

# **Grenada School District**

*EDUCATION, TRAINING, DREAMS*

## **GMS Student Handbook (6-8)**

# **2011-2012**

PO Box 1940  
Grenada, MS 38902

### **Grenada School District**

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

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

7/7/11

## **PLEDGE OF ALLEGIANCE**

### **United States**

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

### **State of Mississippi**

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

## ***ALMA MATER***

*Hail, Alma Mater  
Hats off to you,*

*Ever you'll find us  
Loyal and true;*

*Firm and undaunted  
Ever we'll be.*

*Hail to the school we love,  
Here's a toast to thee\**

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**ADMINISTRATION**

Dr. David Daigneault ..... Superintendent  
Dr. Bettye Neely..... Administrative Assistant  
Mr. Tim Wilder ..... Administrative Assistant

**BOARD OF TRUSTEES**

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

**SCHOOLS - PRINCIPALS**

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

250 Pender Drive, Grenada  
Dr. Vivian Simmons, Principal (K-1) - Phone: 226-8900  
Paul Portera, Principal (2-3) - Phone: 226-2584  
Angela Cooley, Assistant Principal

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

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

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

28 Jones Road, Grenada - Phone: 226-5135  
Lyle Williams, Principal  
Raleigh Wood, Asst. Principal  
Tina Herrington, Asst. Principal

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

1875 Fairground Road, Grenada - Phone: 226-8844  
Jerry Williams, Principal  
Charles Washington, Principal (9<sup>th</sup> Grade) - Phone: 226-6138  
Steven Robinson, Asst. Principal  
Dr. Sandra Howell, Asst. Principal

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

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

**TIE PLANT SCHOOL**

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

## **FOREWORD**

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

This handbook is dedicated to giving students, parents and teachers a better understanding and appreciation of our education program.

## **EDUCATIONAL PHILOSOPHY**

The primary purpose of the Grenada School District shall be to produce an environment in which students will become independent, self-motivated and can function effectively in society. The schools furnish materials and guidance that will incite the student's curiosity; for the school launches the student on a lifetime journey of exploring, probing and learning about himself and the world. To help prepare the student for this journey, the school provides a wide, solid base of knowledge and skills, which will feed and sustain him as he searches for knowledge about himself and the community in which he lives.

Our school offers two unique services to the community. First, it offers a broad range of concentrated academic instruction and guidance to all the youth of the community. Second, it offers a practical learning environment for students who wish to acquire immediate vocational skills.

The faculty shares responsibility with the community and home for producing young adults who possess poise, grace and moral integrity. Therefore, the school helps provide an environment and opportunities that will enable every student to develop and mature physically. The administration and staff encourage classroom and extracurricular activities that promote student interaction. Also, students are encouraged to take an active part in events both in and out of the classroom. Finally, through this continuous physical, social and academic interaction, the school encourages each student to develop a sound moral philosophy that will promote his building a useful life.

# **Grenada School District Vision Statement**

*Education, Training, Dreams*

## **Grenada School District Mission Statement**

The Grenada School District has as its mission the education of all students to their maximum potential. We believe that all children can learn and deem it essential to provide children with learning experiences that will enable them to become productive members of society. Realizing that students in our district exhibit a wide range of needs, interests, capabilities, and backgrounds, our educational program is comprehensive enough to meet the needs of all students. The district's curriculum has standardized the content by identifying skills, both local and state, which represent an appropriate curriculum for all students.

### **GMS MISSION STATEMENT**

The *Mission* of Grenada Middle School is to prepare students for meeting the personal and technological challenges offered in the American democratic way of life by fostering the growth of academic achievements, the mastery of life skills competencies, and the enhancement of core integrities.

#### **SUPERINTENDENT'S MESSAGE**

Dear Students:

It is my hope that each Grenada Middle School student will have a pleasant and successful school year. Your middle school years are among the most important years of your life. Your success in school and in your adult life will be directly proportional to your daily efforts. I would like to challenge each of you to strive to become a student and citizen of whom your parents, community, and school can be proud.

Sincerely,  
Dr. David Daigneault  
Superintendent

## CONTACTS LISTED BY AREAS/DEPARTMENT

Accounts Payable / Purchase Orders	Meta Conley	226-1606
Administrative Assistant Federal Program Coordinator District Test Coordinator	Dr. Bettye Neely	226-1606
Administrative Assistant Sixteenth Section Land Director of Student Services Director of Athletics/Activities School Accountability and Operations Purchasing Agent	Tim Wilder	226-1606
Assistant Director of Athletics	Danny Aldridge	226-8844
Alternative School/GED	Sammie Jackson	226-3311
Americorps	Pamela Hubbard	226-1606
Business Manager/Accounting Insurance-Property and Liability	Bo Surrell	226-1606
Communications Coordinator	Gail Daigneault – Grades 6-12 Robby Buchanan – Grades K-5	226-1575
Choral Music	Jenni McCrory/GHS Visions Gale Dorroh/GMS Showchoir Billie Shute/GUES Pizzazz	226-8844 226-5135 226-2818
Director of Bands/Fine Arts	Barry Rogers	226-4355
Director of School Management/Gifted 504 Coordinator District SACS Coordinator ADA (Americans With Disabilities Act) Coord. Licensure Alternate Route Certification CEU's Development Highly Qualified Teachers Professional/Staff Development Textbook Coordinator Safe and Orderly Schools Gear Up	Dr. Becky Terry	226-1606
Director of Special Programs Drop Out Prevention Coordinator District Activities Calendar Dress Code O-Policies Facility Campus Rentals Cohort Data Collection Extended School Year Program District Grant Coordinator 21 <sup>st</sup> Century Grant Energy Education Specialist	Lynne Russell	226-1606

Director of School Improvement Director of Community Involvement Title I Parent Coordinator Operations of Alternative Program Character Education Program District Testing Program	Wanda Merritt	226-3311
Fixed Assets 21 <sup>st</sup> Century Secretary Purchase Orders Bookkeeper/Bank Deposits	Leah Clark	226-1606
Food Service	Rita Bonner	226-1606
Health Coordinator	Sandra Howell	226-8844
High Hopes Coordinator	Lisa Merriman	226-2584
Instructional Specialist/Lead Teacher (K-12)	Emily Tindall-Language Arts Dr. Julie Riales- Math/Science	226-2818
Janitorial Services	Clarence Smith	226-6645
Maintenance/Buildings/Property	Jeff Pickle	226-0156
Parent Resource Center Coordinator	Myra Muirhead	227-3370
Payroll Employee Insurance	Melissa Neely	226-1606
Personnel	Paul Portera	226-8900
Printing	Linda Moore	226-2108
Reading Fair	Debbie Montgomery	226-2818
Receptionist (Central Office)	Vicki Crockett	226-1606
Secretary to the Superintendent New Student Registration Online Teacher Licensure-Collection Data CEU's MSIS Personnel Coordinator Workers Compensation	Alice Hamilton	226-1606
Special Education Director Child Find SPED Extended School Year SPED Licensure	Bea Colbert	226-1606
TST Coordinator Science Fair	Carla Rogers	226-8900
Technology Coordinator Attendance Reports Communication E-Rate MSIS Coordinator	Mike Liberto	226-1606
Title IX	Dr. David Daigneault	226-1606
Transportation Director	Benji Britt	226-3771

# Grenada Middle School Bell Schedule

## 6<sup>th</sup> GRADE

7:37-7:43	Students to lockers
7:50-8:54	Homeroom/1 <sup>st</sup> Period
8:58-9:48	2nd period
9:52-10:46	3rd period
10:46-10:51	Girls to lockers
10:51-10:56	Boys to lockers
10:56-11:46	4th period
11:50-1:22	5th period
1:26-2:16	6th period
2:20-3:12	7th period
3:12	Girls Dismissed
3:15	Boys Dismissed

## 7<sup>th</sup> and 8<sup>th</sup> GRADE

7:30am	Band students to Bandhall
7:44-7:50	Students to lockers
7:50-8:54	Homeroom/1 <sup>st</sup> Period
8:58-9:48	2nd period
9:52-10:42	3rd period
10:46-12:22	4th period
12:22-12:27	Girls to lockers
12:27-12:32	Boys to lockers
12:32-1:22	5th period
1:26-2:16	6th period
2:20-3:12	7th period
3:12	Girls Dismissed
3:15	Boys Dismissed

## 60% DAY SCHEDULE

7:30am	Band students to Band hall
7:37-7:43	6th to lockers
7:44-8:50	7 <sup>th</sup> /8 <sup>th</sup> to lockers
7:50-8:19	Homeroom/1 <sup>st</sup> Period
8:23-8:52	2nd period
8:56-9:25	3rd period
9:29-9:32	6 <sup>th</sup> to lockers
9:29-9:58	4th period
9:58-10:00	7 <sup>th</sup> /8 <sup>th</sup> Girls to lockers
10:00-10:02	7 <sup>th</sup> /8 <sup>th</sup> Boys to lockers
10:02-10:31	5th period
10:35-11:50	6th period
11:54-1:09	7th period
1:09-1:12	Girls Dismissed
1:12-1:15	Boys Dismissed

**PLEASE NOTE:** At 7:44 am a bell rings for 7th and 8th graders to go to lockers. However, 6th grade students are not tardy until 7:45 am, and 7<sup>th</sup> and 8<sup>th</sup> grade students are not tardy until 7:50 am.

## **WEATHER DELAY SCHEDULE (For Severe Weather)**

### **6<sup>th</sup> GRADE**

10:00-10:46	3rd period
10:46-10:51	Girls to lockers
10:51-10:56	Boys to lockers
10:56-11:46	4th period
11:50-1:22	5th period
1:26-2:16	6th period
2:20-3:12	7th period
3:12	Girls Dismissed
3:15	Boys Dismissed

### **7<sup>th</sup> and 8<sup>th</sup> GRADE**

10:00-10:42	3rd period
10:46-12:22	4th period
12:22-12:27	Girls to lockers
12:27-12:32	Boys to lockers
12:32-1:22	5th period
1:26-2:16	6th period
2:20-3:12	7th period
3:12	Girls Dismissed
3:15	Boys Dismissed

\*School may begin at 10:00am during severe weather. Parents and students will be notified by TV and radio announcements. Assigned teachers will be on duty at regular morning times for students who are early arrivals.

## **RIGHTS AND RESPONSIBILITIES**

### **DISTRICT RESPONSIBILITIES**

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

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

### **STUDENTS' RIGHTS**

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

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

### **STUDENTS' RESPONSIBILITIES**

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

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

### **PARENTS' RESPONSIBILITIES**

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

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

# GENERAL INFORMATION

## ACCESS TO STUDENT RECORDS

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

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

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

Policy JR-1 Adopted 2/15/2000

## ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

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

Initial Inspection of all Facilities	July, 1988
Management Plans	October, 1988
Three-year re-inspection	March 7, 1991
Three-year re-inspection	May 4, 1994
Three-year re-inspection	March 5, 1997
Three-year re-inspection	June, 2000
Three-year re-inspection	June, 2006
Three-year re-inspection	May, 2009

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

## ATTENDANCE (GRADES 6-8)

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

Students who maintain perfect attendance during the school year will be recognized and rewarded. **Students who do not comply with the attendance policy will be subject to disciplinary action.** \*\*Student database shall be used to record daily or class period student absentees depending on grade level.

### 1. General Attendance Requirements (6-8)

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

- Students may not incur more than 16 unexcused absences for a one (1) unit course or academic class during a school year.
- Students may not incur more than 8 unexcused absences for a 1/2 unit course or semester.
- An absence is excused only if it results from:
  - Attendance at an authorized school activity with the prior approval of the principal

- Illness or injury which prevents the child from being physically able to attend
- Isolation of the student is ordered by the County Health Officer or the State Board of Health (i.e. communicable diseases)
- Death or serious illness of an immediate family member, which would include child, spouse, grandparent, parent, brother or sister/step-brother or step-sister
- Medical or dental appointments (Students are encouraged to attend orthodontist and doctor appointments during non-academic classes. Non-academic classes include: band, physical education, music, art, and athletics.)
- Attendance at court or administrative proceedings if the student is a party or under subpoena as a witness
- Attendance at the observance of a religious event with the prior approval of the superintendent or his designee unless the observance is of such duration as to interfere with the education of the child
- Out of town travel to take advantage of a valid educational opportunity provided the approval for the absence is gained from the superintendent or his designee prior to the absence.
- Demonstrated conditions sufficient to warrant nonattendance, at the discretion of the principal or his/her designee

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

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

**Absences from school may be excused for any of the above reasons provided the parent or legal guardian provides the school with a written note or Doctor’s excuse within five (5) school days of the absence; however, the maximum number of handwritten notes that the school attendance clerk can take is 5. After you have reached your 5 handwritten notes, you will have to provide a medical note from a physician. This note should contain:**

- Student’s name (printed)
- Date of the absence
- Parent/guardian’s name
- Reason for absence
- Parent/guardian’s signature

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

\*Upon reaching five (5) unexcused absences the student will be immediately referred to the school attendance officer. Parents will be notified after the 7<sup>th</sup> unexcused absence.

2. Requirements for Participation in School Activities

- Students in grades 6-8 must attend school for a minimum of 4 periods to be eligible to participate in school activities.
- Students suspended from school (OSS) may not participate in school-related activities throughout the day or days of the suspension.
- Students serving in school suspension (ISS) will be allowed to participate in activities occurring after the school day.
- Students who have been assigned to the Alternative School may not participate in school related activities until they return to their respective school.

3. Make-up Work

Both the student and teacher are responsible for making sure that all make-up work is completed. If a student is absent, he/she is expected to make up work/tests within 3 days. The principal may grant exceptions for extended absences.

4. Homebound Instruction

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

- A parent may request homebound instruction by presenting a physician's note and medical records documenting surgery, an accident, contagious disease or other medical emergencies/conditions. This request should be to the principal or the 504 Coordinator.
- A student may not remain on the program for more than 30 days except in the case of terminal illness or other serious long-term medical circumstances deemed appropriate by the administration.
- A student may be enrolled in the program on the first day of hospitalization with proper documentation.
- Homebound days are limited to the school year in which the illness/condition occurs.
- To re-enter school, a homebound student must report to the counselor for readmission.

- Homebound assignments must be turned in each week.
- Homebound students will not be exempt from tests.
- 

5. Tardiness Attendance Policy - Tardy January 16, 2006

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

- A student is tardy for school or class if he/she arrives in the classroom after the tardy bell has rung.
- Tardy to school (1<sup>st</sup> Period/Homeroom) will be excused if:
  - A school bus is late
  - The student is in an accident (with verification)
  - Any other emergency or circumstance approved by the school's administration, such as natural disasters, weather, etc.

6. Checking Out of School

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

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

7. Attendance Rewards

- There will be no exemptions for 1<sup>st</sup> and 3<sup>rd</sup> nine weeks tests.
- There will be no exemptions during 1<sup>st</sup> semester in subjects in which state tests are given.
- Students in grades 6-8 with 3 absences or less per class per semester and a 90 or above average may be exempt from 2 exams.

8. Communicable Diseases

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

- Chicken Pox: Gradual onset with general run-down feeling followed by a red rash (usually beginning on trunk) that turns into white water blisters. A sick child may not attend school at least 6 days after appearance of rash. Exposed children may attend school.
- Measles/Rubeola: Fever, hacking cough, conjunctivitis. Sick child may not attend school at least 7 days following the appearance of rash. Exposed children may attend school.
- Measles/Rubella/Roseola: Ill feeling and low grade temperature. When rash occurs, child may not attend school for at least 4 days. Exposed children may attend school.
- Mumps: Pain in chewing or swallowing followed by chills and headache. Sick child may not attend school until all swelling has disappeared, usually 12 days from onset.
- Conjunctivitis: Matting of the eye, inflammation and discharge from the eye. The child may not attend school until all signs have disappeared.
- Skin Lesions: A child suspected of having impetigo or ringworm should not attend school until all lesions are healed or until a written note from a physician permitting attendance is produced.

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

9. Further Information

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

## **BULLYING/CYBER BULLYING**

The Grenada School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. 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.

The Grenada School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors.

The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. . The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Grenada School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

The Board approves of the following disciplinary measures for use in the District for those students violating the District's student code of conduct: corporal punishment; denial of participation in special or extracurricular school activities (this does not include "recess"); before or after school detention; alternative school placement; disciplinary contractual arrangements; out-of-school suspension; in-school suspension; expulsion; and/or disciplinary probation.

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff including but not limited to cyber-bullying, defamation, intimidation or other threatening behavior.

#### Cyber-bullying

"Cyber-bullying" includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs through the District's computer network and the Internet, whether accessed on campus or off campus, during or after schools hours. In the situation that cyber-bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be disruptive of the educational environment or a detriment to students and staff. Administration may, in its discretion, contact law enforcement or other appropriate authorities.

A student who has committed a criminal act while off campus and whose presence on campus could cause a disruption to the educational environment or be a detriment to students and staff is subject to disciplinary action up to and including expulsion.

Such acts could include, but are not limited to, a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

The Superintendent and District's administrators shall develop the appropriate procedures dealing with student conduct and shall communicate this plan to students and parents/guardians. The plan may include the use of the District's administrators, teachers counselors, social workers, psychologists and and/or arrangement of such services with other units of state government.

All employees are responsible for the regulation of student conduct.

#### **CAMERAS (Video)**

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

## CELL PHONE / ELECTRONIC DEVICE POLICY

The Grenada County School District Board of Trustees has determined that student possession and/or use of cell phones or other electronic/communication devices is disruptive to the educational process limiting disruptive behavior, including disruptions caused by students' cell phones/electronic devices, maximizes the ability of the District to follow curriculum educational objectives and to maintain an environment conducive to learning. The possession and use of cellular phones, pagers, and other electronic communication devices on school campuses during the instructional day is strictly prohibited. The District assumes no liability for cell phones or communication devices brought onto school property, including school buses, and is not responsible if the cell phone/communication device is lost, stolen or damaged.

\*\* 2-6 Disciplinary Action for possession of electronic equipment/devices:

- First Offense: School will take possession of the device for 10 school days or the parent/guardian will pay an administrative/handling fee of \$25.
- Second Offense: School will take possession of the device for 20 school days or the parent/guardian will pay an administrative/handling fee of \$25.
- Third Offense: School will take possession of the device for 30 school days or the parent/guardian will pay an administrative/handling fee of \$25.
- Fourth Offense: School will take possession of the device for the remainder of the school year.

A parent/guardian will have to pick up the device between the hours of 3:15pm-4:00pm.

On the 4<sup>th</sup> offense, the device is taken for the remainder of the school year, and must be picked up by the parent within 30 days after the end of the school year.

The District is not responsible for the cell phones/communication devices lost or misplaced while in its possession due to confiscation from a student.

If the device is not picked up in a timely manner, i.e., after the expiration of the days that the school will be in possession of the device, or, in the case of the device being confiscated for the remainder of the school year, within 30 days after the last day of school, the school will donate the device to charity.

## CHANGING CLASSES

The bell is a reminder to the teacher that it is time to change classes. However, no class is dismissed until the teacher gives the students permission to leave the classroom. Adequate time is permitted for students to change classes. Students must maintain orderly behavior and always move to the right in the corridors.

## CHANGING SCHEDULES

During registration, students are carefully counseled on their schedules for each year. In order to prevent conflicts and to assure that the needs of each student are met, all students are encouraged to discuss course selection with their parents before making final selections. Therefore, schedule changes will be determined and made by the principal.

## CODE

### FORWARD

The Student Code of Conduct has been developed in consultation with students, parents, teachers, and administrators so they will know and understand that firm, fair and consistent discipline policies are to be maintained in all Grenada Public Schools. Use of this code is intended to ensure a stable learning environment in an atmosphere, which encourages academic excellence. It is expected that staff members, students, and parents will work together to support and enforce the code regulations with equity and consistency for all students. **A copy of this guide shall be distributed to each student and the parents, legal guardian, or custodian of each student shall sign a statement verifying that they have been given notice of this code.**

## CODE OF CONDUCT

The Grenada School District Student Code of Conduct provides a uniform standard of conduct for all public school students. It describes inappropriate student behavior, ensures equal treatment for misconduct, and presents specific actions for remediating prohibited behaviors.

The code is based on the premise that rules must be enforced fairly, firmly, and consistently and in a fashion equitable and just, while complying with state mandates and regulations. It recognizes that as students progress in school and advance in age and maturity, they will assume greater responsibility for their actions. It is also recognized that the differences in age and maturity require different types of disciplinary action.

In this Code, discipline is defined as the implementation of and adherence to behavioral rules and regulations, which will ensure an educational environment free of mental and physical hazards to students, teachers and staff. Such an environment is conducive to the practice of good citizenship and encourages learning. The enforcement of the Code will help assure a safe and orderly school climate for students and staff alike.

This code is not all-inclusive. Any student committing an act of misconduct not listed herein will be subject to appropriate discipline as determined by the school principal.

Specific provisions for the Code include:

1. A parent, guardian, or custodian of a compulsory-school-age child enrolled in the Grenada School District shall be responsible financially for his or her minor child's destructive acts against school property or persons.
2. A parent, guardian, or custodian of a compulsory-school-age child enrolled in the Grenada School District may be requested to appear at school by the principal, for a conference regarding the destructive acts of their child, or for any other discipline conference regarding the acts of the child.
3. A parent, guardian, or custodian of a compulsory-school-age child enrolled in the Grenada School District who refuses or willfully fails to attend such discipline conference specified in paragraph (2) of this section may be summoned by proper notification by the superintendent of schools and be required to attend such discipline conference.
4. A parent, guardian, or custodian of a compulsory-school-age child enrolled in the Grenada School District shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.
5. Any parent, guardian, or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian, or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the law, shall be guilty of a misdemeanor, and, upon conviction, shall be fined not to exceed an amount provided by law.
6. The Grenada School District shall be entitled to recover damages in an amount not to exceed an amount as provided by law, plus necessary court costs, from the parents of any student (5-17 years old) who maliciously and willfully damages or destroys property belonging to this school district.

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

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

1. General Guidelines for Acceptable Student Conduct

Students in the Grenada School District are expected to:

- \* Attend all classes daily and be punctual.
- \* Come to class prepared and have appropriate working materials.
- \* Be respectful of all persons and property.
- \* Refrain from profane or inflammatory statements.
- \* Behave in a safe and responsible manner.
- \* Accept responsibility for their own work and behavior.
- \* Abide by the rules and regulations of the school and each classroom teacher.
- \* Cameras have been installed both inside and outside of the GSD facilities for safety purposes. Students should be aware that cameras are present.

## 2. Student Misconduct

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

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

### Acts of Misconduct

These acts of misconduct include those student behaviors, which disrupt the orderly educational process in the classroom or on the school grounds including the following:

**\*A copy of the disciplinary referral will be given to the student to inform the parent of the disciplinary action.**

### LEVEL I

- 1-1 Running and/or making excessive noise in the hall or building
- 1-2 Initiating or participating in any unacceptable physical contact
- 1-3 In unauthorized area without pass (halls, etc.)
- 1-4 Displaying any behavior which is disruptive to the orderly process of education
- 1-5 Bus rider rules/violations
- 1-6 Tardiness
  - a) Tardy-lock out each period
  - b) When the tardy bell rings, the door must shut
  - c) Student **MUST** report to office to receive a tardy pass
  - d) The secretary will enter the tardy in student database
  - e) The Principal will take appropriate discipline action:
    - 3<sup>rd</sup> – 7<sup>th</sup> tardy in any one class period or the 7<sup>th</sup> - 11<sup>th</sup> cumulative tardy will result in referral, principal/student conference, corporal punishment, detention, or In-School Suspension (ISS)
    - 8 tardies in any one class period or the 12<sup>th</sup> cumulative tardy will result in ISS at either the respective school or the Alternative School (3-5 days)
    - Flagrant (13+) cumulative violations will result in Alternate School Placement (5-10 days) or OSS
- 1-7 Dress Code Violation
  - a) First Offense: Telephone call by the principal to the parent/guardian.  
The student will go to ISS until a change of clothes is provided. Student must have appropriate attire or wear something the school provides and return it at the end of the day. (The student must have a change of clothes to complete the school day.)
  - b) Second Offense: ISS for one day or corporal punishment.  
The parent/guardian will be required to attend a conference with the principal. Student must call parent to bring appropriate attire or wear something the school provides and return it at the end of the day. (The student must have a change of clothes to complete the school day.)
  - c) Third Offense: ISS for two days or corporal punishment.

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

- d) Subsequent Offenses: The student will be assigned to ISS at either the respective school or the Alternative School (3-5 days).

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

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

### Disciplinary Action

First Violation:

Minimum: Teacher/Student Conference

Maximum: Teacher/Student/Parent Conference, Corporal Punishment, In-School Suspension

Repeated or Flagrant Violation:

Minimum: Teacher/Student/Administrator Conference

Maximum: Corporal Punishment, In-School Suspension, OSS Suspension, and/or Assignment to the Alternative School

### LEVEL II

2-1 Leaving school grounds without permission

2-2 Insubordination

2-3 Possession and/or use of tobacco products (Smokeless tobacco included)

2-4 Exhibiting any hostile physical or emotional actions, including bullying

2-5 Students are prohibited from wearing or displaying in any manner on school property or at school sponsored events clothing, apparel, or accessories which signify membership or affiliation with any gang or social club associated with criminal activity, as identified by law enforcement agencies.

2-6 Severe bus rider rules/violations

2-7 Cheating on test or exams

2-8 Skipping class/Truancy

a) A student is considered truant when he/she is absent from class without the knowledge or consent of parents and school officials.

b) Parents and guardians must accompany such students upon return or personally contact the administration before the student is re-admitted.

2-9 Possession of electronic equipment/device (beepers, phones, etc.) without prior approval of the administration

a) First Offense: School will take possession of the device for 10 school days or the parent/ guardian will pay an administrative/handling fee of \$25.

b) Second Offense: School will take possession of the device for 20 school days or the parent/ guardian will pay an administrative/handling fee of \$25.

c) Third Offense: School will take possession of the device for 30 school days or the parent/ guardian will pay an administrative/handling fee of \$25.

d) Fourth Offense: School will take possession of the device for the remainder of the school year.

e) A parent/guardian will have to pick up the device between the hours of 3:15pm-4:00pm.

f) On the 4<sup>th</sup> offense, the device is taken for the remainder of the school year, and must be picked up by the parent within 30 days after the end of the school year.

g) The District is not responsible for the cell phones/communication devices lost or misplaced while in its possession due to confiscation from a student.

h) If the device is not picked up in a timely manner, i.e., after the expiration of the days that the school will be in possession of the device, or, in the case of the device being confiscated for the remainder of the school year, within 30 days after the last day of school, the school will donate the device to charity.

### Disciplinary Action

First Violation:

Minimum: Administrator/Student Conference, Corporal Punishment, In-School-Suspension, Alternative School

Maximum: Out-of-School Suspension (1-3 days), retest with a maximum grade of 65

Repeated or Flagrant Violation:

Minimum: Alternative School (5 days)

Maximum: Out-of-School Suspension, a minimum of 10 days Assignment to the Alternative School, and/or loss of bus riding privileges

*Students who continue displaying Level II behavior, after having an administrator-student conference, In-School Suspension (ISS), and Out-of-School Suspension (OSS) may be suspended from school pending a disciplinary hearing.*

\*If the student exceeds a total of 6 absences in a semester or is considered truant, the student will face consequences set by the Grenada School District. These consequences may include zeros for make-up work, disciplinary actions, loss of privileges, suspension or removal from clubs and activities, and loss of in school programs (ex. Pep rallies). Any absence exceeding five (5) accumulated days within a semester, which is due to personal illness, must have a doctor's excuse or the school administration may excuse if determined the approval is in the best interest of the student.

### LEVEL III

- 3-1 Gambling
- 3-2 Theft of personal or school property (restitution shall be made)
- 3-3 Acts which threaten the safety and well being of students and/or staff
- 3-4 Extortion - use of intimidation, coercion or force
- 3-5 Vandalism of personal and/or school property (restitution shall be made)
- 3-6 Using profane, obscene, indecent, or offensive language
- 3-7 Sexual Harassment
- 3-8 Sexual Misconduct
- 3-9 Inappropriate use of electronic equipment
- 3-10 Fighting

Fighting is defined as the delivery of a physical blow or punch (hitting, slapping, punching, shoving).

- a) Students involved in a fight will receive at minimum an automatic three - five day suspension.
- b) Additional penalties may include assignment to the Alternative School, long-term loss of extra-curricular privileges, loss of bus riding privileges, expulsion, and/or prosecution.

#### Disciplinary Action

First Violation:

- Minimum: Corporal Punishment, In-School-Suspension, Alternative School (3-5 days)
- Maximum: Out-of-School Suspension (10 days), Alternative School Assignment (15 days)  
When applicable, report made to the proper authority

Repeated or Flagrant Violation:

- Minimum: Out-of-School Suspension (5 days), Alternative School Assignment (15 days)
- Maximum: Out-of-School Suspension (10 days) plus assignment to the Alternative School, and/or loss of bus riding privileges.

\*All Level IV and Level V violations will not be tolerated and shall result in immediate and automatic disciplinary actions. Principals are required to recommend disciplinary actions consistent with the provisions of this code. In the case of severe discipline situations, the principal will have the authority to not allow a student to participate in school related extra-curricular activities. These recommendations may be appealed to the school board.

### LEVEL IV

- 4-1 Possession, use or under in the influence of illegal drugs, narcotics, controlled substances (s) or paraphernalia
- 4-2 Sale or distribution, or conspiring to sell illegal drugs, narcotics, or control substance
- 4-3 Aggravated assault to a student
- 4-4 Assault on a school employee
- 4-5 Possession or use of alcohol
- 4-6 Sexual Battery

#### Disciplinary Action (Must be handled by the principal)

First Violation:

- Minimum: Out-of-School School Suspension (5-10 days) plus assignment to the Alternative School (30 days minimum), Report made to authorities
- Maximum: Expulsion

### LEVEL V

- 5-1 Weapons (Possession and/or use)

#### Disciplinary Action (Must be handled by the principal)

- Minimum: Possession other than a gun Out-of-School School Suspension (10 days) plus assignment to the Alternative School (90 days minimum),
- Maximum: Possession of fire arm/gun or use of other weapon will result in expulsion from school for a period of not less than one calendar year (under certain circumstances expulsion can be from the students' assigned school to the Alternative School).

\*\*In addition to these penalties, provisions of the Mississippi Criminal Code are applicable to illegal behavior. Principals are required to report illegal activities to the police.

## **GUN FREE SCHOOLS**

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

### **I. FIREARMS PROHIBITED**

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

### **II. DEFINITIONS**

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

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

### **III. DISCIPLINARY ACTION**

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

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

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

### **IV. READMISSION**

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

### **V. REPORTING**

Violations of the firearm prohibition stated in this policy shall be reported in accordance with Policies JCDE/KP and JCDE/KP-1.  
Legal Ref: Gun-Free Schools Act of 1994, 20 U.S.C. 3351 18 U.S.C. 921

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

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

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

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

A person may be guilty of a felony and subject to a \$5,000 fine and/or 3 years in jail for possession on school property/at school-related events of a gun, rifle, pistol, other firearm, dynamite cartridge, bomb, grenade, mine, powerful explosive, or for causing, encouraging or aiding a minor to possess same.

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

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

## **2. Reporting Requirements**

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

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

- School employees will notify the principal when they have knowledge of unlawful or violent acts which have occurred or may have occurred.
- The principal will immediately notify law enforcement and the Superintendent when he/she has a reasonable belief that a violent crime has occurred. Law enforcement must immediately dispatch an officer and an arrest may be made with probable cause.
- The Superintendent will notify the youth court and law enforcement officials of a crime committed by a student.
- The Superintendent and/or Principal will notify the District attorney of an accusation of fondling or sexual involvement with a minor student (under 18) by a school employee (18 or older) where there is a reasonable basis to believe that the accusation is true.

The School Safety Act of 2001 is cumulative and in addition to the school district's existing authority regarding discipline of students. Pursuant to the Act, the school district has adopted policies and procedures that recognize the teacher as the authority in classroom matters regarding the school district's written discipline code of conduct.

In the event the teacher removes a student who, in the professional judgment of the teacher, is disrupting the learning environment, and the removal is approved by the principal or assistant principal, the student may not be returned to the classroom until a conference has been held with the student's parent, guardian, or custodian. During the conference, the disruptive behavior will be discussed and agreements reached that no further disruption will be tolerated. The conference may be in person, by telephone, by e-mail or by other written communication.

Among other provisions, this act provides that a student 13 years of age or older may be subject to automatic expulsion on the third occurrence of habitually disruptive behavior during a school year. (Students under age 13 may be subject to expulsion for such conduct pursuant to other school policies and procedures.)

The term "disruptive behavior" means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or school-related activity and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles, or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiance, ridicule, or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.

The term "habitually disruptive" refers to such actions of a student which cause disruption in a classroom, on school property or vehicles, or at a school-related activity on more than two occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption.

After the second instance of behavior that is determined by the principal or designated administrator to have seriously interfered with the school environment, the parents/guardians will be contacted to help develop a behavior modification plan for the student.

### **Discipline Plan**

1. A parent, guardian, or custodian of a compulsory school-age child enrolled in the school district shall be responsible financially for his/her minor child's destructive acts against school property or persons.
2. A parent, guardian, or custodian of a compulsory school-age child enrolled in the school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph 1 of this subsection, or for any other discipline conference regarding the acts of the child.
3. Any parent, guardian, or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph 1 of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference.
4. A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

See policies JCB and JDA

The School Safety Act of 2001 provides a procedure for disciplining students whose behavior, as determined by the principal or designated administrator of each school, seriously interferes with the school environment as defined by the Act. The Superintendent is authorized to more fully develop and implement the following procedures in the school district. These provisions of the School Safety Act of 2001 are cumulative and in addition to existing school district discipline procedures.

1. The teacher is the authority in the classroom and, as such, is charged with classroom management. The administration will continue to support the teacher in decisions made in compliance with the written discipline code of conduct, school policies and procedures.
2. Teachers continue to have the authority to remove students from their classrooms under existing policies and statutes for certain behaviors and/or actions, and such behavior would not necessarily constitute "disruptive behavior" as defined in the Act. In accordance with the Act and the Attorney General opinion dated June 25, 2001, Grenada School District designates the principal or assistant principal of each school to make the determination as to whether a student's behavior seriously interferes with the school environment. Every removal from the classroom does not constitute an instance of "disruptive behavior" as defined by the Act.
3. "Disruptive Behavior" means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or a school-related activity, and which is not covered by other laws related to violence or possession of weapons and controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.
4. "Habitually disruptive" refers to such actions of a student which cause disruption in a classroom, on school property or vehicles or at a school-related activity on more than two (2) occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption.
5. Should a student be removed from the classroom by a teacher because a teacher, in his or her professional judgment, has determined that the student is disrupting the learning environment under this Act, the teacher should describe the student's behavior in the information provided to the principal or assistant principal. If the principal or assistant principal disagrees with the teacher's decision to remove the student, the principal may return the student to the classroom. The teacher may request that the principal or assistant principal provide justification for returning the student to the classroom. A student does not have to be engaged in disruptive behavior as defined by Mississippi Code Ann. Section 37-11-54 (or the Act) to be removed from the classroom. A student may be removed from the classroom for other qualifying behavior under the Grenada School District's Student Code of Conduct.
6. Should the principal or assistant principal determine that the student's conduct does rise to the level of "disruptive behavior" required in the Act or in accordance with existing procedures addressing the removal of the students from class, the parent/guardian will be contacted and a conference held with the parent/guardian by the most effective and/or efficient means available, including but not limited to telephone, e-mail, written notice via mail or hand delivery. After the conference and application of the appropriate discipline under the Code, the student may return to class.

7. After the second incident of disruptive behavior as determined by the principal or assistant principal, the student's parent or guardian and the reporting teacher or teachers shall develop a behavior modification plan. The conference to develop the plan may be held in person or via telephone. If the parent/guardian does not respond or refuses to participate, the teachers and the principal or assistant principal shall prepare the plan and mail a copy to the parent/guardian.
8. Once determination has been made by the principal or assistant principal that the student has not complied with the behavior modification plan, the principal or assistant principal shall follow the procedure for disciplining the student according to the Code, which may include expulsion to the alternative school for applicable offenses. The Act limits the expulsion remedy to students age 13 and above. However, under board policy and other discipline procedures, expulsion may also apply to students under age 13.
9. If a student under age 13 has two instances of behavior that the principal or assistant principal classifies as "disruptive behavior," the Grenada School District will appoint trained personnel to evaluate the child's behavior through an appropriate behavioral assessment. The assessment will not be one that is in conflict with federal laws requiring parental notification of certain types of evaluations.
10. Any discipline, including expulsion, for "habitually disruptive" behavior under the Act, must follow existing procedures to ensure that the student is afforded his/her due process protections.

LEGAL REF: Miss Code Annotated, Sections 37-11-53, 37-11-54 and 37-11-55 (Supp.2001)  
 Attorney General Opinion to Thompson dated June 25, 2001  
 Accreditation Requirements of State Board of Education, Bulletin 171

#### A. FIGHTING

Fighting is defined as the delivery of a physical blow or punch (hitting, slapping, punching, shoving).

- a) Students involved in a fight will receive at minimum an automatic 3-5 day suspension.
- b) Additional penalties may include assignment to the Alternative School, long-term loss of extra-curricular privileges, loss of bus riding privileges, expulsion, and/or prosecution.
- c) Students who hit other students and there is no response will be subject to 3-5 days OSS and/or additional consequences.
- d) Students who do not fight back will not be subject to punishment. Those students should report the incident immediately to an administrator or teacher. Students should not take matters into their own hands but should allow an administrator to handle the situation.
- e) In the event a fight breaks out, students are advised to move away from the area of the disturbance, tend to their own business, and not get in the way of administrators or teachers who are trying to deal with the situation. Standing around, standing on tables, standing in aisles so as to hinder school officials, refusal to leave the scene when asked to do so, all of these are violations of the no fighting policy. They constitute the offense "party of an affray" and disciplinary action may result. In more severe cases, prosecution may be an alternative.
- f) Students who instigate fights but are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight) submit themselves to the same penalties as those who are involved in the fight. Students who are intimidated or harassed by another student should report that to a teacher or administrator. Teachers are to report these incidents immediately to an administrator. In summary, fighting will not be tolerated on any campus, on any school bus, or at any school-sanctioned event.

#### B. DRUG POLICY

- a) The use, possession or sale of any narcotic drug on or around school grounds, at school-related activities or going to or from school is strictly prohibited. Such misconduct may be grounds for immediate expulsion. A narcotic drug is any drug identified in Schedules I through V of Controlled Substances, Miss. Code Ann. " 41-29-113 through 121.
- b) The use of prescription drugs at school or school-related activities is permitted only when the drug is prescribed for medicinal purposes only to the person taking the medication and only with the written permission of the legal guardian.
- c) For further information relevant to the District's drug policy, contact the principal and/or see the Search and Seizure section in this handbook.

#### C. TOBACCO PRODUCTS

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

- b) **SMOKE-FREE SCHOOLS / SMOKING AND OTHER USES OF TOBACCO ON SCHOOL PROPERTY-MS** Code, Section 97-32, et.seq. establishes the Mississippi Adult Tobacco Use on Educational Property Act of 2000.
- i. No person shall use any tobacco product on any school property. Violators shall be subject to a warning for the first conviction, \$75.00 for a second conviction and a fine not to exceed \$150 shall be imposed for subsequent violations.
  - ii. For the purposes of this Act, school property means any public school building or bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by a local school board, school, or directors for administration of any public educational institution or during a school related activity. Sixteenth section land or lieu land without school facilities or school related activities are exempt from this Act.
  - iii. This Act does not include property owned or operated by the state institutions of higher learning or public community or junior colleges.
  - iv. Anyone convicted under this Act shall be recorded as being fined for a civil violation and not for violating a criminal statute.

Policy: GERM/EBB Adopted June 13, 2000 Legal Ref: MS Code Annotated Section 97-32 et.seq.

#### D. SCHOOL BUS RULES

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

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

##### 1. Loading and Unloading

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

##### 2. While In the Bus

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

- Do not distract the driver's attention except when necessary.
- Talking is permitted only in normal tones. Do not shout or make unnecessary noise at any time but especially when the bus is approaching and crossing a railroad or an intersection.
- Keep your head, hands and articles inside the bus.
- Do not bring unauthorized articles on the bus (pets, combustibles, large items, weapons, etc.).
- Do not smoke or use profane language.
- Do not fight or scuffle.
- Students must sit on their bottoms on the seat and keep hands and feet to themselves.
- Do not eat or drink on buses.
- ONLY authorized individuals on school buses.

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

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

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

Policy: GBRM/EBAB Adopted June 13, 2000

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

## SMOKING AND CHEWING

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

### DISCIPLINE

#### 1. Discipline Purposes and Objectives

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

The basic objectives of discipline within the school and in each classroom are:

- \* To establish and maintain study conditions that are conducive to learning.
- \* To develop for each student the habits and skills that make him/her self-directive, self-disciplined and more willing and able to assume responsibility for proper and acceptable behavior.

#### 2. General Principles

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

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

#### 3. Disciplinary Action

The classroom teacher is responsible for maintaining discipline and taking disciplinary action for minor misconduct which occurs in the classroom or otherwise when students are assigned to his/her control. The teacher has the discretion to impose the type of disciplinary action he/she deems appropriate. When the teacher wants or needs assistance, he/she will send the student to the assistant principal's office. Since discipline is the responsibility of the principal, it is he/she who is the final authority within our school.

The school administrators are responsible for more serious misconduct as provided by District policy. The principal and/or Superintendent have the discretion to impose the type of disciplinary action he deems appropriate. The principal or assistant principal may institute the appropriate disciplinary action including immediate suspensions or expulsion for disorderly conduct.

The penalties available for misconduct include but are not limited to special assignments, reprimands, detention hall, in-school suspension (ISS), paddling, suspensions of 10 days or less, suspensions of 11 days or more and expulsions.

**ISS is mandatory and a student will not return to the regular classroom until he/she serves his/her days in ISS. OSS will not take place of ISS.**

#### 4. Parent-Teacher Conferences

- Parent/Teacher conferences are an essential part of the education process.
- Parents have a right to know how their child is doing and they should be given the opportunity to assist in improving their child's achievement or behavior.
- Conferences should be scheduled during a teacher's preparation period and the teacher shall be given a day's notice in order to prepare for the conference. Please remember: the purpose of the conference is to solve problems and assist the student, not to create problems and hostilities.
- Parents are encouraged to contact the school at any time to arrange a conference as many misunderstandings can be avoided by simple direct communication. **Parents who willfully fail or refuse to attend a noticed disciplinary conference may be subject to criminal penalties. Please consult your principal in such a case.**

## 5. Detention

A teacher may detain a student in detention hall for violation of a school rule. The teacher or principal must notify the student's parents at least one day prior to the detention.

## 6. Corporal Punishment

Reasonable corporal punishment of a student is permitted in order to preserve an effective education environment free from disruption and to further the educational mission of the school. All certified staff members administering corporal punishment must comply with these rules:

- \* Corporal punishment may be administered only after less stringent measures have failed to produce the desired results, except when the student's conduct is of such an extreme nature that corporal punishment is the only reasonable form of discipline under the circumstances.
- \* Corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Before administering the punishment, the teacher and/or administrator must use their discretion to determine the extent of the punishment based on the size, age and condition of the student, the type of paddle, the amount of force to be used.
- \* Corporal punishment may be administered by the principal, assistant principal or a teacher with the approval and in the presence of the principal or assistant principal.
- \* The punishment must be administered in the presence of another District employee and take place in the principal's office or other such place out of view of other students.
- \* Corporal punishment is to be administered to the buttocks only and must not be excessive.
- \* All paddles used in the District must be approved by the principal.
- \* When corporal punishment is administered, the administering personnel must complete a discipline form. The original discipline form must be filed in the principal's office, a copy sent to the parent and a copy retained by the teacher.

For further information, contact the principal.

It is the policy of the Grenada School District to view corporal punishment as a form of discipline. However if a parent chooses not to participate in corporal punishment, the enclosed form must be signed, and an alternate means of discipline will be enforced by the principal.

## 7. Suspension

A suspension is any removal from school for disciplinary reasons for 1 day or more, including until the end of a semester or a year. A short-term suspension is for 10 days or less. A long-term suspension is for 11 days or more. An in-school suspension is a removal from the regular classroom to a special classroom for 1 day or more. The following rules apply only to suspensions, not to in-school suspensions.

- A student may be suspended only 1 time for each violation of school rules.
- All days of a suspension are unexcused absences unless the student is enrolled in and completes an alternative school program.
- A student suspended during a 9-week exam period shall be offered an opportunity to take any examination missed as a result of the suspension, under conditions determined by the principal.
- After completing an appropriate investigation, the principal may suspend a student upon compliance with the rules of due process set forth below.
- Upon suspension of a student, the principal should send the legal guardian a "Letter of Suspension," advising of the particulars, the student's right to a hearing (if applicable) or a conference to discuss the incident may be set up.
- **Before a student may reenter school after a suspension, the legal guardian must meet with the principal.**
- Students serving OSS may not attend school activities or be on school grounds during the suspension period.
- Students assigned OSS may make up work/test within 2 days of returning to school with a maximum grade of 65.

Certain disciplinary behaviors/offenses that are subject to immediate out-of-school suspension include, but are not limited to the following:

- Fighting
- Written or verbal profanity, vulgarity, or obscenities
- Use/possession of tobacco/paraphernalia (lighters, matches, etc.)
- Use/possession of fireworks, etc.
- Severe disruption or conspiring to disrupt the normal school day
- Severe acts of insubordination or disrespect toward school employees
- Skipping school without being checked out properly
- Possession of or displaying gang related materials.
- Any act committed outside of school that adversely affects the normal operation of school and the overall educational process
- Any behavior or possession by a student that in the judgment of the teacher could pose a threat to the safety and well being of the students in the school

Information concerning due process rights relevant to suspension follows. For further information concerning suspension, contact the principal.

8. Expulsion

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

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

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

All days of an expulsion are unexcused absences. The Superintendent will notify the youth court and law enforcement officials of all expulsions because of criminal activity, including possession/use of a deadly weapon, possession/sale/use of any controlled substance, assault, rape, sexual battery, murder or any violent act which results in death or physical harm to another or an attempt to cause death or physical harm to another.

For further information on expulsions, contact your principal.

\*\*\*\*\*  
(CUT ALONG DOTTED LINE)

\*\*\* *Please sign, date, and return the bottom of this sheet to your child's 1<sup>st</sup> Period/Homeroom teacher.* \*\*\*

I choose NOT to participate in corporal punishment for my child. I understand an alternate means of discipline will be used.

\_\_\_\_\_  
*Student Name*

\_\_\_\_\_  
*Parent or Guardian*

\_\_\_\_\_  
*Date*

\*\*\*\*\*



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

**DRESS CODE**

**MANDATORY DRESS CODE -K-12**

**GENERAL CONSIDERATIONS**

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

**GENERAL GUIDELINES**

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

- No head coverings of any type will be allowed including hats, caps, bandanas, and sunglasses.
- No fabric should have holes or be frayed.
- No leggings.

**\*Clothing, jewelry, or other ornamentation advertising or depicting drugs, alcohol, tobacco, gang symbols, profanity/obscenities, or that which is sexually suggestive is prohibited.**

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

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

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

CLOTHING	STYLE	FABRIC	SPECIFICATIONS
<b>Pants or Capri Pants</b>	Dress or Casual	Cotton, Denim or Twill	<ul style="list-style-type: none"> <li>-Solid color with no logos, emblems, pins, or <u>patches</u> unless G.S.D. approved logo is used</li> <li>-Styles should NOT include low riders (will allow modest hip huggers)</li> <li>-No corduroy, sweat suit, wind suit, baggy pants, cargo, or carpenter pants</li> <li>-No pockets on sides of legs - Back Pockets may be plain or with stitching (2 color limit-including color holding pocket to pant)</li> <li>-No sagging, oversized, or extremely tight fitting pants-NO Leggings</li> <li>-Must fit at the waist with a front waistband and belt loops (may be pleated or unpleated; cuffed or uncuffed and not frayed)</li> <li>-Length may not exceed the bottom of the shoe or be tucked into boots or socks</li> <li>-Rubber bands or rolling pant legs will not be allowed</li> <li>*EXCEPTION: K-3 may or may not wear elastic with or without a belt or belt loops</li> </ul>
<b>Shirts</b>	Pull Over/ Polo Type or Oxford Cloth (Button up)	Cotton or Poly Blend	<ul style="list-style-type: none"> <li>-Solid color with no logos, emblems, pins, or <u>patches</u> unless G.S.D. approved logo is used</li> <li>-Must have collar and may be long or short sleeve (with or without pockets)</li> <li>-No more than 2 buttons may be unfastened</li> <li>-All Male/Female students K-12 must have shirts tucked in (belt must be seen)</li> <li>-Button up shirts with collars (with or without button down collars)</li> <li>-No Sweatshirts</li> <li>-Short sleeved shirts should <u>never</u> be worn over a long sleeved shirt</li> </ul>
<b>Sweaters</b>	Pull Over (Long Sleeve Only)	Cotton, Wool or Poly Blend	<ul style="list-style-type: none"> <li>-Solid color with no logos, emblems, pins, or <u>patches</u> unless G.S.D. approved logo is used</li> <li>-Must be a crew neck collar (round neck), Turtleneck, Mock Turtleneck, V-neck or cardigan (Cardigan and V-Neck must be worn over clothing.)</li> <li>-Long sleeve only with the exception of Sweater VESTS which must be worn over a long sleeve shirt in the appropriate colors (No Sweatshirts)</li> <li>-Must not fall more than 2" below belt</li> <li>-May not be worn tied around the neck, waist or any other part of the body</li> </ul>
<b>Undershirt</b>	T-Shirt	Cotton	<ul style="list-style-type: none"> <li>-<u>Short</u> sleeved and may be worn underneath and tucked in</li> </ul>
<b>Skirts, Shorts or Skorts</b>	Dress or Casual	Cotton, Denim or Twill	<ul style="list-style-type: none"> <li>-Solid color with no logos, emblems, pins, or <u>patches</u> unless G.S.D. approved logo is used</li> <li>-Styles should NOT include low riders (but will allow modest hip huggers)</li> <li>-No corduroy, sweat suit, wind suit, baggy pants, cargo, or carpenter shorts</li> <li>-No pockets on sides of legs</li> <li>-No sagging, oversized, or extremely tight fitting skirts/shorts/skorts</li> <li>-Must fit at waist with waistband &amp; belt loops (may or may not be pleated; cuffed or not)</li> <li>-Length shall come no higher than 2" from the top of the knee</li> <li>-Skirts must not have a slit higher than the top of the knee</li> <li>*EXCEPTION: K-3 may wear elastic or no elastic with a belt or no belt, belt loops or not</li> </ul>
<b>Belts</b>	Plain	Leather or Cloth	<ul style="list-style-type: none"> <li>-Solid color with no logos, emblems, pins, or <u>patches</u> unless G.S.D. approved logo is used</li> <li>-Simple and plain belt and buckle style (holes in belt are allowed)</li> <li>-Length cannot exceed the buckle by more than 6 inches</li> <li>-Must be worn with pants, shorts or any bottoms</li> <li>*EXCEPTION: K-1 require NO belts; 2-3 require a belt only if bottoms have belt loops; and 4-12 MUST have bottoms with belt loops and a belt</li> </ul>
<b>Socks</b>	Plain	Cotton or Twill	<ul style="list-style-type: none"> <li>-Solid color with no logos, emblems, pins, or <u>patches</u> unless G.S.D. approved logo is used</li> <li>-Both socks should be a matched pair</li> </ul>
<b>Shoes</b>	Dress or Athletic	Leather, Cloth or Plastic	<ul style="list-style-type: none"> <li>-Should not have heels higher than 2 inches</li> <li>- Must be worn at all times and laces and straps should be tied and attached to the shoes</li> <li>-No flip flops, house shoes, shower shoes or shoes with wheels</li> <li>-Slip on shoes (including sandals) must be enclosed in the back or have a strap to secure the shoe on the foot</li> <li>-Both shoes should be a matched pair</li> <li>-NO boots with shorts, skorts, or skirts</li> </ul>
<b>Coats / Jackets / Raingear</b>	ANY	ANY	<ul style="list-style-type: none"> <li>-Coats/Jackets must be no longer than mid-thigh, but <u>must reach waist</u></li> <li>-Jackets must have sleeves that reach the wrist and may have hoods</li> <li>-NO pullover sweatshirts or windbreakers-MUST zip, snap, or button up the front</li> <li>-Hoods may be worn only on the bus and when changing classes outside</li> <li>-May not be worn tied around the neck, waist or any other part of the body</li> </ul>
<b>Jewelry</b>	ANY	ANY	<ul style="list-style-type: none"> <li>-No large (over 2") jewelry on necklaces or large (over 2") earrings (on girls)</li> <li>-No embellishments in mouth or on teeth unless required by a doctor/dentist</li> <li>-No large/heavy chains, studded or spiked jewelry</li> <li>-Chains should not extend farther than 6" from the neck</li> <li>-No body piercings jewelry on the face</li> <li>-No Neck Ties or hats of any kind</li> <li>*EXCEPTION: Girls may wear earrings in their ears</li> </ul>

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

## CONSEQUENCES-Middle School (6-8)

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

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

Second Offense: ISS for one day or corporal punishment.

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

Third Offense: ISS for two days or corporal punishment.

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

Subsequent Offenses:

The student will be assigned to ISS at either the respective school or the Alternative School (3-5 days).

### MANDATORY SCHOOL DRESS CODE DURING CLASSES WITH PHYSICAL EXERTION K-12

- Students will be allowed to change clothes during classes involving physical exertion or extreme movement. Sponsors/Principals will approve appropriate clothing for each class. Students will be allowed to wear this clothing ONLY in the approved classes.
- If any activity occurs during the last period of the day, students may not leave class area out of clothing that meets the dress code policy until all school buses have left campus. (If riding a bus home, clothing that meets the dress code policy must be worn before boarding bus.)
- Students will stay in clothing that meets the dress code policy until events begin such as performances, pep rallies, or games. If event ends during the school hours they will need to change back into clothing that meets the dress code policy. (For example, cheerleaders, football players and band members who wear something other than clothing that meets the dress code policy to a pep rally will change into their pep rally uniform 10 minutes prior to the scheduled event then change back into clothing that meets the dress code policy within 10 minutes of the conclusion of the event.)
- ROTC will be allowed to dress in military uniforms on prescribed "Uniform Days" according to curriculum and grading.
- Vocational School students will purchase coveralls for approximately \$10. Each of the 4 areas will have a different color of overalls. These coveralls will be slipped on over the clothing that meets the dress code policy and stored at the vocational school.

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

## DUE PROCESS

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

### STEP ONE: INITIAL INFORMAL HEARING

Applies to: Suspensions of 10 days or less  
Suspensions of 11 days or more  
Recommendations of Expulsions  
Denials of admission

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

1. Advise the student of the charges against him or reasons for nonadmission;
2. Afford the student a full opportunity to respond; and

3. If the student denies the charges or contests the reasons for nonadmission, explain the evidence in support thereof.

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

1. **SUSPENSION OF 10 DAYS OR LESS:** The principal may issue to the student and legal guardian a notice of suspension not longer than 10 consecutive school days. The suspension is effective immediately and no further due process is required.

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

3. **IMMEDIATE SUSPENSION AND RECOMMENDATION OF EXPULSION:** The principal or superintendent shall immediately suspend a student for 10 days or less and recommend expulsion when there is reason to believe that the student committed an unlawful or violent act, as defined or otherwise provided by District policy. The suspension shall be effective immediately, pending conclusion of due process on the recommendation of expulsion.

4. **IMMEDIATE SUSPENSION AND RECOMMENDATION OF SUSPENSION OF 11 DAYS OR MORE/EXPULSION:** The principal or the superintendent may immediately suspend a student for 10 days or less and recommend a suspension of 11 days or more or expulsion, as appropriate under the circumstances. The suspension shall be effective immediately, pending the conclusion of due process on the recommendation of long-term suspension or expulsion.

5. **DENIAL OF ADMISSION:** The principal or superintendent may recommend a denial of admission which shall be effective immediately, pending the conclusion of due process.

#### STEP TWO: APPEAL

Applies to: Suspensions of 11 days or more  
Expulsions  
Denials of admission

If after the initial hearing the principal or superintendent determines that a recommendation of suspension for 11 days or more, expulsion or other denial of admission is the appropriate disciplinary action:

1. The principal or superintendent shall give the student a written "Notice of Suspension and Recommendation of Expulsion/Nonadmission and Statement of Rights" in a form provided by the superintendent for such purposes.

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

3. A hearing before the School Appeals Committee OR insert appropriate body or designee shall automatically be scheduled no later than the tenth school day following the date of notice.

4. Pending the outcome of the hearing before the School Appeals Committee or insert appropriate body or designee:

a. The student may be offered temporary placement in the alternative school program when the counselor verifies the student's suitability for such program and, in such case, the hearing before the [School Appeals Committee OR insert appropriate body or designee] may be held at any appropriate time without application of the 10-day limitation. However, the District may not offer temporary placement when the offense upon which the action is based is gang or group-related fighting, violation of prohibitions against weapons or controlled substances, assault of a staff member or other unlawful or violent act.

b. The student may be allowed to remain in school if the principal or, in the case of nonadmission, the superintendent determines that his/her continued presence is not detrimental to the normal functioning of the school program and, in such case, the hearing before the [School Appeals Committee OR insert appropriate body or designee] may be held at any appropriate time without application of the 10-day limitation.

c. The hearing will be before the School Appeals Committee OR insert appropriate body or designee:

i. The Committee may be composed of three or more school administrators, none of whom may be on the staff of the school from which the student is enrolled.

ii. The superintendent's designee will serve as the investigator, convener and administrative officer of the Committee but shall not vote.

- d. The Committee OR insert appropriate body or designee shall hear and consider all cases presented and is authorized to:
  - i. To concur or not concur in the suspension, expulsion or nonadmission recommendation;
  - ii. To confirm or specify the duration of a suspension of eleven days or more, to remove the suspension or expulsion or to recommend admission; and
  - iii. Subject to review and approval of the superintendent, to recommend limited or unlimited expulsion or nonadmission to the board.
  - iv. The [Committee OR insert appropriate body or designee] shall prepare a written summary of each case.
- e. All expulsion and nonadmission recommendations shall be subject to review by the superintendent and by the board.
- f. After completing this appeal step, a parent, legal guardian or custodian aggrieved by a decision to suspend his/her child may request review of the decision by the board. A request for review must be submitted to the board within 2 days after receiving a decision at this appeal step.

**[OPTIONAL] STEP THREE: REVIEW BY THE SUPERINTENDENT**

Applies to: Expulsions  
Denials of admission

The superintendent shall review all recommendations by the School Appeals Committee OR insert appropriate body or designee for expulsions or denials of admission:

- 1. If the superintendent concurs in the decision of the Committee OR insert appropriate body or designee, he shall submit the recommendation to the Board for final action.
- 2. If the superintendent does not concur in the decision of the Committee OR insert appropriate body or designee, he may remove expulsion, assign an appropriate duration of suspension or recommend expulsion or, in the case of other denial of admission, recommend admission.
- 3. All recommendations by the superintendent of expulsions or denials of admission shall be subject to review by the board.

**STEP FOUR: REVIEW BY THE BOARD**

Applies to: Suspensions (only upon request by parents)  
Expulsions  
Denials of admission

The board shall, at its next regular or special meeting following the recommendation, review and take final action on all recommendations for expulsions, denial of admission and any requests for review of suspensions. All consideration of student disciplinary actions shall be conducted in accordance with standard board procedure. All decisions by the board shall be final.

According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. (Attorney General Opinion, *Carter*, 1-9-98) (#183) (97-0817)**ENROLLMENT/REGISTRATION**

Students enrolling in the Grenada School District for the first time must report to the principal's office to begin the registration process. New students must be accompanied by a parent or guardian. The following information is required when registering:

- (1) Withdrawal grades or report card (**may be FAXED from former school**)
- (2) Address of former school
- (3) New home address (Civil Defense 911 Notification Card required) residency verification and phone number.
- (4) Immunization records - MS Form 121
- (5) Birth Certificate
- (6) Social Security Number

Before any student will be registered, the parent/legal guardian must be present with valid documentation.

Documentation Required for Registration

A student entering a Mississippi public school for the first time must present a certified copy of his/her birth certificate. A student entering the District for the first time is required to present the following prior to enrollment in the District:

- \* Proof of residency (see Residency Verification in this handbook)
- \* Clearance from the former school including current grades

- \* A Certificate of Compliance certifying that the student has had all required immunizations. For further information on immunizations, please contact the health department.
- \* A statement of whether the student is under an expulsion from or has an expulsion proceeding pending in the former school district.

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

## EMERGENCY WEATHER PROCEDURES

In the event of severe weather or other emergencies, the Superintendent may be required to dismiss school early. Announcements of early dismissal will be made over radio stations as soon as possible to notify parents and students that school is to be dismissed early or canceled.

## EXTRA ACTIVITIES

Activities at Grenada Middle School are designed to help make young people well-rounded individuals. The following rules apply:

- A student planning to participate in 7th grade extra-curricular activities cannot be 14 years old before August 1.
- A student planning to participate in 8th grade extra-curricular activities cannot be 15 years old before August 1.
- Students must obey all rules of conduct set by the school and staff. Students who have discipline problems in the classroom or otherwise may have the privilege of participating in extra-curricular activities revoked.
- Students in grades 6-8 must attend school for a minimum of 4 periods to be eligible to participate in school activities that day.

MHSAA Middle School Eligibility Requirements:

- To be eligible for **middle school** activities, a student must have passed any four courses with a 75 average for the preceding semester. The year end average for the spring semester will be used to compute averages for the fall eligibility.
- To be eligible for **high school** activities, a student must have passed the four courses (English, Math, Science, and Social Studies) with a 75 average for the preceding semester. The year end average for the spring semester will be used to compute averages for the fall eligibility.
- Extended School Year grades will replace the grade for the failed course in the spring semester average.

### 1. GMS Cheerleaders

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

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

- Final selection will be based on:
  - 100%.....Try-outs/floor judging (will include general appearance, enthusiasm, motions/form/technique, confidence, gymnastics/jumps)

*(\*If a cheerleader does not complete any previous years' responsibilities, they may NOT re-audition without the middle school principal's approval.)*

- Each cheerleader is required to:
  - Attend every practice, including summer and after school, and provide his/her own transportation to/from practice
  - Mandatory camp attendance (held in the summer)
  - Attend, be on time to and stay until the end of all games
  - Meet the requirements of strength, agility, flexibility and coordination.
  - Maintain good moral behavior.
  - Obey all rules of conduct set by the school and the sponsor.
  - Keep uniforms neat and clean and be well-groomed and practice good hygiene.
  - Participate equally in all fund-raising activities sponsored by the squad.
  - Be responsible for all costs of uniforms, pompom, camp, camp outfits and other incidentals
  - Must attend **all** games unless approved by middle school principal

*The privilege of being a cheerleader may be revoked for failure to abide by the rules of conduct and/or those rules set by the sponsor. Cheerleaders may not be employed except on a part-time basis. Work will not be an excusable reason for missing practices or games.*

### 2. Showchoir

In order to try out for the Grenada Middle School Showchoir, a student must have a 75 overall average in their academic classes the

previous semester and a minimum C average in citizenship for each course.

**TRAVEL:** All students must travel to and from performances and competitions in school-provided transportation, except when traveling with parents.

**FUND-RAISING:** The program operates on funds from the District, booster activities and fund-raising activities. Therefore, all products need to be sold, turned back in or paid for. Students will be held strictly accountable for payment for all products. All fundraisers must be approved by the principal.

**DISCIPLINE:** The director has the authority to place any student on alternate status and to impose disciplinary penalties, as he/she deems appropriate. All students are responsible for adhering to all rules of conduct as well as those rules specific to participation.

### 3. **Athletics**

Grenada High School is a member of the Mississippi High School Activities Association in Class 5A.

- ❖ No student can participate in interschool contests for more than 4 years after entering middle school. He/she shall not be permitted to participate if he/she has reached age 19 prior to August 1st.
- ❖ A freshman must be promoted and have passed 8th grade level courses by achieving at least an average of 75 in three of the four core courses of math, science, English and social studies to participate.
- ❖ Athletes must obey all rules of conduct set by the school and coach. Students who have discipline problems in the classroom or otherwise may have the privilege of playing sports revoked.
- ❖ Athletes are required to attend scheduled practices and competitive events of the sports in which they participate. Students attending all practices and competitive events will be given first opportunity to participate in interschool contests.
- ❖ Athletes participating in 2 or more sports must make a choice when practices for both sports are being conducted simultaneously. However, the sport involved in actual competition takes priority regarding the athlete's time.
- ❖ All athletes must travel to and from competition in school-provided transportation; the only exception is when travel occurs with parents.
- ❖ A student who has been injured and has had medical treatment cannot participate again until the date indicated by a physician, in writing.
- ❖ Only athletes who complete the entire season of a sport will be eligible for individual awards. The only exception is where injury or illness limits participation.
- ❖ No awards will be given to any student suspended from an athletic team.
- ❖ To be eligible to participate in athletics, a student should have attended class a minimum of 4 periods on the day they wish to participate.

The awarding of letters, jackets, sweaters, stripes, trophies and special honors is left to the discretion of the school.

### 4. **Band**

**PRACTICE:** All band students are required to attend all scheduled practices and performances. A student who must be absent due to illness, church or serious family problems must notify the band director prior to the rehearsal by verbal or written excuse.

**INSTRUMENTS:** Except when section rehearsals are scheduled, band students are required to carry all instruments home each day, except tubas and percussion.

**TRAVEL:** All band students must travel to and from performances and competitions in school-provided transportation, except when traveling with parents.

**FUND-RAISING:** The band program operates on funds from the District, band booster activities and fund-raising activities. Therefore, all products need to be sold, turned back in or paid for. Students will be held strictly accountable for payment for all products.

**DISCIPLINE:** The director has the authority to place any student on alternate status and to impose disciplinary penalties, as he/she deems appropriate. All band students are responsible for adhering to all rules of conduct as well as those rules specific to band participation.

## STUDENT ACTIVITIES

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

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

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

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

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

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

## FEE POLICY

### Grenada School District Fee Policy

1. The District has no enrollment fee or registration fee for students to attend any school in the District.
2. Beginning with school year 2007-2008, the District will not charge fees to any student for the costs of supplemental instructional materials and supplies. Supplemental instructional materials and supplies include subject workbooks, readers and magazines used in course work, computer laboratory and science laboratory materials and supplies, additional books used for

course study, and materials for vocational classes. Except for the fees described in this paragraph, the Board of Trustees does not designate any other fees charged by the District to be related to a valid curriculum educational objective.

3. The District will charge fees for the costs of supplemental instructional materials and supplies described above and will waive or refund fees paid for supplemental instructional materials described above by a student whose family qualifies for the National School Lunch Program, 42 U.S.C. Section 1751 *et seq.* or any other student. The fees for supplemental instructional materials and supplies above will be waived and future school years pursuant to the District's financial hardship waiver policy for any student whose family qualifies for the National School Lunch Program.

4. Pursuant to Miss. Code. Ann. Section 37-7-335(1)(c), the District will continue to charge fees related to extracurricular activities such as athletics, cheerleading, band, show choirs, ROTC, school clubs, and student organizations. These fees include, but are not limited to, costs for school annuals, student newspapers, beauty reviews, club dues and activities, class dues for prom and homecoming functions, field trips, parking decals, caps, gowns, and diploma covers for graduation exercises, and all trips, events, merchandise, or fundraisers associated with extracurricular activities.

5. Teachers may sometime request students to purchase certain personal items from a third-party vendor chosen by the student. The District does not sell these items and charges no fees for them. These items are optional and not required. They include but are not limited to notebook paper, compositions books, binders, file folders, dividers, pencils, pens, crayons, markers, erasers, book bags, planners and organizers, construction paper, paper cups and plates, index cards, and nap pads or towels.

6. Pursuant to the Mississippi Attorney General's Opinion dated August 3, 2007, to State Superintendent Hank M. Bounds, personal clothing purchased by a student from a third-party vendor selected by a student to comply with the District's dress code for students is not a fee of the District.

7. In compliance with Miss. Code Ann. Section 37-7-335, this policy shall be published in student handbooks for all schools in the District so that all students whose families qualify for the National School Lunch Program, 42 U.S.C. Section 1751 *et seq.* shall know that it is the District's intention not to charge fees for which a waiver must be granted under the statute. If however, any student seeks a hardship waiver, any information provided by the student will be maintained in strict confidence with all files and personal disclosures restricted from review by the general public and used solely for determining a student's eligibility for any such financial hardship waivers.

## **FIRE AND SEVERE WEATHER DRILLS**

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

## **GRADES/CURRICULUM**

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

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

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

- A minimum of 1 grade per subject per week is required.
- A child must be on the class roll at least 15 days during a 9 weeks period to receive a report card.
- Grades 6-8:
  - Daily work, including homework, recitations, reports, etc., counts 1/4 of the total nine weeks grade.
  - Weekly or chapter tests will count 1/2 of the 9 weeks average.
  - The nine weeks test will count 1/4 of the total nine weeks grade.
  - The two nine weeks grades will be averaged to determine the semester grade.

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

### **2. Honor Rolls**

Students in grades 6-8 may be selected to the Honor Roll as follows:

Superintendent's List: 90 average or above in each academic subject.

Principal's List: 87 average or above in each academic subject.

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

**3. Grading Scale**

- A = 90-100
- B = 80-89
- C = 70-79
- D = 65-69
- F = Below 65

**4. Academic Awards**

Academic Awards programs are held in May to recognize students who excel. Academic excellence is stressed and recognized through these programs.

**5. Report Card Dates**

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

**October 17, 2011**

**January 9, 2012**

**March 26, 2012**

**May 23, 2012**

**6. Promotion and Retention**

To be considered for promotion to a higher grade, a student must demonstrate mastery of 100% of the grade level functional literacy skills and the grade level basic skills of the curriculum structure of the Mississippi State Department of Education. Students in grades 1-5 will not be considered for promotion if he/she makes below 65 in one or more subjects (Math, Reading) for the yearly average. Students in grades 6-8 will not be considered for promotion if he/she makes below 65 in two or more subjects for the yearly average.

**GUIDANCE**

Guidance services are available for every student. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, student helps, help with home, school and/or social concerns or any questions the student feels he would like to discuss with the counselor.

**HALL PASSES**

Students are not permitted in the halls during class periods unless they have the designated hall pass from an authorized staff member or are accompanied by a teacher. Hall passes will be issued only in case of emergency. Students are responsible for obtaining the designated pass. Verbal permission is not acceptable.

**HEALTH/WELLNESS POLICY**

The principal or administrator shall notify the county health department of receiving problems of head lice if the student has had head lice on three consecutive occasions during one school year while attending school or if the parent has notified the school officials of the student having head lice on three consecutive occasions as determined by the school nurse, public health nurse or physician. The school principal or administrator shall not allow the student back to school until proof of treatment is obtained.

The Grenada School District adopts a school wellness policy with the commitment to nutrition, physical activity, comprehensive health education, marketing, and implementation. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff. Staff wellness is also an integral part of a healthy environment.

**INSURANCE**

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

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

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

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

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

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

The Children's Internet Protection Act (CIPA) was signed into law on December 21, 2000. Under CIPA, no school or library may receive discounts unless it certifies that it is enforcing a policy of Internet safety that includes the use of filtering or blocking technology (see below). This Internet Safety Policy must protect against access, through computers with Internet access, to visual depictions that are obscene, child pornography, or (in the case of use by minors) harmful to minors. The school or library must also certify that it is enforcing the operation of such filtering or blocking technology during any use of such computers by minors. The law is effective for Funding Year 4 (07/01/2001 to 06/30/2002) and for all future years. Schools and libraries receiving only Telecommunications Services are excluded from the requirements of CIPA. <http://www.ftc.gov/ogc/coppa1.htm>

### **Overview of COPPA**

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

## **INTERNET APPROPRIATE USE AGREEMENT**

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

- Transmission of any material in violation of any United States or state regulation is prohibited. This includes copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use for product advertisement, commercial activities, illegal action, or political lobbying is prohibited.
- Appropriate use reflects academic honesty and ethical behavior, and demonstrates consideration of the consumption of shared resources. It shows respect for intellectual property, ownership of data, system security mechanisms, and the rights of others to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.
- Appropriate use also refers to disciplining oneself to spending a reasonable amount of time on the network and not neglecting other responsibilities. It is possible to become addicted to the Internet thereby neglecting study time and time for social and wellness activities. Students identified as addicted to the network may be denied access for a period of time to be determined by the principal.
- Use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The principal or his designee may deny, revoke, or suspend user privilege to any user determined to be using the system in an inappropriate manner and their decision is final.
- Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to):
  - Be polite. Do not write or send abusive messages to others.
  - Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
  - Do not reveal your personal address or phone number or the address or phone number of students or colleagues.
  - Note that electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - Do not use the network in such a way that you would disrupt the use of the network by other users.

- o All communications and information accessible via the network should be assumed to be private property.

**\*Reliability:**

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

**\*Security:**

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

**\*Vandalism:**

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

**LOCKERS**

Lockers will be assigned to students. However, students are encouraged to bring their own combination lock or padlock to secure their belongings. The administration reserves the right to search any locker and remove any lock, if necessary, upon reasonable suspicion that unlawful or unauthorized items may be contained in the locker. See the search policy for further information. The school is not responsible for any articles taken from unlocked lockers.

**LOST AND FOUND**

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

Items of special value, such as jewelry and large sums of money, should not be brought to school. If an item is lost, stolen or found, report it to the office as soon as possible.

**LUNCH / BREAKFAST PROGRAM**

Breakfast will be available at Grenada High School Cafeteria beginning at 7:15 a.m. - 7:40 a.m. Students are encouraged to participate in the breakfast program.

Breakfast:	Students \$1.25	Reduced .30	Adults \$2.25	Milk .50
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A closed lunch period will be operated during which each class will be scheduled a time to go to the cafeteria. Every student will be required to go with their teachers to the cafeteria even though he/she may bring his/her own lunch or not eat at all. Upon finishing lunch, all students must wait for their teacher to return to class.

Lunch:	Students \$1.75	Reduced .40	Adults \$3.25	Milk .50
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\*Ice cream & juice are available for an additional price

\*\* "Offer" vs. "Serve" is being implemented at all schools, which allows students to decline some of the food offered in a school lunch or school breakfast. A student may select 3 of the 5 components, as long as it is a reimbursable meal.

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

Students must follow these guidelines while in the cafeteria:

- \* All students must remain in line. If a student leaves the line and attempts to return, he/she will be considered "skipping line."
- \* All students must have their lunch fee ready upon reaching the cashier.

- \* No food may be taken from the cafeteria.
- \* All trays, milk cartons, etc. must be carried to the waste window after finishing the meal.
- \* All rules of conduct apply in the cafeteria. No conduct which disrupts, interferes and/or disturbs others will be allowed.

*Any student in violation will be subject to the general rules of discipline.*

It shall be the responsibility of the principal to arrange the schedule so that the children will at all times enter the cafeteria, eat their lunch, and return to their classrooms in an unhurried and relaxed manner. Teachers will come down the serving lines with their class at serving time in order to keep the serving line moving on schedule and to supervise the behavior of their children. Dissatisfaction with the manner in which the cafeteria prepares food and any recommendation for improvement will be expressed to the principal who will take the matter under advisement with the cafeteria administrators.

- Teachers are not to come into the kitchen for special service.
- Beverages other than milk shall not be consumed in the dining room during the lunch period except in an unidentifiable container.
- Foods and beverages available in the lunchroom shall be only those which contribute both to the nutritional needs of the child and to the development of desirable food habits.
- No lunches may be charged for anyone at anytime.
- Students who bring lunch from home may purchase milk products.
- Water will be available to students at no charge where lunch meals are served. (Schools will offer water pitchers and cups on lunch tables, a water fountain, or a faucet that allows students to fill their own bottles or cups with water. Cups may be purchased if the student does not bring a cup.)

Food Service--JGH-R

Ref.: State Board Regulation, February 1985

*\*Any food or beverage from an outside source should be in unidentifiable containers.*

## **MEDICATION**

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

## **PRIVACY ACT**

With regard to the release of students' education records, the District complies with the Family and Education Privacy Act of 1974, 28 U.S.C. 1232g.

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

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

## **RESIDENCY REQUIREMENTS AND VERIFICATION**

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

### **1. Verification**

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

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

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

2. Homeless Children

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

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

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

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

4. Transfer Students

Individual students living outside the geographic boundaries of the Grenada School District may request a transfer into the Grenada School District upon the written consent granted by the Board of Education/Trustees of the district in which the student resides. The Grenada School District Board of Trustees, may, in its discretion accept the student requesting the transfer. The acceptance of the transferring student must be spread upon the minutes of the board. It is the intention of the Grenada School District Board of Trustees to, at all times, comply with section 37-15-31 of the Miss code of 1972.

The Grenada School District Board of Trustees shall charge an annual tuition at the rate of \$900 per student. If however, a family has two or more students transferring into the Grenada School District, the tuition charged shall be \$600 for the second child and \$400 for each child in excess of two.

5. Further Information

For further information regarding residency, please contact your principal.

**SCHOOL BUS RULES**

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

1. Loading and Unloading

- \* Be at the assigned bus stop on time in the morning and at the assigned loading zone on time in the afternoon.
- \* Exercise extreme caution in getting to and from your assigned bus stop.
- \* Don't engage in unruly behavior at designated school bus loading/unloading locations.
- \* If you must cross the road to get on the bus or after getting off, don't cross until the bus arrives and gives the proper signal to cross. Always cross in front of the bus and look both ways for traffic.
- \* Wait until the bus comes to a complete stop before trying to load or unload.
- \* Use the handrail while getting on and off the bus.
- \* When leaving the bus, move from the unloading zone to your assigned place as quickly as possible, but do not run.

2. While In the Bus

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

- \* Do not distract the driver's attention except when necessary.

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

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

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

### **PARENT NOTICE**

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

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Grenada School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. The Grenada School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to:

1. Inspect and review his/her child's educational records
2. Make copies of these records
3. Receive a list of individuals having access to those records
4. Ask for an explanation of any item in the records
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights
6. A hearing on the issue if the school refuses to make the amendment

## **SECTION 504/AMERICANS WITH DISABILITIES ACT COMPLAINT PROCEDURES**

Any person who believes that he/she or any class of individuals have been subjected to discrimination as prohibited by Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act may file a complaint pursuant to the procedures set forth below, on his/her own behalf, or on behalf of another person or on behalf of persons with disabilities as a class. All persons are encouraged to file complaints to resolve disputes arising under these laws. Your filing a complaint will not subject you to any form of adverse action, reprimand, retaliation or otherwise negative treatment by school district personnel.

1. Within fifteen (15) calendar days of when a complainant knew or should have known of discriminatory conduct, a complaint shall be given in writing to the school principal or Section 504/ADA coordinator. The complaint shall describe specifically the time, place and nature of, and the participants in the alleged discriminatory acts. The Section 504/ADA Coordinator shall, within ten (10) calendar days of receipt of the complaint, conduct or cause to be conducted a thorough investigation including questioning of all parties involved in the complaint. A written record shall be made of the statements by all parties involved. After the investigation is complete, the Section 504/ADA Coordinator shall meet with the complaining party and give a full report of the findings.

2. If the complaint is not satisfactorily resolved at Step 1, the complainant shall have five (5) calendar days after being informed of the results of the investigation to file an appeal with the Superintendent. The complainant shall present his/her complaint in writing, describing the reasons for his/her dissatisfaction with the results of Step 1. The Superintendent or designee shall review all aspects of the complaint and complete an additional investigation if necessary. The Superintendent shall respond to the complainant in writing within ten (10) calendar days of receipt of the written appeal.

3. If the complainant is not satisfied with the results of Step 2, the complaining party shall have five (5) calendar days from receipt of the Superintendent's decision to appeal the complaint to the school board. The appeal shall be in writing, describing the reasons for complainant's dissatisfaction with the results of Steps 1 and 2. The complainant shall have the opportunity to present an oral statement to the board at the next regular scheduled monthly meeting of the board. The board's decision shall be rendered within five (5) calendar days after complainant's appearance before the board, or within thirty (30) calendar days after receipt of the appeal if no appearance before the board is requested.

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

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

## SEARCHES

Circumstances may arise which require searches of students' persons, possessions, lockers, desks or vehicles. Administrators have the authority and obligation to exercise discretion in conducting searches. Any weapons or other dangerous objects found on the student's person or in the student's possession should be immediately confiscated and appropriate disciplinary action should be instituted.

### 1. Locker and Desk Searches

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

### 2. Vehicles

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

### 3. Students

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

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

### 4. Metal Detectors

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

### 5. Further Information

For further information on searches, please contact the principal.

## SEXUAL HARRASSMENT

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

### 1. Definition of Sexual Harassment

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

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

### 2. Complaints

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

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

### 3. Further Information

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

#### **STUDY HABITS**

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

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

#### **TELEPHONE USE**

The telephones are for business purposes only. Students will be allowed to use the telephone in the office for emergency situations. If an emergency arises and it is necessary to contact a parent, the call will be made by the office staff.

#### **TESTING PROGRAM**

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

- Students at Grenada High School are required to pass Subject Area Tests including Algebra I, English II (with a writing component), U.S. History from 1877, and Biology I. All students must pass the four Subject Area Tests in order to earn a regular high school diploma. Students have multiple administrations in order to pass all subject area tests.
- State Board Policy IHF-3, outlines an appeal process whereby if a student, parent, or district personnel has reason to believe that a student has mastered the subject area curriculum but is unable to demonstrate mastery on the statewide Subject Area Test, an appeal for a substitute evaluation process may be made.

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

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

#### **TEXTBOOKS**

Students are allowed to use textbooks locally owned by the Grenada School District. Parents/legal guardians and students have full responsibility for the books at all times. The school keeps a record of issuance of textbooks to each student. Students are responsible for proper care and maintenance of any textbooks issued to them for instructional purposes. Books will be returned at the end of the school year, or at the request of the teacher. Any damages will be assessed at that time, a fine determined and parents will be responsible for restitution. If a book is lost, misplaced or damaged in any way, the parent and student are responsible for paying the assessed value of the book. No student will receive a transcript or credits from the office or will be issued new books until all book fines have been paid.

#### **VANDALISM**

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

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

## **VISITORS**

All visitors to the school must first report to the principal's office for clearance. Students are not permitted to bring persons other than parents/guardians to school. Teachers must immediately report any unauthorized visitors to the office.

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

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

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

No student may possess a weapon on school property, which includes school buildings, grounds, athletic fields or any other property used for school purposes. This prohibition includes all weapons except those used only for educational or school-sanctioned ceremonies, carried by governmental agents such as policemen or in other very limited circumstances permitted by law.

Non-students may possess a firearm on school grounds only if it is in a vehicle and is not brandished, exhibited or displayed in a careless, angry or threatening manner.

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

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

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

### **2. Reporting Requirements**

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

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

- \* School employees will notify the principal when they have knowledge of unlawful or violent act which has occurred or may have occurred.
- \* The principal will immediately notify the Superintendent and law enforcement officials when he/she has a reasonable belief that a violent crime has occurred. Law enforcement must immediately dispatch an officer and arrests may be made with probable cause.
- \* The Superintendent will notify the youth court and law enforcement officials of a crime committed by a student.
- \* The Superintendent and/or principal will notify the district attorney of an accusation of fondling or sexual involvement with a minor student (under 18) by a school employee (18 or older) where there is a reasonable basis to believe that the accusation is true.

## **WITHDRAWAL/TRANSFER**

\*Students must withdraw at their individual school, and the school shall follow proper withdrawal procedure to make sure all paperwork is completed. (A copy of the withdrawal form shall be sent to the Dropout Prevention Coordinator at Central Office and original kept on file at school.)

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

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

*\*STUDENT TRANSFERS FROM UNACCREDITED SCHOOLS*

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

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

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

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

\*\*\*\*\*

**\*\*\* Please sign, date, and return this form to your child's 1<sup>st</sup> Period/Homeroom teacher upon receipt of the Grenada School District Student Handbook. \*\*\***

\_\_\_\_\_  
*Student Name*

\_\_\_\_\_  
*Parent or Guardian*

\_\_\_\_\_  
*Date*

\*\*\*\*\*

