will be suspended for one semester if a student receives three transportation related warnings or violations within the semester. If the first or second violation is of a severe nature, school administration may revoke a student's driving privileges at that time.
- (6) All automobiles on campus are subject to a search.

## **CAREER & TECHNICAL STUDENTS**

Afternoon career and technical students may drive to the career and technical center if they do not have a seventh period class and receive proper authorization from the local school office. Students may not ride with other students to the career and technical center as this is in violation of board policy. Morning vocational students will be transported to the career and technical center by the local school.

The School Board approves the Student Handbook with changes prior to printing and distribution to guardians, parents and students.



# UNION COUNTY SCHOOL DISTRICT

*Building The Future One Child At A Time.*

## **APPENDIX / FORMS**



UNION COUNTY  
SCHOOL DISTRICT

**Parent and Student Policy Signatures**

STUDENT'S NAME: \_\_\_\_\_, \_\_\_\_\_ (PLEASE PRINT)  
(Last) (First)

GRADE : \_\_\_\_\_

Check the appropriate lines that apply.

Both student and parent/guardian must sign at the bottom.

\_\_\_\_\_ I have received a copy of the **2020-2021** student handbook and I understand that it is my responsibility to read its contents and explain to my child.

\_\_\_\_\_ We have read and understand the student handbook and Code of Conduct and pledge our support in helping to enforce the rules and regulations set forth therein.

\_\_\_\_\_ We agree to allow our student to be photographed and/or video taped during a school activity that may or may not be released in the media, in a press release or posted on the district's social media.

Please sign below to acknowledge that you have read and checked the appropriate lines that apply to you/your child.

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

Signature of Parent or Legal Guardian: \_\_\_\_\_

Signature of Student: \_\_\_\_\_



UNION COUNTY  
SCHOOL DISTRICT

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## STUDENT DRUG TESTING POLICY

PLEASE PRINT STUDENT'S NAME: \_\_\_\_\_

We, the parents or legal guardians along with the student athlete, acknowledge that we have received a copy of the Union County School District Drug Testing Policy for MHSAA and extracurricular activities. We acknowledge that we have had the opportunity to read and understand the policy and agree to comply with the rules and regulations of this program. We hereby consent to pre-season testing/ random testing, throughout the year and to testing for steroid use in the circumstance of reasonable suspicion. We authorize the confidential release of the results of the testing to the Principal, to the parents or guardians and as provided in the policy.

**BOTH STUDENT AND PARENT/GUARDIAN ARE REQUIRED TO SIGN BELOW**

Parent

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

—

Student

Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Last 4 digits of SSN#: \_\_\_\_\_

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



UNION COUNTY  
SCHOOL DISTRICT

**PRESCRIPTION MEDICATION PERMISSION REQUEST FORM**

The Union County School District requires all students who must have prescription medication during school hours to do the following:

- (1) Present this completed form to the school nurse.
- (2) Bring the medication in the regular prescription bottle labeled by a pharmacist. It is recommended that at least a one- week supply be available. Medication that is not in a current prescription bottle will not be accepted.
- (3) Medication must be brought to school by a parent or guardian.
- (4) Students cannot transport medication or have medication on the bus.

Name of Child: \_\_\_\_\_

Name of Medication and Dosage: \_\_\_\_\_

Time Medication to be Administered: \_\_\_\_\_ AM / PM

Begin Medication (Date)\_\_\_\_\_ Stop Medication (Date)\_\_\_\_\_

Reason for taking medication:\_\_\_\_\_

Does medication need refrigeration: Yes \_\_\_\_\_ No \_\_\_\_\_

I give permission for my child or ward to receive the above noted medication as directed on the prescription bottle. I understand that school personnel administering the medicine will not have medical or nursing training. I, forever release, discharge, and covenant to hold harmless the Union County School District, its personnel, and its school board from any and all claims, demands, damages, expenses, loss of services, and causes of action belonging to the minor child or to the undersigned arising out of or on account of any injury, sickness, disability, loss, or damages of any kind resulting from the administration of medicine. I also authorize the school nurse to talk to the prescriber or pharmacist should a question arise about the medicine.

Parent's Name: \_\_\_\_\_

(please print)

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Witness' Name: \_\_\_\_\_

(please print)

Witness' Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## OVER-THE-COUNTER MEDICATION PERMISSION REQUEST FORM

School nurses will be allowed to administer over the counter medications (OTC) such as acetaminophen and ibuprofen for minor aches and pains (such as headaches) as long as parental consent is obtained in writing by completing the OTC medication form in back of this handbook. Below are the guidelines:

- Medication will not be given to treat fever or any condition that might be contagious.
- Students must be 12 years of age or older.
- Treatment will only be provided once during the school day.
- If the student has frequent complaints of a headache or pain, a note from his or her medical care provider will be required for the administration of OTC medications to continue during school hours.

Name of Child: \_\_\_\_\_

Name of Medication and Dosage: \_\_\_\_\_

Medication Allergies: \_\_\_\_\_

(Please do not leave blank write NONE if your child does not have any known medication allergies)

I give permission for my child or ward to receive the above noted medication. I, forever release, discharge, and covenant to hold harmless the Union County School District, its personnel, and its school board from any and all claims, demands, damages, expenses, loss of services, and causes of action belonging to the minor child or to the undersigned arising out of or on account of any injury, sickness, disability, loss, or damages of any kind resulting from the administration of medicine.

Parent's Name: \_\_\_\_\_

(please print)

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PERMIT TO OPERATE AN AUTOMOBILE ON CAMPUS

By signing the following document, I am affirming that I have read and will follow the driving regulations set forth in the section entitled "AUTOMOBILES" in this handbook. I also affirm that I will operate my vehicle in a safe and courteous manner while on Union County School District property.

Student's name: \_\_\_\_\_ Grade: \_\_\_\_\_  
(print name)

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

By completing and signing the following document, I am affirming that my child has valid MS driver's license and automobile insurance. I also affirm that I am authorizing him/her to drive to and from school.

\_\_\_\_\_  
Student's drivers license number

\_\_\_\_\_  
Name and address of automobile insurer

\_\_\_\_\_  
Phone number of insurance  
company

\_\_\_\_\_  
\_ Insurance policy number

Tag# \_\_\_\_\_

Make/Model of Vehicle \_\_\_\_\_

Parent's name: \_\_\_\_\_  
(print name)

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM MUST BE FILLED OUT COMPLETELY BEFORE ANY STUDENT CAN OPERATE  
A VEHICLE ON THE CAMPUS OF ANY UNION COUNTY SCHOOL**



UNION COUNTY  
SCHOOL DISTRICT

*Building The Future One Child At A Time*

**INTERNET NETWORK STUDENT ACCESS AGREEMENT FORM**  
**Board Policy IJ-E (1)**

I accept the responsibility to abide by the school district's board-approved policy IJ/ Acceptable Use on Internet Network Access and by procedures as stated below in this Agreement. I understand that the use of the Internet and access to it is a privilege and not a right. I agree:

- To use the Internet network for appropriate educational purposes and research;
- To use the Internet network only with permission of designated school staff;
- To be considerate of other users on the network and to use appropriate language for the school environment;
- To not intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws;
- To report immediately any security problems or breaches of these responsibilities to appropriate staff;
- To comply with all rules and expectations included in the policies included under Internet Use by Students and with administrative procedures and guidelines; and,
- To not divulge personal information such as addresses and telephone numbers over the Internet.

I understand that I have no right to privacy when I use the school/district Internet network(s), and I consent to the monitoring of my communications over the Internet by school/district staff.

I also understand that any conduct that causing conflict with these responsibilities is inappropriate and may result in termination of Internet access and possible disciplinary action.

Name \_\_\_\_\_

School \_\_\_\_\_

Grade \_\_\_\_\_

Home Address \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



UNION COUNTY  
SCHOOL DISTRICT

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**INTERNET PARENTAL CONSENT AGREEMENT FORM**

**IMPORTANT NOTICE TO PARENTS - Board Policy IJ-E(2)**

Due to the nature of the Internet, it is neither practical nor possible for the school district to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet. Therefore, parents must participate in the decision whether to allow their children access to the Internet and must communicate their own expectations to their children regarding its appropriate educational use.

It must be understood by all concerned that the global and fluid nature of the Internet network's contents make it extremely difficult for the board to completely regulate and monitor the information received or sent by students. As such, the board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

As a parent/guardian of this student, I have read the board- adopted policies on Internet Acceptable Use by Students IJ, the administrative procedures, and the Internet Network Access Agreement.

- I understand that Internet access is designed for educational purposes and that the school/district will attempt to discourage access to objectionable material and communications that are intended to exploit, harass or abuse students. However, I recognize it is impossible for the school district to restrict access to all objectionable material, and I will not hold the school or school district responsible for materials acquired or contacts made on the Internet.
- I understand that a variety of inappropriate and offensive materials are available over the Internet and that it may be possible for my child to access these materials if he/she chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet, that there is no practical means for the school/district to prevent this from happening, and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the staff to monitor any communications to or from my child on the Internet, I recognize that it is not possible for the school to monitor all such communications. I have determined that the benefits of my child having access to the Internet outweigh potential risks.
- I understand that any conduct by the herein named student that is in conflict with these responsibilities is inappropriate, and such behavior may result in termination of access and possible disciplinary action.
- I have reviewed these responsibilities with my child, and I hereby grant permission to the school/district to provide Internet network access.
- I agree to compensate the school/district for any expenses or costs it incurs as a result of my child's violation of Internet policies or administrative procedures.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

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

Parent/Guardian Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Reference Board Policy IJ, IJA, IJB





**PARENTAL REQUEST FOR PRIOR WRITTEN CONSENT**

You may complete the following if you do not consent to the release of your child's information-name, address, and telephone number-without first providing written permission to military recruiters and institutions of higher education that request this information. You must do so in writing. You may use this form to notify the school.

Student's First Name \_\_\_\_\_

Student's Last Name \_\_\_\_\_

Student's Official Class/Grade: \_\_\_\_\_

Name of School: \_\_\_\_\_

I am requesting that my child's name, address, and telephone number NOT be shared with the below without my express written consent:

\_\_\_\_\_ Military Recruiters and Institutions of Higher Education

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

Print Name Signature

\_\_\_\_\_  
Date



UNION COUNTY  
SCHOOL DISTRICT

**PARENTAL REQUEST TO OPT-OUT OF SCHOOL DIRECTORY**

\_\_\_\_\_  
\_\_\_\_\_  
Student's First Name

Student's Last Name

Student's Official Class/Grade: \_\_\_\_\_

Name of  
School: \_\_\_\_\_

I am requesting that my child's name, address, and telephone number NOT be included in the school directory.

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

Print Name Signature

\_\_\_\_\_  
Date

## PARENT NOTE EXCUSE FORM

Student's Legal

Name \_\_\_\_\_

Date of

Absence(s): \_\_\_\_\_

Homeroom

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

Please excuse \_\_\_\_\_ (Child's Full Name) for being absent on the days listed above. Please check the absence reason that applies.

- \_\_\_\_\_ Illness or injury.
- \_\_\_\_\_ Death or serious illness of immediate family member.
- \_\_\_\_\_ Court appearance.
- \_\_\_\_\_ Other reason.

Explanation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

—

\_\_\_\_\_

This excuse must be received within 3 days of your child's absence. If an excuse is not received in the time required, the absence will be considered unexcused. If you have any questions, please contact the secretary, at the school.

Phone Number: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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



UNION COUNTY  
SCHOOL DISTRICT

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## PARENT NOTE EXCUSE FORM

Student's Legal  
Name \_\_\_\_\_

Date of  
Absence(s): \_\_\_\_\_

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

Please excuse \_\_\_\_\_ (Child's Full Name) for  
being absent on the days listed above. Please check the absence reason that applies.

- \_\_\_\_\_ Illness or injury.
- \_\_\_\_\_ Death or serious illness of immediate family member.
- \_\_\_\_\_ Court appearance.
- \_\_\_\_\_ Other reason.

Explanation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This excuse must be received within 3 days of your child's absence. If an  
excuse is not received in the time required, the absence will be considered  
unexcused. If you have any questions, please contact the secretary, at the  
school.

Phone Number: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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





UNION COUNTY  
SCHOOL DISTRICT

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## PARENT NOTE EXCUSE FORM

Student's Legal  
Name \_\_\_\_\_

Date of  
Absence(s): \_\_\_\_\_

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

Please excuse \_\_\_\_\_ (Child's Full Name) for  
being absent on the days listed above. Please check the absence reason that applies.

- \_\_\_\_\_ Illness or injury.
- \_\_\_\_\_ Death or serious illness of immediate family member.
- \_\_\_\_\_ Court appearance.
- \_\_\_\_\_ Other reason.

Explanation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This excuse must be received within 3 days of your child's absence. If an  
excuse is not received in the time required, the absence will be considered  
unexcused. If you have any questions, please contact the secretary, at the  
school.

Phone Number: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

