South Panola School District
Student Handbook
(Grades Pre-k-3)

Providing Opportunities for Educational Excellence

Batesville Intermediate School
2017-2018

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Batesville Intermediate School
South Panola School District
Parent/Student Handbook
2017-2018

Administration
Mr. Tim Wilder, Superintendent
Mr. Chad Spence, Assistant Superintendent

Principal
Lashunda Hamilton

Assistant Principal
Carey Allen

Lead Teacher
Anteeatta Swims

School Board Members
Sandra Darby, President     Jerry Cooley, Vice President
Dr. Leigh Taylor Unruh, Secretary     Lygunnah Bean, Member
                        Kenny Hopper, Member

200 College Street
Batesville, Mississippi 38606
Phone: (662) 563-7834
Fax: (662) 563-3462
Website: www.spsd.k12.ms.us
Dear Students and Parents,

Welcome to the BIS family! To our incoming second grade class, we welcome you and to our third graders, welcome back to BIS. Third graders already know that BIS is a place with high expectations and where everyone is respected as individuals. Third graders, we are counting on you to lead the second graders by being an example of hard-working, well-behaved students. I know you will find BIS to be a place where you feel welcomed, safe, and challenged to reach your greatest personal and academic potential. You will find our motto of “Believe In Success” at the forefront of everything that we do.

We ask all of our parents to get involved with your child’s education, beginning on the first day of school. This can be done in many practical ways. The most important activity in which to take part is reading to and with your child at least 20 minutes every day. We also ask that you encourage your child to behave in an appropriate manner; talk with your child about the school day; encourage healthy habits such as early bedtime and balanced meals; maintain a positive attitude about school and learning; get involved in the classroom and Booster Club; set high, attainable expectations; and ensure that your child gets to school on time every day.

With the implementation of the College and Career Readiness Standards, you may notice your child’s homework is tougher. Our students are expected to learn in new ways, and teachers are to teach more in depth. The new standards are more rigorous and students will be learning important concepts in earlier grades. The new tests under the College and Career Readiness Standards will be more difficult, which may mean that scores will be lower initially. If you notice your child is being unsuccessful in any subject area, talk with your child’s teacher as soon as possible to identify resources that may be helpful.

We are looking forward to an amazingly successful year!

Believing In Success,

Lashunda Hamilton
Principal, Batesville Intermediate School
Believe In Success

In order for Batesville Intermediate School to achieve and maintain the goal of being a Star School, each year our school will:

1. Achieve the following in Accelerated Reader:
   - 2nd Grade 50 pts. minimum
   - 3rd Grade 100 pts. minimum

2. Achieve growth of 1.0 or better on the STAR Test.

3. Maintain 90% on-task behavior during classroom instruction.

4. Increase QDI by 18 points according to Reading and Math MCT2 scores.

5. Improve reading and math fluency rates of all students to at least the following:
   - 2nd Grade Reading – 90 words per minute
   - 3rd Grade Reading – 120 words per minute
   - 2nd Grade Math – 20 correct digits
   - 3rd Grade Math – 30 correct digits

“Providing Opportunities for Educational Excellence for All Students”
EDUCATIONAL PHILOSOPHY AND MISSION STATEMENT

The primary purpose of South Panola School District is to provide the greatest possible development of each individual within the framework of our democratic society.

We believe that the purpose of education is to provide all students with the basic skills, habits, values, and attitudes necessary to exercise their civic responsibilities more effectively in our democratic society; to increase their economic potential in industry, the professions, or other vocational endeavors; and to improve the quality of life available to them.

We strive to provide a variety of teaching methods, so each child might develop a healthy self-concept and be prepared to meet the challenges that lie ahead.

To accomplish the above, the District sets forth these objectives:

1. To provide a safe, orderly environment conducive to teaching and learning.
2. To recognize and serve individual intellectual differences.
3. To guide each child in developing skills and attitudes conducive to self-fulfillment and social responsibility.
4. To cultivate moral and ethical values by teaching courtesy, cooperation, fairness, honesty, and good citizenship.
5. To promote the democratic way of life in its responsibilities at home, school, and community.
6. To emphasize the importance of physical development through personal health, hygiene, and self-discipline.

SOUTH PANOLA SCHOOL DISTRICT GOALS

I. Provide high quality curriculum and instruction to improve student achievement

* by meeting the AYP requirements of No Child Left Behind (NCLB) in all sub groups at all schools in the district.

* by achieving the successful level or above in the Mississippi School Performance Classification Model at all schools in the district.

II. Increase the graduation rate to 90% or greater.

III. Increase the yearly average attendance to 97% or greater.
**Providing Opportunities for Educational Excellence**

Batesville Elementary School  
110 College Street  
Phone: 662-563-4596

Batesville Intermediate School  
200 College Street  
Phone: 662-563-7834

Pope School K-3  
1110 Main Street  
Pope, MS  
Phone: 662-563-3732

**STUDENT DROP OFF**  
Due to safety concerns, students not riding buses are to report to campus at 7:30 a.m. Please drop off your child at the SEMI-CIRCLED DRIVE or the left lane of ATWELL STREET.

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**STUDENT PICK UP**  
Due to safety and crowd concerns, students riding in cars must depart at 3:00 p.m. Please pick up your child behind the two-story yellow brick building by following the appropriate painted arrows. There is no need to get out of your vehicle. There will be no parking in the semi-circled drive. **IF YOU PARK ELSEWHERE, PLEASE USE THE CROSSWALK AT ALL TIMES WHEN CROSSING COLLEGE STREET.** You will receive a name card to place on the driver’s side dash that is visible to staff helping load students into their vehicles. Thanks for helping us keep you and your child safe.
The school day for students begins at 7:50 a.m. and ends at 2:45 p.m. Students should arrive no earlier than 7:15 a.m. or no later than 7:50 a.m. Neither rooms nor school buildings will be open before 7:15 a.m., thus proper supervision will not be available. Students will not be permitted to loiter near buildings, cars or streets after arriving on campus before or after school.

Arrival and Dismissal
Due to supervision and safety concerns, students riding in cars are to report to campus at 7:30 a.m. and must depart at 3:00 p.m. daily. Students riding in cars must report at 7:30 a.m. in order to eat breakfast and return to class by 7:50 a.m. No students will be allowed to enter or exit through the back door of the third grade building or the side door of the new wing.

Bus students will be dismissed beginning about 2:50 p.m. A child who usually rides a bus will not be allowed to ride a different bus or walk home without written permission (phone calls cannot be accepted) from the parent or guardian. The note must have a phone number where the parent can be contacted. Walkers will be dismissed at 3:00 p.m. All visitors must report to the office located in the two-story building. Cars, other than staff, are not allowed to pull into the District Office parking lot, into the area between the auditorium and the gym, or stop on Boothe Street to drop off or pick up students. Cars should not block the driveway of the two-story building. Parking for visitors is available adjacent to College Street. Cars may not enter the driveway in front of the school between 2:30 and 3:15 p.m. All students riding in cars must be picked up at 3:00 p.m. daily.

Day Care
If you wish for your child to ride a day-care van, please come by the office and complete the appropriate form.

STUDENT CHECKOUT INFORMATION
A checkout card will be sent home at the beginning of the year and should be returned promptly to the school. This card will be provided for parents to designate any other person(s) who may checkout his/her child. If a person's name is listed on the emergency form, please be sure that the person has a valid telephone number and transportation to pick up your child. If the courts have given one parent custody of the child and the other biological parent has no custodial rights, a copy of the court order denying them the right to the child must be sent to school. The name of a doctor, who practices in Batesville, must be provided and permission granted for your child to be taken to the doctor in case of an emergency.

Please do not ask to check your child out during the day or call them to the office unless there is an emergency or a serious reason. Research shows that each time a class is interrupted, eight minutes of instructional time is lost. Checking your child out early is detrimental to the learning process for all of our students. PLEASE COOPERATE with us by not checking your child out early or disrupting the class during the day.

STUDENT RESPONSIBILITIES
• Participate fully in the learning process. Students must be at school and class on time with needed supplies. Students must pay attention to instruction, complete assignments to the best of their abilities, and ask for help when needed.
• **Avoid behaviors that impair the educational achievement of themselves or others.** Students must follow school rules, maintain school property, and cooperate with others.

• **Show respect for the knowledge and authority of teachers, administrators, and other school employees.** Students must obey reasonable directions, use acceptable and courteous language and behavior, and follow school rules and procedures.

• **Recognize and respect the rights of other students.** All students should show concern for and encourage the educational achievements of others.

**PARENT/GUARDIAN RESPONSIBILITIES**

The residential parent is considered the primary parent contact by the school.

• Read both the student handbook and the Code of Conduct with your child.

• Have children at school on time and prepared for a full day.

• Provide a time and place for homework.

• Report to the front office with proper identification when coming on campus.

• Follow traffic flow patterns when driving on campus.

• Pick-up and drop-off students in the car rider line only.

• Join the Booster Club.

• Be a volunteer.

• Accept major responsibility for the proper conduct of your child at school and take appropriate action.

• Work together with the school to assist in your child’s success here at South Panola Schools.

**All statements in this publication are announcements of present policies only and are subject to change at any time by proper authority without prior notice.**

**ATTENDANCE**

**STUDENTS MUST COME TO SCHOOL EVERY DAY!**

While we know that there are times that our students are absent, every opportunity must be taken to come to school every day. If our students are not in our classrooms, they cannot benefit and learn from our teachers. Regular and punctual attendance of all classes is required in compliance with Mississippi law and district policy. South Panola Schools recognizes excused absences in the following categories:

1. Doctor’s excuse
2. Court proceedings
3. Death of family member (must have published obituary)
4. The discretion of the principal
5. Head lice will be excused for 1 day with a maximum of 3 days per school year
6. Parent note (only 4 parent notes will be accepted per school year)

**Absences not included in the excuses listed above shall be unexcused.**

The written excuse must be turned in to the office within three (3) days. Absences are recorded on the report card and on permanent records. Students who skip school or skip classes are subject to disciplinary action. ** Absences while on bus suspension will be unexcused.**
All excuses must include the following:
1. Date the excuse was written
2. The first and last name of the person writing the excuse along with their address and phone number.
3. First and Last name of student
4. Date on which the student is requesting to be excused
5. The reason why the student was absent

Attendance
The School Attendance Law requires that the school report to the School Attendance Officer all unexcused absences. The Compulsory Attendance Officer will contact the parent by telephone, letter or home visit after five (5) unexcused absences to encourage attendance and to help with the problem of nonattendance.

Parents found in non-compliance with the law, which allows for no more than twelve (12) unexcused absences for the year, are subject to having a petition filed with the appropriate court for child educational neglect and subject to a fine of up to $1,000 or up to one year in jail or both and/or the student may fail for the year. A child over ten (10) years of age can be declared a delinquent if he/she refuses to attend school.

If there are any questions contact Mrs. Amy Brassell, Compulsory Attendance Officer at 662-563-6029.

Consequences for excessive absences, tardies, and/or early sign-out
Attendance is part of the criteria for promotion; a student with excessive absences may be in jeopardy of being retained for nonattendance.
• A child is considered “excessively absent” if the student has five (5) days or more unexcused absences.
• A child is considered “habitually truant” if the student has twelve (12) or more unexcused absences in a 90-day calendar period and will be reported to the attendance officer.

Tardy/Early Sign-Out
• When students arrive tardy to school (7:51 a.m. or later), they must sign in at the main office.
• Once students arrive on school grounds, they are under school supervision. No student will leave school grounds without a parent/guardian checking them out in the main office.
• When parents pick up students at any time during the school day, they must sign the child out in the main office, and proper identification may be required.
• Signing out a student early will count as a “tardy”. When possible, medical and dental appointments should be made outside of school hours.
• Tardies will be excused for the same reasons as absences, with the same required documentation. All other reasons (i.e. car problems, lost keys, overslept, ran out of gas, etc.) will be unexcused.
• Please reference Section 11 of the Student Conduct Code for more information about school attendance.
SCHOOL MAKE-UP WORK POLICY
• Make-up work should be requested by the student on the day he/she returns to school. The student will have the same number of days to complete the make-up work as the number of excused absences.

e.g. – If a student has three (3) excused days then he/she has three (3) days to complete missed assignments. If the absences are unexcused, the student will have one (1) day to complete missed assignments.

VIDEO/PICTURE/NEWSPAPER/INTERNET
Throughout the school year, activities with picture are published in the local newspaper. Videos are sometimes made of activities and events. Students and teachers sometimes surf the net to explore and research. Students are supervised while on the net, and we make every effort to make sure not students is exposed to anything that is in bad taste. If your child can participate in these activities, please sign and return the Acceptable Computer, Network Resources and Internet Use Policy found in the back of the handbook.

SCHOOL INSURANCE
Parents are encouraged to purchase the school accident insurance coverage for their children. This policy has a rate for school-time and 24-hour coverage.

SCHOOL PROPERTY
No unauthorized use of school property after school hours such as skateboarding, rollerblading, bike riding, using playground equipment, etc. is allowed.

CHECKS
Checks should be made payable to Batesville Intermediate School. Individual checks must be made for each child in school. Checks will no longer be accepted after a check has been returned for insufficient funds. Future payments must then be made in cash.

TECHNOLOGICAL DISASTER
Should it become necessary to evacuate the school, the following procedure will be used. Teachers will check roll being sure all students are present. Teachers will walk students out the west side of the building to Baker Street. Students will walk on both street right-of-ways, staying out of the street. Students will walk on the sidewalks along Panola Avenue to the gym at First United Methodist Church. Teachers will immediately take roll. Teachers will keep records of students released to parents or other authorized persons.

DELAYED SCHOOL OPENING PROCEDURES
• 1 Hour Delay
  Buses run their normal routes, beginning one hour later than usual. Parents should anticipate that their children will board the bus an hour later than they normally do. This may vary given the weather conditions and logistical issues.

  Each building will be prepared to receive students who are dropped off by parents beginning at 7:30 even though buses will not arrive until nearly 9:00.
• **2 Hour Delay**
  Buses run their normal routes, beginning two hours later than usual. Parents should anticipate that their children will board the bus 2 hours later than they normally do. This may vary given the weather conditions and other logistical issues.

  Each building will be prepared to receive students who are dropped off by parents beginning at 7:30 even though buses will not arrive until nearly 10:00.

**RESIDENCY POLICY**
Proofs of residence must be presented to your child’s school in order to finalize the registration process. Proofs must be in the parent/guardian’s name. Residency must be filed yearly and with each child living inside the South Panola School District

Parent(s) or legal guardian(s) of students enrolled or seeking to enroll must provide this district with at least two of the items (a) through (k) below as verification of their address, except that a document with a post office box as an address will not be accepted.

a. Filed Homestead Exemption Application Form  
b. Mortgage Documents or property deed  
c. Apartment or home lease  
d. Utility Bills  
e. Voter Precinct Identification Card  
f. Automobile registration  
g. Affidavit of Residency  
h. Driver’s License  
i. Cellphone Bill or Telephone Bill  
j. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district  
k. Certified copy of filed petition for guardianship if pending and final decree when granted

In addition to the residency proofs, Parents/Legal Guardians of students entering South Panola Schools for the first time will have to provide:

a. Student's final report card and a transcript of courses completed if the student is in high school  
b. Certified Birth Certificate  
c. Record of Immunizations transferred to a Mississippi 121 Form (Can be obtained from the Health Department)  
d. Students from schools or programs (including correspondence, tutorial, or home study) that are not accredited by a state or regional agency must undergo standardized achievement tests and/or teacher-made special tests to determine; (1) the grade level to which the elementary transfer student should be assigned or (2) the number and validity of the Carnegie units the secondary transfer student has earned.
Please Note: If any of the requested proofs of residency are not available for any reason, a separate affidavit must be completed, notarized, and presented to the school. The affidavit must be accompanied by separate alternative proofs deemed acceptable. Failure to complete these requirements prior to the date assigned by the administration of the district will result in your child not being issued a schedule or assigned a teacher.

THE SCHOOL WILL NOT ACCEPT INCOMPLETE PACKETS OF PROOFS

Enrollment Requirements
Terminology: Parent – Biological or adoptive parent
Guardian – Legal guardian as documented through court proceeding
Custodian – Appointed by a court or governmental agency

A biological or adoptive parent may enroll a child with two (2) proofs of residency for the SPSD. If a custody agreement exists from a divorce, only the custodial parent may enroll the student. In the case of parenthood with no marriage or custody agreement in which both parents are listed on the birth certificate, each has parental rights to enroll a child.

A legal guardian of a child is only recognized when a court order exists naming the guardian for the minor child. Notarized personal statements are not legal guardian documents.

A person may register a child if he/she has been appointed the custodian of a child by a court or governmental agency. Custodial arrangements will be considered involving parent(s) who are deployed for military service.

The overlying goal is to make sure that there is a responsible adult with authority concerning the welfare of children in the South Panola School District.

Any questions regarding residency situations should be forwarded to the Department of Personnel and Pupil Services at the district office.

WITHDRAWING A STUDENT
If parents decide that their child will withdraw from South Panola Schools, the following things should be done:
• Student must return all books
• Student must clear any debts
• Notify the guidance office of the withdrawal and the new school’s name and location
• Parents may pick up copies of medical documentation, etc., with a 24-hour prior notice.
A withdrawal from the South Panola School District must be completed before enrolling in another school district. Please note that transcripts can be held until all books and fines are returned and paid. This includes cafeteria fines.

BUS TRANSPORTATION
School bus riders shall conduct themselves in a respectful manner at all times. The safety and security of our students is of utmost importance to South Panola Schools; therefore, video cameras (with audio) are utilized to ensure the safety of this environment. Because school bus
passengers’ behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including school activity trips.

1. Bus riders are expected to be respectful, responsible, and peaceful at all times.
2. The bus driver is responsible for safety of his/her passengers.
3. The student shall be at the designated loading point nearest his/her home before the school bus arrives. Students will be notified of the approximate pick-up time.
4. Eating and drinking are prohibited on the bus.
5. Respectful communications among and between riders shall be observed at all times.
6. Riders shall remain silent when the bus is approaching and crossing railroad tracks.
7. Students must wait for the bus on the shoulder of the road or in the space designated as the pickup area.
8. Any student who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions, and proceed to cross the highway only upon signal from the driver.
9. All students shall be received and discharged through the right front entrance door of the school bus. The EMERGENCY door will be used for EMERGENCY SITUATIONS ONLY.
10. A student will depart from the bus at the designated point nearest his/her home.
11. The bus driver can assign each student to a seat.
12. Riders shall remain in a normal, seated position while the bus is in motion. Books and other belongings shall be kept out of the aisles.
13. Students must properly identify themselves when asked to do so.
14. Permission to open windows must be obtained from the driver. All articles and objects shall remain within the bus until the student departs.
15. Waste containers are provided on all buses and are to be used.
16. Quiet talk and subdued laughter at all times will help prevent the diversion of the driver’s attention, thereby averting the possibility of a serious accident.
17. A student who damages seats or other equipment on the school bus will be expected to pay the cost for the repairs or replacement.
18. Gang-related actions that take place while students are riding the bus will be reported to the building administration and will be dealt with appropriately.
19. Any personal items left on the bus are not the responsibility of the district.
20. Students must travel to and from school on the bus to which they are assigned. In order to ride an alternate bus, or go to an alternate location, student must have a signed note with approval from the principal or his/her designee.

Authority of the Driver
Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en-route between home and school or other destinations. Rules shall include, but not be limited to, specific administration procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.
**Written Bus Referrals**

**Minor Infractions:**
1: Obey driver; show proper courtesy and respect
2: Keep hands, arms, and objects inside the bus at all times
3: Keep hands, arms, and objects to yourself; do not touch others
4: Remain seated while the bus is in motion
5: Keep voice levels low

**Disciplinary Actions for Minor Infractions:**
1\textsuperscript{st} offense: Administrator warning; call parent
2\textsuperscript{nd} offense: Administrator warning; bus suspension until parent contact/conference
3\textsuperscript{rd} offense: Parent contact and one (1) day bus suspension
4\textsuperscript{th} offense: Parent contact and two (2) days bus suspension
5\textsuperscript{th} and subsequent offenses: Parent contact and three (3) days bus suspension

**Major Infractions:**
1: Do not throw objects
2: Fighting/Play fighting/tussling
3: Use or possession of weapons
4: Smoking or use of tobacco
5: Use or possession of drugs/alcohol
6: Vulgar/obscene/profane language
7: Harassment/bullying
8: Vandalism/destruction of property

**Disciplinary Actions for Major Infractions:**
*1\textsuperscript{st} offense: Parent contact and three (3) days bus suspension
*2\textsuperscript{nd}-5\textsuperscript{th} offenses: Parent contact and five (5) days bus suspension
*6\textsuperscript{th} and subsequent offenses: Parent contact and ten (10) days bus suspension; may result in loss of bus privileges for the remainder of the school year

*Any major infractions may result in a disciplinary hearing.*

**Cafeteria Policies**
• Students are asked to pay for meals in advance. Students are asked to pay before school in the cafeteria. It is encouraged that students pay for their meals a week or a month at a time.
• At any time parents may complete a new lunch form. Call the main office or the cafeteria for a form, and it will be sent home the next day.
• Parents are responsible for all charges that occur before a student’s status is changed to free or reduced.
• Students are able to carry over their lunch status from last year for thirty (30) days into the new school year. It is important that the new lunch form be completed as quickly as possible.
• It is expected that students will utilize good manners.
• Students will not be allowed to share food for health reasons.
• Breakfast and lunch must be eaten in the cafeteria, whether it is purchased at school or brought from home. All food and drinks bought in the cafeteria must be consumed there before leaving the cafeteria.
• It is important that students bring their lunch cards and/or memorize their student number. They will use this number to get their lunch and breakfast daily.
• Bringing food from outside of the cafeteria is discouraged. If it is brought to school, it should be placed in a plain container. No local commercial restaurant meals are allowed.

**MEAL PRICES**

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**CLASSROOM, BUILDING, AND CAMPUS CONDUCT**

It is the parent’s responsibility to send his/her child to school prepared to learn and act respectably. Parents must accept the major responsibility for the proper conduct of their child at school and take appropriate action for any misbehavior. It is the student’s responsibility to know and follow school rules. Successful students will come to class prepared, actively participate, and exhibit good behavior. Those who cannot abide by the simple rules of good behavior should expect to receive appropriate disciplinary action. It is the school’s responsibility to provide a safe environment with a sound curriculum. The teachers and/or school administrators determine consequences of inappropriate behaviors.

**STUDENTS MUST BEHAVE!**

1. Students are expected to obey the rules of the classroom as set forth by the teacher.
2. Students are expected to be respectful of adults and to those who are in authority.
3. Students are expected to assume an individual responsibility for their behavior, conduct, and classroom performance.
4. Students are not permitted to fight or engage in scuffles or horseplay while on campus.
5. Students are expected to refrain from making loud and excessive noise whenever on campus.
6. Students (for safety reasons) are expected to walk at all times while moving throughout the building.

South Panola Schools’ students know how to behave properly at school. It is important to show courtesy and respect to classmates and adults at all times. Everyone at a South Panola school is expected to show pride in him/herself, fellow students, teachers, and school buildings and grounds. Appropriate conduct will be enforced at school and at all school-sponsored activities. Disrupting the educational process, extreme noise, running, pushing, shoving, fighting, threatening to harm, or infringing on the rights of others by inappropriate language or actions are not acceptable behaviors at a South Panola school.

Students are to tell an adult if there is a problem before doing something that may make the situation worse. Teachers, guidance counselors, the Assistant Principal, or the Principal can all help if students have a problem with someone.

Cell phones, radios, compact disc players, electronic games or devices, tape players, tapes, cameras, toys, laser pointers, trading cards, and cigarette lighters are not allowed at school and will be confiscated by staff members. The school is not responsible for lost or stolen items that are prohibited from school. Aside from money needed for lunches or school supplies, do not bring
cash to school. The school is not responsible for lost or stolen items. Students may not buy, sell, or trade any items at school or on the bus.

**Electronic Devices Policy**
Includes but is not limited to cellphones, MP3 players, iPods, etc.
- **1st Offense** – Verbal warning and parent can pick up device
- **2nd offense** – Corporal punishment or one (1) day ISD and parent/guardian must pick up device
- **3rd and subsequent offense** – Three (3) days ISD and a parent/guardian conference and parent must pick up device

Students who refuse to give up electronic devices will be in ISD for three (3) days.
**Devices must be picked up between 3:30 and 4:00 by parents and/or guardians.**
***Devices are not to be used unless approved by administration.***

**OFFICE REFERRALS (See Appendix D)**
When a student’s behavior dictates the need for an office referral, the administration will refer to the following procedures. Be aware that where appropriate and/or allowable per district and state policies, alternative consequences or other behavior modification methods may/and can be applied.

**In-School Detention (ISD)**
Students may be assigned to in-school suspension for a period of time depending on the situation. This is a very structured and supervised program. Parents will be notified if a student is placed in ISD. All class work completed and turned in on time while a student is assigned to in school detention will receive full credit. Lunch will be delivered to students in ISD. Students who check-out of school when assigned ISD will make up the time not done. This includes missing days.

**Conditional Suspension/Required Parent Conference (RPC)**
When necessary, students will be suspended from school until parents come in for a conference to discuss the student’s misconduct.

**Suspension (OSS)**
A student may be suspended from school by the Assistant Principal or Principal for up to ten (10) consecutive days for conduct violations, and the Superintendent and the student’s parents will be notified of the suspension. A conference may be requested. Suspension out of school is an unexcused absence. While suspended out of school a student may receive classwork at the sole discretion of the principal.

**Expulsion**
Upon the recommendation of the school and the superintendent, a student may be expelled by resolution of the Board for any serious breach of conduct including, but not limited to, willful disobedience, open defiance of authority, violence against persons or property, or any other act which substantially disrupts the orderly conduct of the school.
Corporal Punishment (CP)
The South Panola School District policy allows corporal punishment under certain conditions. Contact your school for an opt-out form for you to sign if you choose not to have your child paddled.

Alternative Placement
- Any student who is placed in an alternative educational environment for disciplinary reasons will not be allowed to attend any South Panola School District extra-curricular function.
- Any student that ends the school year in the Alternative School will not be allowed to participate or attend graduation ceremonies.
- Prior to consideration of returning the student to his/her home school, the alternative school administrative staff, along with the home school’s administrative staff, shall evaluate the student’s behavior, attendance, and academic progress.
- All assigned work must be satisfactorily completed and returned to the student’s home school. If the evaluation is not satisfactory, the student shall remain in alternative school until more favorable progress is made.

SOUTH PANOLA STUDENT CONDUCT CODE
This policy is adopted for the purpose of setting disciplinary guidelines for conduct of students of the South Panola School District and administrative punishment for the violation of conduct requirements stated.

Section 1: WEAPONS
No student will enter the educational property of South Panola School District or will attend any function sponsored by the said school district that has on his/her person or in his/her possession any item which could reasonably be expected to be used to inflict harm on others. Prohibited items include but are not limited to knives of any kind, guns, rifles, pistols, blackjacks, slapjacks, razors, explosive devices (including firecrackers), and all other items which are not normally used in connection with school work and school activities which might reasonably be expected to be used to inflict harm on others.
- Toy guns of any kind are prohibited. Students found with toy guns will be disciplined as appropriate by the administration.

Any student found to be in violation of this Section of the Student Code may be expelled for not more than twelve (12) calendar months and will be subject to disposition according to the Mississippi Code – Section 37-11-18 and 97-37-17.

Section 2: FIGHTING OR PROVOKING A FIGHT
No student will fight or will provoke a fight. Any student found to be in violation of this Section of the Student Code will be suspended for not less than three (3) school days and may be expelled for up to twelve (12) calendar months. Appropriate authorities may be notified in accordance with state laws. This applies to all SPSD grounds, property, and events. Videoing a fight may be treated as provoking a fight.

Section 3: STEALING
No student will steal property of another or public property. Any student found to be in violation of this Section of the Student Code will be placed in ISD for three (3) days/possible suspension
for not less than three (3) school days and may be expelled for up to twelve (12) calendar months. Authorities may be notified in appropriate instances.

Section 4A: ALCOHOLIC BEVERAGES
No student will possess, consume, or in any way use any alcoholic beverage. No student will attend any school function or enter on school property while under the influence of any alcoholic beverage. Any student found to be in violation of this Section of the Student Code may be expelled for up to twelve (12) calendar months and local, state, and federal alcohol and drug control agents will be notified.

Section 4B: UNLAWFUL DRUGS
No student will possess or in any way use an unlawful drug. No student will attend any school function or enter school property while under the influence of any unlawful drug. Any student found in violation of this Section of the Student Code may be expelled for up to twelve (12) calendar months and local, state, and federal alcohol and drug control agents will be notified. Any material possessed, consumed, or in any way used that is represented as drugs or suspected to be drugs will be treated in the same way as stated above.

Section 5: TOBACCO
No student will use or have in his or her possession tobacco in any form, including electronic cigarettes. Any student found to be in violation of this Section of the Student Code will serve ISD for one (1) day up to three (3) days.

Section 6: VULGARITY, PROFANITY AND OBSCENITY
No student will speak or write words that are vulgar, profane, or obscene; no student will act in a vulgar, profane, or obscene manner, and no student will use vulgar or obscene signs, or possess materials that are vulgar. Any student found to be in violation of the Section of the Student Code may be placed in ISD for not less than three (3) school days/ possible suspension and may be expelled for up to twelve (12) calendar months.

Section 7: WILLFUL DEFACING OR DESTRUCTION OF PROPERTY
No student will willfully destroy, cut, deface, damage, or injure any property belonging to another person or to the school district. Any student found to be in violation of this Section of the Student Code will be placed in ISD for not less than three (3) school days/ possible suspension and may be expelled for up to twelve (12) calendar months. In the event said property is school property, the parents or guardian shall be liable for all damages. Mississippi Code – Section 37-11-19

Section 8: BREAKING AND ENTERING SCHOOL PROPERTY
No student will break and enter any school property. Any student found to be in violation of this Section of the Student Code may be expelled for up to twelve (12) calendar months and appropriate authorities will be notified.

Section 9: DISRUPTION OF THE NORMAL OPERATION OF THE SCHOOL
No student will by his/her conduct disrupt the normal operation of the school or any activity of the school. No student will incite others to disrupt the normal operation of the school;
furthermore, any indicated gang activity is considered disruptive. Any student found to be in violation of this Section of the Student Code will be placed in ISD for no less than (3) school days/possible suspension and may be expelled for up to twelve (12) calendar months.

Section 10: GAMBLING
No student will conduct or participate in any gambling game or device. Any student found to be in violation of this Section of the Student Code will be placed in ISD for not less than one (1) school days/possible suspension and may be expelled for up to twelve (12) calendar months.

Section 11: SCHOOL ATTENDANCE
On behalf of the South Panola School District, I want to inform you of the effects that House Bill 1530 could possibly have on your child’s attendance. House Bill 1530 is an act to amend section 37-13-91, Mississippi code of 1972, to provide that a compulsory-school-age child who is absent more that thirty-seven (37%) of the instructional day must be considered absent the entire day. Therefore, for the purpose of determining and reporting attendance, pupils must be present for at least sixty-three percent (63%) of their individual instructional day to be considered present the entire school day. The instructional day for each school and/or student will be fixed by the school district. For further information, please refer to MS Code 37-13-91 and School Board Policy JBD.

Section 12: CLASS ABSENCE WITHOUT PERMISSION
No student will leave a school activity without permission. Any student found to be in violation of this section of the Student Conduct Code may be placed in ISD for one (1) to five (5) days.

Section 13: STUDENT OPERATED VEHICLES
Not Applicable to Elementary Students

Section 14: FALSE INFORMATION
No student will give to any school official false information concerning any school related matter. Any student found to be in violation of this Section of the Student Code will be placed in ISD for one (1) to three (3) school days/possible suspension and may be expelled for up to twelve (12) calendar months.

Section 15: STUDENT DRESS
Refer to the Dress Code Section for acceptable clothing options.

Section 16: REPETITIVE VIOLATIONS
Any student who is found to be guilty of two (2) or more violations to this code, said violations not arising out of the same incidence, may receive additional punishment for repetitive violations. Each violation in excess of one (1) may be punished by three (3) school days’ suspension in addition to that set forth by the section violated. A student found to be a chronic violator of the provisions of this Code may be expelled for the remainder of the academic year. Any student found guilty of more than three (3) non-related violations of the Student Code may be expelled for the remainder of the academic year.
Section 17: EFFECT OF SUSPENSION
Suspension or expulsions imposed under the provisions of this Code will be considered an unexcused absence. Credit for makeup work may be considered.

Section 18: JURISDICTION
Students will be subject to the provisions of this Code at all times they are on school property or are in any way participating in school-related activities sponsored by the South Panola School District or any other public school in the State of Mississippi.

Section 19: ENFORCEMENT
The duly elected and serving principals and their designated representatives are delegated and charged with the enforcement of the provisions of this Code.

Section 20: FAIR HEARING
Any student who is accused of a violation of this Code will be disciplined subject to this Code and will be fully informed of the rights afforded the student by the law and by the policies of the South Panola School District.

Students who chronically violate school or district policy, are deemed to be disruptive to the learning process, and/or are deemed to be dangerous to others, may be deprived of the opportunity to attend school. However, before students' rights to a free and appropriate education may be denied, the State of Mississippi requires that the student's case be heard by a fair and impartial hearing authority. Administrators designated by the Superintendent act along with the Hearing Officer as South Panola Schools’ impartial Hearing Authority. The Student Discipline Committee attempts to ensure that students' rights to attend school have not been violated related to suspensions or expulsions.

For more information regarding applicable laws and regulations, refer to the Mississippi Code Annotated, the South Panola Schools Board Policy Manual and the Student Conduct Code found in the student handbook.

Any student who is removed from school for disciplinary reasons for eleven days or more is considered to be an expelled student. All expulsions may be appealed.

Expulsion and Appeals Procedures
1. The Parents/Guardians of the expelled student are informed about the appeals process by an administrator from the expelling school.
2. Parents/legal guardians and students complete a Notice of Appeal Form and submit it to the Hearing Officer at the District Office within five (5) days of the date of the suspension. A hearing before the DHC shall be scheduled no later than the tenth school day following the date of the written notice of the principal’s recommendation. A hearing is held in which the Student Discipline Committee makes a decision to uphold, modify, or overturn the expulsion.
3. Parents/legal guardians who disagree with the discipline committee’s decision have the right to ask for a review of that decision by the Superintendent.
4. Parents/legal guardians who disagree with the Superintendent's opinion have the right to ask for an appeal before the Board of Trustees. A written notice must be filed within five (5) days with the Superintendent to request a Board Hearing.
The decision of the Board will be given to parents/legal guardians within seventy-two hours by the Superintendent.

Suspensions
Parents/legal guardians also have the option of appealing school suspensions that require the student to miss between five (5) and ten (10) school days. Those wishing to appeal must contact the Hearing Officer for a review. There is no further appeal after the decision of the Student Discipline Committee. There is NO appeal of an ISD assignment (though parents/legal guardians may request a review by the school principal).

Section 21: SEXUAL HARASSMENT/HARASSMENT
Students in the South Panola School District are protected from sexual discrimination, including sexual harassment, under Title IX of the Education Amendments of 1972 to the Civil Rights Act. Student complaints in regard to sexual harassment shall be handled in compliance with district policy JB and JB-P.

No student shall harass or threaten any other student, teacher, or staff member either verbally, physically, electronically, in written form, with hand gestures, or any other means. Any student found to be in violation of this Section of the Code may be suspended for not less than one (1) day and may be expelled for up to twelve (12) calendar months. Appropriate authorities shall be notified in accordance with the same law.

Section 22: INSUBORDINATION
No student shall refuse to comply to rules or instructions or shall they be rude or disrespectful to staff or fellow students. Any student found to be in violation of this Section of the Student Code will be placed in ISD for one (1) to five (5) days.

CHAIN OF COMMAND FOR PARENTS
Parents who have a concern about their student should follow the chain of command: Teacher>Counselor>School Administrator>District Administration or Coach>Athletic Director>School Administrator>District Administration
The complaint should be expressed within five (5) days of the incident. If the parent is not satisfied, then he/she should take his concern to the next level. If the complaint cannot be solved, then the parent should put it in writing to the Superintendent.

LOST OR STOLEN ITEMS
The school is not responsible for lost or stolen items that are prohibited from school. Aside from money needed for lunches or school supplies, students should not bring cash to school. The school is not responsible for lost or stolen items. Students may not sell or trade any items at school or on the bus.

THINGS TO LEAVE AT HOME
1. Knives or any other weapons as described in School Board Policy. Violation may result in expulsion.
2. Tobacco products (including electronic cigarette and cigarette lighters)
3. Dolls and toys (including computerized toys, trading cards, games)
4. Pets or any live animal
5. Large amounts of money
6. Sports equipment is provided for activities planned by the school. For safety and accounting reasons, it is recommended that students not bring their personal equipment.
7. Tapes, CDs, DVDs, computer games, cameras, beepers, radios, I-Pods, MP3 players, or cell phones
8. Excessive amounts of jewelry or clothing accessories (Tommy key chain necklaces, sunglasses, etc.) that detract students’ attention
9. Candy and gum

**DRESS CODE**

The board believes that proper etiquette, social customs, and good grooming are a definite part of the educational process. It is expected that students wear to school or school functions neat and clean appropriate clothing that meets the standards of this educational environment. It is not the intention of these guidelines to usurp the authority of parents by determining what is appropriate attire and grooming for their children in accordance with the age and grade of students. The school will work with parents in encouraging our young people to assume this responsibility and to execute it sensibly as they mature. The purpose of the home and school working together should be to help students accept and cooperate with the guidelines. In view of this statement, the following acceptable clothing will be in effect in all elementary and intermediate schools:

- Undergarments must be covered at all times
- Appropriately groomed hair
- Garments with appropriate and acceptable graphics
- Tops should be appropriate and cover the midriff
- Clothing should be appropriately sized and worn appropriately as determined by the administration.
- Shorts and skirts of an appropriate length
- Appropriate shoes must be worn (NO Heelies)
- Garments must be secured at the waist
- All males’ shirt tails that extend below the bottom of the zipper must be tucked in
- Head gear only by permission of school administration
- Jeans/pants that allow skin to be visible above the knee are not permitted
- Leggings, jeggings, tights, etc may be worn with a shirt or blouse that comes to the mid-thigh area
- Earrings should only be worn in the ear.

Regulations in reference to grooming and dress for special activities such as athletics and physical education will be governed by the immediate person in charge of these activities under the direction of the principal. The individual schools will assume responsibility for ruling on specific items of clothing and general appearance for reasons of safety and health, or for the order, well-being, and general welfare of students. **Styles and fads are forever changing; therefore the principal or his/her designee shall reserve the right to alter this code at any time throughout the year.** The Board authorizes school administrators to employ appropriate disciplinary procedures to carry out and enforce this policy.
These are minimum standards that will be enforced at each school. Schools have the right to set higher standards based on administrative procedures. Certain events require special dress. Teachers will recommend appropriate clothing for field trips, special events or campus dances. The administration may set other dress standards as the need arises.

FIELD TRIPS
Throughout the school year field trips may be offered on a first come, first serve basis. Please make sure that you submit all of your child’s paperwork and any fees in a timely manner to ensure his/her attendance. Please contact your child’s teacher if there are any extenuating circumstances.

FIRE DRILLS/ OTHER SAFETY DRILLS
- Fire drill instructions will be posted in each room for direction to fire exit routes. When the fire alarm is heard, everyone must leave the building. Follow the teacher’s instructions immediately. Walk in single file and do not run. There must not be any talking. All persons will remain outside, a safe distance from the building, until the bell sounds for returning to the building.
- There are particular instructions for other drills that occur during the school year. Those drills are Tornado, Earthquake, and Lock-down procedures. Students must follow instructions during drills.

GUIDANCE/COUNSELING SERVICES
Through a comprehensive developmental school counseling program, the school counselor uses a team approach with the school staff, parents, students, and community to help all children achieve success within their academic, personal/social, and career development. Referrals to the school counselor can be made by students, parents, and staff members. Services available through school counselors include:

1. Classroom guidance lessons on a variety of academic, social, and career topics
2. Individual, solution-focused, grief counseling service
3. Small group counseling services
4. Coordination and explanation of state testing
5. Assistance with family guidance, resources, and support for behavior and academic concerns
6. School-wide programs and activities to enhance school climate
7. Conference with families and teachers to assist in meeting student needs
8. Crisis intervention services
9. Coordination of the academic and behavior intervention process

HEALTH CONCERNS
Student Health
The school district employs school nurses to assist with the health needs of our students. Parents are required to complete a health card at the beginning of the school year that provides a health history, emergency contact information, and signed consent for the school nurse to carry out first aid and administer medications as listed in the School Health Nurse Standing Orders (standing orders located in handbook). The health card will be kept in the nurse’s station. No child will be given medication for headache or other minor ailments without signed consent from parent/guardian. A student should be free of fever (fever is considered 100 degrees or
greater), without the use of fever reducing medications such as Tylenol/Motrin and/or exhibit no vomiting or diarrhea for 24 hours before returning to school.

**Medication**

If it becomes necessary for the student to take any form of medication on a routine basis at school, a **Permission for Medication Form** must be completed by a parent/guardian at the time the medication is brought in. This form can be obtained in the school office. Medication must be provided in the labeled bottle obtained at the pharmacy with the prescribing information. No medication will be administered if not in labeled bottle with correct student information. Medication that is prescribed three times a day (such as antibiotics) should be given at home unless otherwise stated by physician. Any student requiring the use of inhalers or Epi-pens will be allowed to have access to these based on doctor’s orders. If your child requires an inhaler or other asthma medication, please notify the school nurse to obtain the appropriate forms to be completed. It is the responsibility of the parent/guardian to notify the school of any medication changes and submit a doctor’s order for such changes.

**Possession and/or administration of any drugs or other controlled substance(s) on school grounds by students or others may constitute violation of the law.**

**Head Lice**

For any student who has had head lice on three (3) consecutive occasions during one (1) school year, the principal shall notify the county health department of the recurring problem of head lice with that student. The student shall not be allowed to attend school until proof of treatment is obtained. ’41-7921 (1999)

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**SCHOOL HEALTH NURSE STANDING ORDERS**

<table>
<thead>
<tr>
<th>Condition</th>
<th>Treatment</th>
<th>Medication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bites/Stings</td>
<td>Remove stinger if easy. Apply ice for 5 minutes.</td>
<td>Topical analgesic. Benadryl-25mg with parent permission.</td>
</tr>
<tr>
<td>Burns(minor)</td>
<td>Cold water for 5 minutes.</td>
<td>First Aid Ointment*</td>
</tr>
<tr>
<td>Fainting</td>
<td>Lie down with feet elevated.</td>
<td>Aromatic Spirits of Ammonia</td>
</tr>
<tr>
<td>Fever</td>
<td>For temperature &lt;101, call parent.</td>
<td>Acetaminophen -325mg by mouth1 or 2 tablets ages 12 and up. Less than 12 based on age/weight. One time fever occurrence. Ibuprofen- 200 mg by mouth 1 or 2 tablets ages 12 and up. &lt; 12 based on age/weight. NO ASPIRIN!</td>
</tr>
<tr>
<td>Simple Headaches</td>
<td>Bed rest in quiet, low lighted area for 15-20 minutes. Cool compresses to forehead.</td>
<td>Acetaminophen/Ibuprofen as above. Treat once for headache in 24-hour period. Refer if persists.</td>
</tr>
<tr>
<td>Cuts/Impetigo</td>
<td>Cleanse with soap and water</td>
<td>Apply antibiotic ointment. Refer if needed.</td>
</tr>
<tr>
<td>Menstrual Cramps</td>
<td>Bed rest for 30 minutes</td>
<td>Acetaminophen/Ibuprofen as directed above.</td>
</tr>
<tr>
<td>Sore Throat</td>
<td>Temp. &lt;101, gargle with salt water (1 tsp. to 8 oz. water)</td>
<td>Throat Lozenges Acetaminophen/Ibuprofen as directed above.</td>
</tr>
<tr>
<td>Toothache</td>
<td>Rinse with warm salt water. Cool compresses to cheek.</td>
<td>Acetaminophen/Ibuprofen as above. Topical Benzocain 20%.</td>
</tr>
<tr>
<td>Gastrointestinal (Stomach Ache)</td>
<td>Bed rest 15-20 minutes</td>
<td>Pepto-Bismol, Trial Antacid, Maalox as directed on bottle.</td>
</tr>
<tr>
<td>Suspected Ringworm of skin</td>
<td>Rule out ringworm of scalp.</td>
<td>Antifungal cream</td>
</tr>
<tr>
<td>Rashes</td>
<td>Rule out allergic reaction. Cool compresses.</td>
<td>Caladryl/Calamine</td>
</tr>
</tbody>
</table>
Conjunctival Irritation (eye) | Examine for foreign body. Refer if suspect Pink Eye. | 1% Hydrocortisone-thin coat.
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Head Lice | Instruct family in treatment and prevention. May return to school after proof of treatment | Over the counter Pediculos (head lice) shampoo.

** Without preservatives / *** First Aid Ointment should not contain cortisone.

These orders have been approved by a local physician to be followed by the school nurses. You MUST complete and SIGN the student’s health card in order for the nurses to administer any treatment or medications as indicated above. Please list any allergies that your child has on his/her health card.

**Health Screenings**
The school nurse will screen vision and hearing on all first and fourth graders. Parents will be notified of any failed results requiring follow-up. The school nurse will also screen vision and hearing on students referred by a teacher or by parent request. Screening will be done during the school year as the schedule permits.

**Illness and First Aid During the School Day**
- In case of illness during the school day, a student should explain to the teacher that he/she is ill. If necessary, the teacher will refer the child to the nurse for further action. Upon students being referred to the nurse, children will be returned to class unless they have a fever or show visible signs of illness. In such cases, parents/guardians will be contacted.
- Care of any injury may be obtained in the school clinic. In case of an emergency, the school should have alternate phone numbers and preference of hospital. Please keep contact cards up to date.

**PARENT CONFERENCES**
Parents are required to make appointments by writing the teacher a note or telephoning the school office for conferences with teachers, counselors, or the principal. Unscheduled conferences are an interruption and cause the loss of valuable instructional time. Conferences may be scheduled either before/after school or during the teacher’s planning time. When a conference is scheduled please make every effort to meet on the scheduled day and time. Teachers may not conference with parents/guardians when other students are present.

**VISITORS**
ALL VISITORS MUST:
- ENTER AND EXIT THROUGH THE MAIN OFFICE
- SIGN IN (PHOTO I.D. REQUIRED)
- WEAR A VISITOR’S BADGE

For safety purposes, if you need to go into the classroom buildings, office area, cafeteria, or clinic we will give you a visitor’s badge to wear as long as you are on the campus. Please do not go anywhere else on the campus other than your specified visit location. Classroom instruction cannot be interrupted during the school day. If a parent wishes to have an official conference with the teacher, arrangements must be made with the teacher prior to the visit.
PARTIES AND GIFTS
Birthday parties, and/or surprise parties are generally prohibited in order to prevent disruption of other classes and daily activities. Special events, holidays, and activities that correlate with subject material may be held at the discretion of the administration. Classroom parties are provided on a scheduled basis. Gifts of any kind are prohibited.

PHYSICAL EDUCATION
Physical education is a required program in Mississippi. Students may be excused from participating in P.E. with a signed note from the parent/guardian; however, missing extended periods shall require a note from a doctor. Students shall wear clothing and footwear appropriate to the physical education activities. Shoes should be closed with rubber soles and should allow children to perform to the best of their physical ability. This policy will be enforced due to safety concerns.

PLEDGE OF ALLEGIANCE
Mississippi statute requires that the Pledge of Allegiance to the Flag be recited at the beginning of each day in every public elementary and secondary school in the state. Exemption from participation may be granted upon written request of the parent or guardian.

MEETINGS AND NOTIFICATIONS OF PROFESSIONAL ORGANIZATIONS – CERTIFIED/LICENSED EMPLOYEES
Meeting of all professional organizations, or programs sponsored by the organizations, such as surveys, insurance presentations, recruitment of members, etc., shall be conducted at a time other than the normal working day of staff members. The meetings or surveys may be held on school premises, but only after prior approval of the Superintendent of Schools. Announcements or other information regarding professional organizations may be made at general faculty meetings or sent through the inter-school mail only with prior approval of the Superintendent of Schools. GBS/MGA

BOOSTER CLUB
Becoming involved in our active Booster Club provides an opportunity to contribute to your child’s school. Throughout the year, many educational, fun-filled, and money-raising events take place. We look forward to working with you this year!

RECORDS AND TRANSFERS
Your child’s records are available for you to review at any time. Parents/guardians may wish to set up an appointment to review the files so adequate time can be given to explain test data or other pertinent information. When transferring to another school, the child’s records will be sent as soon as the request is received from the school in which the child is enrolling. Early notification of plans to transfer is always appreciated.

REPORT CARDS/PROGRESS REPORTS
Progress Reports will be sent home midway through each grading period. These reports will be issued to each student in order to report academic progress. Parents should carefully review these reports so that they may assist their children. Report cards will be sent home approximately one week after the end of the nine weeks period.
NINE WEEKS DATES
First Nine Weeks…………………………………………………………. October 2-5, 2017
Second Nine Weeks…………………………………………………………. December 11-15, 2017
Third Nine Weeks……………………………………………………………… March 5-9, 2018
Fourth Nine Weeks…………………………………………………………. May 21-25 2018

The following GRADING SCALE is used, and is in compliance with our district’s Student Progression Plan:
2nd & 3rd Grades
A (Excellent) 90-100
B (Above Average) 80-89
C (Average) 70-79
D (Below Average) 65-69
F (Failure) Below 65

Promotion Policy: The following requirements must be met before a student is to be promoted to the next grade:

1st – 2nd: An average grade of 65 must be attained in all three (3) major subjects. Major subjects are reading, math, and English.

3rd: An average grade of 65 must be attained in all major subjects. All academic subjects are major subjects.

ACHIEVEMENTS
Students earning all A’s during a grading period will be on the Superintendent’s List. Students earning a B or above in each subject will be on the Principal’s List. An unsatisfactory (U) in conduct will disqualify a student for the Superintendent’s List or Principal’s List. At the end of the year an award will be given to the student in each classroom with the highest average in reading, language arts, math, and spelling. Additional awards will be presented in the classrooms.

Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exceptions for promotion.

SPECIAL EVENTS/EDUCATIONAL OPPORTUNITIES (FIELD TRIPS)
During the school year, special events/educational opportunities may be offered for student participation. These events may be during the school day or during non-school hours, on or off campus. Examples may include, but not be limited to, all extracurricular activities (i.e. clubs), educational tours/visitations, speakers, assembly programs, field trips, etc. It is at the discretion of the administration and classroom teacher to revoke the privilege of attending field trips.
STUDENT INFORMATION
It is essential that the school always have current information regarding students. If you change your address, home telephone number, work number, or any other information, please inform the school office personnel at once or send written notification. This is especially important in case of student emergencies.

TELEPHONE
The office may take messages for students when deemed an emergency or essential. Parents wishing to confer with teachers are invited to call the office, and every effort will be made to have the teacher call back when feasible. Let your children know before they come to school what they are to do at the end of each day. Children participating in after hours’ programs, such as P.E. events or chorus should make arrangements with parents before arriving to school.

TEXTBOOKS
The State of Mississippi provides textbooks that are issued by the teachers. Students must take care of all textbooks issued to them. They are the responsibility of the student. Textbooks are very expensive to replace or repair. A fee for excessive wear or damage to textbooks will be charged to students who fail to take proper care of the books. A fee will also be charged for lost textbooks and lost library books. All books must be returned when students are withdrawing from school. Students who find lost textbooks should return them to the office.

VOLUNTEERS
Plan to chaperone a field trip or to become a school volunteer? There are many ways that you can help our school and students. Watch for information coming home. Parents and other interested persons may not volunteer until they have completed all requirements from the school in which they wish to volunteer.

South Panola School District
Definition of Bullying
The South Panola School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student, school employee or volunteer in actual and reasonable fear of harm to his/her person or damage to his/her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities, or benefits. A “hostile environment” means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property when such conduct, in the determination of the school superintendent or principal, renders the offending person’s presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.
The South Panola School District will make every reasonable effort to ensure that no student, school employee, or volunteer is subjected to bullying or harassing behavior by other school employees or students. Likewise, the district will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior. The district encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The school board directs the superintendent or designee to design and implement procedures for reporting, investigating and addressing bullying and harassing behaviors. The procedures should be appropriately placed in district personnel policy handbooks, school handbooks that include discipline policies and procedures and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take “reasonable actions” as may be necessary to defend himself/herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the South Panola School District defines “reasonable action” as promptly reporting the behavior to a teacher, principal, counselor or other school employee when subjected to bullying or harassing behavior. Ref: SB 2015; Miss. Code Ann. § 37-7-301(e)

PROCEDURES FOR COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

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

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

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

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

**TITLE IX**

It is the policy of the South Panola Public School District to provide equal opportunity without regard to race, national origin, religion, sex, age, qualified person with disabilities or Veteran, in the educational program and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the central office.

LEGAL REF.: Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitations Act of 1973; Title II Americans with Disabilities Act.

As provided under Title IX of the Education Amendments of 1972, no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance. Standard 2 is as follows: School board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the district, and current copies of school board policies are published and available for public review. Questions or complaints concerning Title IX may be directed to Mr. Chad Spence, 209 Boothe Street, Batesville, MS 38606 or (662) 563-9361.

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

The South Panola School District will not discriminate on the basis of disability in admission or access to, or treatment or employment in, its program and activities to the extent provided by law. Questions concerning Section 504 may be directed to the Section 504/Americans with Disabilities Act Coordinator as follows: Mrs. Melinda Price, 209 Boothe Street, Batesville, MS 38606 or (662) 563-9361.

**HARASSMENT PROHIBITED**

This school district affirms the employee rights under Title VI and therefore "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment."

LEGAL REF.: 1964 Civil Rights Act, Title VI; 1964 Civil Rights Act, Title VII; Executive Order 11246, as amended; 1972 Education Amendments, Title IX; 45 CFR, Part 86; 1973 Rehabilitation Act, Section 503; 1973 Rehabilitation Act, Section 504; 45 CFR, Part 84; 29 U.S.C.A. 621, et seq.

CROSS REF.: Policies GACN – Sexual Harassment GBD – Professional Personnel Hiring
NON-DISCRIMINATION POLICY
The South Panola School District shall not discriminate on the basis of race, color, sex, age, disability, religion, national origin, or military status with regard to any policy, procedure, or program operation. For inquiries regarding this policy on discrimination contact:

Title IX Coordinator: Mr. Chad Spence,
ADA/504 Coordinator: Mrs. Melinda Price
South Panola School District
209 Boothe Street
Batesville, MS 38606
662-563-9361

Legal Information

SPSD Non-discrimination

The South Panola School District shall not discriminate on the basis of race, color, sex, age, disability, religion, national origin, or military status with regard to any policy, procedure, or program operation. For inquiries regarding this policy on discrimination contact:

Title IX Coordinator: Mr. Chad Spence,
ADA/504 Coordinator: Mrs. Melinda Price
209 Boothe Street, Batesville, MS 38606
662.563.9361

Model Notification of Rights under FERPA for Elementary and Secondary Schools

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 forty-five (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.
Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 student of the records request 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 District 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
Dear Parent/Guardian:

The purpose of this letter is to clarify our district policy in regard to the Family Educational Rights and Privacy Act (FERPA).

It is within our district’s policy to make available, upon request, certain information known as “Directory Information.” This is defined by FERPA as information which is personally identifiable and would not be considered harmful or an invasion of privacy.

“Directory Information” may include, but is not limited to the following:

- name, address and phone number
- date and place of birth
- major field of study
- participation in school activities
- honors and awards
- other information such as alumni associations, height/weight of athletes, honor roll members information and anything else generally found in yearbooks

In accordance to FERPA guidelines, South Panola School District may release this information. However, parents/guardians may refuse to allow the disclosure of any or all “Directory Information” upon written notification to the School’s office. The school should receive this written notification within 15 business days of receipt of this letter.

Further information regarding this and other annual notices can be found on the district website at www.southpanola.k12.ms.us or by contacting South Panola School District.

Sincerely,

Tim Wilder
Superintendent
NCLB – TITLE I
As required by the No Child Left Behind Act (NCLB) of 2001, Title I Part A, information is available at our school to include but not limited to the following:

1. The School Improvement Plan
2. Qualifications of your child’s teacher
   a. Whether Mississippi has licensed or qualified the teacher for the grades and subjects he or she teaches.
   b. Whether Mississippi has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
   c. The teacher’s college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
   d. Whether any teachers’ aides or paraprofessionals provide services to your child and, if they do, their qualifications.
3. Notification if your child is to be taught for four (4) or more consecutive weeks by a teacher who is not highly qualified.
4. Your child’s level of achievement in each statewide academic assessment.
5. Opportunities for parent involvement and input.
6. NCLB/ESEA District and School Report Cards

Title I Complaints

A complaint/concern is a signed written statement that includes allegations or concerns applicable to the Title I Educational Program and information that supports the complaint/concern.

Note: Any parent, teacher, or other concerned individual(s) or organization may file a complaint.

Procedures:
1. Written complaints may be given to local school principals.
2. Signature of the complainant is required.
3. The written complaint will then be delivered to the LES Superintendent’s office by the principal or his/her designee.
4. Upon receipt of the written complaint, the Title I Coordinator will investigate the complaint in a timely manner consulting with the LES Superintendent if necessary.
5. Within a timely manner, a resolution and written decision acknowledging receipt of the complaint/concern will be rendered by the LES Title I Coordinator/designee.

If you have questions, please contact your child’s school and we will be glad to provide information.

TITLE I POLICY
It shall be the policy of this school district to provide Title I services to eligible students in accordance with the provisions of the No Child Left Behind Act. The school district shall meet the requirements and comply with all applicable statutory and regulatory provisions under the law. Such assurances
shall remain in effect for the duration of participation under Title I of the No Child Left Behind Act of 1994 (P.L. 103-382).

**DISTRICT TITLE I PARENT INVOLVEMENT**

The School District will administer the Title I IASA Program in accordance with Federal Regulations of the No Child Left Behind Act.

The School District will enable schools to provide opportunities for children served to acquire the knowledge and skills contained in the challenging State content standards and to meet the challenging State performance standards developed for all children. This shall be accomplished by:

1. ensuring high standards for all children and aligning the efforts of state, local educational agencies, and school to help children served under Title I to reach such standards;
2. providing children an enriched and accelerated educational program, including, when appropriate, the use of the arts, through school-wide programs or through additional services that increase the amount and quality of instructional time so that children served under Title I receive at least the classroom instruction that other children receive;
3. promoting school-wide reform and ensuring access of children (from earliest grades) to effective instructional strategies and challenging academic content that includes intensive complex thinking and problem-solving experiences;
4. significantly upgrading the quality of instruction by providing staff in all schools with substantial opportunities for professional development;
5. coordinating services under all parts of Title I with each other, with other educational services, and social programs funded from other sources.
6. distributing resources, in amounts sufficient to make a difference, to areas and schools where needs are greatest;
7. improving accountability, as well as teaching and learning by using State assessment systems designed to measure how well children served under Title I are achieving challenging State student performance standards expected of all children;
8. providing greater decision making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance.

The School District will include parents of the District's Title I program, following all requirements of the Title I regulations. The responsibility and accountability for implementing the District-Wide Title I parent involvement procedures will be shared among the District-Wide Title I Office, the local Title I schools, the parents and the community. Activities and procedures shall be planned and implemented using meaningful consultation with parents of the Title I children.

The School District Title I Staff and the Title I Schools will work jointly to ensure effective involvement of parents. They will support partnerships among schools, parents and the communities to improve student achievement. A variety of strategies will be used. Those strategies include School/Parent Involvement Policy, an annual meeting with flexible times and locations, staff and parent training; consultation, communication in a form and language that can be understood, school/parent compacts, parent literacy opportunities, workshops on parenting skills, community and business involvement, surveys, evaluation and other ideas as stated in the School District's Title I Program Plan.
The school district shall be in compliance with Title I regulations requiring parental involvement in the school system’s planning and implementation of the Title I compensatory education programs that affect children enrolled in the school district.

Such parental involvement shall include, but is not limited to, conferences between parents and teachers and assisting parents in home training and direct work with their children. A public meeting of the parents involved in Title I shall be held annually and shall meet federal regulations affecting parent participation. In addition, the school shall provide proper information to parents concerning their children and shall keep these parents adequately informed of their children’s progress, needs, and individual objectives.

**BATESVILLE INTERMEDIATE SCHOOL TITLE I PARENT INVOLVEMENT POLICY**

Batesville Intermediate School will provide opportunities for educational excellence for all children to acquire the knowledge and skills contained in challenging state content standards and to meet the challenging state performance standards developed for all children. To help accomplish this goal, the administration and staff will follow the parental involvement policy guidelines listed below:

- convene an annual parent meeting to discuss federal programs and revise the parent involvement policy;
- encourage parents to offer suggestions and ideas throughout the school year for improvement and revision of this policy;
- explain the requirements and rights of parents to be involved;
- offer flexible schedule of meetings and conferences;
- provide parents with timely information;
- describe and explain the curriculum to be used;
- provide the forms of academic assessment to be used;
- explain the proficiency levels students are expected to meet;
- provide opportunities for decision-making related to the education of their children;
- provide materials and training on how parents can improve their children’s achievement;
- strengthen connections between home and school;
- ensure, to the extent possible, that information sent home is in a language and form parents can understand;
- respond to parent suggestions as soon as practically possible;
- provide a Parent/Student/School Compact; and
- respond in a timely manner to requests for information regarding the professional qualifications (including certification area, years, and type of experience) of classroom teachers. Both verbal and written requests to the administration will be honored with a written response within three school days.

Explain the importance of making sure their children graduate from school.

This policy will be revised and updated periodically. Parental input is welcomed in this process.

In the event parents find portions of the Schoolwide Plan unsatisfactory, the school shall submit those comments and concerns to the district office (LEA).
ASBESTOS & LEAD PAINT INSPECTIONS OF BUILDINGS
Please be informed by this notice that during the 2016-2017 school year all of the school buildings of the South Panola School District were re-inspected for asbestos and lead paint for a three (3) year period. Management plans were updated and copies stating that the buildings met all requirements were forwarded to the Mississippi State Department of Education where they are on file. The Management Plans will be updated from time to time as the need arises. A copy of the results of the inspection is contained in a Management Plan Document that is on file in the office of the Director of Maintenance and in the office of the superintendent of schools located at 209 Boothe Street. Any interested party should feel free to go by any of these locations to read these reports.
SOUTH PANOLA SCHOOL DISTRICT
2017-18 SCHOOL CALENDAR

Professional Development (2 days). Prior to July 31, 2017
Faculty Meeting and Staff Development. August 1-3, 2017
School Begins For Pupils – Cafeteria Opens. August 4, 2017
Labor Day. September 4, 2017
Fall Break (Students & Staff). October 6 & 9, 2017
Staff Development (make-up for summer staff development days if required). November 20 & 21, 2017
Thanksgiving Holidays. November 20-24, 2017
School Resumes. November 27, 2017
Christmas Break – (60% day). December 15, 2017
Teacher Work Day. January 2, 2018
School Resumes for Pupils. January 3, 2018
Martin Luther King Day. January 15, 2018
President’s Day. February 19, 2018
Spring Holidays. March 12-16, 2018
School Resumes. March 19, 2018
Good Friday. March 30, 2018
Easter Monday. April 2, 2018
Last Day for Pupils (60% day). May 25, 2018
Graduation. Saturday, May 26, 2018
Memorial Day. May 28, 2018
Teacher Work Day. May 29, 2018
Total Pupil Days. (1st Semester 88)...(2nd Semester 94) 182
Total Teacher Days. 189

NOTE: There are two (2) extra days in this calendar to allow for emergency closings. If extra days are not used, the second semester will be shortened by 2 days leaving the state mandated 180 days for students and 187 days for teachers.

NOTE: Handbooks will give information for a “One Hour Delay” and a “Two Hour Delay” schedule that may be used to protect the loss of complete school days.

NINE WEEKS DATES

First Nine Weeks. October 2-5, 2017
Third Nine Weeks. March 5-9, 2018
Fourth Nine Weeks. May 21-25, 2018
Appendix A
Student-Parent-Teacher Compact

We believe a cooperate effort can create a quality learning environment in which all children can learn and strive to do their best while being challenged to reach their maximum potential and encouraged to develop into successful and productive citizens. Please join with our staff in working together for the good of our students.

As a Student, I, _______________________, will
Always try to do my best in my work and in my behavior
Work cooperatively with my classmates
Show respect for myself, my school, and other people
Obey the school and the bus rules
Take pride in my school
Come to school prepared with my homework and my supplies
Believe that I can and will learn

As a Parent/Guardian, I, _____________________, will
See that my child attends school regularly and on time
Provide a home environment that encourages my child to learn
Insist that all homework assignments are completed
Communicate regularly with my child’s teacher
Support the school in developing positive behaviors
Talk with my child about his/her school activities everyday
Encourage my child to read at home and to monitor his/her TV viewing
Volunteer time at my child’s school
Show respect and support for my child, the teacher, and the school

As a Teacher, I, ________________________, will
Believe that each student can learn
Show respect for each child and his/her family
Come to class prepared to teach
Provide an environment conducive to learning
Help each child grow to his/her potential
Enforce school and classroom rules fairly and consistently
Maintain open lines of communication with student and his/her parents
Demonstrate professional behavior and a positive attitude.

As a Principal, I, ________________________, will
Assure that district policies are followed.
Provide a safe and drug-free environment.
Create good communication between parent, community, and school.
Perform the duties and responsibilities required of a principal.
Appendix B

South Panola School Board

Acceptable Computer, Network Resources and Internet Use Policy

Revised Fall 2009

The South Panola School District School Board wishes to make available to all students and staff access to computers, computer networked resources, and Internet Resources. The SPSD Board also desires these computers, networked resources and the Internet be used in ways appropriate for an educational institution. The intent is to make Computers, Network resources and the Internet available to improve the educational process, enhance student achievement and enhance productivity and related responsibilities and tasks where applicable.

Access to the district’s computers and network resources entails responsibility. Access is a privilege, not a right. All users are to be held responsible for appropriate behavior while using school computers, network resources and the Internet just as they are during any other school activity. General rules for behavior and communications apply.

Students, Parents, Staff and other network users should be aware that objectionable information may be found on the Internet. Be warned that some material accessible via the Internet may contain items that are illegal, defamatory, objectionable, inaccurate, and/or potentially offensive. While SPSD will make reasonable attempts to filter objectionable material, the district will not be held responsible for inappropriate material.

Parents and guardians of students should impress upon their children the need for the appropriate use of media and information sources available via the Internet. Be advised, that some courses require Internet access and students must adherence to this policy. Failure to agree and comply with this policy may require the loss of network privileges, the removal of a student from the course, and/or other disciplinary and legal action.

Ownership and Privacy issues for Computers and Network Resources

South Panola School District affirms ownership of computers and network resources that have been purchased with District funding sources. Network supervision and maintenance may require review and inspection of computers, hard drives, cache engines, routers and other electronic devices. The District reserves the right to record and monitor computer usage, access and review stored files, access and review email, messages and links on Computers and Network Devices within the School District. Courts have ruled that computers, computer hard drives, computer files, email records and other electronic information devices may be subpoenaed, and that appropriate administrators may examine electronic information in order to ascertain compliance with network guidelines for acceptable use.

Statements and Disclaimers

South Panola School District will adhere to the Child Internet Protection Act Legislation, and other state and federal laws with reference to school network resources where applicable.

South Panola Schools may post pictures and names of staff and students on the school’s web site that are viewable on the World Wide Web. Exclusions to this policy must be written the School Principal requesting that no photos be published for a particular individual. These efforts are being made to give positive exposure to all individuals and related school activities.

This Acceptable use policy will be posted in student handbooks, staff handbooks and on the South Panola Web Site. Signatures of the student handbook which encompasses this policy are to be kept on file in the principal’s area.

The School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school system will not be responsible for any damages suffered by any user. Use of any information via the Internet is at the risk of the user.

General guidelines for using computers, network resources and the Internet

Individuals will be held responsible for their behavior and communication while accessing network resources and the Internet. Students, Staff and other computer network users are responsible for appropriate behavior on computer networks just as they are in a classroom or a school hallway. Some common issues are discussed below:
Don’t use school network resources for illegal purpose. Don’t pirate software or violate copyright laws. All software installed on district computers must be licensed. Other than district or state provided software, any additional software to be installed must have prior approval of the principal, technology director or superintendent. Don’t search for, access, display or transmit offensive messages or objectionable materials or inappropriate non educational web sites. Don’t access or transmit any material that promotes violence or the destruction of property. Don’t share passwords or access another user’s account. Don’t change files, desktop settings, screensavers, or other system/network settings that do not belong to you. Don’t post chain letters or engage in “Spamming”. Don’t use, disclose, disseminate, or divulge personal and/or private information about yourself, minors or any others. Don’t employ or perform network actions disruptive to the normal operations of school.

In general the computer is not to be used as an entertainment box or radio. Technology is not to be used to download music. PBS, educational recordings and speeches for classroom enhancement is encouraged. But, Internet radio for non-educational use is discouraged. Programs like kazaa, audiogalaxy, GNutella, napster, Warze, AIM, and Zebra should not be installed. Programs like instant messenger or weather bug that have an always on, constant connection should not be installed. Technology is not to be used to play online games, access chat rooms, dating services, or non-instructional bulletin board messaging sites. Technology resources are not provided as a babysitting device or as a free for all. Just because its lunch or study hall or instruction has finished for the period is not a reason for individuals to play computer games or randomly surf the web.

Violations may result in a loss of access to computers, network resources, the Internet. Violations may also include other disciplinary and / or legal action. Observed abuse of computers, network resources and / or the Internet should be reported to the Teacher, Supervisor, Principal, Technology Director or Superintendent.

**Signature Information: Student / Parent and staff user agreement**
For anyone to access the district computer network she/he must agree and adhere to this acceptable use policy.

**Students and Parents:**
By signing the student handbook; I hereby agree to comply with the South Panola School District Board Policy on acceptable computer, network resources and Internet usage. I understand that my child will be subject to disciplinary action for violations of the Acceptable Use Policy Violations may result in a loss of access to computers, network resources, the Internet. Violations may also include other disciplinary and / or legal action.

**Staff:**
By accepting employment with South Panola Schools: I hereby agree to comply with the South Panola School District Board Policy on acceptable computer, network resources and Internet usage. Violations may result in a loss of access to computers, network resources, the Internet. Violations may also include other disciplinary and / or legal action. Therefore: If you do not agree with this policy and choose not to access South Panola School District computers, networked information resources and the Internet, please notify the school Principal, Technology Director or Superintendent in writing.

Guests or any others are required to sign below before using South Panola Network Resources.

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<thead>
<tr>
<th>Name &amp; Signature (if needed)</th>
<th>Date</th>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent/Guardian Name &amp; Signature (if needed)</td>
<td>Date</td>
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Appendix C
PARENT/GUARDIAN-STUDENT CONTRACT

Dear Parent/Guardian:

It is the intent of the School Administration, faculty, and staff to provide all students a relevant, positive, and smooth flowing educational experience. This handbook was compiled with that intent in mind. It contains information, guidelines, codes of conduct, discipline policies and help to insure that our intended purpose is accomplished.

Please help us accomplish this by doing the following:

A. Please read and familiarize yourself and your child with its contents.
B. Please allow us to answer any questions you may have about items contained within.
C. Please acknowledge your receipt and reading of this handbook by completing and returning the lower portion of this page.

If there are any questions about the information in this book, please contact the principal.

Please detach and return this portion of the page to your child’s homeroom teacher.

------------------------------------------

Date: ________________________________

Student’s Name: ____________________________________________________________

Parent/Guardian’s Name: ______________________________________________________

My child and I have read the South Panola School Handbook. I agree to encourage my child to abide by the information, guidelines, codes of conduct, discipline policies and rules contained within.

We further acknowledge:
  Parent-Teacher-Student Compact and our responsibilities
  Notification of Asbestos and Lead Paint Inspections
  Acceptable Use Policy for Technology

Parent/Guardian’s Signature_________________________________

Student’s Signature________________________________________
# Disciplinary Referral

Student Name: ________________________________    Date: ________________________ Time/Period: _______________

Person Reporting: ____________________

Grade: _________

Location: __________________________________

## Disciplinary Infraction

**Level One:**
- Tardiness
- Running/excessive noise
- Public Display of Affection
- In an Unauthorized Area
- Dress Code Violation
- Electronic Device
- Loitering in halls, restrooms, etc.
- Disruptive Behavior
- Refusing to do classwork

**Level Two:**
- Skipping Class (did not leave school grounds)
- Defiance/Insubordination
- Disrespect
- Profanity/Vulgarity (minor/indirect)
- False Information (dishonesty, lying)
- Gambling
- Tobacco Use/Possession (including electronic cigarettes)
- Possession of Cigarette Lighter
- Minor Defacing School Property (no repairs needed)
- Abusing the Rights of Others (arguing, pushing, hitting, horse-playing, being confrontational)

**Level Three:**
- Disruption Of Normal School Day
- Fighting
- Provoking a Fight
- Assault
- Theft
- Bullying
- Violation of No Contact Contract
- Vandalism (property damage)
- Gang Activity
- Leaving Campus w/o Permission
- Major/Direct Profanity
- Threatening (verbal, physical or electronic threats)
- Sexual Harassment/Misconduct
- Possession/Use of Illegal Drugs or Alcohol
- Possession of Weapons
- Other____________________________

**Level One Interventions & Date (2 are required):**
- Conference with Student (Date:______)
- Changed Seating Assignment (Date:______)
- Writing Assignment (Date:____________)
- Parent Contact (Date: ________________)
- Other____________________________

**Description of Infraction/Incident:**

___________________________________________
___________________________________________
___________________________________________
___________________________________________

**Disciplinary Action Taken:**
- Warning
- Administrative/Student Conference
- Referred to Guidance Counselor
- Parent Conference
- Detention
- ISD
- OSS
- Conditional Suspension(Required Parent Conference)
- Corporal Punishment

**Administration Comments:**

___________________________________________
___________________________________________
___________________________________________

Witness: __________________________
Counselor: __________________________
Parent: __________________________
Student: __________________________
Batesville Intermediate School

South Panola School District uses corporal punishment as a means to correct behavior as stated in the 2017-2018 Student Handbook. Please mark below:

__________ South Panola School District Administration has my permission to use corporal punishment as a means to correct behavior. Prior to issuing corporal punishment, a phone call will be made to the parent/guardian.

__________ South Panola School District does NOT have my permission to use corporal punishment as a means to correct behavior.

Parent’s/Guardian’s Signature: ________________________________
Date: ________________________________
Phone Number: Home: ________________________________
Work: ________________________________ Cell: ________________________________
Email: ________________________________
Batesville Intermediate School
Photo Consent Form

Child’s Name ____________________________ Grade _______

Photo/ Video

I authorize Batesville Intermediate School (including its related entities) to photograph and/or video my child to use for educational or promotional purposes in school related media. I understand that I will not be paid or rewarded for providing this authorization.

Mark ONE choice below

______ Yes, I do give authorization for photos and videos for educational purposes.

______ No, I do not give authorization for photos and videos for educational purposes.

________________________________________________________________________

Parent’s Signature ____________________________ Date __________

Please return to the BIS office.