

**Clinton Public School District**

# **Elementary**

# **Handbook**

**Grades PK – 5**



**2024-2025**

## **Clinton Public School District**

**Superintendent**

**Dr. Andy Schoggin**

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**Phone: 601-924-7533**

## **Clinton Park Elementary**

**Principal**

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**Assistant Principal**

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## **Northside Elementary**

**Principal**

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**Assistant Principal**

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## **Eastside Elementary**

**Principal**

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## **MISSION STATEMENT**

The Board of Trustees and personnel of the Clinton Public Schools are committed to the maxim, “all students can learn.” Over the past decade, changes in the community have resulted in an increasingly diverse enrollment. Students exhibit differences in socioeconomic, cultural, and family backgrounds, learning capacities and styles, needs and interests. Therefore, we believe the district’s fundamental responsibility is to provide a range of academic and extracurricular opportunities to enable each student to develop intellectually, physically, morally, socially, and emotionally to the maximum of his/her potential. This development is best accomplished as students, educators, parents, and community—individually and collectively—recognize their significant roles in the educational process and commit themselves to fulfilling their specific obligations. The Clinton Public School District will provide for students and staff a safe and orderly school climate, a democratic environment where the rights of all are respected, and clearly defined academic priorities supported by appropriate extracurricular activities. Finally, the curriculum must be continuously evaluated and modified to maintain relevancy to societal changes, to meet a wide range of special needs and abilities, and to reflect the community’s quest for excellence in education.

## **NOTICE OF NON-DISCRIMINATION**

The Clinton Public School District complies with all federal and state laws and regulations and does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marriage or veteran status or disability, in employment or in the delivery of educational services. This applies to all educational programs and extracurricular activities. Inquiries associated with Title VI, Title IX, and/or accommodations for disabled employees, the public and accessibility of facilities and programs should be directed to Dr. Andy Schoggin, Superintendent at 601-924-7533. Inquiries regarding the application of Section 504 of the Rehabilitation Act (concerning students with disabilities who are not eligible for Special Education) / Americans with Disability Act should be directed to Mr. Charles King, Assistant Superintendent at 601-924-7533. These individuals may be contacted at the district main office located at 203 Easthaven Drive. The mailing address is P.O. Box 300, Clinton, MS 39060.

## **ACCREDITATION**

All schools in the Clinton Public School District are accredited by the State of Mississippi and by the Southern Association of Colleges and Schools.

## ENTRANCE REQUIREMENTS

To enroll in the Clinton Public School District a child must have the following on file:

1. Certificate of Compliance with Immunizations (121 Form)
2. Certified copy of the child's birth certificate
3. Proof of Residency (2 items documenting residency)
4. Completed online registration
5. Social Security card
6. Copy of parent ID

## RESIDENCY

Students must attend the school located in the district in which the parents or legal guardian resides. Before enrolling your child in the Clinton Public School District, you must verify residency within the district. Because of the Residency Verification Procedure adopted as a policy of the Mississippi State Board of Education on June 20, 1990, each parent, legal guardian, or other adult with whom a student lives must provide to the Clinton Public School District two (2) of the following documents to verify residency:

- Lease document (**all occupants** must be listed on lease; month to month leases will require submission of a utility bill each month) **OR**
- Current mortgage document or property deed **OR**
- Filed Homestead Exemption form (current) **and**
- Current utility bill (dated within 3 months – electricity, gas, or water – actual bill must be in the legal guardian's name.) No phone or cable bills will be accepted.

## CITY ORDINANCE CONCERNING RESIDENCY

It is unlawful to make false statements to law enforcement officials and employees of the Clinton Public School District. This ordinance states that if a parent or guardian gives a false statement about his or her residence to a Clinton Public School District official to enroll children in a Clinton public School, that parent or guardian can be fined up to \$1,000 and/or jailed for up to 90 days. In addition, restitution shall be made to the City of Clinton for all man hours exhausted and expenses incurred due to such false statements or misrepresentations.

## **CHANGE OF RESIDENCY**

If a student's address changes during the school year, the parent must come by the office and complete the proof of residency process. A mortgage or rent document, along with other utility documentation, will be needed. If you have questions, please call the school office at 601-924-7531.

## **CHANGE OF TELEPHONE NUMBER**

If student's telephone number changes during the school year, the parent should send a signed note to the office.

## **ATTENDANCE**

The Clinton Public School District, in compliance with Mississippi Law 37-13-91, will provide for the education of children of compulsory school age (6-17) in this district for not less than 180 days each year, by Mississippi Law 37-13-63.

Compulsory regular attendance when school is in session always applies to every child who has attained the age of six (6) years on or before September 1. A child who is five (5) years of age on or before September 1 may enroll in kindergarten. The birth date must be verified by a birth certificate.

A student who has been previously enrolled in another state where law provides for enrollment before age six (6) on or before September 1 may be enrolled **if** the student meets all of the following requirements:

1. Parent was a legal resident of the state from which the child is transferring.
2. The out-of-state school is accredited.
3. The student must have been legally enrolled for at least four (4) weeks in the previous state; and
4. The local superintendent in a Mississippi district determines that the student was making satisfactory educational progress in the previous state.

## DAILY SCHEDULE

The school day begins at **7:45 a.m.** with the pledge to the United States flag and announcements. **Classes begin promptly at 7:45 a.m. with dismissal at 2:25 p.m.**

### Early Arrival

Students who walk each day to school or those who ride with parents should not arrive at school and will not be supervised before 7:10 a.m. The Clinton Public School District does not accept responsibility for the safety of non-bus riding students left on school campuses before 7:10 a.m. School buses will not unload before 7:10 a.m. Students who ride the school bus will be supervised and monitored.

### Tardy

A child is considered tardy if he enters the school after 7:45 a.m., except in case of a late bus. Any student arriving at school after 7:45 should report to the office, with the person who brought him or her, before going to the classroom. The parent or person who brought the student to school will sign the student in. Five or more tardies will not constitute perfect attendance.

### Dismissals

The Clinton Public School District does not accept responsibility for the safety of non-bus riding students left on campus after 3:00 p.m. Parents/guardians should send a note to the student's homeroom teacher and the school secretary when requesting an early dismissal. The student will remain in the classroom until you or your designee comes to the office to sign him or her out. Only individuals listed on the registration card are allowed to sign out a student. The custodial parent must have a court order on file in the office if the non-custodial parent is not to pick up the child.

Any changes in the way a student is to be dismissed must be made in writing to the office (handwritten note, email, fax, etc.). Phone calls are **not** an acceptable way to change dismissals.

Instruction begins at 7:45 and ends at 2:25. Early dismissal is discouraged and should be requested only in an emergency. *Parents are discouraged from requesting dismissal of students after 2:00.* Prior approval after this time must be approved by administration. Students will be dismissed from the office. Parents must come to the office and sign out the student before he/she leaves campus. Five or more dismissals will not constitute perfect attendance.

No child will be dismissed directly from the classroom, playground, or field trip.

Students attending for at least 63% of the school day will be considered present for that day. If a student is absent more than 37% of the school day, he/she will be marked as absent for that particular day for the purposes of ADA (Average Daily Attendance).

## ABSENCES

1. **Each student shall be authorized six ( 6 ) excused absences each semester if the reason complies with the following:**
  - A. Personal illness; or
  - B. Serious illness in the family; or
  - C. Death in the family; or
  - D. Special permission of the principal (obtained in **ADVANCE IN PERSON** by the parent).
2. A parent/guardian must call the school office before 10:00 a.m. each day or submit a note of the student's absence for verification if it is to be counted as one of the six ( 6 ) excused absences.
3. All other absences will be unexcused.

### Exceptions

Absences in excess of six ( 6 ) days per semester may be excused upon presentation of a medical statement signed by a licensed physician or at the discretion of the principal after an at-school conference with the parent/guardian; however, this will not automatically result in the excused absence. **All medical excused absences must be turned in to the office within two ( 2 ) days of the absence.**

### Unexcused Absences

Absences without an accompanying phone call or note from the parent or a doctor's statement are unexcused. When a child accumulates five (5) unexcused absences for any one (1) school year, the school will report the absences to the Attendance Officer. A suspension from school is an unexcused absence.

If there is a question about whether an absence will be treated as excused or unexcused, call the principal for clarification.

If your child's absence is the result of a communicable disease, bring a certificate from your doctor when your child returns after recovery from the illness.

### Make-up Work

In addition, with an excused absence, class make-up work must be completed. School personnel will decide what make-up work is to be done and will allow reasonable time for its completion. In general, the student will be given the number of days absent plus one to complete and turn in all make-up work. If the student had been informed of a scheduled test before the absence, the teacher will expect the student to complete the test before the number of days plus one.

If a student has an absence in excess of three days, the parent may contact the office on the third day and request assignments. Books and assignments may be picked up in the school office by 3:00.

## ACCEPTABLE USE POLICY

The Clinton Public School District's Board of Trustees is pleased to support the Clinton Public School District's 1:1 Digital Learning Initiative, an innovative plan focused on enhancing academic learning through new technology resources. As such, the District provides its students and staff access to a variety of technological resources, including laptop computers and iPads.

The purpose of this policy is to provide clear guidelines and regulations regarding the safe, legal, considerate and responsible use of this technology, as well as all technological resources utilized by students, staff, parents, and volunteers of the Clinton Public School District. All Clinton Public School District technological resources and information stored on them are governed by district policies and are subject to school supervision and inspection. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

The Clinton Public School District reserves the right to monitor, access, retrieve, read, and disclose all messages, information, and files which have been created, sent, posted from, stored on, or utilized by its technological resources to law enforcement officials and others without prior notice. Any individual who violates this policy or any applicable local, state, or federal laws is subject to disciplinary action, a loss of technology privileges and may face legal action.

### **A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

School district technological resources may only be used by students, staff and others expressly authorized by the Technology Department. The use of school district technological resources, including access to the Internet, is a privilege, not a right.

Individual users of the school district's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school district technological resources is use that is ethical, legal, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Student and Employee Handbook, and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, those who use school district computers or electronic devices or who access the school network or the Internet using school district resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.



All students and employees must be informed annually of the requirements put forth in this policy and the methods by which they may obtain a copy of this policy. A full version of the Internet and Email Safety and Acceptable Use Computer Policy (Policy Code IFBGA) may be found on the Clinton Public School District website. Before using school district technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/ or criminal prosecution under applicable state and federal law.

## **B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

1. School district technological resources are provided for school-related purposes only during school hours. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited.
2. School district technological resources are installed and maintained by employees of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.
3. Under no circumstance may software purchased by the school district be copied for personal use.
4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates State or Federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as cheating, as stated in the Student Code of Conduct.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other materials that are obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors. All users must comply with policy JDDA (Student Bullying) and policy JCBEA (Harassment, Threat, Violence and Assault) when using school district technology.
6. The use of anonymous proxies and or Virtual Private Networks (VPNs) to circumvent content filtering is prohibited.
7. Users may not install or use any Internet-based, file sharing program designed to facilitate sharing of copyrighted material.

8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential, such as the home address, telephone number, credit or checking account information, or social security number of themselves or fellow students. In addition, school employees must not disclose on school district websites, web pages, or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including but not limited to names, addresses, birthdates, social security numbers, login information, etc.) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy JRAB (Compliance with FERPA). Users also may not forward or post personal communications without the author's prior consent.
10. Users may not intentionally or negligently damage computers, computer systems, digital or electronic devices, software, computer networks or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses, self-replicating messages, or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
11. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school district computer, electronic device, or network without the express permission of the employees of the Technology Department.
12. Users are prohibited from engaging in unauthorized, such as "jailbreaking," unlawful activities, such as "hacking," or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
13. Users are prohibited from using another individual's ID or password for any technological resource.
14. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.
15. Employees shall not use passwords or user IDs for any data system for an unauthorized or improper purpose.
16. If a user identifies a security problem on a technological resource, he or she must immediately notify an employee of the Technology Department. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

17. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.
18. Views may be expressed on the Internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by the Superintendent or designee.
19. Without permission by the board, users may not connect any personally owned technologies such as laptops, workstations, wireless access points, and routers, etc. to district owned and maintained networks. Connection of personal devices such as iPods, smartphones, digital tablets and printers is not permitted. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G, LTE service).
20. Users must back up data and other important files on a regular basis (daily).
21. Those who use district owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.

## DEVICE USER AGREEMENT

Please read this entire document carefully. This agreement is made effective upon receipt of Device, between Clinton Public School District ("CPSD") and the individual receiving a device In consideration of being provided with a device, software, and related materials for use while employed or enrolled at CPSD, the individual receiving a device hereby agrees as follows:

### 1. EQUIPMENT

**1.1 Ownership:** CPSD retains sole right of ownership of the Device and grants permission to the individual to use the Device according to the guidelines set forth in this document and the Acceptable Use Policy. Moreover, CPSD administrative staff retains the right to collect, monitor, and/or inspect the Device at any time. This includes electronic remote access to alter, add, or delete installed software and/or content.

**1.2 Substitution of Equipment:** In the event a laptop is inoperable, CPSD has a limited number of spare devices (loaners) for use while the Device is repaired or replaced. In the event an iPad is inoperable, CPSD will issue a replacement device. This agreement remains in effect for such a substitute. The individual may not opt to keep a broken Device or avoid using the Device due to loss or damage. If the individual forgets to bring his/her operable Device or a power adapter to school, a substitute may not be provided.

**1.3 Responsibility for Electronic Data:** It is the sole responsibility of the individual to backup all data as necessary. CPSD does not accept responsibility for loss of any such data or for the individual's own software/music/photos, etc. CPSD recommends that the individual perform regular (daily) backups of data to Google Drive. CPSD may periodically conduct maintenance that will require the individual to re- install all non-CPSD issued files.

**1.4 Usage Fee:** A usage/school fee of \$50 will be charged to each student per school year. A portion of this fee will be used to cover repair and maintenance of the devices.

## **2. CUSTOMIZATIONS**

### **2.1 The individual is prohibited:**

- From covering, removing, or altering the asset tags that are placed on the Device.
- From removing or altering the District provided case for students.
- From adding, removing, or altering system critical files on the assigned Device. Note: The software originally installed by CPSD must remain on the Device at all times.
- From altering the physical appearance of the Device (i.e., stickers, skins, drawings, etc.).

### **2.2 The individual is permitted:**

1. To install applications on the assigned Device through the Self-Service application.
2. To request additional software needed for educational purposes through the Freshdesk ticketing portal.

## **3. DAMAGE OR LOSS OF EQUIPMENT**

**3.1 Warranty for Equipment Defects:** CPSD has purchased a three-year manufacturer's warranty (AppleCare) covering parts, labor, and manufacturer defects. Manufacturer defects DO NOT include liquid and accidental damages (liquid spill, cracked screen, dropped machine, excessive abuse, etc.). Applicable fines will be assessed as shown below (3.2).

**3.2 Responsibility for Damage:** The individual is responsible for maintaining a fully working Device at all times. Refer to the Device Care Guide for a description of expected care. These policies apply regardless of where the damage occurs – either on campus or

off campus.

If the individual's Device is damaged, the individual will be responsible for paying a flat deductible (shown below) regardless of the actual cost of the repair. These rates are based on damage repairs within the same school year.

- First damage repair: \$50
- Second damage repair: \$100
- Third damage repair: \$150
- Further or excessive damage may result in off-campus privileges being revoked. If the repair requires a fee from the individual, a letter will be sent to that individual's book keeper and relayed to the parents of the Student. Unpaid fees for students will result in exams and/or report card being held until the fee is paid. Unpaid fees for employees will result in the amount being withheld from their CPSD paycheck.

**3.3 Repair Procedure:** Under no circumstance should the individual take the Device to a third-party repair location, including the Apple Store. If the individual requires any technical support, the individual will need to enter a support ticket into our Freshdesk ticketing portal. The Device will be assessed, and if further repair is required, a loaner or a replacement Device will be issued to the individual.

**3.4 Excessive Abuse / Negligence:** CPSD reserves the right to charge the individual the full cost for repair or replacement when damage occurs due to excessive abuse and/or negligence. All incidents deemed as excessive abuse and/or negligence will be investigated and fined accordingly by administration and/or the technology department.

**3.5 Responsibility for Stolen/Lost Devices:** In the event the Device is stolen or lost, the individual must notify their school's administrator(s) and follow the procedures below:

If a Device is stolen, the individual must notify authorities and submit a copy of the police report to their school's administrator(s). Once a police report is on file, the individual may not incur any further damage deductible. In the event the Device is lost, the individual may be assessed replacement costs. Individuals who have a device lost or stolen may no longer be allowed to take their device off campus, at the discretion of the school administrator.

**3.6 Responsibility for Device Return:** The Device, charger, accessories, and backpack or bag issued to the individual for use while employed or enrolled in Clinton Public Schools, is the property of the State of Mississippi and all items are to be returned to the school office within 5 business days of the last day of the current term or the Student's withdrawal date. By signing this form, the employee or parent/guardian is taking responsibility for this device and will be held liable in the event the device is not returned. Failure to do so will be deemed as Embezzlement of Borrowed Property, pursuant to statute 97-23-27 of the Mississippi Code. The willful refusal to return

property will result in criminal prosecution.

The Clinton Public School District will at times perform maintenance on the devices by imaging and other support-related services. All files not backed up will be deleted during this process. Keep a personal backup of all files for data retrieval.

### **C. RESTRICTED MATERIAL ON THE INTERNET**

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school district personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The Superintendent shall ensure that technology protection measures are used and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G, LTE service).

### **D. PARENTAL CONSENT**

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent or guardian must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's e-mail communication by school personnel. In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

### **E. PRIVACY**

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services or hard drives of individual devices will be private. School district administrators or individuals designated by the Superintendent may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel shall monitor online activities of individuals who access the Internet via a school-owned device or district-owned

equipment. Under certain circumstances, the board may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board, as a response to a public records request, or as evidence of illegal activity in a criminal investigation.

## **F. SECURITY/CARE OF PROPERTY**

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the board's network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access. Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.

## **G. PERSONAL WEBSITES/SOCIAL MEDIA**

The district recognizes the use of online social media networks as a communications and e-learning tool. As a result, the district provides password-protected, innovative social tools for e-learning and collaboration purposes. However, public social media networks may not be used for classroom instruction without prior consent of the Superintendent. The use of social media for personal use during district (on-contract) time is prohibited. The district may use publicly available social media for fulfilling its responsibility for effectively communicating in a timely manner with the general public, through designated employees at the direction of the board.

The Superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school district or individual school names, logos, or trademarks without permission.

### **1. Students**

Though school personnel generally do not monitor students' Internet activity conducted on non-school district devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy.

### **2. Employees**

All employees are to maintain an appropriate, professional relationship with students at

all times. Employees' personal websites and social media posts, displays or communications must comply with all State and Federal laws and any applicable district policies, including the Mississippi Educator Code of Ethics and Standards of Conduct, which requires professional, ethical conduct. All communications are subject to board policy IFBGAB (Electronic Communication/Texting).

### **3. Volunteers**

Volunteers are to maintain an appropriate relationship with students at all times. A volunteer is encouraged to block students from viewing personal information on the volunteer's personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school district may be terminated if the volunteer engages in inappropriate online interaction with students.

## **H. FEDERAL ACCOUNTABILITY**

The Clinton Public School District, in order to be eligible for Federal Funds, is required to incorporate and comply with both CIPA and COPPA requirements into the district's Acceptable Use Policy.

Children's Internet Protection Act (CIPA) requires that schools and libraries that receive specific Federal Funds must certify to the funding agency that they have an Internet Safety Policy in place. Such a policy should use technology that blocks access to obscenity, child pornography, or material harmful to minors. It may also include monitoring of children as they are online. Congress wants the Internet Safety Policy to address hacking, chat rooms, e-mail safety, disclosure of personal information concerning children, and unlawful activities of children online. CIPA became effective on April 21, 2001. **Additionally, the Clinton Public School District, in accordance with the Broadband Data Improvement Act (BDIA) of 2008, is implementing a policy addressing cyber bullying and other social networking issues.**

Broadband Data Improvement Act (BDIA) declares that the issue of Internet safety includes issues regarding the use of the Internet in a manner that promotes safe, online activity for children, protects children from cybercrimes, including crimes by online predators, and helps parents shield their children from material that is inappropriate for minors. BDIA amends the Communications Act of 1934 to require elementary and secondary schools with computer access to the Internet to educate minors about appropriate online behavior, including online interaction with other individuals in social networking websites and in chat rooms and cyber bullying awareness and response.

## **I. DISCLAIMER**

The board makes no warranties of any kind, whether express or implied, for the service it



is providing. The board will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

### **APPEARANCE OF BUILDING AND CAMPUS**

The appearance of the school building and campus reflects the spirit and reputation of the school. Students and parents are expected to help keep the building and campus attractive and free from litter. Parents are responsible for paying for replacement of school property that their child vandalizes.

### **ASBESTOS NOTICE**

Notice is hereby given to parents, employees, and employee organizations that the Clinton Public School District has had all of its buildings appropriately inspected for asbestos containing materials and a Management Plan for each building developed pursuant to the rules and regulations of the Environmental Protection Agency and the provisions of the Asbestos Hazard Emergency Response Act; that a copy of the results of said inspections are on file in the Office of the Supervisor of Maintenance of Buildings and Grounds, the Office of the Director of the Vocational Center, and in the offices of the respective principals of the Clinton Park Elementary, Northside Elementary, Eastside Elementary, Lovett Elementary, Clinton Junior High, Sumner Hill Junior High, and Clinton High schools; that copies of all of the aforesaid results of inspections and completed Management Plans for all buildings are on file in the Office of the Superintendent of Schools, 203 Easthaven Drive, Clinton, Mississippi and that said copies of results of the inspections and completed Management Plans for the respective buildings may be read by any and all interested persons in the Office of the Supervisor of Maintenance of Buildings and Grounds, the Office of the Director of the Vocational Center, in any and all of the aforesaid principals' offices between the hours of 8:00 a.m. and 4:00 p.m. when school is in session, and the results of said inspections and completed Management Plans for all of the buildings in the District may be read in the Office of the Superintendent of Schools between the hours of 8:00 a.m. and 4:00 p.m. on usual work days.

For additional information, call Dr. Andy Schoggin, Superintendent of Schools, at 601-924-7533.

## TRANSPORTATION

### **BUS SAFETY AND TRANSPORTATION**

All students who live in the Clinton Public School District may be transported on school buses. **Students will be permitted to ride the bus to and from school only from their home or assigned bus stop.** The district can no longer accept special requests to transport a student to any location other than their home or assigned bus stop. Passengers who ride a bus are subject to all School Board policies from the time they get on the bus in the morning through the time they get off the bus in the afternoon. Riding the bus is a privilege. If your child misses the bus, you must transport your child to school.

Any misbehavior is a hazard to the safe operation of the vehicle and, as such, jeopardizes the safety of all passengers. Any offense which immediately puts riders in danger will result in suspension from school. Fighting or throwing objects are counted as a bus report with suspension from school and the bus as a consequence. Parents are responsible for paying for replacement of school property that their child vandalizes.

Failure of a student to behave properly will result in a Bus Discipline Report issued by the driver. Consequences will be administered by the School Administrator.

**NOTE: Fighting or Hitting will result in a Bus Report plus suspension from the bus and school.**

**ANY STUDENT SUSPENDED FROM RIDING THE BUS MUST BE PICKED UP FROM SCHOOL BY 3:00 P.M.**

#### **Bus Safety**

Pupil Directions for Loading and Unloading:

1. Be at your assigned loading zone on time.
2. Never play on or near the road while waiting for the bus to arrive.
3. Never run toward an approaching bus or run along beside it.
4. Look in both directions before crossing any roadway.
5. Cross the street in front of the bus before entering or leaving the bus.
6. Do not cross the street to enter the bus until the bus comes to a complete stop and the bus driver signals that it is safe to board.
7. Never bend over nor stoop to pick up items that you have dropped without notifying the driver.
8. Use the handrail while getting on and off the bus.

Pupil Directions While on the Bus:

1. Follow the directions of the driver at all times.
2. Do not distract the driver's attention except when absolutely necessary.
3. Remain seated at all times while the bus is in motion.

Expectations of pupils' behavior on the bus are the same as in the classroom. The list below provides examples of unacceptable bus behavior.

Failure to Remain Seated	Throwing Objects on Bus
Refusing to Obey Driver	Hanging Out of Window
Fighting	Lighting Matches/Lighters
Profanity	Smoking on Bus
Throwing Objects Out of Bus	

Remember the following:

1. If your student receives a bus report and you have a question, call the student's school and talk with the administrator who handles discipline. Do not talk with the bus driver. Bus discipline is assigned only by school district administrators.
2. If you have a question or concern about buses, call the Director of Transportation, 601-924-7219.

## **CAR RIDERS**

All students must either ride on the bus or in a car. No students may be dropped off or picked up on other school property or surrounding streets.

All cars will need to follow the traffic guidelines provided for each campus and comply with school officials' instructions.

## **CAFETERIA**

Meals are served every day in the cafeteria. Prices can be found on our website.

Cafeteria guidelines are as follows:

1. There are **NO** charges by students or adults.
2. Lunches may be purchased by the week - pay on Monday. The cafeteria will accept payment in advance for lunch for a period not to exceed one month. Cash refunds will be made only when a student withdraws from school.
3. Automated prepayments to your child's account are available through MySchoolBucks.
4. Parents should **separate** lunch money from other school expenses.
5. Parents should complete the lunch envelope and put the correct amount of money in the envelope.
6. Checks are accepted for the price of the meal.

7. Adults may purchase a full meal or portion of a meal.
8. A student must arrive at school by 7:30 a.m. in order to eat breakfast.

### **CLASSROOM SUPPLIES/FEEES**

Each grade compiles a list of supplies for parents to provide. A monetary fee is also set for each grade for the purchase of special instructional supplies. Parents who are unable to pay all or part of the fee because of financial hardship may obtain an application form for *Waiver of Fees* in the school office.

### **AUTHORITY IN THE CLASSROOM**

Under the Mississippi Code of 1972, Section 37-11-55, Northside Elementary recognizes the teacher as the authority in classroom matters, and supports the teacher in any decision in compliance with the Code of Conduct. "It is the right of the teacher to remove from the classroom any student who, in the professional judgment of the teacher, is disrupting the learning environment, and send that student to the office of the principal. The principal shall determine the proper discipline placement for the student, who may not return to the classroom until a conference of some kind has been held with the parent, guardian, or custodian during which the disruptive behavior is discussed and agreements are reached that no further disruption will be allowed."

### **CAMPUS SECURITY AND GENERAL CLASSROOM ORDER**

- A. Any student who starts a disturbance or who willingly participates in one will be suspended from school immediately and may re-enter only after satisfactory assurance has been given to the principal by the student and /or his or her parents that there will not be a recurrence of this type of behavior. The principal is authorized to require any student who has been involved in a fight or any other type of disturbance to leave school for the remainder of the day when such action is deemed necessary to protect the safety of the student or the other students.
- B. All persons other than school employees and pupils enrolled at that specific school must first report to the office to secure admission to the campus; otherwise, they will be considered trespassers and, as such, subjected to arrest and prosecution.
- C. Any student who has in his/her possession an object that would be classified as a weapon while he/she is on school grounds or is going to or from school will be suspended immediately by the principal.

- D. Teaching situations, which are conducive to learning, must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be sent to the principal's office. A counselor and/or an administrator will review the case and try to resolve the problem. A student who is repeatedly sent from class will be suspended from school.

## **CONDUCT AND DISCIPLINE**

- A. The purpose of education in the Clinton Public School District is to aid young persons to prepare themselves to live their adult lives at a maximum level of productivity, self-awareness, happiness, self-control, and in harmony with their community. Besides the development of physical and intellectual skills, this requires the development of a perceptive awareness of high standards of behavior, appearance and grooming, which will ease the maturation a young person must make from childhood into the world of adulthood. With this educational purpose in mind, the Clinton Public School System has defined the minimum standards of conduct, dress and grooming which will be acceptable for the participants in this school system.
- B. Those who are responsible for developing and implementing conduct and personal appearance regulations should keep in mind that the primary responsibility for the conduct and personal appearance of a student rests with the student and the parents. Every effort should be made to impress upon the student and the parents that discipline and order can only be maintained in the school when the school is not used as a vehicle for disruptive influences. In carrying out school regulations, students, parents, teachers, and administrators should observe rules and regulations.
- C. Administrators and teachers shall hold students to strict account for disorderly conduct or misconduct at any school, on the way to and from school, on the playgrounds during recess, at school meetings, programs, functions and activities, and upon special buses. The superintendent or administrators of any school may suspend any pupil from school for good cause.
- D. The administrators of a school may suspend a student overnight and/or require the parent to attend a conference prior to the student returning to school.
- E. The superintendent or the administrators of a school shall have the power to suspend a pupil for any reason for which such pupils might be suspended, dismissed, or expelled by the Board of Trustees, but such action of the superintendent or administrator may be subject to review by the approval or disapproval of the Board of Trustees. A student suspended by a superintendent or administrator shall be entitled to a hearing and review of his case.
- F. Other disciplinary action may consist of loss of privileges, a lower grade in citizenship, denial of participation in school activities, overnight suspension, probation, or a combination of any one or more of such actions. Further actions

may include appropriate constructive assignments, depending on the seriousness and circumstances of the offenses and the attitude of the student.

G. According to school board policy, the superintendent or administrators are authorized to institute appropriate disciplinary action or immediate suspension, if warranted, of any student for disorderly conduct or misconduct, including, but not limited to the following:

1. fighting
2. disorderly conduct
3. harassment, intimidation, or threats
4. disruption of school operations, functions, programs or activities
5. disobedience
6. disrespect
7. insubordination
8. insulting language
9. insulting behavior
10. obscene language
11. vandalism – writing graffiti on school or personal property
12. malicious mischief
13. theft
14. damage to property, private or school
15. unauthorized entry on school premises
16. unauthorized use of school property
17. loitering
18. use of tobacco
19. use of alcoholic beverages
20. under the influence of alcoholic beverages
21. use of illegal drugs
22. under the influence of illegal drugs
23. indecent exposure
24. public indecent displays of affection (including in cars parked in vicinity of any school building or activity)
25. leaving class, school program, or meeting without permission
26. any offense otherwise punishable by law
27. an accumulation of offenses
28. possession, distribution, or selling of:
  - a. illegal, counterfeit/look-a-like drugs
  - b. alcoholic beverages
  - c. fireworks
  - d. pornographic materials
  - e. stolen property
  - f. tobacco
  - g. cards or gambling paraphernalia
  - h. noise-making devices
  - i. other disruptive materials
  - j. other materials, possession of which is punishable by law
29. distribution or selling of legal drugs
30. flashing gang signs or using gang terms

### 31. possession of weapon or look-a-like weapon

- H. A parent of a compulsory school-age child enrolled in the Clinton Public School District shall be responsible financially for his or her minor children's destructive acts against school property or persons. A parent may be requested to appear at school by an appropriate school official for a conference regarding conduct pursuant to this policy and having received proper notification by an appropriate school official, shall be required to attend requested conferences, and shall be responsible for any criminal fines brought against such students for unlawful activity as defined in 37-11-29 of the Miss. Code, occurring on school grounds.

See Drugs/Alcohol Possession/Use by Student

## **DRESS CODE**

It is virtually impossible to write a regulation that will adequately cover every detail of appropriate conduct and dress. Therefore, it is necessary for the principal of the school to make judgments about whether a student is properly groomed, dressed and is manifesting appropriate behavior. We are attempting to eliminate as much confusion as possible, so our attention can be turned to educational pursuits.

All students are expected to observe certain minimum standards of hygiene, sanitation, and personal appearance. The following regulations are to be observed by all students. Any student violating any of these regulations will be subject to appropriate disciplinary action.

1. Hair shall be groomed so as not to extend below the eyebrows and cover or obscure the eyes or any parts thereof.
2. Hair shall not be groomed in class.
3. Hair shall be free from obnoxious odors, maintained clean in quality, and be neat in appearance.
4. Picks and combs shall not be worn in the hair.
5. Shoes or sandals shall be worn. No shoes with wheels are allowed.
6. Cleanliness of both dress and body is mandatory.
7. Belts, if worn, shall be buckled or fastened.
8. Fasteners designed for use with an article of clothing will be used appropriately at all times.
9. Clothing with vulgar, indecent, or suggestive writing or symbols shall not be worn.
10. Clothing advertising tobacco, alcohol, and drugs shall not be worn.
11. Unless prescribed, sunglasses shall not be worn in the building.
12. No clothing considered and designed as underclothing shall be worn as an outside garment.
13. Hemmed, loose-fitting walking or Bermuda shorts may be worn.
14. Jeans, shorts, and other garments with holes which expose the skin above the knee or any undergarment shall not be worn.
15. No hats, caps, nor toboggans shall be worn inside the buildings.

16. Appropriate underclothing shall be worn.
17. No see-through clothing shall be worn unless worn with appropriate underclothing.
18. No clothing tops shall be so low as to expose any part of the breast, or shall be excessively low in the back.
19. Any style of clothing determined to be immodest in dress is prohibited.

Students are expected to dress and groom within the limits set by these standards. Students are expected to obey the rules and directions of their teachers and administrators in charge of their educational program. Parents are also requested to see to it that their children conform to the limits set by the personal appearance standards. Parents are also requested to encourage their children in participating in the spirit intended by the standards for personal appearance and the discipline program. The personal appearance code will be positively enforced by teacher and school administrators. Parents will be called to bring the student acceptable clothing if the clothing worn is not appropriate.

### **FIGHTING**

The Clinton Public School District has the safety of students as a priority; therefore, no student will be allowed to fight or to hit for any reason on the way to school and from school, while at school, or at any school events. A student who fights or hits can be immediately suspended from school.

### **DUE PROCESS**

A student who has been suspended for more than (10) days or expelled has the right to due process. All aspects, circumstances and records of the student's case shall be confidential and available only to authorized school officials dealing directly with the student or to the student's parents, legal guardians or attorneys for the student or for the Board. The following procedures provide notice and opportunity to be heard in such matters. The hearing will be conducted as outlined in CPSD Board Policy JCAA and JCD.

### **STUDENT BULLYING**

Students and employees in the Clinton Public School District are protected from bullying and harassing behavior, whether on or off campus, by other students or employees. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonable perceived as being motivated by any actual or perceived differentiating



characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's education performance, opportunities or benefits.

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five calendar (5) days after the alleged act or acts occurred.

The complaint will be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The district official will arrange meetings as may be necessary with all concerned parties at scheduled times as prescribed by School Board Policy JDDA.

The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Clinton Public School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

## **RACIAL HARASSMENT**

Racial harassment consists of physical, written, symbolic, or verbal conduct or communication relating to an individual's race when the conduct; has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment, or has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance.

Appropriate disciplinary actions may include but are not limited to counseling, awareness training, parent-teacher conference, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy shall be consistent with the requirements of due process.

## **ELECTRONIC DEVICES and DISTRACTING ITEMS**

Students should not bring electronic devices or items that distract other students. The item will be taken up and the parent must come to the office to claim it. School personnel will not be held liable for such items. Any continuous infractions may result in suspension.

## **MONEY AND OTHER VALUABLES**

Students should bring to school the exact amount of money needed to pay for lunch, field trips, etc. Parents are requested to put any money sent to school in an envelope with your child's name, teacher's name, amount of money and purpose for the money written on the envelope.

Extra money should *never* be brought to school without the school's permission. Money and other valuables such as electronics, cards, rings, coins, pens, etc., usually cannot be returned because of the difficulty in identifying the owner. The school is not responsible for the loss.

## **FORGERY**

Forgery is defined as using someone else's work, name or signature to obtain an advantage or benefit without his or her knowledge and permission. Examples are students signing parent's name on behavior reports, progress reports, report cards or teacher notes or taking someone else's work erasing his/her name and putting his or her own name on the paper. This is a serious offense and the student involved will be sent to the office of the principal for disciplinary action.

## **DRUGS/ALCOHOL POSSESSION/ USE BY STUDENTS**

Students are prohibited from carrying, possessing in any manner or attempting to possess, using or selling morphine, marijuana, cocaine, opium, heroin, their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other controlled substance by law, drug paraphernalia, alcohol, or any other narcotic drug, barbiturate, substance ingredient or compound which, when taken orally, intravenously, inhaled, or consumed in any other manner which may cause the person to be under the influence thereof. This will include any substance which is falsely represented to be a controlled or counterfeit substance.

Likewise, no student shall act, aid, abet, assist, distribute, or conceal the possession, and/or the consumption, the purchase, or the distribution of any illicit drugs or alcoholic beverages by another student or students.

Any student who violates the provisions of this policy will be suspended for ten (10) days and recommended to the Board for expulsion for one (1) calendar year.

The provisions of this policy (School Board Policy JCDAC) shall apply to all students during the period of time that they are under and/or subject to the jurisdiction of the Clinton

Public School District, while participating in or going to or from any school-related activity, at any place where an inter-scholastic athletic contest is taking place, during the course of any field trip, during the course of any trip sponsored by the Board, while under the supervision and direction of any teacher, principal or other authority of this school district, when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others.

The district may require any student to submit a drug and/or alcohol test (within a five hour block of time) at the expense of the parent if there is reasonable suspicion that the student has or is using prohibited drugs and/or alcohol. A refusal or failure to take a drug and/or alcohol test shall be considered a positive drug and alcohol related offense.

The consequence for failure to abide by the above will be expulsion for one calendar year. Clinton Police will be notified of any situation involving drugs and/or alcohol.

## **CONFERENCES**

Parents can schedule conferences with teachers after school on Tuesdays, Wednesdays, or Thursdays. An appointment is necessary and helpful in having your child's work and records on hand for discussion. If you wish to make an appointment, call the school office. The principal, assistant principal, teacher and counselor are available for conferences by appointment.

## **COPYING OF DOCUMENTS**

Parents should keep copies of birth certificates, immunization forms, social security cards, residency documents, etc. The school office **CANNOT** make copies of these documents from the student's cumulative folder.

## **CUSTODIAL PARENT**

If there is a custodial situation, the custodial parent should notify the office. The student file will be checked for any restrictions and to verify custody. Unless restrictions are listed, the non-custodial parent will have the right to ask for copies of grade reports and discipline actions. Conferences are not held with the non-custodial parents unless the custodial parent is present.

The custodial parent is the only one allowed to enroll the student, to make changes in the emergency file or to withdraw the student.

## **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Clinton Public School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Clinton Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or disclose yearbooks. In addition, two federal laws require local educational agencies (LEA) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Clinton Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing two weeks prior to the start of school. Clinton Public School District has designated the following information as directory information: Student's name, electronic mail address, phone number, honors and awards received, address, dates of attendance, grade level, photographs, date and place of birth, weight and height of members of athletic teams, most recent previous school attended, and participation in officially recognized activities and sports.

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

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

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding

the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

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

## **EMAIL COMMUNICATION**

The Clinton Public School District has email service available to each teacher and administrative staff. The district's office of Technology continues to work very hard to keep this system up and running, however email service is subject to many areas of unreliability.

Email communication between parents and the school district may be blocked, dropped or lost by their internet provider and the Clinton Public School District email servers. Since there are many areas of influence in email, the district can not be held responsible for not receiving or failing to open email in a timely manner. Do not completely rely on this medium of communication for import or timely information.

Please follow up with a phone call on important matters, such as daily attendance, afternoon pickup, special instructions for the teachers, etc.

## **EMERGENCY PROCEDURES**

Schools are sometimes faced with emergencies that require the total cooperation of staff members and students. The Clinton Public School District has detailed plans for operating the schools in emergency conditions such as fire, tornado, flood, severe weather, earthquake, explosions, and other disasters. Fire drills and other disaster preparedness measures are a regular part of each school's program. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully as supervised by teachers. Parents should listen to the local radio or television stations for announcements from the Superintendent of Schools. Detailed instructions for emergency operations will be outlined to all students at their respective schools. Students will not be dismissed when the community is under a tornado warning. School personnel are responsible for the safety of the students who are in the hallway during a tornado warning; therefore, personnel are not available to check out students in the office.

## **ENGLISH LANGUAGE LEARNERS**

English language learners are held to the same state-mandated standards as all students. Accommodations and interventions may be provided. Clinton Public Schools offers English as a second language service for qualifying students. For more information, contact Teresa Duke, 601-924-7533.

## **EXCEPTIONAL EDUCATION SERVICES**

The Clinton Public School District provides Exceptional Education Services in a variety of class settings. The district participates in a statewide effort to identify, locate, and evaluate disabled children through twenty-one (21) years of age. Call the Department of Special Education, 601-924-7541, if you have questions about services for your child.

## **FIELD TRIPS**

A field trip is any planned activity involving students away from the school but under the jurisdiction and supervision of the school. Students are expected to comply with the school's code of conduct.

Field trips are an important part of the educational service of each school. Trips are made only with the permission of the parents. Notification of each field trip will be sent to parents. The parent must sign a permission form before students are allowed to attend. All field trips are supervised by regular classroom teachers and/or professional staff members employed by the school district. Students must ride the bus with their classmates to and from the destination. **Chaperones must incur any expenses for the trip and provide their own transportation. No additional children may attend the field trip.**

In grades 2-5, if a student has been suspended during a specific nine week period, he or she may not attend a field trip during that time period.

### **ACCELERATED READING PROGRAM**

Our students are expected to become strong readers. One of the ways we encourage this is through our AR program. Students read on their reading level and receive points for the books they read. Special incentives are given throughout the year for participation. You may search for AR books online at [www.arbookfind.com](http://www.arbookfind.com) or through a link on the district website. At the end of the year, the student receiving the most points in his or her class will be recognized.

### **ACCENT**

The Clinton Public School District provides the ACCENT program in grades 2 through 6 for students who are identified as intellectually gifted. The program is designed to meet the academic needs of children who are mentally functioning in the top five percent nationally or designated on an individualized intelligence test. To be considered for the program, a student must obtain scores at or above the 90<sup>th</sup> percentile on a group intelligence test, 90<sup>th</sup> percentile in one area or the composite on a normed achievement test, or in the superior range on measures of giftedness checklists.

### **PHYSICAL EDUCATION REQUIREMENTS**

Due to the emphasis on health awareness, our district now has a physical education program consisting of a certified position and a teacher's assistant position in order to better equip our students in this area. We are committed to helping a student succeed in all areas of his/her life, especially to help them understand the importance of physical fitness, teamwork, and maintaining a healthy lifestyle. In order for us to teach effectively, we need each student to understand the importance of the following rules:

1. **Gym shoes are required.**
2. No gum or candy is allowed in the gym.
3. Students must play by the rules every time.
4. Students must treat staff, school, and equipment with the proper respect.
5. If a student has an injury or health condition that requires them to sit out of PE class for any reason, parent(s) must provide a doctor's excuse explaining the student's condition and limitations.

## **LIBRARY BOOK CHECKOUT**

Students are scheduled into the library/media center to check out books and to learn library and research skills. Students are encouraged to check out books for pleasure reading. Parents must pay for lost or damaged books. Please help your child be responsible in caring for and returning books weekly checked out through the school library/media center

## **GRADING**

Grades are the result of careful and thoughtful evaluation by the teacher. Grades serve to stimulate student growth.

Students will receive grades in Language Arts and Math. Grades will not be weighted.

The following grading scale will be used:

A	90-100	Superior
B	80-89	Good
C	70-79	Average
D	65-69	Poor
F	64 and below	Failure
I	Incomplete	
E	Excellent	
S	Satisfactory	
IN	Improvement Needed	
U	Unsatisfactory	
N	No Grade Given	



## **PROMOTION/RETENTION POLICY**

Students will achieve a minimum grade of 65 (D) in each of the core subjects of Language Arts and Math for grades 1- 3 and Language Arts, Math, and Science for grades 4 and 5 for promotion to the next grade. In Kindergarten, no numerical grades are given. Multiple criteria including meeting the target scores on standardized assessments in early literacy and early numeracy will be utilized to determine promotion/retention. Beginning in the 2014-2015 school year, a student scoring below the minimal passing achievement level in reading on the established state assessment for 3<sup>rd</sup> grade will not be promoted to 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotion. **Parental consent is not required** for retention. Summer school is not provided for promotion purposes.

## **REPORT CARDS**

Students bring their grade report home on the Thursday following the end of each nine-week grading period. Sign one copy and return it to the homeroom teacher the day after you receive it. The last nine-weeks report will be mailed.

Grade reports are held for unpaid fees, fines, and lost books.

## **HONOR ROLL**

Students will be recognized each nine weeks with special awards for making all A's and B's. Students may not make a C in a subject to be honored.

## **GUIDANCE SERVICES**

The elementary guidance program provides students with a sense of belonging, self-respect, and emotional security. It helps to provide a school environment in which effective learning and appropriate behavior exist. The counselor is a helping friend and is available in the school office whenever you need him or her. The district offers counseling services to assist parents, teachers, and school administrators in providing resources to the elementary student.

## **HOMEBOUND INSTRUCTION**

Homebound instruction is available upon request for certain students who need special services. Contact the Director of Special Education at 601-924-7541.

## **HOMEWORK**

Homework is a very important part of each student's school experience. The work assigned will provide practice in skills taught at school and will give parents an opportunity to observe the student's work habits. Homework promotes habits of responsibility and will require a period of home study. Students are unable to achieve to the best of their ability unless a quiet study time for work at home is provided. This helps to develop good study habits and assures that students keep up with assigned work. The amount of time spent on homework varies with the individual student.

## **MEDICAL INFORMATION**

### **Form 121**

All students must have as a part of their cumulative record a Mississippi Immunization Compliance Certificate. Parents may obtain this certificate from the local health department or the family physician.

### **Illness of Students**

Children should miss as little classroom time as possible, but for their health and the health of everyone else, they should not attend school while they are ill with any of the following: a sore throat, earache, a severe runny nose, persistent cough, headache, chills, fever, nausea, vomiting, diarrhea, skin rash, and/or skin lesions. Students are not to return to school for one full day after being sent home sick. (Example: If a student leaves school at 10:00 on Tuesday, he/she may return on Thursday.)

In case of a student's illness at school, you will be notified by telephone to pick up the student. Supply an emergency number in the event you cannot be reached. Notify the school immediately when your work, cell, or home number changes.

### **First Aid**

The Clinton schools attempt to provide an environment in which students will be safe from accidents. If a minor accident occurs, first aid will be administered. No care beyond first aid will be given. All reasonable efforts will be made to notify parents. In case of an emergency, the district nurse and/or emergency response team (911) will be contacted.

### **School Insurance**

School accident insurance is available to students and may be purchased in the fall of each year through the school office. Parents are encouraged to take advantage of this inexpensive plan.

### **Medication Policy**

Elementary schools in the Clinton Public School District recognize that some children are able to attend school regularly because of the effective use of medication in the treatment of chronic disabilities or illnesses. When possible, parents should give medication at home. When a student's physician requires that the student take prescription or nonprescription medication during school hours, the school will cooperate with the physician and parent in the administration of the medication. **It is the parent's responsibility to see that the school office receives a completed medical packet.** The following regulations and procedures follow guidelines recommended by the American Academy of Pediatrics.

1. Authorization required to administer prescription and nonprescription medication:

The Request to Administer Medication form must be completed by the child's physician and parent and must be approved by designated school personnel before administration of medication to the child at school. Request to Administer Medication forms are available in the school office.

2. Delivery of medication to and from school:

- a. The parent is responsible for delivering the student's supply of medication in the original container to the school office. The empty container will be returned home the last school day of each week by the student.
- b. Medication brought to school by a student without prior approval from school personnel will not be administered. In such cases, the parent will be notified immediately that he or she must come to the school so the medication can be administered.
- c. Unused medication will be returned to the parent only.
- d. The parent is responsible for notifying the school immediately when (1) there is a change of physician; (2) the medication or dosage is changed; and (3) the administration of the medication is to be stopped. In the event of any of the above, a new physician form must be completed.

3. Receipt and storage of medicine:

- a. Medication shall be received for storage from parent or child only if the Request to Administer Medication authorization form is on file in the school office.
- b. The medication will be stored in an appropriate area in the office.

4. Procedures for the administration of prescribed or non-prescribed medication:

- a. All medication to be administered to children shall be checked against the Request to Administer Medication Authorization Form and recorded in the medication log.
- b. The identity of the child shall be verified before administering medication.

- c. Designated school personnel shall administer the medication.

### **Communicable Disease**

Communicable disease (measles, mumps, chicken pox, “pink eye,” etc.) is acted upon in accordance with Clinton School Board Policy, JGCC, 1981. A student with a communicable disease shall remain at home until the disease is no longer a threat to that student or others. The principal will report to the health department all cases of communicable disease that might pose a threat to the health of the school community. When concerned with an individual case, the welfare of all students and employees will be the primary consideration. The school will resolve each case with consultation with the Mississippi State Department of Health. If your child is absent as the result of a communicable disease, bring a certificate from your doctor or the county health department when the child returns after recovery from the illness.

### **Head Lice**

Routine checks will be made during the school year for head lice. Anyone can get head lice just by coming in contact with someone who is infested. This is especially true in schools and other areas where children are closely congregated in a classroom and on the playground. *It is very important that the child's hair be examined closely and frequently by the parents to make sure that he or she has not contacted head lice.* If a child is found to have head lice, a parent will be called to pick up the child at school. After treatment, the child may return to school, when the treated hair is free of nits, and a parent brings box top and dated receipt of the name of the head lice treatment product and the date(s) of treatment. The child will be checked by school personnel before returning to class. A second treatment is required in seven days.

#### Legislative session 1997, House bill 154:

“If a student in any public elementary or secondary school has had head lice on three occasions during one school year while attending school, or if the parents of the student has been notified by school officials that the student has had head lice on three occasions in one year, as determined by the school nurse, public health nurse or a physician, the principal or administrator shall notify the county health department of the recurring problem of head lice with that student.”

### **HIGHLY QUALIFIED STAFF**

High academic achievement is the standard for student performance at all Clinton Public Schools. Students are expected to master each subject at the proficient level or above. Administrators, teachers, and support staff are dedicated to providing students with the knowledge and skills to help them be successful.

We are also pleased to notify you that our teachers are all highly qualified. They are all licensed by the Mississippi Department of Education for the grade and subject they teach. Parents have the right to request information regarding the professional qualification of their child's classroom teacher(s) and paraprofessional staff.

### **PARENT TEACHER ORGANIZATION**

Parents and teachers are encouraged to join and actively support the PTO. The PTO provides opportunities to work together in a constructive way for school improvement. Volunteer sheets will be handed out the first day of school. Please sign up to help.

### **PARTIES**

Students may have two (2) parties a year (Christmas and Valentine's). Students do not exchange gifts with each other at school. They may exchange Valentine cards under the teacher's supervision but must include the entire class. Birthday recognitions may be held at snack time with minimum refreshments. No invitations may be given out at school.

School personnel will not accept deliveries made to any of the Clinton schools for students by businesses or other commercial enterprises.

### **PRESCHOOL PROGRAM**

The preschool program at Clinton Park is designed to provide early intervention for students who may not have access to early childhood education. This program is partially funded with a Blended Pre-K Grant from the Mississippi Department of Education.

The preschool program will follow the CPS calendar. The school day will begin at 7:45 with dismissal at 2:30. The program provides a learning environment that nurtures language and emergent literacy in a developmentally appropriate setting. Class size is limited to twenty students with a student/teacher ratio of 10:1. The daily schedule includes activities that support oral language development, fine and gross motor skills, self-help, and social-emotional development.

In order to participate in the program, students must be 4 years old by September 1 of the current year. Students must also reside within the Clinton Public School District. Students who meet this eligibility criteria will be assessed with a preschool screener. Those students deemed most in need of early intervention services will be selected to participate in the preschool program.

Family and parental involvement is an important part of a child's education. Parents are encouraged to participate in our Parent Academy workshops held monthly. Parents will also be invited to participate in various classroom activities throughout the year.

Preschool students will abide by all district policies and procedures including attendance policies.

### **SCHOOL PICTURES**

School pictures will be made available to students each school year. The school will provide notice of the date on which pictures are taken. Advance payment is required. If your child is absent, he or she will have a make up date for Fall pictures. Christmas and Spring pictures do not have a make-up date. All pictures are considered fundraisers for the school.

### **SCHOOL SEARCHES**

The Clinton Public School District grants authority to administration to search a student's person, possessions, desk, or other school property to ensure a safe environment for all students. See Policy Code JCDA.

### **SUPPORT TEAMS**

Students are referred to academic and behavior support teams as needed.

### **TEXTBOOKS**

Textbooks are issued to students for use during the year. Students are responsible for lost or damaged books and must pay for them. Students are encouraged to take good care of books to avoid an assessment at the end of the year.

### **TITLE I PARENT INVOLVEMENT POLICY**

Because parental involvement is an essential element in a child's success in school, the Clinton Public School District believes that parental involvement should be a vital, integral part of each school's Title I program. The Title I Parent Involvement Program shall be based on school and home cooperation, collaboration, and communication. A copy of the school's Parent Involvement Policy will be distributed at registration.

## **VISITS TO THE SCHOOL**

Parents are welcome and encouraged to visit our school under these guidelines:

1. Sign in upon arrival and sign out upon your exit.
2. List the reason for your visit.
3. All classroom observation visits are limited to 30 minutes for parents only. These must be pre-approved by the teacher you are observing or an administrator.
4. Teachers are not available to conference with parents during the day unless the parent has a scheduled appointment. You may call the office to let the teacher know you want a conference, and the teacher will call you back to schedule it.
5. Please always have your photo ID available in the event that office personnel need verification of identity.
6. When meeting your child for lunch, wait in the cafeteria in the designated area. After lunch, please do not walk your child back to the classroom.
7. Please silence your cell phone upon entering the building.

Every moment we have with your child is precious. Our teachers welcome visits with you during their planning time or after school. Conferences should be scheduled through your child's teacher. Classroom observations must be scheduled through the office.

It is not necessary to visit the classroom if a child has forgotten an item, such as lunch, snack, classroom materials, etc. The items should be left in the office and will be delivered to the classroom by office personnel.

## **LOST AND FOUND**

Print names on *ALL* school materials and removable clothing such as lunch bags or boxes, raincoats, sweaters, coats, caps, mittens, scarves, and boots. Use *permanent ink markers*. Lost articles are kept in the office. Parents may check for lost articles any time during the school year. Lost and Found items will be on display on Parent Conference Day and on nights of PTO events. Unclaimed items will be donated to the 4C's at the end of each semester.

## **COMPLAINTS AND GRIEVANCES**

All student or parent complaints pertaining to school matters shall be made first to the teacher and then to the principal. If not settled there, they shall be directed to the superintendent and, if needed, to the School Board.

