

CONTENTS

Section I: About our School

Calendar-----	9
Mission Statement-----	6
Vision Statement-----	6

Section II: Introduction

Administrative-----	11
ESSA-----	12
School Numbers-----	13

Section III: General Information

Absences and Tardies-----	19
Admissions-----	15
Arrivals and Departures-----	23
Attendance-----	15
Cafeteria-----	30
Check Outs-----	22
Deliveries-----	31
Drop Off and Pick Up-----	24
Field Trips-----	30
Fundraisers-----	31
Gifted Program-----	25
Homework-----	26

Immunization-----	18
Leaving Class-----	24
Make Up Work-----	23
Parent/Teacher Conferences-----	28
Residency-----	17
Textbooks-----	27
Use of Telephone-----	28
Vandalism-----	28
Visitors on Campus-----	28
Visitor Procedures-----	29

Section IV: Health, Safety, and Security

Acceptable Use Policy-----	42
CIPA/COPPA-----	45
Code of Conduct-----	39
Contagious Diseases-----	33
Emergency Operating Plans-----	37
Head Lice-----	35
Internet Safety Policy-----	44
Medication-----	33
Mississippi School Safety Act of 2001-----	38
Sexual Discrimination/Harassment-----	36
Student Restraint Policy-----	41

Section V: District Policies and Guidelines

Alternative School-----	48
Battery/Fighting-----	79
Bullying/Harassment/Intimidation-----	69
Bus Discipline-----	74
Bus Safety Consequences-----	76
Cafeteria Behavior-----	79
Class I Offenses-----	59
Class II Offenses-----	61
Class III Offenses-----	63
Classroom Management-----	56
Code of Conduct-----	47
Cyber Stalking-----	78
Cell Phone/Electronic Device-----	73
Discipline Ladder-----	58
Discipline Plan-----	51
Discipline Policy on Transfers-----	65
Dress Code Ladder-----	57
Dress Code Policy-----	66
Drug Screening Policy-----	86
Expulsion-----	53
Extracurricular Activities' Student Conduct-----	51
Gang Activity-----	80
General Building and Grounds-----	77
Grading/Literacy-Based Promotion Act-----	88

Insolence/Disrespect/Profanity-----	79
Leaving Campus-----	79
Notification of Law Enforcement-----	84
Philosophy of Discipline-----	55
Procedures for Code of Conduct-----	44
Reasonable Actions-----	69
Sex Discrimination, Section 504, ADA-----	72
Student Interrogations, Searches, Arrests-----	84
Threatening, Extortion, Intimidation-----	78
Trespassing-----	79
Use/Possession of Drugs-----	82
Weapons in School-----	81

Section VI: Support Services

Federal Programs-----	90
Individuals with Disabilities-----	90
Intervention Services-----	91
Parent Involvement Policy-----	92

Section I.

About Our School

• • • • •

FOREWORD

It is the responsibility of parents and students to familiarize themselves with this Student Handbook, which is approved by the Richton School Board and which includes official district policies with which you should be acquainted. This handbook takes effect with the 2019-2020 school year and supersedes all other handbooks.

This handbook has been prepared by the staff of the Richton School District as a guideline to procedures, policies, and practices governing the operation of our schools and the behavior of our students. It is not intended to be a comprehensive set of rules, but it does set forth the philosophy that the school environment is critical to effective teaching and learning.

This handbook, therefore, is designed to assist us in creating a proper atmosphere for learning. The premise that every person deserves respect and must respect the rights of others is the primary principle that governs responsible behavior. **The rules set forth in this handbook are not all inclusive but are set forth as broad principles that support the concept of student rights and responsibilities.**

By registration of your child (children) or any student in the Richton School District, all parents, legal guardians, and students do hereby consent to and agree to obey and follow rules and regulations contained in this handbook and such other oral directions of school administrators or teachers as may be necessary or desirable to carry out the orderly educational process of the school.

The Richton School District Board of Education and Administration of Richton Schools reserve the right to amend any part of this Handbook at any interval in the school year that the need arises.

MISSION STATEMENT

“To empower learners for future success in a safe and healthy environment as they prepare for college and career readiness”

VISION STATEMENT

“To become a progressive school district driven by innovative thinking dedicated to strengthening our diverse community”

SCHOOL OVERVIEW

Richton Elementary School is a kindergarten through 6th grade school with a diverse student body of over 350 students. Our goal is to provide the best possible learning experience for every child.

School mascot:

Rebels

School colors:

Maroon, white, gray

School location:

Richton, Mississippi

www.richtonschools.com



Find us on:
facebook®

**Richton School
District**

Contact®

Elementary School Office
601-788-6975

Counselor's Office
601-788-6490

Superintendent's Office
601-788-6581

INCLUDEPICTURE

"http://www.marionk12.org/cms/lib06/MS01922689/Centricity/Domain/16/ActiveParent2Logo.jpg" * MERGEFORMATINET

www.ms5620.activeparent.net

INCLUDEPICTURE

"http://citywidetaxioshawa.com/wp-content/uploads/2014/08/icon_download_apple_appstore.png" * MERGEFORMATINET

INCLUDEPICTURE

"http://images.clipartpanda.com/email-icon-vector-email-icon-vector-mail-clip-art-vector-clip-art-online-royalty-free-public-domain-gutziilo.png" * MERGEFORMATINET

Richton Elementary School
701 Elm Avenue
Richton, MS 39476

~RES Student/Parent Handbook 2023-2024~

School Calendar
Richton School District

See the school district webpage for the most current yearly calendar.

Section II.

Introduction

• • • • •

Board of Education Members

Mr. David Dewitt
Mrs. Angela Husband
Mr. Jeremy Edwards
Mr. Wayne Adams
Mr. Michael Reed (District Attorney)

Administrative Office Personnel

Superintendent of Education
Business Manager
Coordinator of Federal Programs
Food Services
Transportation Director/Security
Maintenance
Board Secretary
Accounts Payable Clerk
Athletic Director

Mr. Clay Anglin
Mr. Rhonda Rowzee
Mrs. Felicia McCardle
Mr. Lewis Shepard
Mr. James Kitchens
Mr. Jamie Rylee
Mrs. Cammie Meadows
Mrs. Brenda Clark
Mr. Danny Cooley

School Building Personnel

Middle/High School Principal
Elementary School Principal
High School Secretary
Elementary School Secretary
School Nurse
Test Coordinator
Counselor
Custodian

Mr. Ben Bryan
Mrs. Chelsea Blackledge
Mrs. Julie Meadows
Mrs. Cammie Meadows
Mrs. Brittany Pierce
Mr. Evan Craft
Mrs. Cassie Nicholson
Mrs. Carol Walley
Mrs. Janet Prine
Mr. Terry Cochran

Every Student Succeeds Act ESSA

On December 10, 2015, the Every Student Succeeds Act (ESSA) into law as Public Law Number 114-95. ESSA reauthorizes the Elementary and Secondary Education Act of 1965 “to ensure that every child achieves.”

ESSA is the nation’s general education law and, as such, has been revised by Congress many times over the years. The last reauthorization took place in 2001 and was called the **No Child Left Behind Act (NCLB)**. Given the importance of education in the lives of children with and without disabilities, it comes as no surprise that the education community is highly motivated to learn the in’s and out’s of the ESSA—what’s new, what’s different, what must now change in how we approach and deliver education to the nation’s 50.1 million students in public elementary and secondary schools across the nation.

Additional information as how this impacts your child’s instruction may be found at <http://www.parentcenterhub.org/repository/essa-reauth/#law>.

LENGTH OF SCHOOL DAY



**Monday – Friday
7:45 am – 2:55 pm**

**NO CHILDREN ARE ALLOWED
ON CAMPUS PRIOR TO 7:20 a.m.
Teachers are not on duty until 7:20.**

Buses unload at 7:25.

**The morning carline will start at 7:20 and
close at 7:45.**

Roll is checked at 7:45.

Students are TARDY at 7:45.

School ends at 2:55.

The buses will begin loading at 2:55.

The carline will start loading at 2:55.

**No change in transportation will be
accepted after 2:15 each day.**

SCHOOL ADDRESS



Richton School District

Shipping Address:

701 Elm Avenue

Richton, MS 39476

Mailing Address:

P.O. Box 568

Richton, MS 39476

Phone: 601-788-6975

Important School Numbers



Elementary Office
601-788-6975

Middle / High School Office
601-788-9608

Counselor
601-788-6490

Superintendent's Office
601-788-6581

Section III.

General Information

• • • • •

ADMISSIONS

COMPULSORY ATTENDANCE AGES

A compulsory-school-age child is defined as a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year. This also includes any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in Kindergarten. The parent/guardian of a kindergarten student shall be allowed to withdraw the child from Kindergarten one time and that child shall not be deemed a compulsory-school-age child until the child attains the age of six (6) years.

Students excluded from this requirement are those determined to be incapable of school attendance by school officials as based on medical documentation or an identified handicapping condition and those in a legitimate home instruction program as determined by a school attendance officer.

If a compulsory-school-age child has not been enrolled in school within fifteen (15) calendar days after the first day of the school year or if a student has accumulated five (5) unexcused absences during the school year, the principal shall report such absences to the school attendance officer of the youth court within two school days or within five calendar days, whichever is less, according to the method prescribed by the State Department of Education and on the form designated for that purpose by the district. *MS Code 37-13-91, 37-13-92.*

ADMISSION PROCEDURES

ENTRANCE REQUIREMENTS

1. In accordance with the laws of the state of Mississippi, in order to be admitted to Kindergarten, students must be five (5) years of age on or before September 1 of the current school year. First grade students must be six (6) years of age on or before September 1 of the current school year. **Students are required to re-register each year with updated information.**



2. A student entering his/her first year at Richton Schools must present a **CERTIFIED** birth certificate. (*Mississippi Code 6225-02*) The birth certificate must be from the Bureau of Vital Statistics or from the State Department for students born overseas. No other birth certificate, hospital records, baptismal records, telephone, etc., will be accepted.

3. All students entering Richton Schools must present a Certificate of Compliance showing that immunizations are current.

4. All students must provide two current proofs of residency in accordance with state law.

5. All students must be a legal resident of the Richton School District. Students with releases from other districts must be approved by the Richton School District Board before enrollment will be allowed.

6. All students must have a Social Security number on file.

STUDENTS TRANSFERRING FROM OTHER SCHOOL DISTRICTS

Any student transferring

to Richton School District from another district must provide the following:

1. Verification of residency within the Richton School District or a Release from previous district. If a release from another district is presented, the Richton School District Board must approve the transfer before the student may be enrolled. **Richton School District shall make every effort to obtain all discipline records from a student's former attendance center. Any student who is on probation from, expelled from, suspended from, or not properly cleared from his/her former school will not be allowed to enroll in Richton School District. Any student who is transferring to Richton School District from another district and is in alternative school, will continue their placement in Alternative school in the Richton School District. STUDENTS FROM OTHER DISTRICTS THAT HAVE BOARD APPROVAL MUST BE REAPPROVED EACH SCHOOL YEAR BY THE RICHTON SCHOOL BOARD FOR ENTRY.**



2. Copy of birth certificate (*transfer students will be given two weeks to obtain this; after two weeks, student will be suspended until in compliance*).
3. Certificate of Compliance showing immunizations are current.
4. Withdrawal records from the previous school and the student's most recent report card.
5. Social Security Number
6. Transcript from previous school
7. Discipline Report from previous school

EXPELLED STUDENTS Parents, guardians, or students must indicate on registration information if the student requesting enrollment has been expelled from a private or public school or is currently a party to an expulsion proceeding. If it is determined from the child's cumulative record or application for admission that the child has been expelled, enrollment may be denied until the superintendent or his designee has reviewed the child's cumulative record and determined that the child has participated in successful rehabilitative efforts. If the child is party to an expulsion proceeding, he may be admitted pending final disposition. If the proceeding results in expulsion, admission may be rebuked. If the expulsion or expulsion proceeding involves an act of violence, weapons, alcohol, illegal drugs, or other activity that may result in expulsion, Richton School District is not required to grant admission before one calendar year after the date of expulsion. *Miss. Code Ann. Section 37159(3).*



RESIDENCY REQUIREMENTS

As a result of the Residency Verification Procedure adopted as a policy of the Mississippi State Board of Education on April 20, 1990, each parent or legal guardian or other adult with whom a student lives must provide to the school administration the following documents:

1. A copy of **two** of the following items of verification of residence. Post office box addresses are **not** acceptable (*911 addresses are*). These items must reflect a street address or designated road address. All documents must be for present residence only; documents for rental or other commercial property will not be acceptable. Richton School District reserves the right to verify all residences.
 - a. Filed Homestead Exemption Application Form
 - b. Mortgage Documents or Property Deed
 - c. Apartment or Home Lease
 - d. Utility bill (service address must be within the Richton School District)
 - e. Affidavit of Residency and/or personal visit by a designated school official
2. A legal guardian (other than the parents) must also provide a copy of the court order appointing him/her as guardian. If the petition for guardianship has been filed and the decree is pending, a certified copy of the filed petition for guardianship must be provided. *NOTE: Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by the affected board. (Mississippi Code Ann. Section 37-15-31, 1989, Supp.)*
3. Students living with adults other than parents or legal guardians must provide:
 - a. Two of the five items of verification as stated above,
AND
 - b. A sworn affidavit stating the relationship of the adult to the student, stating that the student is living in the Affiant's home full-time, and fully explaining the reasons for this arrangement (other than school attendance or district preference).

IMMUNIZATION OF STUDENTS



For minimum community protection against certain diseases, the Board shall require students attending District schools to be vaccinated against diphtheria, measles, mumps, poliomyelitis, rubella, tetanus, whooping cough, hepatitis B and chickenpox (unless child has a history of chickenpox). These requirements, as stipulated by the Mississippi Department of Health, are to be recorded in the permanent record.

Such vaccinations shall be made prior to enrollment, or shall be completed within the date specified on Form 121. **The principal shall enforce the immunization requirements, suspending any student not in compliance. Such suspension shall be in effect until compliance is validated.** A Certificate of Immunization Compliance (Form 121) or a Certificate of Medical Exemption shall be on file on each student enrolled. The principal shall provide information to the Mississippi State Board of Health relative to the immunization status of students in the school via forms provided by that agency. *MS Code 41-23-37, 37-7-301.* **All children entering a Mississippi school (any grade) for the first time must have the required vaccines per Mississippi School Immunization Law and Child Care Requirements.**

MS School Entry Immunization Requirements 2008-2012^a

Vaccine/antigen	No. of doses
Diphtheria, Tetanus, Pertussis (DTaP) ^b	5 ^c
Polio (IPV)	4 ^d
Hepatitis B	3
Measles, Mumps, Rubella (MMR)	2 ^e
Varicella (chickenpox)	1 ^f

TDaP for all incoming 7th graders starting 2012-2013 school year

^a-All children entering a Mississippi school who are age 5 years and older for the first time will be required to have the above listed immunizations.

^b-Children entering a Mississippi school after their 7th birthday, not meeting the above DTaP requirements will need at least 3 total doses of diphtheria/tetanus containing vaccine (Td). Tdap should be used as one of the three diphtheria/tetanus containing vaccines (preferably as the first of the 3 doses) for children age 10 years and older.

^c-If the 4th dose is received on or after the 4th birthday, a 5th dose is not required.

^d-If the 3rd dose is given on or after the 4th birthday, a 4th dose is not required.

^e-Documented physician's diagnosis of previous infection with measles disease only or serological confirmation of immunity to measles, mumps and/or rubella will be allowed.

^f- If there is a history of chickenpox, the vaccine is not required. Effective August 2007, for the 2007-2008 school year, entering kindergarten students will be required to have 2 doses of the varicella-containing vaccine or a history of typical varicella. **Current requirements are for 2 doses of the varicella-containing vaccine, however, due to a shortage of varicella vaccine, the two dose requirement of varicella vaccine for school entry is waived for the 2014-2015 school year until further notice.**

All children entering a Mississippi school (any grade) for the first time must have the required vaccines per Mississippi School Immunization Law and Child Care Requirements.

ATTENDANCE

STUDENT ABSENCES AND EXCUSES

The Board recognizes that regular attendance is important if students are to attain maximum benefit from the educational process and develop good work habits that carry over into their adult life. Parents and students are expected to abide by the Compulsory School Attendance Law. When absences do occur, school personnel will classify the absence as excused or unexcused. **In the event that a student exceeds the allowable number of absences, the student may not be allowed to participate in school sponsored activities or athletic events.**

ABSENCES & PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES

It shall be the policy of the Richton School Board that students who are absent from school, whether the absence is excused or unexcused, shall not be allowed to participate in any school-sponsored activity occurring on the day and night of the absence. The principal may consider special, extenuating circumstances.

ABSENCES & TARDIES DEFINED

An excused absence is one where a student has been too sick to attend school, has been under the care of a physician, has been sent home by the school nurse or has had a death in the immediate family. Immediate family includes: parent/stepparent/guardian, brother, sister, stepbrother, stepsister, grandparent, spouse, child, uncle and aunt. Other absences may be excused as determined by the principal.



ABSENCES DEFINED

Source: Mississippi Code: TITLE 37 EDUCATION CHAPTER 13

CURRICULUM SCHOOL YEAR AND ATTENDANCE MISSISSIPPI COMPULSORY SCHOOL ATTENDANCE LAW Compulsory school attendance requirements generally: enforcement of law.

(4) An “unlawful absence” is an absence during a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension shall not be considered an “excused” absence under this section. This subsection shall not apply to children enrolled in a nonpublic school.

Each of the following shall constitute a valid excuse for temporary nonattendance of a compulsory-school-age child enrolled in a public school, provided satisfactory evidence of the excuse is provided to the superintendent of the school district, or his designee:

- (a) An absence is excused when the absence results from the compulsory-school-age child's attendance at an authorized school activity with the prior approval of the superintendent of the school district, or his designee. These activities may include field trips, athletic contests, student conventions, musical festivals and any similar activity.
- (b) An absence is excused when the absence results from illness or injury which prevents the compulsory-school-age child from being physically able to attend school.
- (c) An absence is excused when isolation of a compulsory-school-age child is ordered by the county health officer, by the State Board of Health, or appropriate school official.
- (d) An absence is excused when it results from the death or serious illness of a member of the immediate family of a compulsory-school-age child. The immediate family members of a compulsory-school-age child shall include children, spouse, grandparents, parents, stepparents, brothers and sisters, including stepbrothers and stepsisters, uncle and aunt.
- (e) An absence is excused when it results from a medical or dental appointment of a compulsory-school-age child where an approval of the superintendent of the school district, or his designee, is gained before the absence, except in the case of emergency.
- (f) An absence is excused when it results from the attendance of a compulsory-school-age child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.
- (g) An absence may be excused if the religion, to which the compulsory-school-age child or the child's parents adheres, requires or suggests the observance of a religious event. The approval of the absence is within the discretion of the superintendent of the school district, or his designee,

but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.

- (h) An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district, or his designee, that the purpose of the absence is to take advantage of a valid educational opportunity such as travel, including vacations or other family travel. Approval of the absence must be gained from the superintendent of the school district, or his designee, before the absence, but approval shall not be unreasonably withheld.
- (i) An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district, or his designee, that conditions are sufficient to warrant the compulsory-school-age child's nonattendance. However, no absences shall be excused by the school district's superintendent, or his designee, when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance.

Following an absence, students should present a signed written excuse from a parent, guardian, or doctor on the day the student returns to school, unless documented permission to be absent was granted by school officials before the absence occurred. **After 5 days, no excuse will be accepted.** The written excuse should contain:

1. The date written
2. Full name of the student
3. The date(s) the student was absent
4. The cause of the absence
5. The signature of the parent, guardian, custodian, or doctor
6. Contact phone number for authentication

ANY ABSENCE FOR WHICH NO WRITTEN EXCUSE IS RECEIVED BECOMES AN AUTOMATIC UNEXCUSED ABSENCE. EXCUSES WILL ONLY BE ACCEPTED WITHIN 5 DAYS OF STUDENT RETURN.

If a student will be absent for 3 or more days, the parent/guardian is requested to notify the school in advance in writing. Notification of the school does not insure that the absences will be excused.

The school day begins promptly at 7:45 am and ends at 3:00 pm. ALL students are expected to be on time. When students are tardy, it causes confusion in attendance records and instructional time. Students arriving after 7:45 am are tardy and must report to the office for a tardy/admittance slip (*unless their bus is late*).

TEACHERS GO ON DUTY AT 7:20 A.M. THERE SHOULD BE NO STUDENTS ON CAMPUS PRIOR TO THAT TIME.

ELEMENTARY SCHOOL ABSENCES & TARDIES Following an absence, students must present a signed written excuse from a parent, guardian, or doctor. See “Absences and Tardies Defined” section above.

“Any absence after three (3) parent notes per semester will be marked unexcused, except for doctor notes.” In grades K-6, a student must be in school at least 63% of the instructional day to be counted present.

RICHTON ELEMENTARY TARDY POLICY

Students dropped off after 7:45 am WILL NOT be allowed to sign themselves in. The parent / guardian dropping the student off MUST accompany him or her into the office in order for the student to be signed in. Tardy students who are unaccompanied may not be admitted to class.

For students with excessive tardy referrals, the following discipline ladder will be followed:

- **Step 1:** After a student receives **3 tardy referrals**, a parent will receive a written or verbal notification of the tardy policy as well as the consequences of excessive tardiness.
- **Step 2:** After a student receives **6 tardy referrals**, the student will be placed in ISS for one full day. The parent will be notified and a parent conference requested. The student will continue to serve ISS for each tardy referral up to 10.
- **Step 3:** After a student receives **10 tardy referrals**, the student will serve one full day of out-of-school suspension (OSS). This consequence will be applied for the tenth tardy and all tardy referrals thereafter.
 - Any student suspended for excessive tardiness MUST be accompanied by guardian for a mandatory parent conference before being admitted back to school.
 - If a student is tardy more than ten times, the parent / guardian may be reported to the Mississippi Department of Child Protection Services for neglect.

Procedures for referrals by MS Compulsory School Attendance Law

ACTIONS TAKEN BY SCHOOL ATTENDANCE OFFICER

- * **5 Unexcused Absences-----Contact by School Attendance Officer by phone or letter**
- * **10 Unexcused Absences-----Contact by School Attendance Officer by phone or letter**
- * **12 Unexcused Absences----- Contact by School Attendance Officer by phone or letter; and home visit or school visit
Charges filed in Justice Court or Youth Court

CHECK OUTS



In the interest of providing uninterrupted instructional time, a student must be checked out between classes. In cases of an emergency, the parent must obtain special permission from the principal to check out a student at a time other than between classes. All students dismissed from school must be checked out in person by a parent, legal guardian or by a person listed on the student's identification card/checkout sheet. Anyone checking out a student may be asked to provide a photo ID.

1. Students must be checked out in person by parent/guardian or someone named on checkout card.
2. Phone call checkouts WILL NOT be accepted except, in the case of an emergency, at the principal's discretion.
3. The parent/guardian must come to the school office to make any changes on the identification card/checkout sheet.
4. It is extremely important that school office personnel know and have on file all relevant information concerning any custody issues involving our students. Parent/guardian may be asked to supply court records indicating custody/guardianship of a student.
5. Elementary students will not be allowed to check out after 2:10 pm except, in the case of an emergency, at the principal's discretion.



MAKE-UP WORK

Students will be given the number of days missed to complete assignments. Students must turn in the work within the described limits or receive a zero (0) for the work. It is a parent/guardian's responsibility to request missed assignments. The teacher and parent/guardian will work together to insure that all missed assignments and deadlines are clearly communicated. Students will be given the number of days missed to complete assignments. Make-up tests will be given at the discretion of the teacher.

Work missed due to school-sponsored activities or trips must be made up before the activity/trip when possible, or the first day after returning to class.

If a student misses one day of school and was present when homework was assigned, the student must present the completed assignment immediately upon return to the class, unless given specific relief by that teacher.

STUDENT ARRIVAL AND DEPARTURE

	<i>SCHOOL BEGINS</i>	<i>SCHOOL ENDS</i>
Elementary School	7:45 a.m.	3:00 p.m.

***MORNING CAR RIDER GATES WILL OPEN AT 7:20 AND CLOSE AT 7:45**

***AFTERNOON CAR RIDER GATES WILL OPEN AT 2:55**

Students are not to arrive on the school campus before 7:20 a.m. The school will not assume responsibility for any student arriving on school grounds prior to stated times unless they are transported by the school bus. Students are to leave school at the end of the school day unless he/she is participating in a school activity **AND** are under the supervision of a teacher/coach.

Students may not leave school early without parental permission and must sign out in the office before leaving campus under **all** circumstances. Students must meet the requirements established under the Check Out Policy. Students will be counted absent in the classes that are missed when they sign out early. Disciplinary action will be taken if a student leaves school and disregards proper procedure.

STUDENT DROP OFF AND PICK UP

Elementary students brought to school by a parent or guardian must be dropped off and picked up at the designated place on the service road by the playground. Parents will enter the road behind the baseball field and come by the football field to the drop off/pick up spot.

THERE ARE NO OTHER AUTHORIZED DROP OFF OR PICK UP LOCATIONS FOR STUDENTS. STUDENTS WILL NOT BE DROPPED OFF OR PICKED UP IN FRONT OF THE SCHOOL, NO EXCEPTIONS.

PARENTS SHOULD NOT CALL THE SCHOOL OFFICE ASKING FOR SPECIAL PERMISSION—IT WILL NOT BE GRANTED.

Students who ride with faculty or staff should wait in that person's office or classroom until they leave for the day.

Parents who wish for their student to walk to or from school must schedule a conference with principal to obtain permission. This decision will be at the principal's discretion. **No student may be designated a walker without a parent's signature** acknowledging the school's release of responsibility for the child at the end of the school day. Additionally, walkers must cross the street using the crosswalk in front of the RES office.

Students who ride to school with high school students are to come directly to the campus from the parking lot. At the end of the day, elementary school students will wait on the cafeteria steps until high school students are released, and then walk to the parking lot with them.

CHANGES TO TRANSPORTATION If there is to be a change in transportation for the day, or for any length of time, the school needs that information in writing the morning the change is to take place. **ALL WRITTEN NOTICES MUST INCLUDE A PHONE NUMBER AND VALID 911 ADDRESS FOR AUTHENTICATION.**

We prefer not to make any changes by phone.

- *Changes in transportation should be made prior to 2:00 p.m. NO CHANGES IN TRANSPORTATION WILL BE MADE AFTER 2:00.

Once a student has loaded the bus, he/she shall not be removed from the bus by anyone other than the classroom teacher or administrator, due to safety issues.

LEAVING CLASS

At no time during class hours should students be in hallways or out of class without an approved pass. If a student must be in the hall during class time, a hall pass with the student's name, date, destination, and time will be provided and signed by the staff member, teacher, or administrator granting permission to be out of class. Staff members, teachers, and administrators will be responsible for issuing passes and will be accountable for location of their students at all times. School schedules allow sufficient times to use the restrooms; going to the restroom during class time is discouraged.

RICHTON SCHOOL DISTRICT GIFTED EDUCATION PROGRAM

The Richton School District provides a program of enrichment for intellectually gifted students in second through sixth grade. Students in these grades spend one day per week in the gifted "pull-out" program and the rest of the week in their general education classrooms.

Mississippi Department of Education gifted regulations and state mandate require that intellectually gifted students in grades two through six be provided services by a teacher with gifted endorsement for a minimum of five hours per week.

The Richton School District will abide by all the gifted regulations and mandates set by the state that include referral, assessment, eligibility, and placement of students in the gifted program.

MISSION - The mission of the Richton School District gifted program is to provide a unique educational environment complimentary to the gifted learner. The gifted program will provide differentiated instruction above and beyond what is learned in the regular education setting.

HOMEWORK/CLASSWORK - As outlined in MDE Gifted Regulations, gifted students may not be required to make up class work missed when they are scheduled to be in the gifted classroom. Gifted students shall be held accountable for demonstrating mastery of concepts and information on regularly scheduled tests. Homework assigned to the regular classroom students for the evening of the gifted student's day in the gifted classroom must be complete

ANNUAL REASSESSMENT FOR CONTINUED PLACEMENT - A committee shall meet at least once a year to reassess each gifted student's continuation in the gifted program. Under MDE regulations, grades and/or success in the regular education program are the responsibility of the regular classroom teachers and should not be considered as a reason for removal from the program.

In the event a student fails to make progress or exhibits unsatisfactory participation in the gifted program, a meeting of the reassessment committee will be held to consider the student's performance. If the committee determines that the student is failing to make progress in the program, the student will be placed on probation in the gifted program for the next 9-weeks term. Parents will be notified and given an opportunity to meet with the committee to discuss the decision and develop a plan of action. During this time, the student will continue to participate in the program. At the end of the probation period, if the student's performance improves to a satisfactory level, the student will be removed from probation and recommended for continued placement. If the student's performance does not improve to a satisfactory level, the reassessment committee can recommend the student be removed from the program. If this occurs, parents will be notified and given the opportunity to discuss the decision with the committee before the student is removed.

If the parents do not agree with the decision to remove the student from the program, they shall, within five (5) school days after the meeting, put their concerns in writing and present them to the Richton gifted contact person. The gifted contact person will schedule a meeting of the gifted LSC committee within five (5) school days and parents will be invited to attend this meeting. The LSC will render a written decision based on information shared during the meeting

Once during the school year, parents can request that their child be removed from the program for a 9-weeks term. This can only occur one time during a school year.

Students will be considered for reinstatement in the gifted program at the request of the parents and with the recommendation of classroom teachers. Consideration and arrangements for reinstatement in the program will be made through the LSC Committee and documented in the minutes. Written parental permission must be obtained before the student can be placed in the program.

HOMEWORK AND CLASSWORK

All homework and classwork fit into the total school program and is always purposeful. Students are given adequate class time and are expected to use this time wisely so they



finish assignments during class. Sometimes, unfinished classwork is assigned as homework. Homework is also a necessary part of the school program. Homework is usually not assigned on weekends or holidays, but students may choose to spend some weekend or holiday time on long-range assignments or make-up work.

TEXTBOOKS



Textbooks are supplied by the school at no cost to the student on a loan basis. Since these books remain the property of the school district, defacement or abuse of books will result in the assessment of a damage fee. Parents/guardians assume full responsibility for issued textbooks, including the proper care of these books. Students are strongly discouraged from abusing books. Fines are assessed for damaged books and lost books must be paid for according to the adjusted list price based on the age of the lost book. **ALL BOOK FINES MUST BE PAID BEFORE A STUDENT CAN RECEIVE TEXTBOOKS THE FOLLOWING YEAR.**

Fines for lost textbooks will be assessed as follows:

- | | |
|-----------------------|-------------|
| • New book | Full price |
| • 1 year old | 75% of cost |
| • 2 years old | 50% of cost |
| • 3 or more years old | 25% of cost |

Fines for damaged textbooks will be assessed as follows:

- If pages are torn out, charge as if the book were lost (the book with missing pages is no good to the next student)
- Cover missing – charge as if the book were lost.
- Writing in the book – charge $\frac{1}{2}$ of the schedule above, unless there are words marked through with ink. In this case, charge as a lost book.

ALL TEXTBOOKS ISSUED TO STUDENTS ARE THE PROPERTY OF THE RICHTON SCHOOL DISTRICT.

MS Code 37-7-301

VANDALISM (CARE OF SCHOOL PROPERTY)

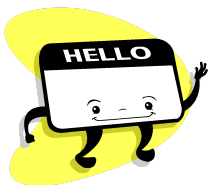
The school maintains adequate janitorial service. Every effort is made to keep buildings and grounds in good condition. Taking pride in one's surroundings is good training in citizenship. Each one should do his/her part to keep the buildings and campus clean and attractive. **Gum chewing is not allowed DUE to the damages caused to clothing, books, desks, etc.** Students will not deface or destroy school property (such as textbooks, library books, buildings). Students guilty of this offense will be placed on the disciplinary ladder according to school policy, and restitution will be required from the students and/or their parents/guardians.

If any pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property he shall be liable to suspension or expulsion and his parents or person or persons *in loco parentis* shall be liable for all damages. *Miss. Code Ann. Section 371119.*

USE OF TELEPHONE

The office telephone is a business phone; therefore, it is necessary to restrict its use. Students will not be allowed to call home for signed papers, forgotten homework, band instruments, etc. Only in cases of emergency or illness will students be permitted to use the phone. Students must have a teacher or nurse referral with a permission slip to use the phone.

VISITORS ON CAMPUS



EVERY VISITOR TO OUR CAMPUS MUST SIGN IN AT THE PRINCIPAL'S OFFICE UPON ENTERING THE SCHOOL CAMPUS TO OBTAIN A VISITOR'S PASS.

Visitors must be approved by administration before being given a visitor pass to wear while on campus. Visitors will only be limited access to his/her own child.

Anyone who fails to comply with this policy is subject to being reported to local law enforcement authorities. **NO** teacher will allow you to enter his/her classroom or speak to a student without a pass. Students from other schools will not be allowed to visit our classes. When parents/guardians go to school to check out their children, they will wait in the office; they will not be permitted to visit the child's classroom or hallway. No visitors will be permitted in school hallways unless teachers on that hallway are notified in advance by the school secretary or administrator, even with a visitor's pass. **NOTE: TEACHERS WILL NOT BE CALLED OUT OF CLASS DURING CLASS TIME. A PARENT/TEACHER CONFERENCE MUST BE ARRANGED.**

PARENT/TEACHER CONFERENCES



Parent/teacher contacts are required by Richton School District. Face-to-face parent/teacher conferences are encouraged. Communication with parents many times is the key to student success and positive rapport with the parent. All parent/teacher conferences will be prescheduled and will be held before or after school, or during planning periods. All conferences are to be documented. Documentation of conferences will be turned in at the end of the year. Teachers will not be called out of their classrooms to talk with a Parent/guardian. There will always be two or more teachers and/or an administrator at every conference. The Richton School District forbids the use of any recording equipment—audio or video—at parent/teacher conferences.

FIELD TRIPS

During the school year classes go on various field trips which are planned in conjunction with activities characteristic of the total school program. **Teachers should request field trips 30 days prior to the day of the event. Field trips that are not academic in nature and tied to content area will not be approved. No field trip will occur during State Testing Periods. Teachers that go with their own children on field trips outside of their own classes must take personal leave.** Parents will be notified by note of any upcoming field trips and associated costs. In order for a student to be allowed to go on a field trip, the parent/guardian **must** send a **signed** permission slip to the child's teacher.



STUDENTS WHO DO NOT HAVE A WRITTEN PERMISSION SLIP WILL NOT BE ALLOWED TO GO ON THE TRIP. PERMISSION GRANTED OVER THE PHONE IS INSUFFICIENT AND WILL NOT BE ACCEPTED.

Only students and school personnel will be allowed to ride on school buses used on field trips.

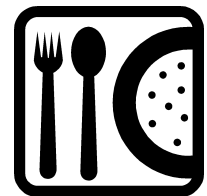
Students with Class II or Class III discipline must receive permission of the sponsoring staff member and principal prior to being granted participation privileges. Students who have accumulated five disciplinary referrals of any Class may not be permitted to go on field trips.

Any student who commits a Class II or Class III discipline violation or any violation the administration deems necessary to include in these categories will forfeit the right to participate in further field trips sponsored by Richton School District for a period of not less than 45 instructional days.

(Any out-of-state field trip or overnight field trip must be approved in advance by the Richton School Board.)

CAFETERIA

The school operates an adequate cafeteria. Elementary students, grades 2, 3, 4, and 6, will eat breakfast from 7:20 to 7:40 as they get off the bus with teachers taking duty in the cafeteria at 7:20. Elementary students, grades Kindergarten and grade will eat breakfast from 7:40 am – 8:00am after reporting to homeroom prior breakfast. No outside breakfast food is allowed in the cafeteria.



5,
1st
to

Students who bring lunches to school will eat in the cafeteria with the other children. **The state food service regulations prohibit any student from bringing a canned or bottled carbonated drink, or prepackaged food, in the original container into the cafeteria.** Students desiring a carbonated drink with their lunch must have the drink in a thermos bottle. Prepackaged foods and/or foods purchased from outside the cafeteria must be removed from the original container and placed in an unmarked container. For example: Subway, Wards, etc. will not be allowed in its original packaging. Canned juices are available for purchase in the cafeteria.

CHARGES IN THE CAFETERIA

Free and reduced price lunch applications are available to all students.

The Richton School District Board of Trustees has adopted a no charge policy in the cafeteria. No meals may be charged for anyone at any time. All students and school personnel may pay for their meals in advance by week or month. The amount unused will remain in the individual's account until used. Federal law prohibits food programs to accrue debt. Students cannot receive a report card at the end of the school year if they owe money in the cafeteria.

DELIVERIES

BALLOONS, FLOWERS, FOOD, AND OTHER SPECIAL DELIVERIES FOR STUDENTS WILL NOT BE ACCEPTED AT SCHOOL.

*****ACCORDING TO STATE LAW, FOOD FROM OUTSIDE VENDORS WILL NOT BE ACCEPTED FOR STUDENT LUNCHES.***

FUNDRAISERS

During the school year, Richton School District has several fundraisers, separate from the PTO. This money is used to enhance instructional and physical conditions at our school. Parents/guardians will be notified of all fundraisers. Participation is voluntary, but students must have a permission slip on file to participate.

All fundraisers are approved by the Superintendent and School Board prior to notification of parents. Fundraisers will be permitted only when approved according to the school board policy.

Section IV.

Health, Safety and Security

• • • • • • • • •

ASBESTOS CONTAINING MATERIALS

Asbestos containing materials (ACM) are present on the campuses of the Richton School District. These asbestos containing materials are isolated, and there is no danger of contamination to any student, faculty, staff, or maintenance personnel.

CONTAGIOUS DISEASES



It is the responsibility of the school to help protect students from contagious diseases. We ask that parents/guardians cooperate by keeping students with contagious diseases home until all signs are clear and danger of infection is gone. The school will notify parents if there are signs of contagious sickness. Parents/guardians will be responsible for picking up the child and determining if a problem does exist. Please use the following guidelines for keeping children with contagious diseases home:

DISEASE/CONDITION

EXCLUSION FROM SCHOOL

Chicken Pox.....	7 days after eruption appears or until vesicles become dry
Hepatitis.....	Clearance by physician
Mononucleosis.....	Clearance by physician
Conjunctivitis (Pink Eye).....	When eye is no longer draining or cleared by physician
Impetigo.....	Until under proper treatment
Ringworm.....	Until under proper treatment
Scabies.....	Until under proper treatment
Strep Throat.....	Fever free for 24 hours
Pediculosis (Lice).....	Until nits and/or live bugs are gone

****Students should be free of fever of 100 degrees or higher for 24 hours prior to returning to school.**

The principal may require a written note from the student's physician or public health department before the student returns to school after having a communicable or infectious disease.

MEDICATION

Nonprescription medication will NOT be kept by the office to dispense to students. The school nurse will handle any medication or first aid.



Any prescription medication, which is to be taken at school by the student, must be handled in the following manner:

1. The medication must be sent in the original prescription bottle with a readable label.
2. Only enough medication for one week should be sent.
3. If a dosage changes, then a written, legible note from the doctor must be presented.
4. A form must be filled out with the nurse for prescription medications.

No dosage will be changed on the word of the parent. No medication will be given if we do not have the original bottle with a readable label. A medical form must be filled out for the nurse before any medication or treatment is given.

SELF-ADMINISTRATION OF ASTHMA MEDICATION AT SCHOOL BY STUDENTS

Section 417931 of the Mississippi Code

(1) The school board of each local public school district and the governing body of each private and parochial school or school district shall permit the self-administration of medications by a student if the student's parent or guardian:

- a. Provides written authorization for self-administration to the school; and
- b. Provides a written statement from the student's health care practitioner that the student has asthma and has been instructed in self-administration of asthma medications. The statement shall also contain the following information:
 - I. The name and purpose of the medications;
 - II. The prescribed dosage;
 - III. The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered; and
 - iv. The length of time for which the medications are prescribed.

(2) The statements required in subsection (1) of this section shall be kept on file in the office of the school nurse or school administrator.

(3) The school district or the governing body of each private school district shall inform the parent or guardian of the student that the school and its employees and agents shall incur no liability as a result of any injury sustained by the student from the self-administration of asthma medications. The parent or guardian of the student shall sign a statement acknowledging that the school shall incur no liability and the parent or guardian shall indemnify and hold harmless the school and its employees against any claims relating to the self-administration of asthma medications.

(4) The permission for self-administration of medications shall be effective for the school year in which it is granted and shall be renewed each following school year upon fulfilling the requirements of subsections (1) through (3) of this section.

(5) Upon fulfilling the requirements of this section, a student with asthma may possess and use asthma medications when at school, at a school sponsored activity, under the supervision of school personnel or before and after normal school activities while on school properties including school sponsored child care or after school programs.

HEAD LICE



Most every year there are cases of head lice in the schools. When a case has been detected, Richton School District reserves the right to:

1. Have a head check if they suspect an individual child of having head lice.
2. Have a classroom head check if several cases are known to be in a particular grade.
3. Authorize teachers to make a head check.
4. Identified infected children will not return to the classroom. They will await pick-up in the Nurse's office.
5. Require proof of treatment and no visible lice before a student may return to school.

Proof-of-treatment includes the box it was packaged in and the dated store receipt.

A maximum of 3 days per incident is considered excused.

As required by law, the Perry County Health Department will be notified when a child has the third occurrence of head lice.

Parents/guardians should discuss with children the following items to try and reduce the occurrence of head lice:

- do not share combs or brushes
- do not share hats or coats
- do not share hair accessories

Descriptor Term:
HEAD LICE

Descriptor Code:
JGCC-1

Issued Date:
1-22-01

Rescinds:

Issued:

When it is determined by examination that a student has head lice and/or nits, Richton School District principals will exclude from school and refer for treatment, any student with known infestation of head lice. A letter will be sent to notify the student's parent/guardian that the student must receive proper treatment before the student may return to school. The treatment must be an approved medical treatment and not a home remedy.

The students will be allowed to return to school on the following conditions:

- a. When the parent/guardian provides evidence of treatment, such as an empty container of the appropriate product the label intact;
- b. A copy of the notification letter with a parent/guardian signature to verify receipt;
- c. No nits and no live lice shall be visible on examination by school staff, i.e., school nurse, principal, or principal's designee.

A second treatment shall be completed within the seven (7) to ten (10) days following the first treatment: no sooner than seven (7) days, no later than ten (10) days. The parent/guardian shall be required to furnish evidence of a second treatment.

If a student is found to have head lice on three (3) occasions during one (1) school year as determined by the school nurse, principal, public health nurse, or physician, the principal or administrator will notify the county health department of the recurring problem. An approved form will be used to refer the student to the health department. The health department will be notified that the student is to be expected. The parent/guardian will take the completed form and the student to the health department. The school nurse/principal will follow up with the health department and the parent for release to return to school.

Screening for head lice will be done in grades K-5 three times each year: at the beginning of the school year, after the Christmas holiday break and after the spring break. Other screenings will be scheduled if a problem materializes.

STUDENT COMPLAINTS OF SEXUAL DISCRIMINATION / HARASSMENT

TITLE IX PROCEDURES

Students in the Richton School District are protected from sexual discrimination, including sexual harassment, by *Title IX of the Education Amendment of 1972 of the Civil Rights Act*. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting or constituting harassment are prohibited. Please report any infractions to a principal immediately. (*Policy JBPA*).



HARASSMENT

Harassment is forbidden between student and student, teacher and student, student and teacher, parent and teacher, teacher and parent, teacher and teacher or by any individual to another individual. Students are to report any harassment to a teacher or staff member as soon as possible and a preliminary report will be filed.

Harassment is forbidden within the confines of the school property and while participating in any activity provided by the school authorities. Harassment may include, but not be limited to:

- Name calling
- Pulling on clothing
- Graffiti
- Unwelcome touching of persons or their property
- “Accidentally” brushing against sexual parts of other persons
- Hand signs or signals
- Stalking
- Leaning over invading a person’s “personal space”
- Indecent exposure
- “Wolf whistles,” lip-smacking, lip licking, animal noises, etc.
- Gestures
- Facial expressions, leering
- Badgering
- Bullying
- Coercion
- Hostile put-downs
- Public humiliation
- Jokes
- Rumors
- Pressure for dates
- Sexual innuendos, lewd or crude comments
- Lewd and/or threatening letters, notes or cartoons
- Any words that may make someone feel uncomfortable, embarrassed, or hurt physically or emotionally.

EMERGENCY OPERATING PLANS

The Richton School District has developed emergency operating plans to save lives during emergency situations. These plans include operating procedures to be used during natural or manmade disasters which have been approved by the Civil Defense Office in Jackson, MS.

If the U.S. Weather Bureau issues a severe weather alert, the local Civil Defense officials notify the schools. Children will be retained at school until it has been deemed safe to dismiss them.

During threatening weather conditions, students are assigned to those areas of the school building that have been identified as sheltered areas. School will not be dismissed when tornado conditions exist due to the fact that the school buildings are probably the strongest buildings in the school district, and the vulnerability of school buses should make it impossible to run the buses.



The school requests that parents not pick up students from school during the height of a storm, due to the confusion caused when school personnel, who have other responsibilities, have to locate students. If you should want to pick up your child, please do so prior to the threatened storm. **If you feel you must be with your child you may come to the school and stay with the child in the shelter. If we have the children in the hall, under a warning, they will not be allowed to leave the school.**

Should conditions dictate that school be dismissed or canceled prior to the opening of school, appropriate radio stations and WDAM television station will be notified. Parents may also call 601-788-6581, or 601-788-6975 for additional information. Students will not be allowed to use the telephone during severe weather alerts, except in cases of extreme emergency. **We request that parents make arrangements with their children concerning with whom or where they will go in the event that school dismisses early due to weather.** If dismissal is delayed until the weather subsides, students could possibly arrive at home later than usual.

Should you have questions concerning emergency operation plans for the school you may call 601-788-6581 for further information.

Also, remember that we are **Richton School District** and not Perry County Schools.

MISSISSIPPI SCHOOL SAFETY ACT OF 2001



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

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

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

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

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

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

CODE OF CONDUCT

NO CHILD LEFT BEHIND ACT

A student code of conduct, developed under the leadership of the district administration, and in cooperation with staff, will be made available and distributed to parents and students outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct, as required by the No Child Left Behind Act of 2001 (NCLBA). In addition, each school may publish a student/parent handbook detailing additional rules specific to that school. [All rules applying to student conduct shall be posted in a prominent place in each school building.]

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

The superintendent shall establish and the Board shall adopt a code of student conduct that shall be provided to all teachers, school personnel, students and parents, legal guardians or custodians at the beginning of each school year. The superintendent shall develop the code of conduct in consultation with principals, teachers, school personnel, students and parents, legal guardians or custodians.

The code of conduct shall be based upon, but not limited, the rules of student conduct including Policy JCA and the rules of discipline including Policies JDB, JDD and JDE and any and all related policies adopted subsequent hereto. The code shall be made available in the student handbook or other similar publication. The code of conduct shall include, but not be limited to, the following items:

1. Specific grounds for disciplinary action under the school district's discipline plan
2. Procedures to be followed for acts requiring discipline, including suspensions and expulsion, which comply with due process requirements and
3. Explanations of the rights and responsibilities of students with regard to:
 - Attendance
 - Respect for persons and property
 - Knowledge and observation of rules of conduct
 - Free speech and student publications
 - Assembly
 - Privacy and
 - Participation in school programs and activities.
4. The School Safety Act of 2001 provides a procedure for disciplining students whose behavior, as determined by the principal or designated administrator of each school, seriously interferes with the school environment as defined by the Act. The Superintendent is authorized to more fully develop and implement the following procedures in the school district. These provisions of the School Safety Act of 2001 are cumulative and in addition to existing school district discipline procedures.
 - The teacher is the authority in the classroom and, as such, is charged with classroom management. The administration will continue to support the teacher in decisions made in compliance with the written discipline code of conduct, school policies and procedures.
 - Teachers continue to have the authority to remove students from their classrooms under existing policies and statutes for certain behaviors and/or actions, and such behavior would not necessarily constitute "disruptive behavior" as defined in the School Safety Act of 2001 ("Act"). In accordance with the Act and the Attorney General's opinion dated June 25, 2001, this District designates the building principal or assistant principal of each school to make the determination as to whether a student's behavior seriously interferes with the school environment. Every removal from the classroom does not constitute an instance of "disruptive behavior" as defined by the Act.

~RES Student/Parent Handbook 2023-2024~

- “Disruptive Behavior” means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher’s or school administrator’s ability to communicate with the students in a classroom, with a student’s ability to learn, or with the operation of a school or a school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.
 - “Habitually Disruptive” refers to such actions of a student which cause disruption in a classroom, on school property or vehicles or at a school-related activity on more than two (2) occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with disruption.
 - Should a student be removed from the classroom by a teacher because a teacher, in his or her professional judgment, has determined that the student is disrupting the learning environment under this Act, the teacher should describe the student’s behavior in the information provided to the principal or assistant principal. If the principal or assistant principal disagrees with the teacher’s decision to remove the student, the principal may return the student to the classroom. The teacher may request that the principal or assistant principal provide justification for returning the student to the classroom. A student does not have to be engaged in disruptive behavior as defined by *Mississippi Code Ann. 37-11-54* (the Act) to be removed from the classroom. A student may be removed from the classroom for other qualifying behavior under the school district’s discipline plan.
 - Should the principal or assistant principal determine that the student’s conduct does rise to the level of “disruptive behavior” required in the Act or in accordance with existing procedures addressing the removal of the students from class, the parent/guardian will be contacted and a conference held with the parent/guardian by the most effective and/or efficient means available, including but not limited to, telephone, e-mail, written notice via mail or delivery. After the conference and application of the appropriate discipline under the school discipline plan, the student may return to class.
 - After the second incident of disruptive behavior as determined by the principal or assistant principal, the principal or assistant principal, the student’s parent or guardian and the reporting teacher or teachers shall develop a behavior modification plan. The conference to develop the plan may be held in person or via telephone. If the parent/guardian does not respond or refused to participate, the teacher(s) and the principal or assistant principal shall prepare the plan and mail a copy to the parent/guardian.
 - Once determination has been made by the principal or assistant principal that the student has not complied with the behavior modification plan, the principal or assistant principal shall follow the procedure for disciplining the student according to the student code of conduct and discipline plan, which may include expulsion to the alternative school for applicable offenses. The Act limits the expulsion remedy to students age 13 and above. However, under Board Policy and other discipline procedures, expulsion may also apply to students under age 13.
 - If a student under age 13 has two instances of behavior that the principal or assistant principal classifies as “disruptive behavior”, the District will appoint a trained personnel to evaluate the child’s behavior through an appropriate behavioral assessment. The assessment will not be one such that it is in conflict with Federal laws requiring parental notification of certain types of evaluations.
 - Any discipline, including expulsion, for “habitually disruptive” behavior under the Act, must follow existing procedures to ensure that the student is afforded his/her due process protections. (*Section 37-11-55(b)*)
5. The school district will more fully develop and implement procedures for devising behavior modification plans under the School Safety Act.
6. It is this school district’s policy to have procedures for dealing with a student who causes a disruption in the classroom, on school property or vehicles, or at school-related activities. These procedures will specifically

address discipline measures for gang-related activity in the school, on school property or vehicles, or at school-related activities.

LEGAL REF: *School Safety Act of 2001 (Senate Bill No. 2239)*
(*Miss. Code Annotated 37-11-53, 37-11-54, 37-11-55*) (*Supp 2001*)

STUDENT RESTRAINT POLICY

RE: Section 37-9-69; Section 37-11-57 of the Mississippi State Code of 1972, annotated.

In accordance with referenced legislation, it is recognized that instructional and other staff may be called upon to intercede in situations wherein students may be displaying physically violent or non-compliant behavior. District policy positively prohibits the use of excessive force, or cruel and unusual punishment regarding student management. Staff may, however, use restraint techniques to control and restrain a student when they have a reasonable belief that:

1. The student is a danger to himself.
2. The student is a danger to others.
3. To prevent the destruction of property.
4. If the student refuses to move from one location to another after being so ordered.

Any use of restraint will be preceded by the following verbal intervention:

1. Ask for assistance from other staff.
2. Ask the student to comply.
3. Advise the student they will be restrained if behavior does not cease.
4. Order the student to desist in the behavior.
5. Restrain the student.

This continuum is not meant to prevent immediate restraint if so warranted. Under all circumstances, without exception, the student is to be restrained at the location the behavior occurs. Students will not be sequestered for restraint application. Restraint is to be applied only until compliance is met and the student is no longer a danger or is compliant. Under absolutely no circumstances will restraint techniques be used as punishment.

If the student is non-compliant with verbal intervention, the staff member should, if physically possible, apply any of the restraint techniques that have been taught by the district. Staff is cautioned to use common sense and sound judgment in responding to student altercations. For example, a 5'2" teacher cannot be expected to restrain a 6', 200-pound football player.

Acceptable restraint techniques include:

1. Passive Restraint System (MDE System)
2. Pressure Point Control Techniques.
3. Any generally accepted law enforcement restraint techniques.
4. MANDT
5. CPI

Site supervisors will ensure that restraint reports are completed and immediately forwarded to the superintendent and include the following information:

1. Previous history of disciplinary action.
2. Events precipitating (who, what, how, when, where, why) the use of restraint to included statement of reasonable belief. Include verbatim statements of student.
3. Exact type of restraint methods and holds utilized.
4. Level or resistance displayed by student during restraint to include language and behavior.
5. Subsequent action after control was achieved.

RICHTON SCHOOL DISTRICT ACCEPTABLE USE POLICY

Internet Use

The Richton School District is committed to providing the best possible instructional assistance for each student and teacher in the district. The availability of technology as a district-provided resource has the potential for tremendous benefits to students and staff in terms of its use as an instructional tool within and outside of the classroom.

With the installation of an Internet system, students and teachers may have access to materials not considered to be of educational value. The Richton School District believes that the educational value gained through the use of the Internet system outweighs the possibility that users may obtain materials not consistent with the educational goals of the district.

User operation of the Internet system relies upon guidelines to which the user must strictly adhere. The user must be aware of and accept the system. If the user is found to have violated these responsibilities, the Richton School District will terminate his/her access to the network, and disciplinary action will be taken in accordance with school district policies. This disciplinary action will be taken at the discretion of individual school administrators.

The Richton School District uses the filtering system provided by the State Department of Education to help ensure that users are unable to access inappropriate material through the Internet. This is further enhanced by the use of teacher supervision when students are accessing the Internet.

Terms and Conditions for Use of the Internet

- 1) Acceptable Use – The purpose of the Internet is to support research and education among academic institutions by providing access to unique resources and the opportunity for collaborative work.
 - a. The use of an account must be in support of education and research and consistent with the educational objectives of the Richton School District.
 - b. The use of Internet resources may not be used in violation of and Federal, State or Local regulation
 - c. Internet resources may not be used to view, upload, download, or distribute pornographic, obscene, sexually explicit, or threatening material.
 - d. The Internet resources may not be used to infringe on copyright or plagiarize materials.
- 2) Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.
 - a. The Richton School District reserves the right to review any material stored in electronic format to which users have access and will edit or remove any material which the administration and/or professional staff, in its sole discretion, believes may be unlawful, obscene, abusive, offensive, inappropriate, or objectionable.
 - b. Access to and use of the Richton School District Network is subject to limitations and policies as may be established by the administrators of the system, and may be changed, altered, or revised from time to time as the needs of the Network dictate.
 - c. Based on the acceptable use terms and conditions outlined in the document, the system administrators will deem what is inappropriate use, and their decision is final.
 - d. The professional staff and/or administration of the Richton School District will be sole arbiter of what constitutes obscene, abusive, or objectionable language or conduct.
 - e. Students will receive instruction in proper use of Internet through a review of Student Expectations for Use of the Internet. This will include education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms.
 - f. Students will also receive instruction on cyber-bullying awareness and appropriate responses.
 - g. Students and their parents are required to sign a contract indicating their understanding and acceptance of the district's guidelines. Upon completion of "d" and "e", students may then use the Internet in a supervised classroom environment.
 - h. While parents must give their child permission to use the Internet, they also have the option of denying permission for their child to use the Internet.
 - i. Students are responsible for their exploration of the Internet and subject to the consequences of the discipline policy.
- 3) Staff and Student Expectations for Use of the Internet
 - a. Be courteous and respectful in your message to others.
 - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.

- c. Do not reveal your home address or phone numbers or those of other students even if you think you “know” your correspondent.
 - d. No personal storage devices will be allowed in the school’s computers. Students needing to “save” their material from one day to the next may store material on an online storage area (Google Docs, etc.).
 - e. Browsing and scanning through files on a hard drive is not permitted.
 - f. Violation of these rules or other deliberate acts that result in damage to software, hardware, and/or related equipment will result in appropriate disciplinary action and financial restitution paid by the student and/or parent according to *MS Code 37-11-54 (4)*.
 - g. Users may not use the network to send threatening or harassing e-mail. No chain letters will be tolerated.
 - h. Student users may not send mass-mails to more than 5 people at a time.
 - i. Harassing other users by interfering with their screen display or similar denial of service attacks will not be allowed.
 - j. Cracking, hacking, or otherwise breaking into accounts you do not have full access to, on this system or any other, possessing and/or running encryption/decryption/cracking/security analysis scripts or binaries, or any other tools used to expedite the process of information on this network will not be permitted.
 - k. Users cannot install any software, which requires making a file without approval from the network administrator.
 - l. Users may not at any time or for any reason possess a copy of the system password file or any portion thereof; attempts to log in as any other user or as a system administrator will result in disciplinary action correlated to the school discipline ladder and cancellation of user privilege.
 - m. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the network.
 - n. Unauthorized downloading of information to student disks will not be tolerated.
 - o. Purchasing of goods or services via the Internet is strictly prohibited.
- 4) Vandalism – Vandalism will result in cancellation of privileges and disciplinary action.
Vandalism is defined as any malicious attempt to harm or destroy data of another user or other networks connected with the Richton School District or the State Regional Hub Site. This includes, but is not limited to, the uploading or creation of computer viruses.
- 5) Listservers or News Groups – Students will not be allowed to subscribe to listservers or news groups unless specific permission is provided by the parent/guardian in writing and by the written permission of a sponsoring teacher.
- 6) Students will not respond to unsolicited on-line contact.
- 7) The Richton School District will not be responsible for:
- a. Unauthorized information stored on school district diskettes, hard drives, or servers.
 - b. Unauthorized information retrieved through school district computers, networks, or on-line resources.
 - c. Personal property used to access school district computers, networks, or on-line resources.
 - d. Unauthorized financial obligations resulting from use of school district resources and accounts to access the Internet.
 - e. Damages suffered by the user, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions.
 - f. Student access to what may be deemed as inappropriate material available on the Internet.
- Further, the Richton School District makes no warranties of any kind, whether expressed or implied, for the service it is providing.
- 8) Sanctions:
- a. Violations by the user may result in loss of access.
 - b. Violations may result in additional disciplinary action according to the school district’s disciplinary policies.
 - c. Violations that are prohibited by law may result in reporting to the appropriate law enforcement agency.
- 9) Internet Topic/Search Forms – Students should always have a specific Internet research topic approved by their teacher. An Internet Topic/Search Form requires the student to plan the research topic along with key words/terms to aid the research. The form must be signed and dated by the teacher prior to the student’s log-in.

INTERNET SAFETY POLICY

Introduction

It is the policy of Richton School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Richton School District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Richton School District's staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives.

The Richton School District or designated representatives will provide age-appropriate training for students who use the Richton School District Internet facilities. The training provided will be designed to promote the Richton School District's commitment to:

- I. The standards and acceptable use of Internet services as set forth in the Richton School District's Internet Safety Policy;
- II. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. cyberbullying awareness and response.
- III. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Adoption

This Internet Safety Policy was adopted by the Board of the Richton School District at a public meeting, following normal public notice, on June 11, 2012.

CIPA, COPPA and School District Policies and Regulations

This policy complies with, is bound to, and remains subject to the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act of 1998 (COPPA). In the case of contradictory or perceived contradictory information between COPPA or CIPA and this policy, the information found in CIPA and COPPA will take precedence and override the material found in this policy.

Section V.

District Policies & Guidelines

• • • • •

PROCEDURES FOR ADMINISTRATION OF THE CODE OF CONDUCT

In each class of violations, the principal, assistant principal or designated person shall hear the student's explanation and, if necessary, consult further with school personnel before determining the classification of the violation. Due process involving student rights and the rights of others shall be followed. No student shall be punished for any suspected violation until the person responsible for implementing the disciplinary action has considered evidence other than hearsay and has given an opportunity to the student to be heard. Significant interruptions of the educational process resulting from overt disrespect shown by students to faculty members, unruly student behavior, and vulgar or otherwise discourteous actions will not be permitted.

School officials have the right to inspect school property including lockers to insure the safety and security of pupils and the environment of the school. With reasonable cause, school officials may inspect lockers at any time. With reasonable cause, vehicles driven on campus, purses and backpacks may be inspected and searched.

School officials may collect items which are hazardous or disruptive to the educational process and environment.

Under no circumstances should academic grades be used as a means of maintaining order in a classroom, nor should student behavior be included in calculating grades.

All academic grades should reflect the teacher's most objective assessment of the student's academic achievement.

Disciplinary referral forms should be completed by the faculty member on each incident serious enough to merit referral to administration or required by school or Board policy.

An effort will be made to minimize the number of times that minor offenses are repeated by the same individual. Often, the efforts and time of the school faculty and administration are greatly monopolized by the repeated violations of the tardy policy, dress codes, and other class one rules. Accurate records will be maintained, and repeated disregard for these policies will be dealt with appropriately and definitely.

ALTERNATIVE SCHOOL

Students placed in the Alternative School will follow handbook rules. They will not be assigned ISS for offenses but instead will receive either corporal punishment or OSS as deemed fitting by the Alternative School teacher and the administration. In case of a Class III Offense, the administration will take responsibility for the punishment.

Students assigned to the Alternative School are not allowed to leave the alternative school building during the school day unless supervised by an alternative school teacher or other designated faculty.

Alternative School students are not permitted to ride the school bus either to or from school; they are not permitted to take part in any extracurricular activity (sports, beauty pageants, proms, dances, etc.) and are not allowed to attend any local school sponsored function during the time they are assigned to the Alternative School.

Parents/guardians of students in the Alternative School must come to the Elementary Office to check their child out early. Students will not be allowed to sign out on a parent note or phone call.

Alternative School students will not be allowed to eat breakfast or lunch in the cafeteria. All meals will be taken to the Alternative School building. If it becomes necessary for the Alternative School students to eat in the cafeteria for breakfast and/or lunch they will not eat with their peers, and they will not enter the cafeteria with head coverings, "sagging" pants, or other dress code violations.

Alternative School students will follow all Richton School District rules and policies, including the dress code.

Students assigned to alternative school for behavior or In School Suspension (Elementary or High School) will be required to surrender all electronic devices to the Alternative School Staff. Devices will be given back to students at the end of each day. Richton School District will not be responsible for any damages or losses to the electronic device(s) while on campus.

The Alternative School hours meet the instructional standards set by the Mississippi Department of Education; no student attending the Alternative School is to be on campus before 7:40am, or after dismissal.

SUBJECT: Alternative Education Placement Requirements

The Office of Dropout Prevention and Compulsory School Attendance Enforcement has had the opportunity to speak to several districts over the past year regarding alternative education placement. We know that during this time of the year, most school districts are in the process of reviewing and or revising district policies. The Office of Dropout Prevention and Compulsory School Attendance Enforcement in conjunction with the Office of Safe and Orderly Schools have examined specific laws, policies, and Attorney General Opinions governing the area of alternative education. We want to take this opportunity to provide guidance to school district personnel due to the complexity of the issue.

Mississippi Code of 1972 Annotated Section 37-13-92, (l)(a) requires Alternative School assignment be available to "any compulsory-school-age child who has been suspended for more than ten (10) days or expelled from school, except for any student expelled for possession of a weapon or other felonious conduct. In accordance with Mississippi Code of 1972 Annotated Section 37-11-18, any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the

superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such

expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

Mississippi Code of 1972 Annotated Section 3 7-13-92, (l)(e) states that no school district is required to place a child returning from out-of-home placement in the mental health, juvenile justice or foster care system in an alternative school program. Placement of a child in the alternative school shall be done consistently, and for students identified under the Individuals with Disabilities Education Act (IDEA), shall adhere to the requirements of the Individuals with Disabilities Education Improvement Act of 2004. If a school district chooses to place a child in alternative school, the district will make an individual assessment and evaluation of that child in the following time periods:

Five (5) days for a child transitioning from a group home, mental health care system, and/or the custody of the Department of Human Services, Division of Youth and Family Services custody;

Ten (10) days for a child transitioning from a dispositional placement order by a youth court pursuant to Section 43-21-605; and

An individualized assessment for youth transitioning from out-of-home placement to the alternative school shall include:

- A strength needs assessment.
- A determination of the child's academic strengths and deficiencies.
- A proposed plan for transitioning the child to a regular education placement at the earliest possible date.

However, if the actions of a student, although not rising to the level of a felony, are such that the student poses a threat to the safety of himself or others or will disrupt the educational process at the alternative school, the school district is not required to admit the student into the alternative school.

GENERAL CODE OF CONDUCT

Conduct shall apply to all students, parents, and school personnel except in situations where students with handicapping conditions are documented and adherence to state or federal law is required.

Students enrolled in Richton School District schools should:

1. Arrive at their school and class at the appropriate time.
2. Prepare all assigned work and participate in learning activities assigned by teachers.
3. Respect self, others, and all property.
4. Refrain from the use of profanity.
5. Obey the rules of city, county, state and federal governments.
6. Obey all reasonable requests, instructions, and directives of school personnel.
7. Dress appropriately for school.
8. Remain at school for the full scheduled day unless personally signed out of school by the parent or other officially designated adult on their official checkout list.
9. Attend school regularly.
10. Make prompt and adequate restitution for school properties that are lost or damaged.

*The principal can waive this if the student has dual enrollment in a college or is employed in a job that requires early dismissal.

STUDENT CONDUCT IN SCHOOL

Each student will be responsible for providing a positive, safe and healthy educational environment for others by maintaining order, self-discipline, and having consideration for the rights and property of others. The accomplishment of this objective will entail the following:

1. Each student will bear the responsibility for his or her own conduct, including responsibility for neatness and cleanliness of personal attire and hygiene.
2. Each student will respect the rights of other students, teachers, administrators, and other school personnel and visitors as human beings and fellow citizens of the school community.
3. Each student will respect the personal property of others and refrain from causing intentional damage or unnecessary wear and tear to books, facilities, school materials, school buildings and furnishings and the personal property of others and obey all state laws pertaining thereto.
4. Each student will refrain from violating state laws, school discipline codes or city ordinances and **will refrain from:**
 - a. using profanity or inappropriate language.
 - b. fighting or making threats.
 - c. creating disturbances.
 - d. carrying any weapon or any instrument which could be used as a weapon on school grounds or at school functions.
 - e. intentionally injuring another person or acting in such a negligent or indifferent manner as to expose others to risk or danger of harm or injury.
 - f. using threats or intimidation against any other person.
 - g. denying others the use of school facilities or buildings.
5. Each student will respect the health and safety of others and will refrain from:
 - a. smoking or using, possessing on their person, in their automobile or vehicle, or in the locker or transmitting tobacco on campus or at extracurricular activities.
 - b. using, possessing, transmitting or being under the influence of any alcoholic beverage.
 - c. using, possessing, transmitting or being under the influence of any narcotic substance, illegal or prohibited drug or controlled substance as defined by state law.
 - d. engaging in gambling or extortion.
 - e. engaging in theft.
 - f. assaulting or attempting assault of another person.
 - g. producing excessive noise.
 - h. engaging in any other unlawful activity.
 - i. making suggestive sexual remarks to other persons, students or teachers or engaging in any type of conduct or action relative in any way to sex or sexual advances or sexual threats or gestures to or in the presence of another person while at school, on the bus or attending a school related activity or function of any type at any location.
 - j. exposing one's self sexually by the removal of clothing or the wearing of see through clothing or clothing that is otherwise inappropriate or which might jeopardize the enhancement of the educational process or learning environment.
 - k. showing disrespect to or failing to obey instructions or requests of his/her/or a teacher, principal or other school authority figure employed by the Richton School District, including bus drivers.
6. Each student will respect the educational process and learning environment by refraining from:
 - a. tardiness.
 - b. being absent from school for reasons that are unexcused or for reasons not associated with sickness, injury or death in the family unless excused in advance by the principal.
 - c. any activities which diminish the rights of others and the opportunity for other students to receive an education and obtain the maximum benefit from a public education.
7. A student who enhances their educational performance through any dishonest means shall be given a zero and is subject to suspension or expulsion for the remainder of the year.

It shall be the responsibility of the superintendent and principals to develop further rules and regulations as necessary to insure that students conduct themselves in a manner conducive to the best interest of the school and it shall be the responsibility of the students to obtain and follow such rules, oral or written, upon request and in an expedient, efficient and timely manner.

STUDENT CONDUCT AT EXTRACURRICULAR ACTIVITIES

When attending extracurricular activities, students are expected to follow the rules and regulations

established for operation of the schools. Students failing to do so will be subject to disciplinary action in accordance with district policy.

DISCIPLINE PLAN

- 1) The superintendent shall develop a discipline plan which, upon Board approval, shall be implemented and distributed to each student enrolled in the District. The parents, legal guardian or custodian of each student shall sign a statement verifying that they have been given notice of the discipline plan.
- 2) All discipline plans shall include, but not be limited to, the student code of conduct required by Policy JCB and the following statements:
 - a. A parent, guardian or custodian of a compulsory-school-age child enrolled in this District shall be responsible financially for his/her minor child's destructive acts against school property or persons.
 - b. A parent, guardian or custodian of a compulsory-school-age child enrolled in this District may be requested to appear at school by the school attendance officer or an appropriate school official, for a conference regarding the destructive acts of their child, or for any other discipline conference regarding the acts of their child.
 - c. Any parent, guardian or custodian of a compulsory-school-age child enrolled in this District who refuses or willfully fails to attend such discipline conference specified in paragraph (b) of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference; and
 - d. A parent, guardian or custodian of a compulsory-school-age child enrolled in this district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.
- 3) Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refused or willfully fails to perform any other duties imposed upon him or her under the law shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed an amount as provided by law.
- 4) This District shall be entitled to recover damages in an amount not to exceed an amount as pro-vided by law, plus necessary court costs, from the parents of any minor (7-17) who maliciously and willfully damages or destroys property belonging to this school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order/decreed.
- 5) A school district's discipline plan may provide that, as an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district.

The Board shall have its Discipline Plan and Student Code of Conduct legally audited on an annual basis to ensure that its policies and procedures are currently in compliance with applicable statutes, case law and State and Federal Constitutional provisions.

The school district complies with state law and local Board policy on student discipline. The disciplinary policy includes a code of conduct developed in consultation with teachers, school personnel, students, and parents or guardians and is based on the rules governing discipline and student conduct adopted by the Board. The code of conduct includes specific grounds for disciplinary action, procedures to be followed for acts requiring discipline, and an explanation of specific responsibilities and rights of students as citizens of the school district. (*Standard 61*)

LEGAL REF: MS Code Ann 37-11-53 (Supp. 2001); Accreditation Requirements of State Board of Education, Bulletin 171 September 1998

CROSS REF: Policies JCA – Student Conduct; JCB – Code of Conduct

DISCIPLINE 37-11-18

Expulsion of student possessing controlled substance, weapon, or committing a violent act on school property. Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substance Law, a knife, a handgun, other firearm or any other instrument

considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion by the superintendent or principal of the school in which the student is enrolled. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local board. *SOURCES: Laws 1994, ch. 595.s9: 1995. ch. 423. s 1. effective from and after July 1, 1995.*

ADDENDUM TO ASSERTIVE PROGRAM DISCIPLINE

As a result of the violence and numerous shootings that have taken place nationally on school campuses the Richton School Board feels that it must take action to prevent an incident of this nature from occurring in our school district. The following actions will be taken with students making threats to do bodily harm on a school campus or at a school function:

Students making threats to other students, teachers, administrators, other school personnel or in the community that they would like to do bodily harm to someone on the school campus or at a school function will be reported to the police department. Students making these threats will be recommended to the School Board for expulsion. Before the student returns to school they will need to provide school officials with documentation that they have undergone counseling and/or psychological evaluation at the expense of the parent/guardian. Before the child returns, based on psychological evaluation, the Richton School Board may place the child in alternative school for a minimum of 45 days.

Students who hear other students making threats to do bodily harm to students, teachers, administrators or other school personnel are encouraged to report this to a teacher or a school administrator. The names of students making such reports will be kept in confidence. School personnel are aware of the unwritten code that you do not "tattle" on a fellow student, but feel that, when the lives of one or more students, teachers, administrators or other school personnel are threatened, this code does not apply. Students who withhold such information could face disciplinary action.

EXPULSION

A student may be expelled for committing any of the offenses identified as expellable offenses in the discipline plan.

DEFINITIONS

1. "Expulsion" is the denial of school attendance for a specified minimum period of time or for an unspecified period of time, but in no event less than one calendar year, after which time a student may be readmitted only upon application and with approval by the board in accordance with School Board Policy.
2. "Limited expulsion" is the denial of school attendance for the remainder of the school year. A principal may recommend a limited expulsion when a student who has been suspended 3 times during the same school year commits a fourth offense or in circumstances otherwise proper for such action. The student may be readmitted the following school year only upon application and with approval by the board in accordance with School Board Policy.

AUTHORITY TO EXPEL

As provided by statute, this superintendent has the power, authority and duty to delegate student disciplinary matters to appropriate school personnel. ' 37-9-14 (r)

When a principal determines that a student has violated one or more of the specific standards of conduct described in the discipline plan, he may recommend expulsion of the student to the superintendent.

Should the superintendent elect to expel the student, he shall arrange for a board meeting to hear the matter.

BOARD AUTHORITY

As provided by statute, this school board has the power, authority and duty:

1. To suspend or to expel a pupil or to change the placement of a pupil to the school district's alternative school or home-bound program for misconduct in the school or on school property, as defined in Section 37-11-29, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the school superintendent or principal, renders that pupil'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, and to delegate such authority to the appropriate officials of the school district. ' 37-7-301 (e) (2000)
2. To support, within reasonable limits, the superintendent, principal and teachers where necessary for the proper discipline of the school. ' 37-7-301 (g) (2000)

The board shall review and make a final decision on all recommendations of expulsion made by the superintendent or a principal.

NOTICE

The student handbooks shall include specific grounds for disciplinary action and procedures to be followed for acts requiring discipline. Students and legal guardians shall be required to provide the school with a written statement verifying that they have received notice of the discipline plan in accordance with School Board Policy.

DUE PROCESS

All expulsions shall be handled in accordance with the procedures in School Board Policy.

SPECIAL EDUCATION STUDENTS

As provided under [37-23- 135](#), "Educational services for children with disabilities who have been suspended or expelled from school shall be provided based on the requirements of IDEA, applicable federal regulations and state regulations."

REPORTS

When a student is expelled, the parent, legal guardians or custodians must be notified immediately on a form provided by the superintendent for such purpose. When a student is expelled for the commission of a crime or other unlawful activity or violent act, the reporting requirements will follow School Board Policy.

The superintendent or his designee shall report all expulsions to the school attendance officer when they occur.

READMISSION

Any student who has been expelled, for whatever reason, must apply to the board for readmission to the regular school program in accordance with School Board Policy.

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

LEGAL REF.: MS CODE as cited; ' 37-11-18; ' 37-11-29; ' 37-9-71; ' 37-13-91 (6)
37-23-135; Goss v. Lopez, 419 U.S. 565 (1975)

PHILOSOPHY OF DISCIPLINE

Instruction should occur in an environment that is conducive to learning. Order and discipline are basic elements of such an environment and contribute to an atmosphere in which students, parents, and school personnel work cooperatively toward mutually accepted goals.

IN SCHOOL SUSPENSION (ISS): In School Suspension is a structured disciplinary action in which the student is removed from the regular classroom activities but is not dismissed from the school setting. The principal, assistant principal or designated person has the authority to assign students to ISS for a reasonable and specified period of time, in compliance with the Code of Conduct. Assignment of ISS must follow the guidelines established in this handbook. Classroom teachers will assign work for students to do while in ISS. Failure to complete and turn in assigned work will result in a grade of "0."

CORPORAL PUNISHMENT: The principal, assistant principal or designated persons may administer corporal punishment on students who are insubordinate or disobedient, or who violate a rule of the school. Any administration of corporal punishment shall be in a reasonable manner and applied only to the student's buttocks in such a manner that there will be no permanent effects. Reasonable administration of corporal punishment shall be determined considering the age, size, sex, and general physical strength of the student; the size of the person administering the punishment; the nature of the offense; and the type of instrument used to administer the punishment. Further, corporal punishment shall never be administered to any student except in the presence of another certificated employee of this school district. Further, corporal punishment shall not be administered in any manner that would unduly embarrass the student (e.g. in the presence of other students). The principal, assistant principal or designated person will prepare a written report for each situation. One copy will be sent home, one will remain in the principal or assistant principal's office, and one will be sent to the superintendent's office. **In the event that a student, parent or guardian refuses corporal punishment as a form of punishment, then the alternate form of punishment will be a five day out of school suspension.**

OUT OF SCHOOL SUSPENSION (OSS): Suspension is defined as the removal of a student from school and all school sponsored activities for a time of one to ten days as a result of violation of District rules. The authority to suspend a student rests entirely with the principal, assistant principal or designated person, but must follow the guidelines established in this handbook. No alternate arrangements between parents and principals will be made once the decision to suspend has been made. Parents should arrange for their child's care at home during the suspension period. If the student is to be suspended immediately during normal school hours, the parent/guardian will be contacted to pick their child up immediately. The suspension is considered an **unexcused** absence from school. On returning to school, the student may be placed in the Alternative School depending on the severity of the offense and/or the number of times the student has committed a Class II or III Offense.

SCHOOL BUS SUSPENSION: The principal, assistant principal or designated person has the authority to deny the student the privilege of riding a school bus. This denial, based on the misconduct of the student for an offense related to bus transportation, will be for a specified and reasonable period of time. The parents will be notified prior to the suspension.

EXPULSION: Expulsion is the removal of a student from school and all school sponsored activities for a period of more than ten days for violation of school rules or policies. The authority to expel a student rests with the Richton School District Board of Education. Once a student is expelled from Richton Schools, the student is not permitted on campus, and must stay a minimum of 300 feet from campus.

NOTIFICATION OF AUTHORITIES: The principal, assistant principal or designated person will notify law enforcement authorities for each occurrence of unlawful activity at school or school-sponsored activities.

CLASSROOM MANAGEMENT

The discipline program which governs student behavior includes behavior and consequences that result in a student being placed on a discipline ladder. The behavioral process is closely monitored and documented to insure a quality education and a safe environment for all students. The first level of discipline begins in the classroom with each teacher's assertive discipline plan. The teacher's procedure for managing classroom behavior will be as follows:

- Verbal warning upon first occurrence
- Change seating assignments
- Counsel student privately
- Notify parent of misbehavior/parent conference
- Referral to office

Universal Classroom Rules:

1. Follow all rules in the student handbook
2. Be prepared by bringing materials required by the teacher
3. Be on time and ready to work
4. Respect yourself, other students, and the teacher
5. Follow all oral and written directions the first time given
6. No eating or drinking in class

Teacher may add additional rules to this list for their classes.

On the 3rd office referral, the Behavioral Referral Process begins as stated in the Richton School District Teacher Support Team Manual (Tier Process). In accordance with the Mississippi Safety Act of 2000, for a student who causes a disruption in the classroom, on school property or school vehicles, or at school-related activities during the school year, the principal, the reporting teacher, the Teacher Support Team and the child's parent (s) will develop a Behavior Modification Plan (BMP). The goal of this process is to identify and correct discipline problems.

The discipline ladder does not reflect a step-to-step approach. In other words, if a student commits a very serious infraction (e.g. making a bomb threat) and the student has not committed any other offenses during the year, the student will not begin at Step 1. In accordance with the step assignments listed herein, that student will be placed on the ladder at Steps 1-2 for Class 111 Offenses. Further, the discipline ladder is a guide. Administrators have discretion to use their professional judgment in the management of discipline based upon the circumstances. A student will be subject to one or more of the alternatives at each step based upon the circumstances of the offense.

Other important information regarding discipline

1. No student will be placed at a given step on the discipline ladder more than two (2) times. The student will be escalated to the next higher step after his/her second placement on any step.
2. Any discipline/behavior problem resulting in the student's placement on the ladder for Class 111 Offenses will be referred to appropriate law enforcement officials for action.

Mississippi State Law requires that an Administrator recommend automatic expulsion for a student guilty of the following violations. Discipline procedures are addressed for each of these offenses in detail in the student code of conduct section of the handbook.

- Student's involved in any Gang-Related Activities. MS code 37-11-37
- Possession of any instrument defined as a weapon. MS code 37-11-18
- Possession or under the influence of drugs. MS code 37-11-18
- Possession of Explosive Devices. MS code 37-11-18

Dress Code Ladder

See Pages 66-68 of this handbook for the RES Dress Code Policy

- Step 1: Warning and call parent/guardian for change of clothes
- Step 2: 1 day of ISS
- Step 3: 2 days of ISS
- Step 4: 3 days of ISS
- Step 5: 4-6 days of ISS

A parent or guardian will be contacted anytime that a student's dress code calls for action on the part of the school.

The principal will make the final determination regarding disciplinary action.

DISCIPLINE LADDER

ISS = In School Suspension
OSS = Out of School Suspension

CLASS I OFFENSES

- Step 1: Student conference or corporal punishment (1 Lick)* or 1 day of ISS
Parent notification via phone, mail, or signed referral form required
- Step 2: Corporal punishment (3 Licks)*, 2-3 days of ISS, or 1-2 days of OSS
Parent notification via phone, mail, or signed referral form required
- Step 3: Move to Class II

CLASS II OFFENSES

- Step 1: Corporal punishment (3 Licks), 1-5 days of ISS, or 2-3 days of OSS
Parent notification via phone, mail, or signed referral form required
- Step 2: Corporal punishment (3 Licks)*, or 2-6 days of ISS, or 3-4 days of OSS
Parent notification via phone, mail, or signed referral form required
- Step 3: Move to Class III

CLASS III OFFENSES

- Step 1: 2-10 days of ISS or 4-6 days of OSS
Parent notification via phone, mail, or signed referral form required
- Step 2: 45 days of alternative school or up to 10 days of ISS
- Step 3: 45 days home bound or expulsion

Fighting/Physical Altercation

- 1st Offense: 2-5 Days of OSS
2nd Offense: 3-7 Days of OSS
3rd Offense: Placement in alternative school
4th Offense: Recommended for expulsion

All steps listed on this page are intended to be used as a guideline in making disciplinary decisions. The principal will make the final determination regarding the disciplinary action of all students for all offenses.

*In the event that a student, parent or guardian refuses corporal punishment as a form of punishment, then the alternate form of punishment will be up to a five day out of school suspension. See Page 55 of this handbook for a complete summary of the school district's philosophy of corporal punishment.

CLASS I OFFENSES

These descriptions and examples are not all-inclusive. Continued violation of these behaviors will result in an office referral.

- 1.01 **Excessive distraction of other students**
Any conduct or behavior which is disruptive to the educational process or environment. Includes, but is not limited to: unacceptable talking, loud noises, unnecessary comments, distractive items, running, pushing, yelling, butting in line, fussing, etc.
- 1.02 **Minor intimidation of a student**
The intentional, unlawful threat by word or act to do harm to another student, coupled with the apparent ability to do so, and the performance of some act which creates a well-founded fear for that person that such harm is likely; “bullying.”
- 1.03 **Failure to properly check-in through the office when arriving after first period**
- 1.04 **Minor harassment**
Any minor harassment of any kind directed toward another individual, whether verbal, written, or in any other manner. Includes, but is not limited to: name calling, making fun, ugly gestures, etc.
- 1.05 **Minor gambling actions**
Participation in gambling or games of chance for money or other things of value.
- 1.06 **Excessive tardiness**
See Page 21 of this handbook for complete tardy policy.
- 1.07 **Non-conformity to the dress code**
On minor dress code violations, one warning will be given on the first violation. Additional minor violations will result in disciplinary action. See Page 57, Pages 66-68.
- 1.08 **Inappropriate display of affection in public**
Including, but not limited to, embracing and kissing
- 1.09 **Intentionally providing false information to school personnel or parent/guardian**
Forgery of parent’s names; intentionally providing false information to parents; unauthorized giving or receiving information of tests, quizzes, etc. (cheating), copying homework or tests, lying, “cheat sheets.” An automatic zero is the least consequence given when cheating is discovered.
- 1.10 **Continued refusal to complete class assignments**
- 1.11 **Failure to follow reasonable requests and instructions**

Disregarding instructions, being argumentative, etc.

1.12 Unauthorized use of school or personal property

Borrowing without permission, etc.

1.13 Littering of school property or failure to clean up after one's self

1.14 Minor locker misuse or abuse

When it is determined that a student is using a locker that has been assigned to another student, a minimum consequence of one day ISS will be assessed. Each student must utilize only the locker assigned to her/him by the principal, assistant principal or designated person.

1.15 Eating, drinking, chewing gum, etc. in an unauthorized area

1.16 Excessive "sign-ins" or classroom offenses.

1.17 Violation of hands-off policy

Richton Elementary students are expected to keep hands to self at all times. The only exception should be when an outdoor game or classroom activity calls for appropriate and non-violent physical contact between two students. Violations of this policy include, but are not limited to: hitting, kicking, pushing, pinching, pulling hair, poking, scratching, roughhousing, horseplay, etc.

1.18 Being in an area of school designated as "off-limits" to that individual

1.19 Offensive touching, pinching, hugging, etc. of another person (solicited or unsolicited)

1.20 Any other violation which the principal or principal's designee may deem reasonable for Class I category.

CLASS II OFFENSES

These descriptions and examples are not all-inclusive. Continued violation of these behaviors will result in an office referral.

2.01 Defiance of authority

Any verbal or non-verbal refusal to comply with reasonable directions or orders from school personnel including substitute teachers or other school employee (talking back).

2.02 Possession and/or use of tobacco products or any look alike tobacco products at school or school sponsored activity

2.03 Battery upon another student

Intentionally physically pushing, striking, biting, or in any other manner using force toward another person.

2.04 Fighting (Also includes 2.03)

Punishment deemed reasonable by the principal or assistant principal will be administered. *See Battery/Fighting.*

Third Offense--Subject to recommended expulsion from Richton Schools. For each offense covered by 2.03 and 2.04, a parent or guardian must come to school with the student before the student can be readmitted and attend any classes. *Discipline Committee will meet to determine placement. *See Step 3 of Class II Offense.* If it can be determined by the principal or assistant principal that a student was trying to defend himself or herself, some lesser punishment deemed reasonable by the principal or assistant principal may be administered.

2.05 Property damage

Intentional and deliberate action or damage resulting in less than \$100.00 to public, real, or personal property of another.

2.06 Stealing-Larceny-Petty Theft

The intentional, unlawful taking or carrying away of public, real, or personal property.

2.07 Possession of stolen property

2.08 Threats/Extortion

Verbally or by written or printed communication, the malicious threatening of an injury to the person, property, or reputation of another with the intent to extort money or any pecuniary advantage whatsoever or with the intent to compel the person, to do any act or refrain from doing any act against their will.

NOTE: Completion of the threat constitutes a Class III offense.

2.09 Trespassing

2.10 Possession of or igniting fireworks of any kind

2.11 Possession of a knife

If the knife is judged to be a weapon or considered to be "dangerous and capable of causing bodily harm," the student "shall be subject to automatic expulsion".

- 2.12 **Written or verbal propositions to promote sexual acts**
- 2.13 **Use of obscene manifestations, gestures, either written or verbal, toward another student**
- 2.14 **Directing obscene or profane language to a school employee, student, or visitor**
- 2.15 **Intentional or unintentional unjustified activation of fire extinguisher or pull station**
- 2.16 **Intentional harmless participation in gambling activities involving an amount of less than \$100.00**
- 2.17 **Driving on school campus during time driving privileges have been revoked**
- 2.18 **Major bus offense** **SEE DISTRICT BUS POLICY**
- 2.19 **Repeated minor harassment of another (racial, sexual, etc.)**
- 2.20 **Possession of any substance or item designed for creating unpleasant or undesirable odor or other irritating condition for students and/or faculty**
- 2.21 **Leaving school premises without permission or being properly checked out through the office**
- 2.22 **Unauthorized absences from classes (cutting or skipping classes or school)**
- 2.23 **Illegal organization**
Any on-campus activity or fraternity, sorority, secret society, club or other organization not approved, or a part of, the official school-sanctioned activities.
- 2.24 **Possession of nude, suggestive and/or vulgar photos, magazines, etc.**
- 2.25 **Posting to social media or videoing during school hours**
- 2.26 **Any other violation that the principal or assistant principal may deem necessary to include in this category**

CLASS III OFFENSES

These descriptions and examples are not all-inclusive. Continued violation of these behaviors will result in an office referral.

3.01 Drugs

Unauthorized possession, transfer, uses of, or sales of drugs, drug paraphernalia, look alike drugs or alcoholic beverages. This would include the use of alcoholic beverages or drugs off campus then coming on campus during the day or at school events.

3.02 Arson

The intentional, unlawful burning, or attempting to burn any part of school property.

3.03 Battery upon a school employee

The intentional, unlawful touching or striking of a school employee against his/her will, or the intentional causing of bodily harm to a school employee.

3.04 Robbery

The taking of money or other property from the person or custody of another by force, violence, assault, or instilling the fear of same.

3.05 Stealing/Larceny/Grand Theft

The intentional, unlawful taking and/or carrying away of property valued at \$100.00 or more belonging to another or in lawful possession of another.

3.06 Gambling

The intentional, unlawful participation in gambling activities involving an amount more than \$100.00.

3.07 Burglary of School Property

Entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.

3.08 Criminal Mischief

Willful and malicious injury or damages at, or in excess of, \$100.00, to public property, or to real or personal property belonging to another.

3.09 Possession of Firearms

Any firearms (including a starter gun) which will, or is designed to, or readily be converted to or expel a projectile by the action of an explosive: the frame or receiver of any such weapon; any firearm muffler or firearm silences; any destructive device.

- 3.10 **Discharging of any pistol, rifle, shotgun, air gun, pellet gun or any other device**
- 3.11 **Possession of weapons**
Knife, metallic knuckles, tear gas gun, chemical weapon, instrument, or any other weapon, instrument, or any other weapon with the intent to be armed.
- 3.12 **Bomb Threats**
Any such communication(s) concerning School Board property/school property, which has the effect of interrupting the educational environment.
- 3.13 **Explosions**
Preparing, possessing, or igniting explosives on School Board property/school property.
- 3.14 **Sexual Acts**
Acts of a sexual nature including, but not limited to, battery, intercourse (either solicited or unsolicited), or attempted rape.
- 3.15 **Aggravated Battery**
Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
- 3.16 **Inciting a student disorder**
Leading, encouraging, or assisting in disruptions, which result in destruction or damage of private or public property; personal injury to participants or others during any school sponsored activity.
- 3.17 **Acts designed for, or likely to create, serious disruption of normal school activities**
- 3.18 **Indecent exposure**
- 3.19 **Possession of controlled substance, weapon, or committing a violent act on school property**
- 3.20 **Any threat on social media directed towards a person, school official, or the school**
- 3.21 **Posting false information on social media that leads to the disruption of a normal school day**
- 3.22 **Any other violation that the principal or assistant principal may deem necessary to include in this category**

DISCIPLINE POLICY REGARDING STUDENTS WHO TRANSFER INTO THE DISTRICT BUT RESIDE OUTSIDE OF THE RICHTON MUNICIPAL SEPARATE SCHOOL DISTRICT

Due to the fact that the Richton School district has in the past experienced discipline problems with students who have transferred into the school district but reside outside the school district, and said discipline problems have at times been a disruption to the educational atmosphere of the Richton School District, the Richton Board of Trustees hereby adopts the following policy concerning said students; said students shall be referred to as “out-of-district students.”

EVERY YEAR out-of-district students’ admission status will be reviewed by the administration of Richton School District.

The parents or guardians of initial out-of-district students will complete an application that requires each student to bring **BOTH** academic and discipline records to the principal of the school the student plans to attend. If the student attended this school district in the past year it will not be necessary to bring the academic and discipline records with the application. The administration will determine to admit or not to admit the student. If an out-of-district student is admitted, they are on a 90 calendar-day probationary period. The probationary period will begin the day the student is admitted. If discipline issues arise, the student may be removed from the school district, as by the student/parent handbook, by the administration. The parent or guardian may appeal to decision to the Board of Trustees. The request for the appeal must be in writing and presented to the principal seven (7) calendar days after notice of removal.

Out-of-District Students: Grounds for Removal

- 1) **Class 1 – 3 offenses**
- 2) **Class 2 – 2 offenses**
- 3) **Class 3 – 1 offense**
- 4) **Any combination of offenses that equal 3 offenses**

All discipline records, including attendance, for out-of-district students shall become cumulative and the cumulative record shall be considered when determining admittance to the Richton Municipal Separate School District each year. Result may be non-renewal for the next academic year or expulsion/dismissal for the present academic year.

****Any conduct that reflects negatively on the school district or its employees will be used to dismiss a student from school admittance the following year. This includes but not limited to social media.**

DRESS CODE POLICY

Dress and grooming codes are based upon certain sound foundations, not just arbitrarily selected and dictatorially enforced for no cause. Laws surrounding indecent exposure, conditions necessitating safety and personal well-being, health and sanitation are some of the basic fundamentals. Conditions conducive to learning must not be impaired because of temporary and individualized fads. In order for students to be able to cope with even larger restrictions and responsibilities, they must learn while still in school to observe basic regulations set forth for the group as a whole. Keeping the total concept in mind and realizing a need to satisfy peer group desires for current fashions, the Board will make an effort periodically to restructure the dress and grooming code according to current conditions.



The Dress Code for Richton School District students is the result of a joint effort by parents, teachers, and administrators to provide guidelines which will govern the choice of appropriate school dress by our students. ALL STUDENTS KINDERGARTEN THROUGH SIXTH GRADE ARE TO OBSERVE THE POLICIES LISTED BELOW. ANY STUDENT WHO VIOLATES THE REGULATIONS WILL BE SUBJECT TO CONSEQUENCES AS LISTED IN THIS HANDBOOK.

Basic Rules for Dress:

1. Students must present a neat, well-groomed appearance. All clothing must be worn in a manner that covers the body in appropriate fashion.
2. "Sagging" is not permitted. Pants and Shorts will be worn at or above the waist at all times.
3. Appropriate undergarments must be worn with all clothing. Undergarments must not be visible anywhere. Clothing considered and designed as an undergarment must not be worn as an outside garment.
4. Clothing and accessories cannot be associated with gangs or gang activity. They cannot be profane, vulgar, sexually suggestive, racially insensitive or offensive, nor can they promote alcoholic beverages, tobacco, or any other drugs. It will be at the principal's discretion to determine if an item which could be disputed falls into any of these categories.
5. Oversized garments are not permitted due to the possibility of concealed weapons or contraband.
6. Clothing must not present an unacceptable view of the body whether standing, sitting, or walking.
7. Blankets are not permitted on campus.

Headwear:

1. Hats/caps are not permitted in classrooms, hallways, the cafeteria, or any other building or room on campus. In cases of cold weather, hoods, toboggans, or scarves may be worn, but only while outside and must be removed as soon as one enters the building. **Due rags, head covers, or any headbands in a cloth/due rag like material or style will not be allowed either.**
2. Metal picks or combs are not allowed at all. Plastic picks or combs are not to be worn in the hair at any time.
3. The wearing of sunglasses is not permitted in the buildings or classrooms.
4. **COVID-19 Masks cannot have any messages on them that are not allowed on shirts. Controversial, disrespectful, obscene, vulgar, or inappropriate masks will be confiscated and students will be issued a plain mask.**

Footwear/Shoes:

1. Appropriate footwear must be worn at all times. Slippers, house shoes, and shower shoes will not be permitted.
2. Metal cleats, taps, or any other similarly harmful material to floors are not permitted.

Shirts/Tops:

1. Clothing that exposes the midriff/midsection or cleavage is **NOT** permitted.
2. Sleeveless shirts with shoulder straps less than 3" wide are **NOT** permitted (If shirt has more than one set of straps, at least one set must be 3" wide).
3. Backless, racer-back, or low-cut clothing is **NOT** permitted.
4. Tank tops, muscle shirts, sleeveless undershirts, or anything resembling these items are **NOT** permitted unless they are worn with T-shirts or other clothing that provides adequate cover.
5. See through, sheer or netting type material is **NOT** permitted unless all other rules are applied.

Pants/Shorts/Skirts:

1. Shorts/walking shorts, skirts, and dresses should be long enough to go to the mid-thigh. Items that appear to be too short may be sent to the office to be approved. If they are not of proper length, they may be referred to the office and given a discipline referral. Biker Shorts/Hustler shorts are prohibited.

2. Pants with holes in them need to be worn with leggings if any holes in the pants are mid-thigh level or above. No skin should be showing through holes above this length.

3. Leggings, yoga pants, active wear pants, etc... may be worn, but must have a shirt that covers the front and rear areas of the waist and pelvic region. They must be of solid material. Not mesh or see through materials will be allowed. If they are worn under a skirt, dress, or pair of shorts, the outer garment must meet the length requirements described in point #1 above. Students whose shirts/jackets are not long enough to meet this requirement may be referred to the office and given a discipline referral.

4. Pajama pants and/or loungewear are not permitted.

***DISCLAIMER-** It is up to the first period teacher to check dress code and enforce dress code first thing in the morning. Final determination regarding all dress code issues will be made by the principal. Some exceptions may be applied if they are related to “dress up” days or “themed” days.

STUDENTS WHOSE APPEARANCE, DRESS, OR LACK OF DRESS, IS DISRUPTIVE WILL NOT BE PERMITTED TO REMAIN AT SCHOOL.

The principal or principal's designee will take any reasonable and appropriate actions to deal with any dress situations not specifically covered in the dress code.

In all instances, school administrators, considering the style or manner in which the clothing is worn or its fit, will determine the appropriateness of school dress.

DRESS CODE WILL BE STRICTLY ENFORCED AT ALL TIMES, INCLUDING AT THE ALTERNATIVE SCHOOL AND IN-SCHOOL-SUSPENSION.

DRESS CODE VIOLATIONS WILL BE TREATED AS CLASS 1 REFERRALS – See Page 57 of this handbook for complete dress code ladder.

The Right of every Student to take “Reasonable Actions”

SB 2015 requires that discipline policies must recognize the fundamental right of every student to take “reasonable actions” as may be necessary to defend himself from an attack by another student who has evidenced menacing or threatening behavior to a teacher, principal, counselor or other school employee when subjected to bullying or harassing behavior.

Bullying/Harassment/Intimidation

The faculty and staff of Richton School District are committed to a safe educational environment for all students. Such an environment should be free from intentional acts of bullying, harassment, intimidation, or cyber stalking. “Bullying, harassment, intimidation, or cyber stalking” means any intentional written, verbal, or physical act that meets any of the following criteria:

- Physically harms or threatens harm against a student or that damages or threatens to damage the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is severe, persistent, or pervasive in that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Bullying, harassment, or intimidation can take many forms including but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, cartoons, pranks, gestures, physical attacks, threats, or other written communications, plus oral or physical actions against another person. “Written communications” may include all forms of text messaging and other forms of electronic communications and media considered cyber in nature.

“Intentional acts” refers to an individual’s unforced or willful choice to engage in the questioned act rather than the ultimate consequences of such action(s).

Counseling, appropriate discipline, and/or referral to local law enforcement will be used to change the behavior of the perpetrator and remediate the fault towards the victim. This may include various appropriate behavioral intervention(s), restoration of a positive learning environment, and support for those impacted by the acts of bullying, harassment, intimidation, or cyber stalking. False reports or retaliation for bullying, harassment, intimidation or cyber stalking may also constitute violations of this policy.

Within the category of harassment, sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects a student’s right to learn or participate in a comfortable and supportive environment due to the creation of an intimidating or hostile learning environment.

Any student who feels that he/she has been a target of bullying, harassment, intimidation, or cyber stalking or any parent who feels his/her child has been a target of bullying, harassment, intimidation, or cyber stalking in school; on school property; or while participating in a school sanctioned activity should report the incident promptly, either verbally or in writing, to a school staff member, preferably the principal. All complaints will be investigated by the principal or his/her designee according to policy. Depending on the nature of the offense, disciplinary action ranging from counseling to suspension or expulsion to notification of local law enforcement may be taken consistent with school discipline policies.

Any allegation of bullying harassment, intimidation, or cyber stalking and the results of the investigation shall be kept confidential to the extent reasonably possible under the investigation process. Witnesses and those interviewed shall be informed of the confidential nature of the circumstances and the resulting investigation, and shall be informed that it will be a violation of this policy to disclose the allegation or the nature of the investigation to others. Disclosure may result in disciplinary action.

School officials recognize the right of every student to take reasonable actions as may be necessary to defend himself or herself from an attack by another student who has evidenced bullying, harassing, intimidating, or cyber stalking behaviors. The Richton School District defines “reasonable action” as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying, harassing, intimidating, or cyber stalking behaviors.

Ref: SB 2015; Miss. Code Ann. § 37-7-301(e), Miss. Code Ann. § 37-11-67,
Miss. Code Ann. § 37-11-69, Miss. Code Ann. § 97-45-15, Miss. Code Ann. § 97-45-17

STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

Students in the Richton School District are protected from bullying, harassing, intimidating, or cyber stalking behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment that is free from bullying, harassment, intimidation, and cyber stalking. The complaint procedure of the Richton School District provides a process for filing, processing, and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person(s) to adhere to these stated procedures will constitute a waiver of the right to pursue a complaint at any level, including a review by the Board of Trustees of Richton School District.

1. Definitions

Bullying, harassment, or intimidation is any pattern of gestures or written, electronic, or verbal communications, or 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 in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

Cyber stalking is generically defined as any communication to another person repeatedly for the purpose of threatening, terrifying or harassing that person. Specifically, cyber stalking may be defined as any use in electronic mail or electronic communication of any word or language threatening to inflict bodily harm to any person or to that person's child, sibling, spouse or dependent, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from any person. Electronic mail or communication to another that knowingly makes false statements concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct or the person electronically mailed or any member of that person's family or household with the intent to threaten, terrify, or harass is also considered cyber stalking. Finally, cyber stalking may also be defined as knowingly permitting an electronic communication device under the accused person's control to be used to make threatening, terrifying, or harassing communications.

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

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

2. Procedures for Processing a Complaint

Any student who feels he/she has been a victim of bullying or harassing behavior, or has witnessed, or who has reliable information that a student has been subject to bullying or harassing behavior shall report such conduct to a

teacher, principal, counselor, or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a “Bullying/Harassing Behavior” complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses, and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

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

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

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

SEX DISCRIMINATION, SECTION 504, ADA, AND SEXUAL HARASSMENT

It is the policy of the Richton School District not to discriminate on the basis of sex in its educational programs, activities, and employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to Mr. Clay Anglin, Superintendent, in care of Richton School District, P.O. Box 586, Richton, MS 39476.

Questions regarding compliance with Section 504 procedures may be directed to Felicia McCardle, Support Services Administrator of the Richton School District at the address listed above. Section 504 Complaint Procedures are found in School Board Policy Manual of the Richton School District.

It is the policy of the Richton School District not to discriminate on the basis of handicap/disability in the services, programs, and activities of the school district. Inquiries regarding compliance with Americans with Disabilities Act (ADA) may be directed to Clay Anglin, Superintendent, at the address and telephone

referenced above. ADA procedures are found in School Board Policy Manual of the Richton School District.

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, or a student's attendance at school, or unreasonably interferes with an individual's work performance, a student's academic performance, or creates an intimidating or hostile work or learning environment. Victims of sexual harassment, whether an employee or student, should address complaints to their immediate supervisor or to the superintendent per the policies found in the Richton School District School Board Policy Manual.

CELL PHONE/ELECTRONIC DEVICE POLICY

POSSESSION OF CELL PHONES and all other electronic devices BY STUDENTS IS RESTRICTED ON CAMPUS. This includes, but is not limited to, mp3 players, IPOD's, radios, tape players, cd players, pagers, cameras, toys, video games, ear buds, ear phones, tablets and other electronic devices as determined by the principal. **Electronic devices may be used for educational purposes with administrative approval.**

Posting to or being on social media during school time, the phone will be taken and a discipline referral may be written as a **Class 2** offense.

Students may bring electronic devices to school (at their own risk), but they must **remain OFF at all times**, and must be kept in a book bag, purse, or zipper part of a notebook during school hours.

ELECTRONIC DEVICES MAY NOT BE KEPT ON YOUR PERSON. Electronic devices are to be kept in the above places only. Use during the school day is prohibited at all times, including communication with parents. All outside communication during the school day should be conducted through the office. Use of cell phones includes, but is not limited to the following: cellular calls, text messaging, use of internet, use of videos, use of camera, use of mp3 player devices (with or without headphones or buds), games, etc. Should a student use their phone during school in the aforementioned methods, the device shall be confiscated by a staff member and given to an administrator. Consequences are as follows:



1st OFFENSE – The student will receive an infraction and the student will receive the phone after 3 p.m. that day.

2nd OFFENSE – The student will receive an infraction. The parent or guardian will be responsible for picking up the phone after 3 p.m. that day or remain in the school vault.

3rd OFFENSE – The student will receive an infraction. The phone will be placed in the school vault for 5 school days from the date of receipt. The parents will be responsible for picking up the phone at the end of the 5th day after 3 p.m. or the phone will remain in the school vault.

4th OFFENSE – The student will receive an infraction. The phone will be confiscated and kept in the school vault until the last day of school and may be picked up on the last day of school.

Should these steps not be sufficient, further punishment will be left to the discretion of the Principal/Principal designee.

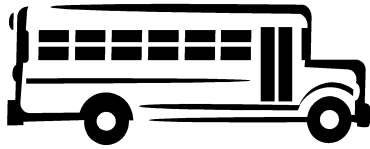
If a student refuses to turn the phone over to the school employee, will result in the student being suspended for 5 school days.

RICHTON SCHOOL DISTRICT ASSUMES NO RESPONSIBILITY FOR MISSING, LOST, OR STOLEN CELL PHONES OR OTHER ELECTRONIC DEVICES.

IF IT IS DETERMINED THAT A CELL PHONE WAS USED IN A DRUG TRANSACTION, PROMOTING A DISTURBANCE, TEXTING ANSWERS, OR ANY ILLEGAL OR IMMORAL ACTIVITY, THE STUDENT WILL BE SUSPENDED (number of days will be determined by Administration based on seriousness of offense) AND THE PHONE WILL BE RETURNED ON THE LAST SCHOOL DAY OF THE GIVEN SCHOOL YEAR. NO EXCEPTIONS.

If a student is found to be in possession of a cell phone while taking a State Test, that student will automatically receive OSS for three (3) days. The three (3) days OSS will begin after the student has completed his/her final State Test.

SCHOOL BUS DISCIPLINE



Riding the school bus is a privilege. This privilege carries with it some responsibilities on the part of the student. School bus drivers are required to observe state laws and numerous regulations to safeguard the lives of the students they transport. Behavior which prevents the driver and student from having a safe trip to and from school will not be tolerated. **The school has the right to refuse transport any student for misconduct.**

Any violation of conduct by students, performed while on the school bus, waiting to board the school bus, or departing from the school bus, shall be addressed by utilizing the assertive discipline steps prescribed in this handbook. **Students may be denied the privilege of riding the bus** because of improper behavior, including the suspension of the privilege of riding the bus for the remainder of the school year; in these matters, the principal the action that is necessary for the safety of the other students on the bus. (MS State Code 37-7-301,e) The principal, according to the severity of offense, will determine consequences for misconduct on the bus. **The bus driver is responsible for reporting misconduct.**

All buses should operate as regularly as possible. If they operate on a regular bus schedule, they should not be expected to wait on students. Students should be ready and waiting for the bus to arrive. Occasionally, due to mechanical problems or weather, buses may be late picking up or letting off students.

Questions involving disciplinary actions should be directed to the school principal. Action requiring suspension shall be the responsibility of the school administration. The administration shall notify the transportation director and the student's parents when a student's bus riding privileges are suspended. The transportation director will notify the appropriate bus driver.

Children who do not attend school within the Richton School District will not be permitted to ride the bus.

School bus drivers are expected to keep order and discipline on the bus but their primary duty is to drive the bus. Students are expected to cooperate and follow the following regulations:

1. Behavior that is not permitted on the school campus is not permitted on the school bus.
2. Students must be at their assigned stops at loading time. Students will be picked up and let off ONLY at Board approved stops.
3. At no time on the bus are students to touch the outside of the bus. They are not to hang head, arms, legs, body, or hands out the window of the bus.
4. Immediately upon entering the bus, students re to be seated and remain seated until they arrive at their destination both morning and evening.
5. Drivers have the authority to assign seats if necessary and students must sit in their assigned seats.
6. Students must remain in their seats until the bus comes to a full stop before getting up to unload.
7. Students must obey the directions of the bus driver at all times.
8. When boarding and exiting the bus, students should always look in both directions and pass in front of the bus if it is necessary to cross a road or street.
9. Students should refrain from playing on the road while waiting on the bus.
10. Students must identify themselves properly when requested to do so by the bus driver or school personnel.

11. Loud talking and other loud noises are not permitted on the bus. Students should be silent when the bus is nearing or crossing a railroad or highway.
12. Students are not to damage the bus in any way and will be held financially responsible for repairing the damages. This is abuse of school property and may fall under the heading of vandalism.
13. Harassment of bus driver and fellow passengers is prohibited while waiting on the bus or while riding on the bus. *See Harassment.*
14. Vulgar, profane, and disrespectful language is not permitted.
15. Tobacco, drugs, weapons of any kind, alcohol, pornography as pictures or reading material, and other contraband of any kind is not permitted. **IF IT IS NOT PERMITTED AT SCHOOL, THEN IT IS NOT PERMITTED ON THE BUS.**
16. Students are not to throw or in any way sail/shoot/pitch objects. Objects that are airborne, such as balloons, etc. are not permitted.
17. Open defiance and disrespect for the bus driver is not permitted.
18. Misbehavior as determined by school officials and repeated patterns of misbehavior will call for disciplinary action. Students found to be continually disruptive or threatening to the safety of other persons on the bus will be immediately removed from the bus and permanently suspended from riding the bus.
19. Law enforcement officials may be called upon to assist in dealing with students who do not follow the bus discipline plan.
20. Written instructions from the parent or guardian must be presented to the bus driver before a student is permitted to ride a bus not regularly assigned to a student or to load or unload at a place not assigned to them. Notes are subject to verification by school administration.
21. Students are not to leave litter on the bus and are required to pick up items when asked to do so by the bus driver.
22. No beverages or food may be consumed on the bus.
23. Chewing gum is prohibited on the bus.
24. Any act which risks the safety of the students on the bus, persons not on the bus, or the bus driver will be referred to school officials and/or law enforcement.
25. Students' behavior will be monitored on a random basis through video recording equipment installed on District buses.

CONSEQUENCES FOR FAILURE TO FOLLOW BUS SAFETY

Students will be disciplined for disorderly conduct on the bus. The bus driver will give to the principal a written report of the misbehavior. Reports will be investigated and offenders will be

subject to suspension from the bus (as listed below), in addition to the consequences indicated on the Discipline Ladder.

- First offense will result in a parent conference, verbal reprimand and/or paddling. A copy of the report will be sent to the parent/guardian.
- The second offense will result in suspension from the bus for a period of time to be determined by an administrator – 1 to 3 days.
- The third offense will result in suspension from the bus for 5-10 days.
- Infractions involving spitting out the window, throwing articles out of the window or on the bus, smoking, striking matches, using lighters or other dangerous behavior will result in an immediate suspension from the bus to be determined by the principal.
- Assault on the bus driver or school personnel will result in an immediate suspension from the school and a recommendation for expulsion the remainder of the school year. A report will also be submitted to the local Police Department or Perry County Sheriff's Department.

THE PRINCIPAL MAY, AT HIS/HER DISCRETION, USE MORE SEVERE PUNISHMENT THAN LISTED ABOVE IF THE SITUATION WARRANTS. WHEN A STUDENT IS SUSPENDED FROM THE BUS, THE PARENT/GUARDIAN MUST ARRANGE FOR TRANSPORTATION TO AND FROM SCHOOL. REGULAR SCHOOL ATTENDANCE IS EXPECTED.

INTERFERENCE WITH SCHOOL BUSES

It is unlawful for any individual, other than a member of the school administration or faculty, or law enforcement to interfere with the operation of a school bus. State Law prohibits unauthorized stopped and or boarding of school buses or the interference with passengers boarding or unloading, under penalties of fine and/or imprisonment.

GENERAL BUILDING AND GROUNDS REGULATIONS

1. Before school begins each day, all grades must remain in the appropriate area.

- **Students in kindergarten thru sixth grade are to report immediately to their homeroom unless otherwise directed. Teachers will take them to breakfast at their designated time.**
2. Students must not enter the hallways during break unless weather requires protection, or when given instructions to do so by a teacher or administration. *Exception-students are encouraged to use the restroom during their break, but loitering is not permitted.*
 3. Students must use an “indoor voice” at all times in all buildings, and must refrain from making loud, unnecessary noises. When noise levels in the hallways become extreme, all students in that particular building will be on “ALL SILENT,” meaning NO TALKING/NO NOISE until further notice. Excessive loud noises prevent teachers and students from hearing important announcements and could interfere with the safety of students, faculty, and staff.
 4. **All students going to lunch and returning from lunch must be supervised by a teacher/supervisor.** Students will comply with directives and requests from the teachers. At the designated time, the teacher will signal and the whole class must return with that teacher to the classroom as a group. Visitors are not permitted on campus unless there is a justifiable reason and they have obtained a visitors pass. *See Visitors On Campus.*
 5. Parents/guardians are always welcome to visit the school and are, in fact encouraged to visit whenever there is a need. Parents/guardians must come to the office to check in and get a visitor pass each time they wish to visit.

THREATENING, EXTORTION, INTIMIDATION

MS Code 37.11.20

Students are not permitted to make threats against other students or school personnel, whether overt or implied. Students are not allowed to extort money, favors, or something of value from other students or staff, regardless of the amount of value, in return for protection or in connection with a threat to inflict harm. Such behavior is a violation of school policy and students in violation are subject to disciplinary action. This statement will apply on school grounds, before, during, and after school, or any time when the school is being used by a school group. It is also applicable off school grounds at school sponsored events or when the prohibited behavior is a consequence of or directly related to causes or events which occurred or originated on the school campus.

CYBERSTALKING MS Code 97.45.17

1. It is unlawful for a person to:

- a. Use in electronic mail or electronic communication any words or language threatening to inflict bodily harm to any person or that person's child, sibling, spouse, or dependent, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from any person.
- b. Electronically mail or electronically communicate to another repeatedly, whether or not conversation ensues, for the purpose of threatening, terrifying or harassing any person.
- c. Electronically mail or electronically communicate to another and to knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct of the person electronically mailed or of any member of the person's family or household with the intent to threaten, terrify or harass.
- d. Knowingly permit an electronic communication device under the person's control to be used for any purpose prohibited by this section.

2. Whoever commits the offense of cyber stalking shall be punished, upon conviction:

- a. Except as provided herein, the person is guilty of a felony punishable by imprisonment for not more than two years or a fine of not more than Five Thousand Dollars (\$5,000), or both:
- b. If any of the following apply, the person is guilty of a felony punishable by imprisonment for not more than five years or a fine of not more than Ten Thousand Dollars (\$10,000), or both.

INSOLENCE/DISRESPECT/PROFANITY MS Code 37.11.21

Insolence (to be boldly disrespectful in speech or behavior) and general disrespect will not be tolerated. Students are not permitted to intimidate, harass or cuss school personnel or other students. Students who violate this policy are subject to disciplinary action, which may include suspension, and possible legal action including fine.

CAFETERIA BEHAVIOR

All students must respect the rights of others in the lunch line. Students are to return trays so that the tables will be clear for those students following. Students must sit in assigned areas and behave properly at all times. Pushing, shoving, or "breaking" of the lunch line is not permitted. Disrespect to cafeteria workers will not be tolerated. Students who misbehave in the cafeteria are subject to disciplinary action by the administration and/or faculty.

TRESPASSING

Campuses are closed 30 minutes after school dismissal. Only those involved in supervised school activities are permitted on campus. Students who are found on the school grounds at unauthorized times will be placed on the discipline ladder under school policy and will be subject to arrest. In all instances of vandalism, restitution will be the responsibility of the students and their parents. Students who are assigned to out-of-school suspension, recommended for expulsion, or expelled but are on campus unaccompanied by a parent/guardian will be considered as trespassing.

LEAVING CAMPUS AND/OR FAILING TO REPORT TO CLASS

Leaving campus and/or failing to report to any assigned class without permission, commonly called "skipping," is a major disciplinary offense and students leaving campus and/or failing to report to assigned areas/classes without proper permission from the school office shall be subject to disciplinary action, which may include suspension.

BATTERY / FIGHTING

Students who are involved in assaults, who engage in fighting, or who are responsible in any way for fighting while under the jurisdiction of the school will be subject to arrest, removal and/or expulsion from school in accordance with state statutes. This includes fighting while on a bus, at bus stops, or at any activity/event sponsored by the Richton School District.

GANG ACTIVITY OR ASSOCIATION

MS Code 37.11.37, 37.11.39, 37.11.43

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger and

is prohibited. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Richton School District shall enforce the above rule and attempt to ensure that any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership and/or participating in activities which intimidate or affect the attendance of another student shall be subject to appropriate disciplinary actions.

OTHER PROHIBITED ORGANIZATIONS

No student shall actively participate or wear clothing or other indications of membership in an organization which advocates violence or hatred toward any group of students or other individuals, or an organization which either intends to or does disrupt the educational process through its purpose or actions.

WEAPONS IN SCHOOL

The Board recognizes that the possession of handguns, firearms, or other weapons on school premises or at school functions by persons other than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of injury or death to District employees, students, visitors, and guests and further creates an unreasonable and unwarranted risk of damage to properties of District employees, students, visitors, and guests.

Because of such dangers, the Board hereby prohibits the possession of handguns, firearms, or weapons in any form by any person other than duly authorized law enforcement officials on school premises or at school functions, regardless of whether any such person possesses a valid permit to carry such handgun, firearm, or weapon. The principal, assistant principal or designated person will notify law enforcement authorities for each occurrence of unlawful activity at school or school-sponsored activities.

Any student who possesses a knife, handgun, other firearm or other instrument considered to be dangerous and capable of causing bodily harm shall be subject to arrest by law enforcement authorities, and automatic expulsion by the superintendent, or other appropriate school official, at the recommendation of the principal. Such expulsion shall take place immediately, subject to the constitutional rights of due process and to a hearing with respect thereto within a reasonable period of time and upon request in writing by the student or his/her parent or guardian or representative.

Students bringing a firearm to school shall be subject to arrest and shall be expelled for a period of not less than one year, except when the superintendent modifies such expulsion requirements for an individual student in accordance with disability laws.

It shall be a violation of Richton School District rules, regulations, and policies to possess or carry, whether openly or concealed, on educational property the following weapons: any gun, rifle, pistol, other firearm of any kind, dynamite cartridge, bomb, grenade, mine, or powerful explosive.

It shall be a violation of Richton School District rules, regulations and policies to possess or carry, whether openly or concealed, on educational property the following weapons: any BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, and any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance).

A firearm means any weapon which will, or is designed to, or may be readily converted to, expel a projectile by action of an explosive. This includes, but is not limited to, the following: handguns, bomb, grenade, rocket with propellant of more than four ounces, missile having an explosive charge of more than one-quarter ounce, mine, rifle, starter pistol, any firearm muffler/silencer or any form of any such weapon.

A handgun means a pistol, revolver or other firearm of any description, loaded or unloaded, from which any shot, bullet, or other missile can be discharged, the length of the barrel, exclusive of any revolving, detachable, or magazine breech, is less than sixteen inches.

A switchblade knife means a knife containing a blade or blades which open automatically by the release of a spring or similar contrivance.

Any teacher or other school employee who has knowledge of such an unlawful or violent act occurring on educational property or during a school related activity shall report such activity or act to the principal, who shall notify the appropriate law enforcement authorities and the Superintendent of Education. For purposes of this policy, educational property shall include any public school building, bus, public school campus, grounds, recreational area or athletic field in the charge of the principal or other premises and/or buildings being occupied or used by Richton School District for school related purposes and/or

extracurricular activities or ceremonies associated with Richton School District. School personnel making such required report shall be immune from civil liability as this is presumed a good faith act.

It is the recognized law of the state that the youth court shall not order the enrollment or reenrollment of a student that has been suspended or expelled by the district for possession of a weapon on school grounds or for commission of a violent act which resulted or could have resulted in the death or physical harm to another.

LEGAL REFERENCE: MS Code 43-21-261, 97-37-14, 97-37-17, 37-11-29, 43-21-621; Gun-Free Schools Act of 1994 20 USC 2701 et. seq.; Section 504 of the Rehabilitation Act of 1973; Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act; Section 921 of Title 18 of the US Code.

USE/POSSESSION OF DRUGS-- CONTROLLED SUBSTANCES OR MEDICATIONS (Prescription or "Over-the Counter")

No student attending school or any school-sponsored activity shall be permitted to carry on his/her person or in any other manner have in his/her possession, in any way, or be under the influence of alcoholic beverages; morphine, marijuana, cocaine, opium; heroin or their derivatives or compounds; drugs commonly called LSD, "Pep" pills, designer drugs, tranquilizers, uppers/downers, medications (prescription or "over-the-counter") or any compound which, when taken orally, intravenously, inhaled or in any other manner may cause the person to be under the influence thereof, and no student shall use any of the same at any school in the district. The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication which is under the supervision and direction of such physician. However, any and all such prescription drugs shall be kept by school personnel in a numbered, labeled bottle provided by a licensed pharmacist. Further, the student's parents/guardians shall be responsible for notifying the school principal/assistant principal when the taking of such drugs/medicines is required on school grounds during the regular school day or at school-sponsored activities.

The provisions of this policy shall apply to all students during the period of time they are subject to the jurisdiction of the school district as defined by law and while participating in or going to or from school sponsored activities and while under the supervision and direction of any teacher, principal/assistant principal, or other authority of the school district.

The principal may use observation, i.e. smell, symptoms, etc., to determine whether the student is under the influence. The parents have the right, at their own expense, to seek a drug test (to be taken within 24 hours of said observation) to contradict these findings.

Any student violating any of the provisions of the district's drug policy shall be considered to have committed a major offense and shall be subject to major disciplinary action, which may include arrest by law enforcement authorities, long-term suspension, alternative school placement, and possible expulsion by the board of education. Pursuant to state law, any person who possesses any controlled substance in

violation of the Uniform Controlled Substances Law shall be subject to automatic expulsion. The principal/assistant principal will suspend the student and a recommendation will be made to the Superintendent and Board of Education to expel the student.

This policy is for the sole and exclusive protection of the students of this district and their general welfare and nothing herein shall be construed to avoid any prosecution under applicable criminal laws. The principal/assistant principal shall report any violation of this policy to the superintendent and also to the proper law enforcement officials.

NOTIFICATION OF LAW ENFORCEMENT OFFICIALS

In the event that a student commits one of the following acts on school property or during a school related activity, he is subject to suspension or expulsion under this policy and the principal is required to immediately report by telephone and then in writing the act to the appropriate law enforcement agency:

- A. aggravated assault resulting in serious physical injury
- B. sexual assault/battery
- C. sexual offense
- D. rape
- E. kidnapping
- F. indecent liberties with a minor
- G. assault involving use of a weapon
- H. possession of a firearm in violation of the law
- I. possession or use of a weapon in violation of the law
- J. possession, sale, or use of any controlled substance in violation of the law
- K. simple assault upon any school employee
- L. murder
- M. other violent act (action resulting in death or physical harm or attempt to cause death or physical harm to another)

The principal making said required report or participating in any judicial proceeding resulting therefore shall be presumed to be acting in good faith and, as such, shall be immune from any civil liability that might otherwise be incurred or imposed.

LEGAL REFERENCE: MS Code 37-7-301, 37-9-71, 37-11-29, 97-377-17; Goss v. Lopez 419 U.S. 565 Tinker v. Des Moines 393 U.S.503.

STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS

Students possess the right to be free of unreasonable searches and seizures under the fourth amendment to the Constitution of the United States. Balanced against this right is the school officials' responsibility to create and maintain an environment consistent with the educational mission of the school. School officials have a duty to protect the health, safety, and welfare of all students under their authority.

STUDENT PROPERTY SEARCHES School authorities are authorized to conduct searches of students or their property when reasonable suspicion indicates that a particular student is in possession of an item or a substance that represents a material threat to school routine or is prohibited by school board policy or by law. Student property shall include, but not be limited to, purses, book bags, and vehicles parked on campus. School authorities reserve the right to conduct sniff searches with animals of school property and student-driven vehicles and to utilize detection devices such as metal detectors.

LOCKERS AND OTHER SCHOOL PROPERTY SEARCHES Lockers and other storage spaces are provided to students for their convenience. These storage areas remain school property and, as such, are subject to periodic inspections by school authorities. The purpose of such inspections is not to collect evidence of wrong doing on the part of a single student, but rather to allow school authorities responsible for the appropriate use of school property the opportunity to confirm that lockers are being used in a manner consistent with the health, safety, and welfare of all students. Students are therefore warned not to store items in lockers which they do not want to bring to the attention of school authorities.

POLICE NOTIFICATION (a) Student searches which disclose evidence of school misconduct, but not criminal misconduct, should be treated according to applicable school board policies.
(b) In the event that a student search discloses evidence of unlawful activity, the principal shall report such activity or acts to the appropriate law enforcement authorities as required by law. If law enforcement authorities are notified, the student's parents will be advised as soon as possible.

POLICE SEARCHES School officials are obligated to cooperate with law enforcement authorities who are validly carrying out their official duties. In such cases involving a student, the district shall make an immediate attempt to notify the student's parent, guardian, or custodian. The principal or the principal's designee shall attend the search if conducted on or about the school premises and shall take any disciplinary action necessary as a result of the search.
School administrators and teachers have the right to question a student regarding his/her conduct or the conduct of others. School officials may question/interrogate a student regarding his/her conduct or the conduct of others without the parent/guardian being present. Principals are required by law to act in *loco parentis*.

INTERROGATIONS BY LAW ENFORCEMENT AUTHORITIES Law enforcement personnel are not permitted to interrogate students on the school campus regarding alleged activities of the student or others away from the school campus that have caused law enforcement to become involved until such time as the principal/assistant principal has obtained permission from the student's parent/guardian.

FELONY CHARGES Any student charged with a felony may not participate in any extra-curricular activities and could be assigned to the alternative school.

Legal reference: Zamora v. Pomeroy 639 F. 2nd 662 (10th Cir. 1981); Horton v. Goose Creek Independent School District, F. 2nd 470 (5th Cir. 1982), cert.denied, 103 S.Ct.35 (1983); New Jersey v. T.L.O., 469 U.S. 325, 105 S. Ct. 733, 83 L.Ed.2nd 720 (1985); Tarter v. Raybuck, 742 F. 2nd 977 (6th Cir. 1984), cert. denied, 105 S. Ct. 1749 1985; MS Code 37-11-29.

RICHTON SCHOOL DISTRICT DRUG SCREENING POLICY

Student athletes and students participating in other school-sponsored extracurricular activities will be subject to drug screening to test for the following substances, the use of which is expressly prohibited:

- Amphetamines
- Cocaine Metabolite
- Phencyclidine
- Marijuana Metabolite
- Opiates
- And any other substance(s) the test may reveal

Drug Screening – The drug screening shall consist of the collection of a urine sample from the student by any assistant(s) from the contracting biomedical laboratory under the supervision of the Athletic Director/Principal, coaching staff/directors, and/or other school employees. Each specimen shall be analyzed for the presence of drugs identified previously in this document by the contracting agency which has been approved by the Board of Education of the Richton School District.

The outside agency shall report all test results to the office of the Superintendent. The principal will be notified of any positive tests. For purposes of this program, a positive result shall mean a test result which indicates the presence of one or more of the listed drugs in the student athlete's urine sample. A test will not be determined positive until it is double checked and validated by a confirmatory test. The student and their parent/legal guardian shall be notified in writing if and when a student tests positive.

Random testing will be performed for athletes beginning with the second scheduled testing and continue through each subsequent testing during the school year. Random selection will be conducted by an outside agency in the following manner. The District will assign a number to each participant and then provide a list of numbers to the outside agency for random selection. All participants will be included in the pool for random selection. Random testing for all other students involved in extracurricular activities will begin with the first scheduled testing and continue through each subsequent testing during the school year. Random testing will account for approximately ten percent (10%) of all students being selected for each random testing. Also included in random testing will be any student(s) who have tested positive at an earlier date during their school career.

EFFECTS OF POSITIVE RESULTS

A. First Positive: The individual's sample will be re-tested immediately to assure no error has occurred. If the positive result is verified and confirmed, the principal will take the following steps:

1. The student's parent(s) or legal guardian(s) will be advised of the results.
2. The Athletic Director will be advised of the results.
3. The student will be required to attend drug counseling and the cost shall be borne by the student and/or parent.
4. A student who has tested positive will forfeit participation in interscholastic participation according

to the following schedule:

(a). First Violation: The student will be denied participation from competitions (with required practices) beginning with the first scheduled competition following the offense and concluding after 20% of that season's competitions have taken

place. (Example: 2 of 10 football games or 4 of 20 basketball games)

(b). Second Violation: Dismissal from that sport season without gaining letter awards or recognition.

(c). Third Violation: The student will be denied participation in all extracurricular activities and programs for the calendar year.

(d). Fourth Violation: The student will be indefinitely barred from participating in any event or activity and all extracurricular activities in the Richton School District.

NOTE: The student who participates in more than one sport/activity will forfeit participation in interscholastic contests in only the activity that is currently in season or the next sport/activity in season after the positive

test. If an infraction occurs where there is an overlap in activities the suspension from activities for the designated period will begin immediately even though it may affect both activities.

5. Students who test positive for drugs will forfeit certain team and individual awards as determined by the head coach/director.

The student will be re-tested after the suspension period and prior to being allowed to participate in the activity again.

B. Second Positive: After reinstatement and later in the academic year, the student will be re-tested. If the test is positive, the individual student will be re-tested immediately to assure no error has occurred. If the positive result is verified and confirmed, the Principal, the Athletic Director, and the student's parent(s)/legal guardian(s) will be immediately notified. A conference will then be scheduled promptly with the student, parent(s)/legal guardian(s), Principal, appropriate head coach/director, and designated counselor present. The student will immediately be suspended from participating in practice and interscholastic competition for the remaining sports season or scheduled events for the activity.

The student will be re-tested after the suspension period. If the student's test is negative the student will be reinstated to participate in athletics/extracurricular activities provided the student and the parent(s)/legal guardian(s) sign a release form releasing the School District from liability. Another positive will result in the student athlete being suspended from the team indefinitely.

C. Third Positive: After reinstatement and later in the academic year, the student will be re-tested. If the test is positive, the Principal, the Athletic Director, and head coach/director shall be immediately notified; a letter will be mailed to the parent(s)/legal guardian(s) from the Principal notifying them that the student has been suspended from the team/program immediately for the academic year.

Reinstatement of the student to participate cannot take place for one calendar year and then only after the provision of proof of the successful completion of a Drug Rehabilitation Program and negative testing prevails. If the student is suspended, the student has the right to appeal the decision to the Richton School District Board of Education for a formal determination. The student shall have the right to have counsel present at the student's own expense.

NOTE: *Each positive test occurring after a student begins school activities will be counted as a violation throughout the student's school years.*

GRADING

ELEMENTARY POLICY

Kindergarten

- E (Exceeds)** Expands grade level standards
- M (Meets)** Meets grade level standards
- P (Progressing)** Progressing toward grade level standards
- N (Not meeting)** Not meeting grade level standards

GRADES 1-6 The following are the letter grade ranges for grades 1-6:

- A - 90 - 100**
- B - 80 - 89**
- C - 70 - 79**
- D - 65 - 69**
- F - 64 or below**

In order to be promoted, students:

1. In grades K-2 must pass Reading and Math.
2. In grades 3-6 must pass four (4) of the five (5) major subjects (Reading, English, Arithmetic, Science/Health and Social Studies), at least two (2) of which must be Reading and Arithmetic, must be passed in order to be promoted.
**Students who are in a grade which has combined "Reading" and "English" into one subject, to be called "Language" or "Language Arts," must pass three (3) of four (4) major subjects (Language, Arithmetic, Science, and Social Studies). At least two (2) of the subjects passed must be Language and Arithmetic.*
3. Retention may occur for a student in grades one (1) through six (6) after there is:
 1. Documented evidence of lack of academic success
 2. A strong recommendation for retention from the teacher(s)
 3. A discussion with and an agreement of the principal and or other support personnel that retention is the best course of action.
 4. A conference with the parent outlining the reason the student will be retained.
4. Beginning with the first grade, retention is an educational decision based on the student's academic standing in the classroom as well as the grade equivalency of the Measures of Academic Progress (MAP) test used by the school district. The Final decision to retain a student will be made by the Principal, Teacher(s), and Teacher Support Team (TST).

Beginning in the 2018-2019 school year, a student must score above the lowest two (2) achievement levels in reading on the established state assessment for 3rd grade to be promoted to 4th grade (SB 2157).

Section VI.

Support Services



SUPPORT SERVICES

Individuals with Disabilities

The Richton School District collaborates with the Mississippi State Department of Education (MDE) in an ongoing statewide effort to identify, locate, and evaluate children birth through the age of 21, who have health impairments, physical, mental, communicative, and/or emotional disabilities. Early identification of children in need of special educational experiences is most important to each child. Contacts with parents and other agencies help the district determine appropriate public education to all children with disabilities.

The Special Education Department works with local Head Start, Human Services, Health and Mental Health agencies, as well as local education agencies, physicians and other individuals to identify and locate children who attend or plan to enroll in the district's schools who may be in need of special education services.

Richton School District is currently serving children ages 3-21 in the areas of speech/language, specific learning disabilities, educationally disabled, emotionally disabled, visually impaired, developmentally delayed, autistic, physically disabled, traumatic brain injury, and other health impairments. Other services available are in the areas of hearing impaired, deaf/blind, and multiple disabilities.

The Richton School District employs special education teachers, teacher assistants, a speech/language therapist as well occupational and physical therapists to meet the student's needs.

Office of Federal Programs

Richton School District receives federal funds to support and enhance the educational programs of the district. These funds flow from the federal government through the Mississippi Department of Education, Office of Innovative Support. These federal dollars assist the district in supporting efforts such as professional development, instructional intervention, recruiting highly effective teachers and administrators as required by Every Student Succeeds Act (ESSA), parent/community involvement, innovative services, and the provision of a safe, orderly climate conducive to teaching and learning.

The Consolidated Federal Programs' Application is developed annually by a planning committee made up of administrators, teachers, parents and community members. Program planning is data-driven with information drawn from test scores, needs assessments, and other data sources. Parents and students are encouraged to participate in the planning process.

The completed plan is available for viewing and comments in the Federal Programs' Office 701 Elm Avenue, Richton, MS 39476. Additional Information concerning Title I and VI funding may be viewed on the Mississippi Department of Education website at www.mcaps.mde.k12.ms.us

Federal Title Programs and IDEA work in conjunction to provide intervening services for our students.

Early Intervention Services

Mississippi Department of Education requires an instructional model designed to meet the needs of every student.

Three Tier Model of Instruction

Tier I = Quality classroom instruction based on MS Curriculum Frameworks

Tier II = Focused supplemental instruction

Tier III = Intensive interventions specifically designed to meet the individual needs of the student

Teachers use progress monitoring information to:

(a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments, and large-scale assessments.

If strategies at Tiers I & II are unsuccessful, students must be referred to the Teacher Support Team. The Teacher Support Team (TST) is the problem-solving unit responsible for interventions developed at Tier III. The chairperson of the TST is the school principal or the principal's designee.

Interventions will be designed to address the deficit areas:

- Research based
- Implemented as designed by the TST
- Supported by data regarding the effectiveness of interventions

In addition to failure to make adequate progress following Tiers I & II, students will be referred to the TST for interventions as specified in guidelines developed by MDE. Guidelines for Richton School District are made available at the high school office.

School Tutoring

Tutoring is made available as an intervention through Federal Programs at Richton School District. Contact the Federal Programs' office concerning times and dates of tutorials.

Healthcare Resources

Richton School District provides additional support services through the Pine Belt Mental Healthcare Resources in the form of therapeutic services. Highly qualified clinicians deliver these services to students enrolled in the Richton School District.

**RICHTON ELEMENTARY SCHOOL
PARENT INVOLVEMENT POLICY**

The Richton Elementary School faculty and staff, with the cooperation of the community, students and their families, strive to help each student achieve success and develop the skills necessary to cope in our rapidly changing society and to prepare them for high school.

We also acknowledge that students who develop good work habits, are resourceful, and are self-disciplined tend to have higher academic achievement. We are a team, teaching our children how to be good citizens and community leaders for the present as well as the future.

In order to build an effective home-school partnership, Richton Elementary will provide the following:

1. An annual Open House where parents will meet their child's teacher and be informed of their right and responsibility to be involved in their child's education.
2. A flexible number of meetings and/or publications will be made available to assist parents in understanding the federal and state academic content and student achievement standards, as well as local academic assessments. Meetings are posted on the school webpage @richtonschools.com. A monthly newsletter is sent out to parents by the elementary school. At these meetings, Title 1 funding, parent involvement policies and compacts will be discussed.
3. One scheduled parent conference, and others as deemed necessary by the parent and/or teacher, where the progress of the individual student will be discussed as well as the expectations for school curriculum, state standards, and other concerns that the teacher or parent may want to address.
4. Communication to assist parents in understanding school expectations, curriculum and activities including the Student Handbook, monthly Parent Newsletter from the principal and other communications from the child's teacher.
5. Parents are encouraged to attend PTO meetings, parent advisory meetings, school programs, and parent lunches with their children.
6. A School-Parent Compact that outlines how parents, school staff and student share the responsibility for improving learning.
7. At least every other year, a survey for all parents shall be conducted to collect opinions and concerns of parents and suggestions for improvement with opportunities for parents to be involved.

Every effort will be made to communicate with parents in a format and language that is free of educational jargon and easily understandable. Parents and community members are always welcome at Richton Elementary.