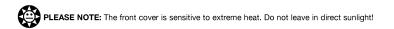
Martin Elementary School

STUDENT HANDBOOK

This agenda belongs to:

NAME	
ADDRESS	
OT /TOUR	710 0005
CITY/TOWN	ZIP CODE
PHONE	
STUDENT NO	





PHILOSOPHY

Democratic citizens believe that all children and youth have equal moral worth. Education is the concern of all. The home, school, church and community share in giving children a firm foundation on which to grow. Since education is a cooperative undertaking, the philosophy of education in the Brookhaven School District is

- ➤ To provide for every child, regardless of ability, environment or status, the opportunity to develop to his/her highest capacity physically, socially, morally, and spiritually so that he/she will become an effective member of society, capable and desirous of making a definite, positive contribution to that society;
- > To adapt our method of instruction to the individual as well as to the group; to set up goals within the grasp of the pupil's understanding; to train the mind to think critically; to afford opportunities for practical applications; to arouse curiosity and to stimulate further study;
- > To lead the pupil into active participation in the learning process and to guide and inspire him/her;
- > To continually evaluate, revise and maintain a varied and flexible curriculum which will meet the changing needs of society; and
- > To take our community into our confidence and discuss, plan and work out together our educational problems under the professional leadership and guidance which we are able to give.

The Current Mission of the Brookhaven School District:

The mission of the Brookhaven School District is to educate every student regardless of ability, race, creed, or socioeconomic status. It is our belief that all students have equal moral worth and that all students can learn. It is also our belief that high expectations lead to increased student performance.

All facets of the school program shall embody the ideals which will ultimately lead to the development of critical and analytical decision-making skills, a strong work ethic, constructive citizenship, and recognition of the worth of other individuals.

Education is the concern of all; the home, the school, and the community share in giving students a firm foundation on which to grow.

BROOKHAVEN SCHOOL DISTRICT INFORMATION 20011-2012

District Administrators

Dr. Lisa Karmacharya	Superintendent
Mrs. Stephanie Henderson	Director of Assessment and Accountability
Mrs. Susan Quin	Finance Director
Mrs. Brandy Myers	Special Services Director
Mrs. Joanna Sproles	Director of Public Relations
Mrs. Marsha Woodard	Federal Programs Director
Mr. Johnny Waller	Administrative Assistant
Mr. Clay Whittington	Director of Bands
Mrs. Tonya Thomas-McSweyn	Director of Food Service
Mr. Scott Campbell	Technology Coordinator
Mr. Versie Rushing	16 th Section Land Manager
Mr. Steve Huey	Director of Transportation

BOARD OF TRUSTEES

Mr. Carl Aycock - Chairman

Mrs. Karen Braden – Vice-Chairman

Mr. Willie Harrison – Secretary

Mr. Stan Patrick – Member

Mr. Dan Brown – Member

CONTACT INFORMATION

Superintendent of Schools	833-6661
Federal Programs Office	833-6661
Special Services	835-1211
Transportation	835-1806
Bus Barn	835-1788

Brookhaven Technical Center	833-8335
Don Coleman, Director	
Brookhaven High School	833-4498
Jay Smith, Ph.D., Principal	
Alexander Junior High School	833-7549
Rod Henderson, Principal	
Lipsey School	833-6148
Sonya Foster, Principal	
Brookhaven Elementary School	833-3139
Delores Gearing, Principal	
Mamie Martin Elementary School	833-7359
Rob McCreary, Principal	
Mullins School	
Marilyn Dow-Harris, Ed.D. Principal	833-7472

School Office Hours 8:00 A.M. – 4:00 P.M.
Superintendent's Office Hours 8:00 A.M. – 4:30 P.M.

District Academic Events Calendar Brookhaven School District

SCHOOL CALENDAR 2011-2012

August 2, 2011	Teachers Report		
August 3, 2011	Professional Development		
August 4, 2011	Professional Development		
August 5, 2011	Teacher Work Day		
August 8, 2011	Convocation		
August 9, 2011	Students Begin		
September 5, 2011	Labor Day		
September 3, 2011 September 15, 2011	Early Release Professional Development Site		
September 29, 2011	Early Release Professional Development District		
October 6, 2011	•		
October 14, 2011	Early Release Professional Development Site		
	Homecoming /60% Day		
October 27, 2011	Early Release Professional Development (TBD)		
November 10, 2011	Early Release Professional Development District		
November 21-25	Thanksgiving Holidays		
December 19-30	Christmas Break		
January 2, 2012	Welcome Back Convocation and Professional Development		
January 16, 2012	Martin Luther King Holiday		
February 9, 2012	Early Release Professional Development Site		
February 20, 2012	President's Day		
February 23, 2012	Early Release Professional Development District		
March 12-16	Spring Break		
April 6, 2012	Good Friday* *Potential Make-up Day		
April 9, 2012	Good Monday* *Potential Make-up Day		
April 26, 2012	Early Release Professional Development (TBD)		
May 22, 2012	Student's Last Day/60% Day		
May 23, 2012	Teachers' Last Day		
May 25, 2012	Graduation		

BROOKHAVEN SCHOOL DISTRICT ATTENDANCE POLICY

The School Board of the Brookhaven School District recognizes school attendance as an important responsibility of the student and school staff. Many problems arise from students with excessive tardies and/or absences. Students who attend regularly have fewer discipline problems and a better opportunity to achieve than those who do not. It is the duty of the parent, guardian or custodian to encourage and support each student in school attendance.

EXCUSED ABSENCE

The following constitute a valid excuse for temporary non-attendance in school:

- A. Prior approved authorized school activity.
- B. Illness or injury.
- C. Isolation required by health official.
- D. Death or serous illness of a member of immediate family
- E. Prior approved medical or dental appointment.
- F. Attendance at the proceedings of a court or administrative tribunal if the student is a party to the action or under subpoena as a witness.
- G. Prior approved absence for a religious event.
- H. Prior approved valid educational opportunity.
- I. Other prior approved conditions sufficient to warrant non-attendance.

THE WRITTEN EXCUSE

The student must present a signed written excuse from a parent, guardian or custodian on the day the student returns to school unless permission to be absent was granted by school official before the absence occurred. The written excuse should contain: the date written, full name of the student, the date(s) the student was absent, the cause of the absence, the signature of parent, guardian or custodian and the phone number where parent, guardian or custodian can be reached.

UNEXCUSED ABSENCE

All absences other than excused absences will be classified unexcused. Days missed from school due to disciplinary suspension are considered unexcused absences. Students will receive a daily grade of "0" in each class each day class work is missed because of unexcused absence. Students will have the opportunity to make up a major test. Students are responsible for making arrangements to make up tests within three (3) days. Students on suspension are required to return to school accompanied by a parent, guardian or custodian before being readmitted.

TARDINESS

Promptness is a virtue that becomes a habit. The School Board encourages the development of this habit. Students are expected to be in class on time each period. A student is tardy for class if the student is not in his/her assigned classroom when the tardy bell rings. If a teacher or administrator detains the student, the student will secure a written note before going to the next class. Tardies will result in penalties and may require parent-pupil-principal conference.

Parents who transport their children to school are encouraged to have students at school on time. Students who are late must check in through the office. Parents are asked to accompany students to the office if arriving to school late.

MAKE-UP

It is the student's responsibility to make up work due to an absence. All <u>work</u> shall be made for excused absences. Make-up shall begin immediately upon the return of the student to school. The number of days allowed for a student to make up missed work will be equal to the number of days missed. (Example: If a student misses three (3) days he/she will have three (3) days to make up missed work for excused absence.) It is the responsibility of the student, on the first day back to school to arrange with the teachers for the assignment of missed work and completion of missed work in the

required number of days. Failure to complete the work in the time period specified will result in a grade of zero "0" for the missed work.

Any student suspended from school will receive a daily grade of "0" in each class each day the class is missed. Major tests may be made up within three (3) days. Any pre-announced work or tests missed due to unexcused absence shall be made up on the day the student returns to school. If the absence is pre-planned, students are encouraged to arrange for make-up work prior to the absence.

ABSENCES AFFECTING LOSS OF ACADEMIC CREDIT

Student's unexcused absence from school for more than ten (10) school days or unexcused absence from the same class period more than ten (10) times in one semester shall be recommended by the principal to the superintendent for a denial of academic credit for the semester. A parent, guardian or custodian shall be notified by registered mail after the fifth (5th) unexcused absence. Extenuating circumstances causing absences in excess of ten (10) school days or ten (10) class periods per semester may be considered by the principal and the superintendent on an individual basis. It shall be the responsibility of the parent, guardian, or custodian to furnish to school officials, no later than the close of business on the third (3rd) school day following the student's return to school, sufficient and satisfactory documentation which supports a claim of extenuating circumstances. In the event the superintendent elects to deny a student academic credit for a semester due to unexcused absences, he/she shall at the time of his/her determination send written notice by registered mail to the student and his/her parent, guardian, or custodian informing them of his/her decision. The student, parent, guardian, or custodian may, within seven (7) calendar days of the date of notice, request a fair and impartial hearing before the School board. Should the student, parent, guardian, or custodian fail to request said hearing within seven (7) calendar days of the date of notice, the decision of the superintendent becomes final and effective. The School Board, upon request for hearing from the student, parent, guardian, or custodian, shall set the time, place, and date of such hearing and notify the student, parent, guardian, or custodian in writing of same. The date shall be set not later than thirty (30) days from the date of request, unless otherwise agreed. At such hearing, student, parent, guardian, or custodian shall have the right to be present (in person and/or with legal counsel) and participate in the hearing, to cross-examine the witness heard and to offer such witnesses or other evidence in their behalf as they may desire.

ATTENDANCE AND SCHOOL ACTIVITIES

No student can represent the school in any activity or practice on any school day unless he/she has been in attendance in each academic class on the day of such participation. The only exception will be excused absences approved by the principal. Any student absent any part of the school day must have the approval of the principal before the sponsoring teacher will permit the student to participate in a school activity on the day of the absence. If the event is out of town, participants must report to school authorities and will be dismissed from school by school officials.

ATTENDANCE AND ACADEMIC EXEMPTION

Students with perfect attendance and having a "C" average are exempt from final exams. Exemptions will be determined on a class period basis. Students who are exempt may take the final exam to improve their grade. The exam will not lower the student's average.

ATTENDANCE AND DROP FROM ENROLLMENT

Students absent from school for 20 consecutive days will be dropped from the school register.

DISTRICT DISCIPLINE POLICIES

The Brookhaven School District Board of Trustees has allowed each school to adopt an Assertive Discipline Plan to meet the needs of the individual school and its students. The following discipline policies are Board policies and apply district wide.

WEAPONS

The Brookhaven School District operates in compliance with the Gun-Free School Act, title VIII of the Elementary and Secondary Education Act of 1965, and the applicable Mississippi law. These regulations are set forth in Brookhaven School District Board Policies JCBC, JCBF/KP, JCBH, JDD, JDE, and JDF. The requirement of these policies are substantially as follows:

I. Prohibitions

The Brookhaven School District prohibits the possession of firearms or any other weapon on school property. No student, employee, or visitor may possess or carry any weapon on or about school property or within a vehicle brought upon school property except as specifically outlined in Section VI.

II. Definitions

A. A firearm means:

Any type of weapon, including a starter gun which will or is designed to be 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, incinerator, frozen 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 the use in converting any device into a destructive device described above and from which a destructive device may be readily assembled or as otherwise defined by federal law.

B. A weapon means:

- 1. Any gun, rifle, pistol, or other firearm of any kind, any dynamite cartridge, bomb, grenade, mine, or powerful explosive.
- 2. BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for shaving purposes), and sharp-pointed or edged instrument (except instructional supplies, unaltered nail files and clips, and tools used solely for preparation of food, instruction, and maintenance on educational property).
- 3. Any pocketknife or other knife or any instrument having the effect or appearance of a weapon (including utensils, imitation firearms, or knives).

C. School property:

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 weapon 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 weapon 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 JDD, JDE and all others subsequently adopted by the Board.

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 or other weapon 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 rehabilitation efforts, including, but not limited to, progress in the alternative school or similar program.

V. Reporting Violations

Violations of the firearms and weapons policy shall be reported in accordance with Brookhaven School District Policy JCBF/KP and KCBF-P/KP-P and applicable federal and state laws.

ZERO TOLERANCE

The Brookhaven School District will call for a mandatory recommendation for expulsion from school for those students who commit any of the following acts, unless the recommendation is considered inappropriate for the circumstances of the act:

- 1. Violation of the District's weapons policy
- 2. Violations of the following misconduct of the Board's severe disruptions policy which include:
- **♦** Fighting
- ♦ Harassment, intimidation, or threats of violence against any student or any school personnel
- Possession, personal use or being under the influence of alcohol
- ♦ Possession, personal use or being under the influence of marijuana, illegal drugs, or any controlled substances, as defined by Mississippi State Law, not prescribed to the student
- ♦ Attempting to sell or selling alcohol, marijuana, illegal drugs, over-the-counter medications, prescription drugs, tobacco products, tobacco or drug paraphernalia or any substance having the effect or appearance of a prohibited substance
 - 3. Any offense punishable by the laws of the State of Mississippi that pertain to crimes against persons. (Mississippi Code Section 97-3-1 through 97-3-117); or

4. Violation of Mississippi code Section 97-37-21 which prohibits reporting that a bomb or other explosive has been, or is to be, placed or secreted in any public or private place, knowing that such report is false.

Upon recommendation for expulsion, the School Board will conduct a due process hearing as provided by District Board Policy.

STUDENT TITLE IX PROTECTION

Students in the Brookhaven School District are protected from sexual discrimination, including sexual harassment, by Title IX of the Education Amendment of 1972 to the Civil Rights Act. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcomed sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited by law and should be reported as provided by board policy.

PARENTAL RESPONSIBILITIES

Parents, legal guardians and custodians are reminded of their obligation to adhere to Mississippi Law which provides:

- A. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against property or persons;
- B. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in paragraph (A) of this subsection, or for any other discipline conference regarding the acts of the child;
- C. 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 (B) of this section may be summoned by proper notification by the superintendent of schools and be required to attend such discipline conference; and
- D. 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 as defined in Section 37-11-29 occurring on school grounds.
- E. Any parent, guardian or custodian of a 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 provisions of this section, shall be guilty of a misdemeanor and, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars (\$250.00)
- F. Any public school district shall be entitled to recover damages in amount not to exceed Twenty Thousand Dollars (\$20,000), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) years, who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor, or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.

STUDENT DRESS CODE

While the Brookhaven School District Board of Trustees recognizes that individual students have a right to free expression and that a student's style of dress and/or grooming may reflect individual preferences, these rights must be balanced with the Board's responsibility to provide a safe, secure, and orderly educational environment for all students. As such, the Brookhaven School District has implemented this Dress Code to maintain a safe, respectful and positive learning environment as well as to model good citizenship.

GENERAL RULES:

- 1. All students are expected to observe certain minimal standards of hygiene, sanitation and personal appearance. Cleanliness of both dress and body is mandatory.
- 2. Articles of clothing must not be a health or safety hazard.
- 3. Student's appearance must not be a distraction or interfere with the instructional program.
- 4. The following decorations, whether imprinted on the body or clothing are prohibited:
 - Symbols, mottos, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit or sexually suggestive messages.
 - Symbols, mottos, words or acronyms advertising tobacco, alcohol, or illegal drug use or drug paraphernalia.
 - Symbols, mottos, words or acronyms identifying a student as a member of a secret or overtly anti-social group or gang or that identifies a student as a member of an organization that professes violence or hatred toward ones fellow man.
 - * Visible and permanent tattoos/brands incompatible with the standard set forth herein shall be covered to prohibit their display.
- 5. Permitted clothing shall be worn as designed/manufactured to include the following:
 - Suspender straps must be attached as designed and worn on shoulders.
 - Shirt/Blouses must be buttoned.
 - Zippers must be zippered.
 - Belts must be fastened.
- 6. Approved garments must be of a length and fit that are suitable to the build and stature of the student. Excessively large or baggy clothes are prohibited.

 Similarly, excessively tight clothes are prohibited.

HAIR:

1. Hair should be groomed so as not to extend to the eyebrows and cover or obscure the eyes or any part thereof.

- 2. Hair should be free from obnoxious odors, maintained clean in quality and neat in appearance.
- 3. Hair should not be groomed in class.

HEAD COVERING/SUN GLASSES

- 1. Picks, curlers, rollers, bandanas, sweatbands or other similar head coverings or adornments shall not be worn to class or within school buildings.
- 2. Caps, hats, doo-rags, skullcaps, toboggans, visors, hoods or other similar head coverings shall not be worn on campus unless prescribed by a physician, previously approved by the School's Administration for religious reasons, or approved by the School's Administration for a special school activity.
- 3. Sun glasses (unless indoor use is prescribed by a physician) shall not be worn to class or within school buildings.

ACCEPTABLE TOPS:

- 1. All tops must be size appropriate and should neither be overly baggy nor overly tight.
- All tops must completely cover the abdomen, back, mid-drift, chest and cleavage at all times. This means full coverage while sitting, standing, bending or raising arms.
- 3. Undergarments must be covered at all times and shall not be seen through outergarments.
- 4. Tops may not have holes or rips.
- 5. Tops shall not be longer than the fingertips of the wearer with the arm fully extended.
- 6. Tank tops, tube tops, halter tops, cut-off tops, fish net, see-through tops, spaghetti straps, strapless tops, or backless tops are prohibited.
- 7. Sports bras are an undergarment and are prohibited as an outer-garment.
- 8. Male students: No muscle shirts or jerseys are allowed without a shirt underneath.

ACCEPTABLE BOTTOMS:

- 1. All bottoms such as pants, jeans, shorts, skorts or skirts must be securely fastened around the waist.
- 2. All shorts, skorts and skirts must be no shorter than 6 inches above the knee when sitting or the fingertips when the arm is fully extended while standing, which ever is longer.
- 3. Undergarments shall not be visible.
- 4. Outermost lower garment shall be worn at the waist and shall not extend below the heel of the shoe in length. Bottoms may not be so long as to drag the floor.
- 5. Tights or leggings worn as outer wear, spandex, bike shorts, bathing/swimming wear, sleep wear (including pajamas), are not permitted.

6. Bottoms may not have holes or rips on or above the knee.

ACCEPTABLE SHOES

- 1. Shoes, boots or sandals should be worn at all times.
- 2. Neither house shoes nor shower shoes are permitted.

UNACCEPTABLE DRESS

- 1. Trench coats are prohibited.
- 2. Hanging wallet chains, banging belt ends, spiked/studded belts, bracelets, chain belts, handcuffs, sharp heavy rings, removable decorations that cover teeth ("Grills"), and gloves are prohibited.
- 3. Visible body piercing, with the exception of earrings, is prohibited. Visible body piercing includes, but is not limited to, tongue rings and tongue studs.
- 4. Oversized style pant that would give the appearance of being baggy or saggy.
- 5. Any item of clothing that a student must hold in place to be compliant.

SCHOOL SANCTIONED ATHLETIC WEAR

1. Students participating in school athletic events (including Cheerleaders and Band Members) are permitted to wear school team apparel on game day if permitted by their Coach or other Administrator responsible for that particular activity.

IN ALL INSTANCES, COMPLIANCE OR NON-COMPLIANCE WITH THIS DRESS CODE WILL BE DETERMINED BY THE SCHOOL ADMINISTRATORS. STUDENTS WHO DRESS IN A MANNER DETERMINED TO BE OUT OF COMPLIANCE WITH THE DRESS CODE WILL BE REQUIRED TO CALL A PARENT OR GUARDIAN TO BRING A CHANGE OF CLOTHES THAT CONFORMS WITH THE DRESS CODE. STUDENTS MAY NOT RETURN TO CLASS UNTIL THE PARENT OR GUIARDIAN ARRIVES.

SCHOOL BUS CONDUCT

It is the desire of the Board of Education that the buses operated by the District be operated in such a manner that will allow for the safe transportation of students to and from schools. We consider the bus to be a part of the school and; therefore, all School Board Policies shall be enforced while pupils are being transported. Because of the inherent danger involved in transporting students the Superintendent or Principal, or their designees, are authorized to institute appropriate disciplinary action for disorderly conduct or misconduct including but not limited to, the following:

Pupils Shall Not:

- 1. Play on road while waiting for the bus.
- 2. Put head or hands outside of windows.
- 3. Ride outside of bus.
- 4. Mar or deface bus.
- 5. Use/possession of tobacco or intoxicants.
- 6. Fight.
- 7. Tussle or push.
- 8. Strike or threaten bus driver.
- 9. Use profane language or make vulgar gestures.

- 10. Carry deadly weapons.
- 11. Make excessive noise.
- 12. Throw objects.
- 13. Eat or drink on bus (including chewing gum).
- 14. Commit any other act of improper conduct that is covered by the Board Policies of the Brookhaven School District.

Fighting on a school bus will result in automatic three-day suspension or longer. The bus driver has the authority to assign seats for students riding the bus. No objects that will obstruct the vision of the driver will be allowed on buses (balloons, etc.). Children should get off at the same stop that they boarded in the morning, unless prior approved permission is granted. To ride a different bus than the one they normally ride, a note must be brought to the principal on the morning of the occasion, to be verified by the principal. If a child is suspended three (3) times from the bus, on the 4th time the child loses riding privileges for the remainder of the semester. If a child is suspended from one bus, he/she cannot ride another bus. A suspension from the school is a suspension from all activities, including buses. If a child's behavior results in a discipline form being turned in on a child the principal or designee will determine the necessary steps to remedy the situation. Notification to the parents will be sent home with the student.

REPORTING OF UNLAWFUL OR VIOLENT ACTS

As required by state law certain unlawful acts will be reported by the principal to local law enforcement authorities as more particularly set forth in Board Policy JCBF-KP.

SCHOOL SEARCHES

The Fourth Amendment to the United States Constitution and Article 3, Section 23 of the Mississippi Constitution provides all people with the right to be secure in their persons, houses, papers, and effects against unreasonable searches. However, circumstances will arise where searches of student's persons, possessions, lockers, desks and vehicles will be necessary. Administrators have the authority and obligation to exercise discretion in the implementation of this policy, balancing the District's responsibility to maintain discipline, order, and a safe environment conducive to education with the students' legitimate expectations of privacy. Searches are permitted under the guidelines and procedures of Board Policy JCBG.

CORPORAL PUNISHMENT

As a matter of policy, reasonable corporal punishment of a student is permitted in grades K—8 as a disciplinary measure in order to preserve an effective educational environment. Corporal punishment is permitted only by an administrator under the guidelines and procedures of Board Policy JDA, which also specifies the presence of a witness and a maximum of 3 strokes.

July 21, 199

CODE OF CONDUCT

JBC (Issued 8/28/01)

PREAMBLE:

As provided by Senate Bill 2239 Regular Session 2001 entitled *The Mississippi School Safety Act of 2001* and after conferring with the appropriate parties the Trustees of the Brookhaven School District hereby establish and adopt this STUDENT CODE OF CONDUCT.

I. DISSEMINATION OF THIS POLICY

- A. For the school year 2001-2002 this policy shall be distributed to each student enrolled in the District and the parents, guardians or custodians of such student shall sign a statement verifying that they have received notice of this policy. Further a copy of this policy shall be distributed to all certificated staff and made readily available in the office of the principal for the general public.
- B. From and after the school year 2001-2002 this policy shall be incorporated within the student handbook that is distributed to each student and the parents, guardians or custodians of such student shall sign a statement verifying that they have been given the student handbook. Further the policy shall be distributed to all certificated employees and made readily available in the office of the principal for the general public.

II. CONDUCT REQUIREMENTS

- A. The Brookhaven School District Trustees has allowed each school in the District to adopt an assertive discipline plan to meet the needs of the individual school and its students. Those rights, privileges, requirements and prohibitions of each plan, when not in conflict with these policies, shall govern student behavior to the extent they are applicable.
- B. The following policies and procedures shall be applicable to student conduct District wide.
 - 1. WEAPONS The Brookhaven compliance with the *Gun Free School Act, Title VIII of the Elementary and Secondary Educational of 1965* and the applicable Mississippi statutes. These policies and regulations as set forth in the Brookhaven School District policy manual as policies JCBC (Weapons), JCBH(Gun Free Schools), JDD (Suspension), JDE (Expulsion), JDF (Due Process), JCBF/KP (Reporting of Unlawful or Violent Acts) and JCBF-P/KP-P (Reporting of Unlawful or Violent Acts Procedures).
 - 2. UNLAWFUL OR VIOLENT ACTS The Brookhaven School District operates in compliance with *The Prevention of School Violence Act*, SB 3349 (1994) and its amendments and prohibits any unlawful or violent act on school property or during school related activities as set forth in policy JCBE.
 - 3. SEVERE DISRUPTIONS Any misbehavior, misconduct or violation of any school rule or regulation will be dealt with using appropriate punishment. Certain types of misconduct may be considered as "cause" for disciplinary action including suspension or expulsion as outlined in the Assertive Discipline Plan or Board policy JCA and they apply if the act is committed on school property, at a school activity or function, on a school trip, or at a period of time that the student is under the control or responsibility of the school.
 - ZERO TELORANCE The Brookhaven School District has a policy of zero tolerance for certain violations that call for a mandatory recommendation for expulsion from the school system.

- 5. ATTENDANCE The Brookhaven School District adheres to state law and mandates regarding attendance. See policies JB and JBD
- 6. PERSONAL APPEARANCE The Brookhaven School District expects student to observe minimal standards of hygiene, sanitation, and personal appearance as so set forth under policy JCDB.
- 7. REPORTING OF UNLAWFUL OR VIOLENT ACTS The Brookhaven School District in compliance with state statute has adopted policy JCBF/KP and JCBF-P/KP-P that requires the reporting of certain unlawful and violent acts which have occurred on school property or during school related activities.
- 8. TITLE IX Students in the Brookhaven School District are protected from sexual discrimination, including sexual harassment, by *Title IX of the Education Amendment of 1972 to the Civil Rights Act*. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcomed sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited by law and should be reported as provided by board policy JAA.
- 9. SCHOOL SEARCHES The Fourth Amendment to the United States Constitution and Article 3, Section 23 of the Mississippi Constitution provides all people with the right to secure in their persons, houses, papers, and effects against unreasonable searches. However, circumstances will arise where searches of student's persons, possessions, lockers, desks, and vehicles will be necessary. Administrators have the authority and obligation to exercise discretion in the implementation of this policy, balancing the District's responsibility to maintain discipline, order, and a safe environment conducive to education with the students' legitimate expectations of privacy. Searches are permitted under the guidelines and procedures of policy JCBG.
- 10. FAMILY RIGHTS AND PRIVACY Information which could identify an individual child will be maintained by the Brookhaven School District and will be provided to other agencies only in accord with the Family rights and Privacy Act and IDEA. Parents are guaranteed the right to inspect any such information about their child and to challenge its accuracy. Access to this information is forbidden to any unauthorized person without informed consent. Parents should address requests to review educational records to their school principal. An agency official will provide parents with explanations or interpretations of the educational records being reviewed. The agency may charge a fee for copies of educational records if the fee does not effectively prevent the parents from exercising their right to inspect and review those records.
- 11. PARENTAL RESPONSIBILITY Parents, legal guardians and custodians of each child shall be responsible financially for the student's destructive acts against school property or persons as provided by Miss. Code Ann. Sec. 37-11-53 and 37-11-19 and District policy JDAP.

- 12. DRUG TESTING POLICY All students enrolled in varsity sports in the Brookhaven School District shall be subject to drug testing to the extent and manner provided for in School Board Policy JCDAC. Specific information will be provided to the parent or legal guardian and to the student and consent forms will be required. Additional information can be obtained by contacting the principal or the athletic director.
- 13. GANG ACTIVITY The Brookhaven School District is committed to maintaining a safe school environment for its students and staff. In addition to applying the disciplinary policies of the district where gang activity is suspected a complaint will be filed in accordance with *The Mississippi Street Gang Act* (Miss Code Sec. 97-44-1 et. sec.)
- 14. SCHOOL BUS CONDUCT While the District is required to transport eligible students, each student must adhere to all established district policies dealing with conduct and discipline as well as in policy JCDAD.
- 15. VANDALISM Willful destruction, damage, or injury to school property will not be tolerated and the student and the student's parents will be subject to, in addition to state law, the District's policy on vandalism JCBD and parental responsibilities JDAP.
- 16. PARTICIPATION IN SCHOOL PROGRAMS AND ACTIVITIES The Constitution of this state provides for a free appropriate education. The Brookhaven School District acknowledges this as a right of each student. Participation in school programs and activities are privileges as opposed to rights and are governed by, in addition to state law, District policies and the student handbook.
- 17. SCHOOL HANDBOOK An explanation of other responsibilities and rights of students are set forth in the student handbook for each school in the District that is approved by the Board of Trustees on an annual basis. These handbooks address, among other things, respect for persons and property, knowledge and observation of rules and conduct, free speech and student publications, assembly, privacy, and participation in programs and activities.
- 18. DISCIPLINE PLAN Non-adherence to this code of conduct policy will result in the application of the District's student discipline plan JDA as well as any other applicable statute, regulation or policy.

This policy shall be effective from and after the date of its adoption by the Brookhaven School Board of Trustees and any prior policy in conflict with any portion herein shall stand appealed.

SCHOOL WIDE DISCIPLINE PLAN MARTIN ELEMENTARY GRADES K – 2

When teachers, parents, and students work toward a common goal, it will help students have a positive experience at Martin Elementary School. We want to offer to our students the most positive and effective instructional environment. In order to provide your child and all the students in the school a proactive and efficient learning climate, we utilize an Assertive Discipline Plan in the classrooms and a Positive Behavior Support Plan school-wide.

BE RESPECTFUL

- 1. Raise your hand and wait to be called on unless given permission to do so otherwise.
- 2. Keep hands, feet, and all objects to yourself.
- 3. Follow directions of all teachers or teacher assistants.
- 4. Use encouraging behavior as opposed to bullying behavior.

BE RESPONSIBLE

- 1. Turn in completed assignments.
- 2. Bring supplies to class.
- 3. Make positive choices.

BE SAFE

- 1. Walk / move in the line without distracting others.
- 2. No fighting or rough play on the playground.
- 3. Do not run in the buildings.

POSITIVE CONSEQUENCES:

Good Choice Tickets are passed out frequently around the school by all school employees when students are observed making positive behavior choices. These tickets are used each week to obtain rewards from the Good Choice Cart.

Other Positive Consequences include verbal praise, home notes, phone calls to parents, special privileges, recognition to the principal, etc.

CONSEQUENCES FOR NEGATIVE BEHAVIOR:

With the loss of five recesses during a quarter, students will be referred to the office.

CONSEQUENCES FOR SEVERE DISRUPTIONS

Step 1....1. Contact Parents

2. Isolation in Time Out Room

- Step 2....1. Contact Parents
 - 2. Isolation in Time Out Room
 - 3. Corporal Punishment
- Step 3....1. Contact Parents
 - 2. Corporal Punishment
 - 3. Out-of-school suspension one(1) day
- **Step 4**....1. Contact Parents
 - 2. Corporal Punishment
 - 3. Out-of-school suspension two(2) days
- Step 5....1. Contact Parents
 - 2. Corporal Punishment
 - 3. Out-of-school suspension up to ten (10) days

When corporal punishment is administered the guidelines listed under JDA in the Board Policy Manual will be followed.

DISCIPLINE PLAN JDA (ISSUED 8/28/01)

PREAMBLE:

As provided by Senate Bill 2239 Regular Session 2001 entitled *The Mississippi School Safety Act of 2001* and after conferring with the appropriate parties the Trustees of the Brookhaven School District hereby establish and adopt this student DISCIPLINE PLAN.

I. DISSEMINATION OF THIS POLICY

- A. For the school year 2001-2002 this policy shall be distributed to each student enrolled in the District and the parents, guardians or custodians of such student shall sign a statement verifying that they have received notice of this policy. Further, a copy of this policy shall be distributed to all certificated staff and made readily available in the office of the principal for the general public.
- B. From and after the school year 2001-2002 this policy shall be incorporated within the student handbook that is distributed to each student, and the parents, guardians or custodians of such student shall sign a statement verifying that they have been given the student handbook. Further, the policy shall be distributed to all certificated employees and made readily available in the office of the principal for the general public.

II. ADMINISTRATION OF DISCIPLINE

- A. The Brookhaven School District Trustees has allowed each school in the District to adopt an assertive discipline plan to meet the needs of the individual school and its students. Those rights, privileges, requirements and prohibitions of each plan, when not in conflict with these policies, shall govern student behavior to the extent they are applicable.
- B. CORPORAL PUNISHMENT Corporal punishment as a matter of policy may be administered in the District as a disciplinary measure provided by Board Policy JDA.

- C. CLASSROOM MANAGEMENT The teacher is the authority in the classroom and, as such, is charged with classroom management as provided by the *School Safety Act 2001*. The act, along with policy JDACM, sets forth those rights, duties and responsibilities.
- D. SUSPENSION When unacceptable behavior cannot be corrected by the resources of the teacher or the school administration, the District's student suspension policy, designated as JDD, shall apply.
- E. EXPULSIONS The right to a free appropriate education is a fundamental right; however, under certain circumstances the Brookhaven School District Board of Trustees has outlined policies and procedures for expulsion from the District that are governed by policy JDE.
- F. ALTERNATIVE SCHOOL PROGRAM An alternative school program has been implemented by the Brookhaven School District Board of Trustees as set forth in policy JDAD.
- G. DUE PROCESS The policies and provisions pertaining to students' rights and due process regarding disciplinary matters is set forth in policy JDF.
- H. PARENTAL RESPONSIBILITY -- Parents, legal guardians and custodians of each child shall be responsible financially for the student's destructive acts against school property or persons as provided by Miss. Code Ann. Sec. 37-11-53 and 37-11-19 and District policy JDAP.

This policy shall be effective from and after the date of its adoption by the Brookhaven School District Board of Trustees and any prior policy in conflict with any portion herein shall stand appealed.

CLASSROOM MANAGEMENT JDACM (ISSUED 8/28/01)

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.

- 1. 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 *School Safety Act of 2001* ("Act"). In accordance with the Act and the Attorney General opinion, dated June 25, 2001, this District designates the principal and/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.
- 2. 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 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, 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.

- 3. *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.
- 4. 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. Sec. 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 school district's discipline plan or code of conduct.
- 5. Should the principal or assistant principal determine that the student's conduct does rise to the level of a "disruptive behavior" required in the Act or in accordance with existing procedures addressing the removal of the student 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 delivery. After the conference and application of the appropriate discipline under the school discipline plan, the student may return to class.
- 6. 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 teacher(s) and the principal or assistant principal shall prepare the plan and mail a copy to the parent/guardian.
- 7. Once the 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 student code of conduct and discipline plan, 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.
- 8. If a student under age 13 has two instance of behavior that the principal or assistant principal classifies as "disruptive behavior", the District will appoint trained personnel to evaluate the child's behavior through an appropriate behavioral assessment. The assessment will not be one such that it is in conflict with federal laws requiring parental notification of certain types of evaluations.

9. 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 (Section 37-11-55(b)).

PARENTAL RESPONSIBILITIES JDAP (ISSUED 8/28/01)

Parents, legal guardians and custodians have certain responsibilities to their child and the District. In addition to any statutory responsibilities or obligations imposed by other policies of the District, the following are incorporated into the districts discipline plan:

- A. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against property or persons;
- B. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public 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 (A) of this subsection, or for any other discipline conference regarding the acts of the child;
- C. 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 (B) 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; and
- D. 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 as defined in Section 37-11-29 occurring on school grounds.
- E. Any parent, guardian or custodian of a 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 provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars (\$250.00).
- F. Any public school district shall be entitled to recover damages in amount not to exceed Twenty Thousand Dollars (\$20,000), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) years, who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain, and nothing in this section shall preclude recovery in a greater amount from the minor, or from a person, including the

parents, for damages to which such minor or other person would otherwise be liable.

STUDENT CONDUCT/SEVERE DISRUPTIONS JCA (Issued 8/28/01)

Any misbehavior, misconduct or violation of any school rule or regulation will be dealt with using appropriate punishment. Certain types of misconduct may be considered as "cause" for disciplinary action including suspension or expulsion as outlined in the Assertive Discipline Plan or Board policies and they apply if the act is committed on school property, at a school activity or function, on a school trip, or at a period of time that the student is under the control or responsibility of the school.

- A. Any offense otherwise punishable by law and against the law of the State of Mississippi
- B. Fighting
- C. Harassment, intimidation or threats or violence against any student or any school personnel
- D. Disruption of normal school functions or operations, programs, or activities
- E. Disobedience to school personnel, including refusal to accept or follow instructions, disciplinary measures or counseling
- F. Disrespect to students or school personnel
- G. Profanity, insulting language, obscene language or gestures directed toward students or school personnel
- H. Unauthorized entry on school premises
- I. Unauthorized use of school property
- J. Vandalism, malicious mischief, damage to buildings, fixtures or personal property, including public and private property
- K. Possession, personal use or being under the influence of alcohol
- L. Possession, personal use or being under the influence of marijuana, illegal drugs, or any controlled substances, as defined by Mississippi State Law, not prescribed to the student or any substance having the effect or appear of such substance or held out by the student to be such substance
- M. Possession or use of any tobacco product or paraphernalia
- N. Attempting to sell or selling alcohol, marijuana, illegal drugs, over-the-counter medications, prescription drugs, tobacco products, tobacco or drug paraphernalia or any substance having the effect or appearance of a prohibited substance proclaimed or professed by a student to be such substance
- O. Gambling of any nature or possession of gambling paraphernalia
- P. Truancy or cutting class
- Q. Leaving school or leaving class without permission
- R. Cheating
- S. Public display of affection or sexual activity, including such activity in cars parked in the vicinity of school property
- T. Use or possession of pornographic materials, stolen property, noise making devices, beepers or pagers, cellular phones, fireworks, other disruptive materials or look-alikes of such items
- U. Gang activity
- V. The privilege of obtaining a free and appropriate education is fundamental; however, along with this privilege come certain responsibilities. One of these responsibilities is to respect the right to learn and to not disrupt the learning environment of the school. A student who repeatedly disregards the rights of others, violates school rules and/or repeatedly disrupts the learning environment will have to appear in a hearing before the School Board to face possible expulsion from school. Every effort, such as referral to a counselor, contacting parents, suspension, etc., will be made by school officials to avoid

this School Board hearing; however, it should also be noted that the Board of Trustees has indicated through their policies that a continued pattern of disruptive behavior will not be permitted.

IMMUNIZATION

The School Board requires that all students have Certificates of Vaccination issued by the local health department or family physician on forms specified by the Mississippi State Board of Health (blue card). These forms shall be the only acceptable means of showing compliance with these immunization requirements. The Certification of Immunization will be filed with each student's records.

BIRTH CERTIFICATES

All students registering for the first time must submit a Certified Birth Certificate at the time of registration.

RESIDENCY VERIFICATION

As a result of the residency verification procedure adopted by the Mississippi State Board of Education, each parent, legal guardian or custodian with whom the student lives must provide the school administration a verification of residency on the form provided in this handbook. If you already have this form on file you are not required to submit the form annually; however, if you should change your residence, you must at that time submit an updated form.

SOLICITING

Students will not be permitted to sell candy or other cash items at school for the purpose of raising money for the school activity fund. An exception to this would be fundraising projects by the PTA, Booster Club, or other outside groups; proper approval is required for these activities.

TEXTBOOKS

Textbooks for students are furnished by the Brookhaven School District. As soon as classes have organized, free textbooks are assigned to all pupils. Parents are required to sign the book card assuming full responsibility for the books and their proper care until they have been returned to school. Pupils should see that their books are not abused, as a fine will be charged for any school owned book that shows unnecessary wear. All fines collected for damages or lost books will be used to replace or repair books owned by the Brookhaven School District. If a pupil loses a book and desires to pay for a lost book, arrangements must be made with the principal's office in order to get another book. At any time during the school year, the staff may conduct a check on all textbooks.

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

The fine and damage replacement schedule is as follows

Damage Fine

Writing/drawing/scribbling in book \$1.00 per page

Excessive wear/damage, but Usable 10% cost of textbook Cover of book damaged 25% cost of textbook Spine damaged 25% cost of textbook Water damaged, but Usable 25% cost of textbook

Any damage which makes the textbook unusable for the following term will result in a fine equal to the cost of the textbook. Examples are water damage, missing pages, obscene or vulgar writing or drawing, profanity.

A lost textbook will result in a fine equal to the cost of the textbook.

EMERGENCY CLOSING

Local Brookhaven radio stations will be asked to make announcements beginning at 6:00 a.m. if school will be closed. It is important that parents not try to contact administrative personnel, as the lines will be busy making arrangements for emergency closings. If it becomes necessary to close school early, announcements will be made on the radio. In case of any emergency conditions that will affect the school, please listen to the radio station for announcements.

FAMILY RIGHTS AND PRIVACY

Information which could identify an individual child will be maintained by the Brookhaven School District and will be provided to other agencies only in accord with the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and IDEA.

As a parent, you are guaranteed the right to inspect any such information about your child and to challenge its accuracy. Access to this information is forbidden to any unauthorized person without informed consent. Parents should address requests to review educational records to their school principal. An agency official will provide parents with explanations or interpretations of the educational records being reviewed. The agency may charge a fee for copies of educational records if the fee does not effectively prevent the parents from exercising their right to inspect and review those records.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records re-quest unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

[NOTE: In addition, an institution may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

Notificación Modelo sobre Derechos conforme a FERPA para las Escuelas Primarias y Secundarias

La Ley de Derechos Educativos de la Familia y la Confidencialidad (*Family Educational Rights and Privacy Act*), conocida por sus siglas en inglés FERPA, confiere a los padres y los estudiantes mayores de 18 años (denominados "estudiantes aptos") ciertos derechos con respecto a los expedientes académicos o registros educativos del estudiante. Estos derechos son:

(1) El derecho a inspeccionar y revisar el expediente del estudiante en un plazo de 45 días contado de la fecha de petición de acceso.

El padre o estudiante apto debe presentar al director de Escuela [o el correspondiente funcionario escolar] una petición por escrito que señale el documento o los documentos que desea inspeccionar. El funcionario de escuela se encargará del acceso y de notificar al padre o el estudiante apto respecto a la hora y el lugar donde los documentos se pueden inspeccionar.

(2) El derecho a solicitar una modificación del registro que el padre o el estudiante apto estime inexacto o equívoco.

Un padre o estudiante apto puede pedirle a la escuela que se modifique un registro que él considere inexacto o equívoco. Debe dirigirse por escrito director de la escuela [o al correspondiente funcionario], señalar con claridad la parte del registro que desea que se modifique, y especificar por qué es inexacto o equívoco. Si la scuela determina no modificar el registro en el sentido de la petición presentada por el padre o el estudiante apto, la escuela notificará al padre o el estudiante apto sobre la decisión y le avisará sobre su derecho a una audiencia en relación con la petición de modificación. Se proporcionará información adicional al padre o el estudiante apto sobre el procedimiento de audiencia al ser notificado sobre el derecho a audiencia.

(3) El derecho a dar consentimiento para la divulgación de información susceptible de identificación personal contenida en los expedientes académicos del estudiante, salvo en los casos señalados por FERPA que autorizan la divulgación sin consentimiento.

Una excepción, que permite la divulgación sin consentimiento, se trata de la divulgación a los funcionarios escolares con intereses educativos legítimos. Un funcionario escolar es un empleado de la escuela en calidad de administrador, supervisor, instructor, o personal de apoyo (incluyendo el personal de salud o médico y el personal de la unidad de seguridad o policial); una persona que integre el Consejo Escolar; una persona o compañía con la cual la escuela contrate para desempeñar una función particular (como un abogado, un auditor, un consultor médico, o un terapeuta); o un padre o estudiante que se desempeñe en un comité oficial, tal como un comité de disciplina o de procedimientos conciliatorios de disputas laborales, o que asista a otro funcionario escolar en el ejercicio de sus funciones.

Un funcionario tiene un interés legítimo si el funcionario necesita revisar un registro educativo a fin de cumplir con su responsabilidad profesional.

[Optativo] A petición, la escuela divulgará sin consentimiento registros educativos a los funcionarios de otro distrito escolar en donde el estudiante piensa o pretende matricularse. [NOTA: Según lo dispuesto por FERPA, un distrito escolar tiene la obligación de hacer un intento razonable de notificar al padre o el estudiante apto sobre la petición de expediente a no ser que se señale en su notificación anual que tiene la intención de hacer llegar los expedientes en respuesta a la solicitud.]

(4) El derecho a presentar un reclamo ante el Departamento de Educación de EE.UU. respecto al presunto incumplimiento con los requisitos de FERPA por parte de la Escuela. El nombre y la dirección de la Oficina que administra FERPA son:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that [School District], with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, [School

District] may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the [School District] to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (1)

If you do not want [School District] to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by [insert date]. [School District] has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

CHILD FIND

The Brookhaven School District is participating in an ongoing statewide effort to identify, locate and evaluate children ages birth through the age of 21 who are physically, mentally, communicatively, and/or emotionally disabled.

Child Find Director is also the Director of Special Services. Child Find implements child identification, location, and evaluation of children ages birth through 21 who are disabled, regardless of the severity of their disabilities, and are in need of special education and related services.

If you know a child who needs special services, please contact the Child Find Coordinator at Brookhaven School District, P. O. Box 540, Brookhaven, MS 39602-0540, or you may call 601-835-1211.

SPECIAL EDUCATION

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

For information about the special education department, parents should contact the Director of Special Services. This office is located in the Mullins School at 413 S. Hamilton Street, Brookhaven, MS 39601; the phone number is 601-835-1211.

BROOKHAVEN SCHOOL DISTRICT 504/ADA COORDINATOR

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

To ensure compliance with Section 504 and the Americans with Disabilities Act, the School District has appointed a Section 504/ADA Coordinator.

The School District has adopted grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints. Section 504 and ADA complaints should be addressed in writing to the Section 504/ADA Coordinator.

No qualified person with disabilities, shall, on the basis of disability, be excluded from participation in, be denied the benefits of, nor otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance. In determining the site or location of a facility or classroom, selections will not be made that have the effect of excluding disabled persons. The School District does not discriminate on the basis of disability in admission or access to, or treatment or employment in its programs and activities.

ADMISSION OF NEW STUDENTS

New Students are enrolled on a temporary basis until a certified birth certificate and transcript of schoolwork are received. These must be received within 30 days. To be enrolled, new students must provide two copies of proof of residence in the Brookhaven School District.

CHECKING OUT AND CHECKING IN

Parents wishing to check out their child while school is in session must sign that child out through the office. The office will then call that child to the office from his class. The parent should remain in the office until the child arrives. The parent should bring the child to the office to check in when returning to school. No student is allowed to leave school for any reason without the permission of the Principal. The only people authorized to check a student in or out are the ones listed on a permission form furnished by the office and filled out by a parent or legal guardian. Telephone calls will not be accepted for checking students in or out.

DAILY CHANGES IN TRANSPORTATION

The student should bring a note to school to let the teacher know if he/she is to be a parent pick-up or if he/she is to ride in a different mode than the documented source of transportation. The Director of Transportation's telephone number is 835-1806.

PARENT PICK-UP

Students who ride in cars must be dropped off or picked up on the north side of the school. Parents are asked to wait in their cars forming an orderly line. Adults on supervisory duty will assist students loading and unloading. Students are not to be dropped off in front of the school or at the south end of the building. The south drive is for buses only.

ILLNESS OR OTHER EMERGENCIES

It is extremely important for the school to be able to contact parents or some other member of the family in case of illness or accident. Parents should provide the school office with correct, up-to-date telephone numbers that will enable us to reach you. Only simple first aid is administered at school. Parents may come to school to give medicine to their child if it is needed during the day. **Please come to the office and the secretary will get your child. Please do not send your child to school if he/she is sick.**

CHANGE OF ADDRESS AND TELEPHONE

Please inform the school immediately when there is a change of address or telephone number for your family. It is very important that the school be able to contact you in case of emergency.

VALUABLES

Students should not bring large sums of money or items of value to school. Radios, Walkmans, hand-held games, etc., are not permitted. The only time students are permitted to bring a toy or game to school is at the direct request of the teacher. The school will not take responsibility for lost items.

WITHDRAWAL PROCEDURES

Parents should notify the teachers and office staff at least a week before the student is to be withdrawn from the school. All textbooks and library books must be returned before records can be forwarded.

FOOD SERVICE PROGRAM

ADVANCE SALES PROCEDURE

Schools will accept payment in advance for lunch/breakfast/extra sales for a period not to exceed one (1) week. Advance payment will be accepted daily. Meals not utilized will be credited to the next week meals. Those who do not wish to pay in advance may pay daily on the serving line. Advance payments will be made to cashiers in the classroom or other designated location.

REFUNDS

Cash refunds will be made only when a student withdraws from school. All requests for refunds shall be addressed to the Food Service Director at 833-2886.

NO CHARGED MEALS

Students will not be allowed to charge meals. If a student forgets or loses his/her meal money, they may check with the school office for the procedures to borrow enough money for one day. This is the responsibility of the student, as is repayment of the loan.

ACCEPTING CHECKS

The school food service cashiers will accept checks only for the amount of food service purchases. Parents shall not be allowed to combine payments for meals with other school expenses, such as school pictures, etc. Adults paying with a check will not be allowed to make check for more than the amount of purchase.

BAD DEBTS

It is not the role of the school or Food Service Department to serve as a bank. Bad checks are bad debts and under Federal Management Circular 796-(Rev. 2) are not allowable expenditures of Child Nutrition Funds. A family that sends more than two non-sufficient funds checks for meals will be notified in writing that the Food Service Department will not accept another check. A letter will be sent by regular postal service.

PROCEDURE FOR STUDENTS BORROWING LUNCH MONEY

The following procedures will be followed for students who need to borrow lunch money for the day.

- 1. The PTA of each school will be asked to supply money for a petty cash fund.
- 2. The petty cash fund will be housed in the school office.
- 3. When a student needs to borrow lunch money, he/she may come to the office. The students name and the amount borrowed will be recorded.
- 4. Students will be asked to return the money the next day.
- 5. When a student fails to pay back the borrowed money, a reminder note will be sent home to the parents.

STUDENTS WHO BRING LUNCH

All lunch and snack items, including drinks, must be contained within a lunchbox or paper bag. No squeeze bottles are allowed at school for snacks or lunch purposes.

HOMEWORK

Homework study and other assignments to be accomplished at home will be given according to student needs as determined by the teacher. All homework assignments will be an outgrowth of objectives being studied in the classroom. All homework will be checked by the student or by the teacher. Although we strongly recommend that parents aid pupils with their home assignments, we do not intend for these to be parent assignments.

CLASSROOM VISITATIONS

Parents are always welcome to visit their child's class and get acquainted with the teacher. As a courtesy to the teacher, it is suggested that an appointment be made for all visits. Classroom visitations are not a time for parent / teacher conferences. Contacting the teacher, principal, or assistant principal by note or telephone in advance is recommended.

All visitors must always report directly to the office and obtain a pass if they are in the building for classroom visitation or reporting as a volunteer.

CLASSROOM PARTIES

The Mississippi Healthy Students Act, Senate Bill 2369, states that schools shall develop a food safety program to include all food offered to students through sale or service. The Brookhaven School District has developed the following guidelines to help insure food safety.

- Classroom parties will be held for Christmas and Valentines only. All parties will be held after lunch to allow children the opportunity to have breakfast and lunch in the school cafeteria.
- All faculty and students have access to proper hand washing facilities before eating.
- Parents are encouraged to purchase items for parties instead of baking from scratch. Purchase from reputable vendors with current food service permits posted.
- Food items served to children will be in single ready-to-serve packaging when practical and possible.
- Parents and teachers are encouraged to provide fresh fruit and whole grain snacks when practical and possible.
- When providing food for classroom parties, please follow the following food safety rules:
 - a. Keep hot food hot. For food to remain safe, it should be held at 135° F or above.
 - b. Keep cold food cold. For food to remain safe, it should be held at 41° F or lower.

VENDING MACHINES and SCHOOL STORES

All snacks and beverages sold to students meet the nutritional guidelines stated in Vending Regulations for MS Public Schools as approved by State Board of Education October 20, 2006.

ROLE OF P.T.A.

The mission of the Parent-Teacher Association is to strengthen the bond between the school and the home. The mission is accomplished by helping the parents to become involved in the activities and decisions of the school and the educational experiences of their children. We invite and urge all parents to join the P.T.A. and to participate in all projects, workshops, and meetings.

PARENT/TEACHER CONFERENCES

One of the best ways to learn about your child's progress is by talking with the teachers. We encourage all parents to make time in their schedules for talks with the teachers who work with your children. A conference early in the year helps you to see the plans for your child's school year. Later, conferences help you to understand his/her progress. Don't wait until problems develop; plan to get to know your child's teacher as soon as possible. You may call the school office or send a note with your child to make arrangements for a meeting. A conference will be set up with each parent at the end of the first nine week's grading period. At this time the parent will pick up his child's report card. See school calendar for date.

MARTIN ELEMENTARY SCHOOL PARENTAL INVOLVEMENT POLICY

Martin Elementary School is committed to improving the quality of education for every student. We realize that preparing students for the future is the responsibility of the parent and the school. Realizing that parent involvement has a positive impact on a student's achievement, we encourage parents to participate in their student's education. We actively engage parents to support the academic work of students at home and share in decision making at the school. We accomplish this in the following ways:

- Parents are invited to help in classrooms by sharing their special talents such as music, foreign language, signing, storytelling, and other activities.
- Parents are invited to several parental trainings throughout the year focusing on parental issues that are requested in the parent surveys each year.
- Parents are encouraged to become involved in the AR/Lexile program by working in the classroom or the library, the book fairs, and the reading fair.
- Parents are encouraged to be a Marvelous Mom or a Dandy Dad. As volunteers, they can devote any amount of time to assist at school.
- All students have a student planner for daily parent/teacher communication.
- At the end of the first nine weeks, every parent is invited to a conference with the teacher to pick up the child's report card and discuss their child's progress.
- Teacher's schedules allow time in each day for parent conferences or calls.
- Information about Martin School and it's programs are focused on at the "Meet the Teacher" day at the opening of school.
- Parents are invited to view our district and school website, <u>www.brookhaven.k12.ms.us</u>, for information concerning activities at our school and in our district. Also, parents are able to view pacing guides, teacher lesson plans, weekly news, and announcements.
- The school provides, when needed, information on programs, activities, and forms in a language that parents can understand.
- Parents are encouraged to view student grades as they are posted each week on the STI Parent Portal on the internet.
- Home visits are often made by the school nurse and the administration if a health problem is noted
- A school improvement advisory committee, that is made up of representatives of all stakeholder populations of the school, is set up to review data of all areas of school and discuss use of Title I funding and the general education budget, and to give input on the implementation of the programs. This planning committee meets several times during the year.
- Parent Surveys are utilized once a year to gain insight from parents on how they believe the school is doing. Parents are encouraged to give input, suggestions, comments, and concerns on the parent survey that is sent home in the Spring of each year.
- Parents, teachers, students, and administrators sign compacts that define expectations and mutual responsibilities of the school and parents as partners in student learning and academic success.

Martin Elementary School has an open-door policy and encourages and welcomes parent participation. The varied personalities, talents, and skills of each parent will be recognized in ways that they can enrich students' education.

The Parental Involvement Policy is jointly developed and revised with parents. It is distributed to all parents and available to the local community. An annual evaluation of the Parental Involvement Policy will be conducted. This evaluation will consider content, effectiveness, and whether the guidelines of the policy were implemented. Suggestions, inputs, and concerns are welcome. The School Advisory Committee, along with the administration at Martin Elementary School will oversee this process.

NO CHILD LEFT BEHIND AND THE "RIGHT TO KNOW"

In January of 2002, President Bush signed the *No Child Left Behind* legislation. This piece of legislation makes several changes in education.

One of the new requirements of this legislation is the notification of all parents of their "right to know" the qualifications of the teachers and teacher assistants who work with their children.

Brookhaven School District is committed to providing highly qualified staff for every student, and if your child will be taught by someone that does not meet the federal definition of "highly qualified" for four or more consecutive weeks, you will be notified in writing.

If you have any questions, you may contact your child's principal or you may contact the central office.

BROOKHAVEN SCHOOL DISTRICT TITLE IX COORDINATOR

The Brookhaven School District does not discriminate on the basis of sex in its admission to or its employment in its education programs or activities.

To ensure compliance with the requirements of Title IX of the Education Amendments of 1972, 20 U.S. C. section 1681 *et. seq.* (Title IX), and its implementing regulations 34 C.F.R. Part 106, the Brookhaven School District has appointed a Title IX Coordinator. At this time the office of Title IX Coordinator and District Athletic Director are filled by the same individual.

The School District has adopted grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints. Title IX complaints should be addressed in writing to the Title IX Coordinator or to the Office of Civil Rights.

Notice of Non-Discrimination

The Brookhaven School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in the provision of educational programs and services or employment opportunities and benefits.

Deputy Superintendent James V. Tillman has been designated as the district compliance coordinator to handle inquiries and complaints regarding the non-discrimination policies of the above mentioned entities.

This office is located in the Brookhaven School District Central Office 326 E. Court Street, Brookhaven, MS 39601. The phone number is 601-833-6661.

FEE Policy

- 1. The Brookhaven School District Board of Trustees of Trustees shall be authorized to charge reasonable fees, but not more than the actual cost, for the following:
 - a. Supplemental instructional materials and supplies, excluding textbooks;
 - b. Any other fees designated by the Brookhaven School District Board of Trustees as fees related to a valid curriculum educational objective, including transportation; and
 - c. Extracurricular activities and any other educational activities of the Brookhaven School District that are not designated by the Brookhaven School District Board of Trustees as valid curriculum educational objectives, such as band trips and athletic events.
- 2. a. All fees authorized to be charged under this section, except those fees authorized under subsection (1)(c) of this section, shall be charged only upon the condition that the Brookhaven School District Board of Trustees shall adopt a financial hardship waiver policy that shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public. The financial hardship waiver policy must be distributed in writing to pupils at the time of enrollment. Any family who qualifies for the National School Lunch Program, as created by the Richard B. Russell National School Lunch Act (42 USCS Section 1751 et seq.), shall receive a financial hardship waiver.

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

- b. The confidentiality of the financial hardship waiver policy adopted by the Brookhaven School District Board of Trustees shall apply to any students who have an inability to pay any fees authorized under subsection (1) of this section.
- 3. In no case shall the inability to pay the assessment of fees authorized under the provisions of this section result in a pupil being denied or deprived of any academic awards or standards, any class selection, grade, diploma, transcript or the right to participate in any activity related to educational enhancement

FINANCIAL HARDSHIP WAIVER OF FEES CHARGED BY SCHOOL DISTRICTS

- 1. Any family who qualifies for the National School Lunch Program, as created by the Richard B. Russell National School Lunch Program Act (42 USCS Section 1751 et seq.), shall receive a financial hardship waiver pursuant to Section 37-7-335 of the Mississippi Code.
- 2. Within one week of enrollment, each parent or guardian applying for a financial hardship (full or reduced) waiver of fees must provide documentation of proof of income that would qualify the student for a free or reduced lunch pursuant to the United States Department of Agriculture (USDA) annual free and reduced lunch eligibility income guidelines by submitting a copy of the Family Application for Free and Reduced Price Meals (which has the effect of an original) to the school principal that includes the following required information:
 - a. To receive a financial hardship (full or reduced) waiver of fees for households applying for free and reduced lunches on the basis of income and household size, the parent/guardian applying for the waiver of fees must provide names of all household members; income received by each household member, identified by source of the income (such as earnings, wages, welfare, pensions, support payments, unemployment compensation and social security and other cash income); the signature of an adult household member; and the social security number of the adult household member who signs the application or an indication that he/she does not possess a social security number; or
 - b. To receive a financial hardship (full or reduced) waiver of fees for a child who is a member of a food stamp or TANF (Temporary Assistance for Needy Families) household, the parent/guardian applying for the waiver of fees must provide the child's name and appropriate food stamp or TANF case number; and the name and signature of an adult household member; and
 - c. To receive a financial hardship (full or reduced) waiver of fees in lieu of completion of the free and reduced price application, information obtained from the State or local agency responsible for the Food Stamp Program or TANF program which includes the name of the child; a statement certifying that the child is a member of a currently certified food stamp or TANF household; information in sufficient detail to match the child attending school in the school food authority with the name of the child certified as a member of a food stamp or TANF household; the signature or a copy of the signature of the individual authorized to provide the certification on behalf of the Food Stamp or TANF office, as appropriate; and the date. When the signature is impracticable to obtain, such as in a computer match, other arrangements may be made to ensure that a responsible official can attest to the data.
- 3. The parent/guardian requesting a financial hardship wavier of fees must sign the certification attached to this policy certifying (promising) that all information furnished to the school district is true and correct and providing a social security number for each adult household member or an indication that such member does not have a social security number. Information provided for a waiver of fees may be verified at any time during the school year to determine if the student qualifies for a waiver of fees. Written evidence/documentation shall be used as the primary source of information for verification. Written evidence/documentation to verify the financial information and written confirmation of a household's circumstances must be provided at the time application is made for a waiver of fees and includes such documentation as the following:

a. wage stubs,

8.

- b. award letters, and
- c. letters from employers.

A request for a waiver of fees cannot be approved unless it contains the information required by this policy.

- 4. Whenever written evidence is insufficient to confirm income information or current eligibility, the school may require collateral contacts, verbal confirmation of a household's circumstances by a person outside the household. The collateral contact may be made by person or by phone. The verifying school official may select a collateral contact if the household fails to designate one or designates one that is unacceptable to the verifying school official. If the verifying school official designates a collateral contact, the contact shall not be made without providing written or oral notice to the household. At the time of this notice, the household shall be informed that it may consent to the contact or provide acceptable verification in another form. If the household refuses to choose one of these options, its eligibility for a waiver of fees shall be terminated.
- 5. Information concerning income, household size or food stamp or TANF eligibility maintained by other governmental agencies to which the school can legally gain access may be used to confirm a household's income, size or receipt of benefits. If a food stamp or TANF case number is provided for a child, verification for such child shall only include confirmation that the child is included in a currently certified food stamp or TANF program.
- 6. Households receiving a wavier of fees must notify school officials during the school year of any decrease in household size and any increases in income of over \$50 per month or \$600 per year, or in the households that provided a food stamp or TANF case number to establish eligibility for free or reduced meals of any termination of benefits for such children under the Food Stamp or TANF programs.
- 7. Students who qualify for the free lunch program pursuant to the USDA annual free lunch income eligibility guidelines shall receive a complete/full waiver of the fees allowed pursuant to Section 37-7-335 of the Mississippi Code.
- USDA annual reduced lunch income eligibility guidelines shall receive a reduced or adjusted cost waiver of the fees allowed pursuant to Section 37-7-335 of the Mississippi Code. The reduced waiver shall be equal to the percentage of the most current federal reimbursement rate for a reduced price meal to that of a free meal. The student will only be required to pay a fee amount that has been reduced by the waiver percentage. For example, in the 2006 2007 fiscal year, the federal reimbursement rate for a reduced meal is \$2.02 and for a free meal is \$2.42. The

Students who qualify for the reduced lunch program pursuant to the

- federal reimbursement rate for a reduced meal is \$2.02 and for a free meal is \$2.42. The percentage of the reduced lunch rate to the free lunch rate equals \$2.02/\$2.42 or 83.48%. Therefore, the reduced waiver of Section 37-7-335 fees for 2006-2007 would equal 83.48% and students qualifying for a reduced waiver would be required to pay only 16.52% of the required fee (100% fee 83.48% waiver = 16.5% reduced fee amount).
- 9. The information provided in compliance with this financial hardship wavier policy shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public and shall be used solely for the purpose of determining the child's eligibility for the financial hardship waiver of fees charged by the Brookhaven School District.
- 10. This financial hardship waiver policy will be distributed in writing to pupils at the time of enrollment.

FOR INFORMATION PURPOSES

Family Application for Free and Reduced Price Meals 2007-2007 http://www.cn.mde.k12.ms.us/cnprogs/nslp/Documents/2007-08FamilyMealApplication.pdf

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy JAA C Equal Educational Opportunities

NOTE: PLEASE SEE THE FEE WAIVER CERTIFICATION FORM

BROOKHAVEN SCHOOL DISTRICT POLICY FOR USE OF THE INTERNET AND OTHER ELECTRONIC RESOURCES

Brookhaven School District Internet Appropriate Use Policy / Student & Parent

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

Overview

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

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

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

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

Brookhaven School District Internet Terms and Conditions of Use

Personal Safety

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

Illegal Activity

- 1. User agrees not to access, transmit or retransmit any material (s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United State, Mississippi, local government, or Brookhaven School District laws, policies or regulations.
- 2. User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.
- 3. Users shall not access, transmit or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
- 4. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
- 5. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
- 6. User shall not access, transmit, or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- 7. User shall not access, transmit, or retransmit information that harasses another person or causes distress to another person.

System Resource Limits

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

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

User Rights

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

Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the student served at the school. 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 privileges to any user determined to be using the system in an inappropriate manner. The decision of the principal will be final.

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

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

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

The following behaviors are not permitted on district computers:

- 1. Sharing confidential information on students or employees
- 2. Sending or displaying offensive messages or pictures
- 3. Using obscene language
- 4. Harassing, insulting or attacking others
- 5. Damaging computers, computer systems or computer networks
- 6. Violating copyright laws
- 7. The use of Peer to Peer networks (e.g. Limewire, Frostwire, or Torrents)
- 8. The use of Social Networking sites (e.g. My Space, Facebook, Bebo)
- 9. Using others' passwords
- 10. Trespassing in others' folders, work or files
- 11. Intentionally wasting limited resources
- 12. Using computers for personal or commercial purposes
- 13. Supporting/opposing political candidates or issues
- 14. Engaging in practices that threaten the system (e.g. loading files that may introduce a virus)
- 15. Violating regulations prescribed by the provider
- 16. Promoting, supporting, celebrating or opposing religion or religious institutions

No personal computer or other personal hardware device(s) may be used to

connect to, to log into, or to interface with the Brookhaven School District network at any time. No personal removable media (including but not limited to floppy disks, PIN, thumb, jump drives, etc.) may be used in conjunction with Brookhaven School District equipment.

PROMOTION AND RETENTION

It is the goal and mission of the Brookhaven School District to challenge all students to develop their maximum potential. Therefore, this school District must teach more than just those skills and objectives evaluated by the Mississippi Assessment System.

The revised Mississippi Curriculum Frameworks contain strands, competencies, and objectives, and objectives are also correlated to the depth of knowledge assessed by the Mississippi Curriculum Test (MCT2.) These shall be communicated to parents at the beginning of each school year in writing.

Depth of knowledge enters into the determination of student mastery: level one denotes an ability to recall information; level two implies conceptual understanding with an ability to demonstrate some processing skill such as estimation or the organization of information; level three reflects strategic thinking and requires demonstration of skills such as planning, reasoning, and/or using evidence; and level four requires evidence of complex thinking such as the application of significant conceptual understanding and high-order thinking.

1. Monitoring of Student Progress and Reporting to Parents

It is the responsibility of each teacher to identify students not making satisfactory progress toward achieving the instructional goals established for that grade. This identification is established by the teacher tracking the student's mastery of those identified core skills, competencies, and objectives.

Reteaching / re-evaluation must be done for students not achieving minimum mastery of those core benchmarks. The principal shall monitor the documentation of this process.

In addition to the report card distributed at the end of each nine-week grading period, a mid-grading period progress report will be sent to the parents of all students.

2. Three-Tier Intervention Process

The 3-Tier Process, mandated by state policy, requires ongoing progress monitoring of all students to determine if students are making adequate growth based on the Mississippi Curriculum Benchmarks and/or competencies and objectives. If it is determined that a child is falling behind in any core skill, the child's teacher must begin the process by establishing a written plan of intervention specific to that child's needs, monitor that plan, and assess the child's progress. The assessments must become a part of the child's grade. This applies to all levels of tier intervention. (For example, if a child has not mastered a skill, fails an assignment and then is remediated at Tier 2, the success of the intervention should enter, average, with the initial grade.)

3. The Grading Policy and English Language Learners

The Stanford English Language Proficiency Test (SELPT) is currently the state mandated tool used to determine the level of English proficiency of an English Language Learner. Parents of every student entering Brookhaven School District will complete a Home Language Survey upon enrollment, and if the survey indicates that English is not the primary language being spoken by the child or in the home, the student's language proficiency will be assessed.

Those SELPT results will be provided the child's principal and teacher(s) and a plan of action for each child is developed to best meet the child's needs. In no way can the language barrier prohibit the child from participating in any program available to the traditional students, including gifted and special services. Neither can the language barrier be the impetus for special services.

Procedures for grading ELL students must facilitate students' success in school. "ELL students are expected to meet the same educational requirements as other students; however, they may need more time to do so. and these requirements must be presented in a manner appropriate to ELL students' cultural and linguistic needs and in a time frame that facilitates their learning" (Mississippi Guidelines for English Language Learners: Policies, Procedures and Assessments, 2005, p. 16).

Teachers must consider alternative assessment measures such as portfolio, special projects, journals, etc. Brookhaven School District will adhere to the regular, district-wide grading guidelines with the following cautions when grading ELL students:

The focus for grading non-English and limited English proficient students in the content areas must be on improvement. Fluent English proficient ELL students must be graded on improvement as well as knowledge of content.

Parents of the ELL students must be apprised of each teacher's plan of action at the beginning of the year in a documented conference to include the school principal, counselor, and child's teacher(s).

A failing grade must not be assigned to an ELL student who is in pre-production to intermediate stages of language proficiency without full documentation of specific modifications having been made to assure the student full access to the content area (Mississippi Guidelines for English Language Learners: Policies,

Procedures and Assessments, 2005, p. 16). The failure must not be due to an English language deficiency. English language deficiency includes reading, writing, speaking, and comprehension.

If an ELL student receives a failing grade, complete documentation of modifications and accommodations, including conferences with the parent, must be placed in the student's cumulative folder and a copy sent to the Brookhaven School District, Office of Federal Programs.

4. Grading Scale

When numerical grades are used to assign letter grades, the following scale is used in grades kindergarten through twelve:

A	 Superior	90 - 100
В	 Above Average	80 - 89
\mathbf{C}	 Average	70 – 79
D	 Passing	65 – 69
F	 Failure	64 and Below

Exception – AP classes in grades nine through twelve

5. Promotion Criteria: Grades K – 4

Student progression in grades kindergarten through four is based on the student's achievement in terms of established instructional goals. Students may be retained in any of these grades for unsatisfactory academic performance.

Report Card Grades

- a. Report card grades shall reflect the student's general academic performance based on unit tests, teacher-made tests, summative tests, Core Competency tests, and other evaluative processes such as assignments and special projects. The mastery of objectives shall be reflected in the grades reported for students.
- b. Grades K—4 Students shall maintain the average grade of "D" or better in each core subject in order to be considered for promotion; however, after entry into grade three, failure in any one of more of the core subjects of English/language arts, mathematics, science, social studies, and reading for two consecutive years will result in retention in the grade where the second year of failure occurs.