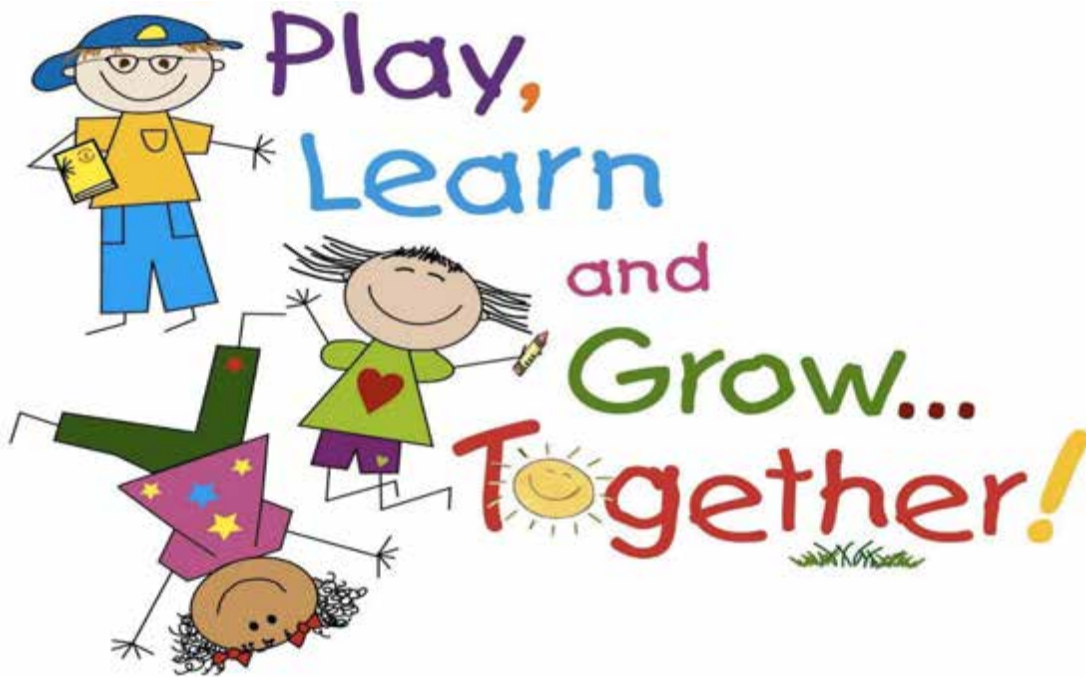


# BROOKHAVEN SCHOOL DISTRICT



2017-2018



Elementary Parent/Student Handbook



# **Mamie Martin Elementary**

**Daniel Rushing, Ph.D., Principal**

**Nancy Fisher, Assistant Principal**

**Marcus Flippin, Assistant Principal**

**Alexya Irvin, Counselor**

*420 Vivian Merritt Street*

*Phone: 601-833-7359*

*Fax: 601-835-3964*

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# **Brookhaven Elementary School**

**Shelley Riley, Principal**

**Jerrold Willis, Assistant Principal**

**LaTasha Swilley-Mason, Counselor**

*300 South Church Street*

*Phone: 601-833-3139*

*Fax: 601-833-8170*

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# **Lipsey School**

**Rita Robinson, Principal**

**Eric Stokes, Assistant Principal**

**Deborah Bowman, Counselor**

*412 Drury Lane*

*Phone: 601-833-6148*

*Fax: 601-835-3968*

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*BSD does not discriminate with regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental disability and/or physical disability, age, marital or parental status or any other unlawful consideration in its employment practices or in providing education services, activities, and programs.*

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**Appendix (Parents should read and sign all applicable forms in this section and return them to your child's school)**

Handbook Acknowledgment Form

Written Excuse Form (3)

Non-Corporal Punishment Agreement Form

Use of Internet and Other Electronic Resources Policy and Permission Form

BSD Administering of Medication Policy and Form

## **DISTRICT PURPOSE STATEMENT**

Empowering all students to reach their full potential.

## **DISTRICT PHILOSOPHY STATEMENT**

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

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

## **DISTRICT DIRECTION STATEMENT**

Knowing that we are preparing the majority of our students today for careers of tomorrow, the Brookhaven School District is committed to ensuring a quality learning experience for every student. This experience is focused on developing analytical, strategic problem solvers that will be able to adapt to an ever changing economic and social landscape.

Our number one priority is students. It is our belief that all students have equal moral worth and that all students can grow and learn. We commit ourselves to doing what is best for the boys and girls in each of our classrooms.

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

# **BROOKHAVEN SCHOOL DISTRICT LEADERSHIP 2017-2018**

## **Board of Trustees**

Mr. Pat Lowery, Chairperson  
Mr. Willie Harrison, Vice Chairperson  
Mr. James Tillman, Secretary  
Mrs. Lucy Shell, Member  
Mrs. Erin Smith, Member

## **District Administrators**

Mr. Ray Carlock..... Superintendent  
Mr. Roderick Henderson.....Deputy Superintendent  
Dr. Anjanette Zinke ..... Director of Curriculum & Instruction  
Ms. Linda Reeves..... Director of Finance  
Mr. Rob McCreary ..... Director of Federal Programs  
Mrs. Brandy Myers ..... Director of Special Services  
Mr. Andrew Bonner ..... Director of Bands  
Mrs. Tonya Thomas-McSweyn..... Director of Child Nutrition  
Ms. Nancy Wallace ..... Director of Technology  
Mr. Versie Rushing ..... 16<sup>th</sup> Section Land Manager  
Mr. Jeff Richardson ..... Director of Transportation  
Mr. Tommy Clopton ..... Director of Athletics  
Mr. Greg Walker ..... Director of Maintenance

## **Contact Information**

Central Office ..... 833-6661  
Special Services ..... 835-1211  
Child Nutrition ..... 833-2886  
Transportation ..... 835-1806  
Bus Barn..... 835-1788

**School Office Hours 7:30 A.M. – 4:00 P.M.**  
**Superintendent’s Office Hours 7:30 A.M. – 4:00 P.M.**



# **SCHOOL HOURS**



## **Mamie Martin Elementary School Hours**

**8:00 a.m. – 2:45 p.m.**

## **Brookhaven Elementary**

**8:00 a.m. - 2:50 p.m.**

## **Lipsey School**

**8:00 a.m. -3:00 p.m.**

# BROOKHAVEN SCHOOL DISTRICT

Yearly Planner  
July 2017-June 2018

BOARD APPROVED 2/28/17

<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="7">JULY 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	JULY 2017							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>July 4 Independence Day Holiday July 25 Board Meeting</p>	<p>1-4 New Year's Holiday 5 Teachers and Students Return Third Nine-Weeks Begin 11 Report Cards (not pick up) 15 Martin Luther King Holiday 23 Board Meeting</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="7">JANUARY 2018</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	JANUARY 2018							S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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# SCHOOL REGISTRATION/ ATTENDANCE

## ENROLLMENT

All students must provide the school with the following information upon enrolling in school for the first time or reentering after interrupted attendance:

- Immunization Records
- Certified Birth Certificate
- Withdrawal Report
- Copy of Social Security Card
- Medicaid Number (if applicable)
- Notice of Special Needs
- Two (2)** Proofs of Residency - A post office box address will not be accepted. The school may require additional documentation or verification at any time, particularly if there is a discrepancy or a reason to question a student's listed address. Two of the following items may be used for address verification:
  - Property tax records
  - Apartment/Home lease or rental records
  - Automobile registration
  - Mortgage documents or property deeds
  - Current utility bills (within 30-45 days)
  - Filed homestead exemption
  - Other valid documentation as determined by school or district administration

Once records have been received from the previous school, a final placement decision will be made.

## RESIDENCY VERIFICATION

As a result of the residency verification procedure adopted by the Mississippi State Board of Education, annually each parent, legal guardian or custodian with whom the student lives must provide the school administration a verification of residency on the form provided at your school. If you already have this form on file you are still required to submit the form annually as well as if you should change your residence.

Students enrolling for the first time should report with their parent or guardian to the school office for enrollment information. Two proofs of residency are required prior to enrollment. New students are enrolled on a temporary basis until a certified birth certificate and transcript of schoolwork are received. These must be received within 30 days.

### ***AFFIDAVIT OF RESIDENCY***

If a student is living in the district in the household of someone other than parent or guardian [either with or without student's parent or guardian] then an affidavit of residency must be completed. The affidavit must be signed by the homeowner/leaseholder and by the parent or guardian. The homeowner/leaseholder must provide two proofs of residency, and both the parent/guardian and the homeowner/leaseholder must provide positive picture identification. "False swearing" of an affidavit has a fine of up to \$1000 and imprisonment for up to five years.

School personnel WILL VERIFY by home visit the accuracy of affidavit registrations. Affidavit registrations are considered temporary (30 days), in order for the students' Parent or guardian to start receiving official mail or other proof of residence within the district.

**Students who do not meet residency requirements, must obtain a Release for Transfer from the district that their parent/guardian resides in.**

Those who lack certain documents may be given temporary enrollment by school personnel, with specific guidance on when the items should be returned to school. Failure to comply could result in disenrollment.

### **STUDENT ARRIVAL**

Students should not arrive before 7:20. Students should only be dropped off in designated areas (parent pick up sites) at each school. Please do not drop children off in undesignated areas. This is for the student's safety.

### **TARDINESS**

Parents who transport their children to school are encouraged to have students at school on time. Students who are late must check in through the office. Parents are asked to accompany students to the office if arriving to school late. Excessive (three or more) tardies may result in a parent-pupil-principal conference and written notice of violations which could also be followed by a form of detention if the issue persists.

### **CHECK IN/OUT PROCEDURES**

Parents wishing to check out their child while school is in session must sign that child out through the office. The office will then call that child to the office from his class. The parent should remain in the office until the child arrives. The parent should bring the child to the office to check in when returning to school. The only people authorized to check a student in or out are the ones listed on a permission form furnished by the office and filled out by a parent or legal guardian. Telephone calls will not be accepted for checking students in or out. **A valid picture ID will have to be presented in order to check out a student.**

### **ABSENCE**

As of July 1, 2013, Mississippi law requires that a student be present for at least 63% of the day in order to be considered present for that day. Guidelines are provided below concerning excused and unexcused absences.

#### ***EXCUSED ABSENCE***

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

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

#### ***THE WRITTEN EXCUSE***

The student must present a signed written excuse from a parent, guardian or custodian within three (3) days of the student returning to school unless permission to be absent was granted by a school official before the absence occurred. The written excuse should be provided on the required district form contained in the back of this handbook. Additional copies can be obtained from the front office of the school. Students will be allowed to submit 2 written excuse forms without supporting documentation per nine week period. After the second written excuse,

supporting documentation (doctor's excuse, funeral obituary, court subpoena, etc.) must be attached in order for the absence to be excused.

### ***UNEXCUSED ABSENCE***

All absences other than excused absences will be classified unexcused. Every student is given equal opportunity to make up all work and tests in every class he/she has missed no matter why he/she was absent. Upon the 5<sup>th</sup> unexcused absence, the school is required by law to report the student to the compulsory school attendance officer who will then make contact with the parent or guardian. Students will continue to be reported for truancy to the school attendance officer at the specified intervals required by law.

### ***MAKE-UP***

It is the student's responsibility to make up work due to an absence. All work shall be made up for excused and unexcused absences. Make-up shall begin immediately upon the return of the student to school. The number of days allowed for a student to make up missed work will be equal to the number of days missed. (Example: If a student misses three (3) days he/she will have three (3) days to make up missed work for excused absence.) It is the responsibility of the student, on the first day back to school, to arrange with the teachers for the assignment of missed work. Failure to complete the work in the time period specified will result in a grade of zero "0" for the missed work. If the absence is pre-planned, students are encouraged to arrange for make-up work prior to the absence.

### ***ATTENDANCE AND SCHOOL ACTIVITIES***

No student can represent the school in any activity or practice on any school day unless he/she has been in attendance in each academic class on the day of such participation. The only exception will be excused absences approved by the principal. Any student absent any part of the school day must have the approval of the principal before the sponsoring teacher will permit the student to participate in a school activity on the day of the absence.

### ***ATTENDANCE AND DROP FROM ENROLLMENT***

Students absent from school for 20 consecutive days will be dropped from the school register and reported to the district's school attendance officer.

### **TRANSFER/WITHDRAWAL**

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

### **CHANGE OF ADDRESS/TELEPHONE**

Parents must notify the school immediately upon any change of home address and telephone number affecting the student. Any change of address requires that two (2) new proofs of residency be provided.

## **STUDENT HEALTH AND SAFETY**

### **IMMUNIZATION**

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

### **BIRTH CERTIFICATE**

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

### FIRST AID

Students who get cuts and bruises at school will be treated at school for these minor injuries. In case of serious accidents that need to be treated by a medical doctor, every effort will be made to reach the parents; however, if we fail to reach them, the principal will use his/her own discretion in seeking medical assistance.

### HEALTHCARE SERVICES

In order to provide appropriate services for our students, the parent/guardian must provide the following health information to the school at the beginning of each school year. A Student Health Record must be completed by the parent/guardian with current and accurate health information. Parents/guardians of students with diagnosed special health needs/problems will be responsible for providing and maintaining any specific health care information, including physician's orders and medications as prescribed.

### RETURN TO SCHOOL AFTER ILLNESS

A student who has an infectious or contagious disease known to be spread through casual contact shall be excluded from school until the danger of transmitting the infection or disease to other students has passed. The requirement for readmission will be a certificate from the Lincoln County Health Department or the child's physician.

SECTION 41-79-21, MISSISSIPPI CODE OF 1972, requires the principal to notify the county health department after the third incident of head lice during a school year for a student and that the student obtain proof of treatment from the county health department in order to return to school.

### MEDICATIONS

In order to protect the safety of your child, the Brookhaven School District requires that all students who need medication during school hours must do the following:

1. For prescription medications:
  - A. The "Administering Medication to Students" form must be completed and signed by the physician and by the parent/guardian, and brought to the school office.
  - B. The medication must be in the original prescription bottle, properly labeled for the student by a registered pharmacist as prescribed by the physician.  
(Note: Check with your pharmacist for a duplicate bottle to keep one at home as needed.)
  - C. **The medication must be brought to the school office by an adult, not sent with the student.**
2. For over-the-counter (non-prescription) medications:
  - A. The "Administering Medication to Students" form **must be completed and signed by the physician** and by the parent/guardian, and brought to the school office.
  - B. Non-prescription medication must also be in the original container and labeled with the student's name.
  - C. **The medication must be brought to the school office by an adult, not sent with the student.**

The principal at each school will designate who will be responsible for administering medication at their school. A medication administration record will be maintained for each student taking medication at school. Medications will be stored in a specifically designated, secure storage location.

**STUDENTS ARE NOT ALLOWED TO TRANSPORT MEDICATION TO SCHOOL WITH THE EXCEPTION OF AN ASTHMA INHALER AND/OR ANAPHYLAXIS MEDICATION (EPI-PEN) AS PRESCRIBED BY A PHYSICIAN TO BE CARRIED AND SELF-ADMINISTERED BY THE STUDENT.**

IF A STUDENT USES HIS/HER ASTHMA AND/OR ANAPHYLAXIS MEDICATION IN A MANNER OTHER THAN PRESCRIBED, HE/SHE MAY BE SUBJECT TO DISCIPLINARY ACTION UNDER THE SCHOOL CODE. THE DISCIPLINARY ACTION SHALL NOT LIMIT OR RESTRICT THE STUDENT'S IMMEDIATE ACCESS TO THE ASTHMA AND/OR ANAPHYLAXIS MEDICATION.

**DRILLS**

A crisis management plan for the evacuation of school buildings in the event of fire, tornado, or other unforeseen disturbance can be found in the individual classrooms of all schools. Each student will be made aware of this plan and taught the proper procedures in the event of an emergency. The proper number of safety drills will be conducted each year 11 for fire (2 to be conducted within the first month of school), 3 for tornado, 1 for lock down, 1 for intruder/violent incident, 1 for bomb threat, 2 for earthquake and 2 for bus.

**EMERGENCY CLOSING**

The superintendent is hereby authorized to close schools and offices or dismiss them early in event of hazardous weather or other emergencies which threaten the safety or health of students or staff members.

It is understood that the superintendent will take such action only after consultation with transportation, emergency management, and weather authorities. The superintendent shall notify the school board of the decision to close the schools. Parents, students, and staff members shall be informed how they shall be notified in event of emergency closings, early dismissals, or delayed start.

When the superintendent declares a delayed start due to inclement weather conditions, typically a one or two hour delay, employees and students are expected to report to school at the delayed start time. (Example: On a 2 hour delay, if the school would normally start at 8:00 a.m., students and faculty would report at 10:00 a.m.; 7:30 start would report at 9:30 a.m.)

Information on closing and delays by the district will be announced on the district website, other internet outlets, and the district messenger system. No announcement means schools will operate on a normal schedule.

**CHILD NUTRITION**

We are committed to the serving of safe, healthy and quality meals in our efforts to support the academic vision and mission of the Brookhaven School District. Please do not hesitate to contact the Child Nutrition Office with any concerns at 601-833-2886.

**Policy on Competition and Extra Food Sales**

On February 22, 1985, the State Board of Education passed the following policy on the selling of foods in competition with the National School Food Service Programs and on the nutritional quality of foods sold extra:

To ensure that children are not in the position of having to decide between non-nutritious and nutritious foods immediately before or during any meal service period.

- (a) No food is to be sold on the school campus for one (1) hour before the start of any meal service period.
- (b) The school food service staff shall serve only those foods, which are components of the approved federal meal patterns being served (or milk products) and such additional foods as necessary to meet the caloric requirements of the age group being served.
- (c) With the exceptions of milk products, a student may purchase individual components of the meal only if the full meal unit also is being purchased.
- (d) Students who bring lunch from home may purchase milk products only.

- (e) This policy should be viewed as a minimum standard. Local boards of education are encouraged to develop more comprehensive restrictions.

#### Clarification and/or Interpretation of Competitive Foods Rule

- (a) No food is to be sold on campus for one hour before breakfast or one hour before lunch and until the end of either serving period. Any food may be sold after breakfast and until one hour before lunch.
- (b)&(c) After the full meal has been served; a student may purchase individual components or milk products as extra sales. The old rule that a food item must be on the menu to be sold no longer applies. The new rule is that a food must be a component of the meal to be sold extra.
- (d) Students who bring lunch can purchase only milk and ice cream.
- (e) Self explanatory

Food service for profit or sales in competition with the National School Lunch Program shall not be operated in the cafeteria at any time during the day. Snack item, such as soft drinks, candies, nabs, potato chips, pop corn, popsicles, etc., including those meeting nutritional requirements, cannot be sold in the cafeteria at any time during the school day and cannot be sold in the school during the designated meal service period.

#### **Offer vs. Serve Policy**

The regulation, which allows students to choose less than all of the food items within the lunch pattern, is known as the “Offer versus Serve Provision”. All schools in the Brookhaven School District implement “offer vs. serve”. All five food items of the school lunch must be offered and students must choose at least three of these items for their lunch to be reimbursable. One of the three MUST be fruit or a vegetable. The mandate allows students to refuse two of the five menu items they do not intend to eat, thus reducing plate waste. The choice of three or four items does not relieve the non-needy child from paying full price of the meal. The “offer vs. serve” provision applies also in the school breakfast program. All food is served attractively to entice the students to choose all food items in both the lunch and breakfast program.

#### **A la Carte**

A la Carte meal service for students and/or adults is not permitted. Each meal must be priced and served as a unit. Any food item that is not a meal component cannot be sold. Extra food sales are meal components that may be sold in addition to the school lunch to participating students.

#### **Classroom Party Guidelines to Promote Health, Wellness and Safety**

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

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



### **Vending Machine Policy**

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

### **Canned Drinks and Fast Food in the Cafeteria**

It is recommended that neither children nor adults bring canned or bottled drinks into the cafeteria, without the label being removed or covered with aluminum foil.

It is further recommended that children or adults bring no “fast food” into the cafeteria. If a parent brings his or her child “fast food”, the food should be placed in a container other than the original container that promotes products which are in direct competition with the National School Lunch/Breakfast Program.

Food shall not be delivered to children or adults. “Fast Food” deliveries could be an introduction point for alcohol, drugs, or weapons to the campus. “Fast Food” deliveries could also pose a sanitation problem by introducing food borne illness or pests.

### **Food Substitutions**

Generally, children with food allergies or intolerances do not have a disability as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA. However, when stated in the licensed physician’s assessment that the food allergies result in life-threatening (anaphylactic) reactions, the child’s condition would meet the definition of “disability” and meal substitutions prescribed by the licensed physician would be made.

Children with a **disability** which requires them not to consume certain food(s) must send a statement from a licensed physician. The physician’s statement must identify:

1. The child’s disability;
2. An explanation of why the disability restricts the child’s diet;
3. The major life activity affected by the disability;
4. The food or foods to be omitted from the child’s diet and the food or choice of foods that must be substituted.

Once the Child Nutrition Office has received the statement from the doctor, the diet order cannot be changed without another statement from the doctor. Under no circumstances can the Child Nutrition staff change or revise the diet prescription once ordered by the physician. Statements from physicians must be updated **YEARLY** to reflect the current dietary needs of the child. It is important to understand that a school cannot provide appropriate food substitutions or modifications without an adequate diet order or prescription.

### **Procedures for Accepting Checks**

Checks will be accepted for the amount of food service purchases only. Parents shall not be allowed to combine payment for meals with other school expenses, such as school pictures, etc. A \$3.00 fee must be paid to Child Nutrition for each non-sufficient fund check. The \$3.00 will be added to your child’s meal account and will be deducted from your payment. Please be sure to send the extra \$3.00 when you re-pay the NSF check whether paying by check or cash.

### **Advance sales procedure**

Schools will accept payment in advance for lunch, breakfast and extra sales (juice and water). Parents are encouraged to pay in advance to decrease the risk of students losing their lunch money. Payment can be made weekly, monthly or by the semester. Parents may pay for student meals on-line at [www.myschoolbucks.com](http://www.myschoolbucks.com). Advance payment will be accepted daily.

### **Accounting for advance meals not utilized**

At any given time, the computer can provide the cashier the amount of money any student may have on their account. If there is money left on a child’s account at the end of the year the money will be carried over for the student to use next school year. Once money is placed on the account, it cannot be removed unless the student withdraws from school. If a child withdraws from school, the parent must submit in writing a request for refund. The letter must be mailed to the Child Nutrition Office at P.O. Box 540, Brookhaven, MS 39602.

**No charged meals**

Neither students nor adults will be allowed to charge meals. The Child Nutrition Department will send “low balance” letters home with students to remind parents to send money. We will also provide envelopes to elementary students for breakfast and lunch payments. **We also have an on-line payment option available. Please visit our district website at [www.brookhavenschools.org](http://www.brookhavenschools.org) and click on cafeteria payments and follow the prompts to set up an account** or visit the Child Nutrition website at [www.olebrookcafe.org](http://www.olebrookcafe.org) and click on MySchoolBucks. You may also sign-up to receive emails to alert you to your child’s balance on account. We will make every effort to ensure that parents know the child needs money on their account. If the child comes to the cafeteria and does not have money, he or she will be sent to the office to borrow money or to call home for money. Repayment of the loan is the responsibility of the student/parent. If you have questions regarding this do not hesitate to call the Child Nutrition Office at 601-833-2886.

**AHERA COMPLIANCE**

Dear Parents, Students, and Staff of Brookhaven School District:

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the spring of 2014, inspections were performed at each of our school buildings to identify and assess the condition of all Asbestos Containing Building Materials (ACBM). Management Plans were then developed to establish guidelines for managing the ACBM.

The EPA requires re-inspection for the asbestos materials every three years with continued surveillance reports and documentation of any and all activities involving the disturbance of asbestos materials to include: abatement, repairs, cleanup, etc.

Management Plans containing documentation of all activities involving ACBM are on file in the district administration office and at each school administrative office. The Management Plans are available for view by the general public anytime during normal school hours (M-F, 8:00 a.m. - 3:00 p.m.). The Asbestos Program Manager will be available to answer any questions you may have regarding asbestos in our buildings.

Sincerely,  
Ray Carlock, Superintendent  
Brookhaven School District

**ACADEMICS**

**GRADING**

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

A -- Superior	90 – 100
B -- Above Average	80 – 89
C -- Average	75 – 79
D -- Passing	70 – 74
F -- Failure	69 and Below

Exception – AP classes in grades nine through twelve, ELL Students, and Special Education Students.

Midterm progress reports are required for all students. Parents are expected to sign and return the progress report to the child’s teacher to ensure knowledge of their child’s academic status. Report cards will be issued every nine weeks. Please see the school calendar for dates when students will be given progress reports and report cards.

**ALL course grades will be calculated as follows:**

Weekly Tests: 45%

Daily: 40%

Exam (4 ½ and 9 weeks): 15%

The **nine week grade** will be calculated by adding the 3 areas and dividing by 3.

The **semester grade** will be calculated by adding the 1<sup>st</sup> and 2<sup>nd</sup> nine weeks and dividing by 2. The final grade will be calculated by adding the 1<sup>st</sup> and 2<sup>nd</sup> semesters and dividing by 2.

Semester exams will be given in lieu of nine weeks exams at the end of each semester. These exams will be cumulative on the objectives learned during that semester only and will count as 25% of the 2<sup>nd</sup> and 4<sup>th</sup> nine weeks grade respectively.

Block courses and half-unit courses will use the same grading formula taking into account the differences in instructional times.

**\*Teachers do not have the authority to alter the above grading policy**

**PROMOTION/RETENTION**

Promotion or retention decisions shall be based on the student's achievement of the objectives in the Mississippi Framework and the district's instructional management plan.

In Kindergarten no numerical grades are given. Multiple criteria will be utilized to determine promotion/retention for Kindergarten students. Promotion and retention decisions will be made at the end of the year. Factors such as social maturity and age may be considered.

In grades 1-6 students will be required to achieve a minimum of 65 (D) in each of the core subjects for promotion to the next grade. For all grade levels, promotion and retention decisions will be made at the end of the year. Factors such as age and previous repetition of grades may be considered.

Beginning in the 2016-2017 school year, if a student's reading deficiency is not remedied by the end of the student's Third Grade year, as demonstrated by the student scoring at the lowest achievement level in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade, **the student shall not be promoted to the Fourth Grade**. A Third Grade student who does not meet the academic requirements for promotion to the Fourth Grade may be promoted by the school district only for a good cause as defined by the Literacy-Based Promotion Act.

**HONOR ROLL**

Students demonstrating outstanding work are listed on the Honor Roll as follows:

1. Honor Roll-All A's
2. Honorable Mention-A's and B's

Students with a grade of C or lower on their report cards will not be listed on the Honor Roll.

**TEXTBOOKS**

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

## The fine and damage replacement schedule is as follows

### DAMAGE

Writing/drawing/scribbling in book  
Excessive wear/damage, but Usable  
Cover of book damaged  
Spine damaged  
Water damaged, but Usable

### FINE

\$1.00 per page  
10% cost of textbook  
25% cost of textbook  
25% cost of textbook  
25% cost of textbook

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

### **HOMEWORK**

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

### **PARENT-TEACHER CONFERENCES**

Parent and teacher conferences are encouraged. However, it is necessary that all conferences are scheduled in advance. The parent should contact the teacher, a school administrator, or the school counselor for an appropriate time for both parties. All parents are encouraged to participate in the local parent/teacher organization.

### **THREE TIER PROCESS**

The foundation of our instructional process begins with the state curriculum as designed by the Mississippi Department of Education. **The Response to Intervention Model (RtI)** will serve as our basis for all instructional practices within the district. *Mississippi's model for RtI is a comprehensive, problem-solving, and multi-tiered strategy to enable early identification and intervention for all students who may be at academic or behavioral risk. The multiple tiers provide increasingly intense student-focused interventions. The hallmarks of Mississippi's Three Tiered RtI process are part of the Brookhaven School District Instructional Management Plan and include the following:*

#### **Tier I - Quality Classroom Instruction based on MS Curriculum Frameworks and Common Core state Standards**

Quality Classroom Instruction is further defined by implementing Best Practices evident in the research such as, but not limited to, the following:

- Note-taking
- Compare and Contrast
- Non-linguistic Representations
- Use of Graphic Organizers
- Cooperative Learning
- Immediate Corrective and Specific Feedback

#### **Tier II – Focused Supplemental Instruction**

Further defined as an instructional, research-based strategy that is fundamentally different from the current strategy or strategies in place; Tier II interventions may or may not be teacher developed; may or may not be program or technology driven

#### **Tier III – Intensive Interventions**

Specifically designed by the Teacher Support Team (TST) team to meet the individual needs of the student

## **TECHNOLOGY**

The Brookhaven School District is pleased to offer students access to computers and the internet to enhance academic development and skills in using media that are commonly found in all aspects of our daily lives. The district policy shall be that all computers with Internet access will be filtered in order to restrict the access of minors to harmful materials. The Brookhaven School District uses the filtering solution approved by the Mississippi Department of Education with an additional solution managed by the Brookhaven School District Technology Department. These filters shall meet all requirements outlined the Children's Internet Protection Act.

The Brookhaven School District will provide age-appropriate training for students who use the district Internet facilities. The training provided will be designed to promote the Brookhaven School District commitment to:

- I. The standards and acceptable use of Internet services as set forth in the Brookhaven School District 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 requirements of the Children's Internet Protection Act.

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.

All use of electronic resources will be related to the curriculum. Access to computers will be given to students who agree (with parental signature) to act in a considerate and responsible manner. Appropriate parental permission forms will be sent home with each student. Students are responsible for good behavior on the school computers and will bear the responsibility if the agreement for appropriate usage is broken.

## **HOMEBOUND INSTRUCTION**

Homebound instruction may be available to students who have health impairments that adversely affect their school attendance. There are two types of home-based instruction. One type is available through the Special Education Department to students who have been identified as disabled. The second type is available through the classroom teacher. Parents of children with disabilities and who are in need of homebound instruction should contact the Director of School Services and Safety at Brookhaven School District, PO Box 540, Brookhaven, MS 39601. The telephone number is 601-833-6661. Parents of children enrolled in regular education classes and who have temporary health problems due to illness, accident, surgery, or medical treatment should contact the school principal.

## **SPECIAL EDUCATION**

The Brookhaven School District offers a variety of programs to meet the unique needs of each exceptional student. Special services are available for children between the ages of birth through twenty who are physically, mentally, communicatively and/or emotionally disabled. For information about the special education department, parents should contact the Director of Special Services. This office is located in the Mullins School at 711 Martin Luther King Jr. Drive, Brookhaven, MS 39601; the phone number is 601-835-1211.

## **PROGRESS REPORTS**

Progress reports are sent to parents via the student near the middle of each nine-week grading period. Our objective in sending these reports is to keep the parents informed about the quality of the student's work. If there is a question about a progress report, parents are encouraged to discuss the matter with the teacher.

## REPORT CARDS

Report cards will be sent home to parents by the student four times during the school year. All students will receive their report cards the same day. Should a student fail to bring the report card home on time, please contact the principal or counselor immediately so that you may be furnished an additional one. The parent is asked to check the report card carefully. If there are failing grades, a conference is recommended with the parent and teacher. If the report card shows that the student has been absent or tardy more times than the parent knew, call the principal's office to check on this area.

## DISCIPLINE/STUDENT CODE OF CONDUCT

An organized disciplinary program supports teachers' efforts to teach and addresses the growth of positive student attitudes and behavior. The board has responsibility and authority to establish school rules and procedures for the purpose of maintaining a non-disruptive educational environment.

The discipline policies of this District are in compliance with both federal and state law. The discipline policy incorporates the student code of conduct required by School Board Policy and as supplemented by all others adopted subsequent thereto.

This school board affirms the role of community-based organizations in responding to the needs of students whose serious behavior problems in school places them at risk of becoming juvenile and adult offenders. Appropriate activities can help to reduce student delinquency and improve academic performance. Each school has adopted a specific set of strategies to promote and reward positive behavior from all students. Many of these strategies incorporate prizes, rewards, and community partnerships.

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.

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 code of conduct shall be based upon but not limited to the rules of student conduct and the rules of discipline and any and all related policies adopted subsequent hereto.

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.

### **CLASSROOM MANAGEMENT/SCHOOL SAFETY ACT OF 2001**

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 school administrator 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.

- "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 the 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 school administrator. If the school administrator 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 school administrator 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 Annotated ' 37-11-18.1 (or the Act) to be removed from the classroom. A student may be removed from the classroom for other qualifying behavior under the school district's discipline plan.
- Should the school administrator 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 school administrator, the school administrator, the student's parent or guardian and the reporting teacher or teachers shall develop a behavior modification plan. The conference to develop the plan may be held in person or via telephone. If the parent/guardian does not respond or refuses to participate, the teacher(s) and the school administrator shall prepare the plan and mail a copy to the parent/guardian.
- Once determination has been made by the school administrator that the student has not complied with the behavior modification plan, the school administrator shall follow the procedure for disciplining the student according to the student code of conduct and discipline plan, which may include placement at 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 school administrator classifies as "disruptive behavior," the District will appoint trained personnel to evaluate the child's behavior through an appropriate

behavioral assessment. The assessment will not be one such that it is in conflict with federal laws requiring parental notification of certain types of evaluations.

- 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))
- The school district will more fully develop and implement procedures for devising behavior modification plans under the School Safety Act.
- 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.

### **STUDENT BULLYING**

The Brookhaven School District does not condone and will not tolerate bullying or harassing behavior.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

The District recognizes 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. The Brookhaven School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior. Ref: SB 2015; Miss. Code Ann. § 37-7-301(e).

#### **Procedures for Processing a Complaint Concerning Bullying**

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official.

The

report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a Bullying/Harassing Behavior complaint 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.

## STUDENT CODE OF CONDUCT

### **CODE OF CONDUCT (Board Policy JCB)**

The Brookhaven School District Board of Trustees has allowed each school in the District to adopt an assertive discipline plan to meet the needs of the individual school and its students. Those rights, privileges, requirements and prohibitions of each plan, when not in conflict with these policies, shall govern student behavior to the extent they are applicable.

The following policies and procedures shall be applicable to student conduct District wide.

- 1. WEAPONS (Board Policy JCBC)** The Brookhaven School District, in addition to complying with the Gun-Free School Act, Title VIII of the Elementary and Secondary Education Act of 1965, prohibits the possession of weapons on school property.

#### Prohibitions

No student, employee, or visitor may possess or carry any weapon on or about school property.

No student, employee, or visitor may possess or carry any weapon within a vehicle brought upon school property.

#### Weapons

Any firearm prohibited by the Gun-Free School Act, Title VIII of the Elementary and Secondary Act of 1965, and as more specifically set forth under Policy JCBH of this district, or any weapon prohibited by the Prevention of School Violence Act, S.B. 3349 (1994), which include, but may not be limited to, the following:

1. Any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or other explosive.
2. 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 on education property.)
3. Any pocketknife or other knife.
4. Any instrument having the effect or appearance of a weapon (including utensils, imitation firearms or knives, etc.)

### School Property

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

### Disciplinary Action

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

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

The Superintendent who receives a recommendation for expulsion may determine, based upon the particular circumstances of a given case, the period of time for such expulsion on a case-by-case basis.

### Readmission

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

### Reporting Violations

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

2. **UNLAWFUL OR VIOLENT ACTS** – The Brookhaven School District operates in compliance with The Prevention of School Violence Act, SB 3349 (1994) and its amendments and prohibits any unlawful or violent act on school property or during school related activities as set forth in School Board Policy JCBF/KP.

*Reporting of Unlawful or Violent Act (Board Policy JCBF-P/KP-P)s*—The Brookhaven School District in compliance with state statute has adopted policies that requires the reporting of certain unlawful and violent acts which have occurred on school property or during school related activities.

3. **SEVERE DISRUPTIONS (School Board Policy JCA)**—Any misbehavior, misconduct or violation of any school rule or regulation will be dealt with using appropriate punishment. Certain types of misconduct may be considered as “cause” for disciplinary action including suspension or expulsion as outlined in the Discipline Plan or board policy and they apply if the act is committed on school property, at a school activity or function, on a school trip, or at a period of time that the student is under the control or responsibility of the school.
4. **ZERO TOLERANCE (School Board Policy JCB)**—The Brookhaven School District will call for a mandatory recommendation for expulsion from school for those students who commit any of the following acts, unless the recommendation is considered inappropriate for the circumstances of the act:
  1. Violation of the District’s weapons policy
  2. Violations of the following misconduct of the Board’s severe disruptions policy which include:
    - ◆ Fighting
    - ◆ Sexual harassment, harassment, intimidation, or threats of violence against any student or any school personnel
    - ◆ Possession, personal use or being under the influence of alcohol
    - ◆ Possession, personal use or being under the influence of marijuana, illegal drugs, or any controlled substances, as defined by Mississippi State Law, not prescribed to the student

- ◆ Attempting to sell or selling alcohol, marijuana, illegal drugs, over-the-counter medications, prescription drugs, tobacco products, tobacco or drug paraphernalia or any substance having the effect or appearance of a prohibited substance
- 3. Any offense punishable by the laws of the State of Mississippi that pertain to crimes against persons. (Mississippi Code Section 97-3-1 through 97-3-117); or
- 4. Violation of Mississippi code Section 97-37-21 which prohibits reporting that a bomb or other explosive has been, or is to be, placed or secreted in any public or private place, knowing that such report is false.

Upon recommendation for expulsion, the School Board will conduct a due process hearing as provided by District Board Policy. (MS Code 97-3-1 through 97-3-117, 97-37-21).

- 5. **ATTENDANCE (School Board policy JB, JBC, and JBD)** —The Brookhaven School District adheres to state law and mandates regarding attendance.
- 6. **PERSONAL APPEARANCE/ DRESS CODE (School Board Policy JCDB)** —The Brookhaven School District expects students to observe minimal standards of hygiene, sanitation, and personal appearance as so set forth under school board policy JBD.

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

- 1. All students are expected to observe certain minimal standards of hygiene, sanitation and personal appearance. Cleanliness of both dress and body is mandatory.
- 2. Articles of clothing must not be a health or safety hazard.
- 3. Student’s appearance must not be a distraction or interfere with the instructional program.
- 4. The following decorations, whether imprinted on the body or clothing are prohibited:
  - Symbols, mottos, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit or sexually suggestive messages.
  - Symbols, mottos, words or acronyms advertising tobacco, alcohol, or illegal drug use or drug paraphernalia.
  - Symbols, mottos, words or acronyms identifying a student as a member of a secret or overtly anti-social group or gang or that identifies a student as a member of an organization that professes violence or hatred toward ones fellow man.

\* Visible and permanent tattoos/brands incompatible with the standard set forth herein shall be covered to prohibit their display.

- 5. Permitted clothing shall be worn as designed/manufactured to include the following:
  - a. Suspender straps must be attached as designed and worn on shoulders.
  - b. Shirt/Blouses must be buttoned. If assigned to the Alternative School, shirts must be tucked in.
  - c. Zippers must be zipped.
  - d. Belts must be worn and fastened at all times.
  - e. Shoes with laces must be tied.
- 6. Approved garments must be of a length and fit that are suitable to the build and stature of the student. Excessively large or baggy clothes are prohibited. Similarly, excessively tight clothes are prohibited.

**HAIR:**

1. Hair should be groomed so as not to extend to the eyebrows and cover or obscure the eyes or any part thereof.
2. Hair should be free from obnoxious odors, maintained clean in quality and neat in appearance.
3. Hair should not be groomed in class.

**HEAD COVERING/SUNGLASSES**

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

**TOPS:**

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

**BOTTOMS:**

1. All bottoms such as pants, jeans, shorts, skorts or skirts must be securely fastened around the waist.
2. All shorts, skorts and skirts must be no shorter than 6 inches above the knee when sitting or the fingertips when the arm is fully extended while standing, whichever is longer.
3. Undergarments shall not be visible.
4. Outermost lower garment shall be worn at the waist and shall not extend below the heel of the shoe in length. Bottoms may not be so long as to drag the floor and must meet the requirements outlined in #2 above.
5. Tights or leggings must be worn with tops that are middle finger length.
6. Spandex, biker shorts, bathing/swimwear, sleep wear, and pajamas (unless allowed by principal) are not allowed.
7. Bottoms may not have holes or rips on or above the knee.
8. Belts must be worn in pants designed for them.

**SHOES:**

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

**UNACCEPTABLE DRESS;**

1. Trench coats are prohibited.
2. Hanging wallet chains, banging belt ends, spiked/studded belts, bracelets, chain belts, handcuffs, sharp heavy rings, removable decorations that cover teeth ("Grills"), and gloves are prohibited.

3. Visible body piercing, with the exception of earrings, is prohibited. Visible body piercing includes, but is not limited to, tongue rings and tongue studs.
4. Oversized style pant that would give the appearance of being baggy or saggy.
5. Any item of clothing that a student must hold in place to be compliant.

### **SCHOOL SANCTIONED ATHLETIC WEAR**

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

IN ALL INSTANCES, COMPLIANCE OR NON-COMPLIANCE WITH THIS DRESS CODE WILL BE DETERMINED BY THE SCHOOL ADMINISTRATORS. STUDENTS WHO DRESS IN A MANNER DETERMINED TO BE OUT OF COMPLIANCE WITH THE DRESS CODE WILL BE REQUIRED TO CALL A PARENT OR GUARDIAN TO BRING A CHANGE OF CLOTHES THAT CONFORMS TO THE DRESS CODE.

**7. TITLE IX (School Board Policy JAA)** —Students in the Brookhaven School District are protected from sexual discrimination, including sexual harassment, by Title IX of the Education Amendment of 1972 to the Civil Rights Act. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcomed sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited by law and other verbal physical conduct or a sexual nature amounting to or constituting harassment are prohibited by law and should be reported as provided by school board policy. Students are further protected from any such conduct outlined above through the Mississippi Educator Code of Ethics.

The district has a designated employee as the district compliance coordinator to handle inquiries and complaints regarding the non-discrimination policies of the above mentioned entities. This office is located in the Brookhaven School District Central Office 326 E. Court Street, Brookhaven, MS 39601. The phone number is 601-833-6661.

### **8. SCHOOL SEARCHES (School Board Policy JCBG) -**

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

All searches must be pre-approved by the superintendent, principal, assistant principal or acting principal. No other District employee may authorize a search except where an emergency situation exists.

At least two District employees must be present while a search is conducted. If, in the discretion of the administrator or employee conducting the search, the search is particularly intrusive, the person conducting the search and the witnesses, or at least one of them, should be the same sex as the student.

No other student other than the student who is the subject of the search may be present during the search. All searches must be reasonable in scope.

Searches are permitted as follows:

- A. **PERSON, POSSESSIONS, LOCKERS:** Searches of a student's person, possessions or lockers may be conducted if a District employee has prior individualized reasonable suspicion that a student has violated or is violating a District policy, school rules or regulations or the law and that the search will result in discovery of evidence of such violation.

- B. **DESKS, OTHER SCHOOL PROPERTY:** Searches of desks and other school property (except lockers) may be conducted at any time, with or without reasonable suspicion of a violation.
- C. **VEHICLES:** Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted at the direction of the principal.
- D. **CANINE SEARCHES:** The District may at any time utilize canines to search vehicles, possessions not on the student's person, desks, lockers and other school property, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted at the direction to the principal.
- E. **GROUP SEARCHES:** Caution shall be exercised when a search involving a number of students is conducted. In most instances, in order to justify a search, the District's reasonable suspicion must be particularized to an individual student. Exceptions to this requirement are appropriate only where the intrusiveness of the search is minimal, such as canine searches of lockers, desks or book bags or automobile searches, etc.
- F. **STRIP SEARCHES:** No student shall subject to a strip search by a Brookhaven School District employee.

“Reasonable in scope” means that the degree of the intrusion must be consistent with the objective of the search. Factors to be considered in whether the scope of a search is reasonable include, but are not limited to, the following:

1. The student's age, maturity, and sex;
2. The nature or level of seriousness of the suspected violation; and
3. The intrusiveness of the search, e.g. a canine search is less intrusive than locker search; a locker search is less intrusive than a “pat down”; etc.

“Reasonable suspicion” refers to a flexible concept requiring the application of experience and common sense. Determinations of whether reasonable suspicion to support a search exists shall be made on a case-by-case basis with due conditions of all circumstances. In all cases, “reasonable suspicion” must be supported by particular facts.

1. The reliability of the information indicating that evidence of a violation may be discovered;
2. The existence of reasonable suspicion that such evidence will be discovered;
3. The individualization of the suspicion toward the person to be the subject of the search;
4. The prevalence or seriousness of the problem to which the search is directed;
5. The exigency of the circumstances; and
6. In some circumstances, the student's history and record in school.

An “emergency situation” exists if the destruction of evidence or use of contraband is an immediate possibility. In such a case, an administrator must be notified immediately. However, if an emergency situation does not exist, employees should take steps to prevent the possible destruction of evidence or use of contraband while securing approval for a search.

#### DISCIPLINARY ACTION

If a search reveals grounds for a reasonable belief that a violation of a district policy, school rules or regulations or the law, the student will be subject to disciplinary action as provided by District policy.

## 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 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.

9. **FAMILY RIGHTS AND PRIVACY (School Board Policy JCB)**- Information which could identify an individual child will be maintained by the Brookhaven School District and will be provided to other agencies only in accord with the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and IDEA.
10. **PARENTAL RESPONSIBILITY (School Board Policy JDAP)** -Parent, legal guardians and custodians of each child shall be responsible financially for the student's destructive acts against school property or persons as provided by Miss. Code Ann. Sec. 37-11-53 and 37-11-19 and District policy JDAP.
11. **DRUG TESTING POLICY**-All students enrolled in varsity sports in the Brookhaven School District shall be subject to drug testing to the extent and manner provided for in School Board Policy JCDAC. Specific information will be provided to the parent or legal guardian and to the student and consent forms will be required. Additional information can be obtained by contacting the principal or the athletic director.
12. **GANG ACTIVITY (School Board policy JCB)**-The Brookhaven School District is committed to maintaining a safe school environment for its students and staff. In addition to applying the disciplinary policies of the District where gang activity is suspected a complaint will be filed in accordance with The Mississippi Street Gang Act (Miss. Code Sec. 97-44-1 et. Sec.).

Gangs which initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or 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 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 that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

13. **SCHOOL BUS CONDUCT (School Board Policy JCB)**-While the District is required to transport eligible students, each student must adhere to all established rules. The student Code of Conduct is comprehensive in that it covers all student misbehavior including buses.
14. **VANDALISM (School Board policy JCB)** -Willful destruction, damage, or injury to school property will not be tolerated and the student and the student's parents will be subject to, in addition to state law, and District policy.
15. **PARTICIPATION IN SCHOOL PROGRAMS AND ACTIVITIES**-Constitution of this state provides for a free appropriate education. The Brookhaven School District acknowledges this as a right of each student. Participation in school programs and activities are privileges as opposed to rights and governed by, in addition to state law, District policies and the student handbook.

16. **SCHOOL HANDBOOK**-An explanation of other responsibilities and rights of students are set forth in the student handbook for each school in the District that is approved by the Board of Trustees on annual basis. These handbooks address, among other things, respect for persons and property, knowledge and observation of rules and conduct, free speech and student publications, assembly, privacy, and participation in programs and activities.
17. **DISCIPLINE PLAN**-Non-adherence to this code of conduct will result in the application of the District's student discipline plan as well as any other applicable statute, regulation or policy.

### **STUDENT CONDUCT/SEVERE DISRUPTIONS**

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

- A. Any offence otherwise punishable by law and against the law of the State of Mississippi
- B. Fighting
- C. Sexual harassment, harassment, intimidation or threats or violence against any student or any school personnel
- D. Disruption of normal school functions or operations, programs, or activities
- E. Disobedience to school personnel, including refusal to accept or follow instructions, disciplinary measures or counseling
- F. Disrespect to students or school personnel
- G. Profanity, insulting language, obscene language or gestures directed toward students or school personnel
- H. Unauthorized entry on school premises
- I. Unauthorized use of school property
- J. Vandalism, malicious mischief, damage to buildings, fixtures or personal property, including public and private property
- K. Possession, personal use or being under the influence of alcohol
- L. Possession, personal use or being under the influence of marijuana, illegal drugs, or any controlled substances, as designed by Mississippi State Law, not prescribed to the student or any substance having the effect or appearance of such substance or held out by the student to be such substance
- M. Possession or use of any tobacco product or paraphernalia
- N. Attempting to sell or selling alcohol, marijuana, illegal drugs, over-the-counter medications, prescriptions drugs, tobacco products, tobacco or drug paraphernalia or any substance having the effect or appearance of a prohibited substance proclaimed or professed by a student to be such substance
- O. Gambling of any nature or possession of gambling paraphernalia
- P. Truancy or cutting class
- Q. Leaving school or leaving class without permission
- R. Cheating
- S. Public display of affection or sexual activity, including such activity in cars parked in the vicinity of school property
- T. Use of or possession of pornographic materials, stolen property, noise making devices, beepers or pagers, fireworks, other disruptive materials or look-alikes of such items
- U. Gang activity



- V. The privilege of obtaining a free and appropriate education is fundamental; however, along with this privilege comes certain responsibilities. One of these responsibilities is to respect the right to learn and to not disrupt the learning environment of the school. A student who repeatedly disregards the rights of others, violates school rules and/or repeatedly disrupts the learning environment will have to appear in a hearing before the School Board to face possible expulsion from school. Every effort, such as referral to a counselor, contacting parents, suspension, etc., will be made by school officials to avoid this School Board hearing, however it should also be noted that the Board of Trustees has indicated through their policies that a continued pattern of disruptive behavior will not be permitted.

At each school positive behavior is encouraged from all students. Each school has a unique school wide positive behavior support system in place that acknowledges and rewards students for positive behavior. Some positive consequences for students include verbal praise, home notes, phone calls to parents, special privileges, and recognition by the principal.

### **ADMINISTRATION OF DISCIPLINE**

Each school is allowed to adopt an assertive discipline plan to meet the needs of the individual school and its students. These rights, privileges, requirements and prohibitions of each plan, when not in conflict with these policies, shall govern student behavior to the extent they are applicable.

- A. CORPORAL PUNISHMENT** – Corporal punishment as a matter of policy may be administered in the District as a disciplinary measure as provided in Board Policy. Reasonable corporal punishment of a student is permitted in grades K-8 as a disciplinary measure in order to preserve an effective educational environment. Corporal punishment is permitted only by an administrator under the guidelines and procedures of School Board Policy, which also specifies the presence of a witness and a maximum of three strokes.  
**\*\*Any parents who do not consent to their child receiving corporal punishment MUST sign the non-corporal punishment agreement form located in the back of this handbook.**
- B. CLASSROOM MANAGEMENT** –The teacher is the authority in the classroom and, as such, is charged with classroom managements as provided but he School Safety Act of 2001. The act, along with District policy, sets forth those rights, duties and responsibilities.
- C. SUSPENSION** – When unacceptable behavior cannot be corrected by the resources of the teacher of the school administration, the District’s student suspension policy, shall apply. The Administrator reserves the right to determine if a student’s suspension may be served at the Alternative School. Students must bring their normal classroom materials of paper and pen or pencil. After completing their days of suspension (whether at home or at the Alternative School), the student must be accompanied by a parent for their first day back on school campus.
- D. EXPULSIONS** – The right to a free appropriate education is a fundamental right; however, under certain circumstances the Brookhaven School District Board of Trustees has outlined policies and procedures for expulsion from the District.
- E. ALTERNATIVE SCHOOL PROGRAM** – An alternative school program has been implemented by the Brookhaven School District Board of Trustees as set forth by School Board Policy.
- F. DUE PROCESS** – The policies and provision pertaining to students’ rights and due process regarding disciplinary matters is set forth in School Board Policy.
- G. PARENTAL RESPONSIBILITY** - Parents, legal guardians and custodians have certain responsibilities to their child and District. In addition to any statutory responsibilities or obligations imposed by other policies of the district, the following are incorporated into the District’s discipline plan:
- A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child’s destructive acts against property or persons;
  - A parent, guardian or custodian of a compulsory-school-age child enroll in a public school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph (A) of this subsection, or for any other discipline conference regarding the acts of the child;
  - A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district who refuses or willfully fails to attend such discipline conference specified in paragraph (B) of this section

may be summoned by proper notification by the Superintendent of schools or the school attendance officer and be required to attend such discipline conference; and

- d. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity as defined in Section 37-11-29 occurring on school grounds or buses.
- e. Any parent, guardian or custodian of a school age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provision of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars (\$250.00).
- f. Any public school district shall be entitled to recover damages in amount not to exceed Twenty Thousand Dollars (\$20,000), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) years, who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor, or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.

**H. PROCEDURES TO BE FOLLOWED** – in addition to the procedures to be followed for acts requiring discipline as set out herein, the District shall follow Board policies JDD regarding Suspensions, JDE regarding Expulsions, and JDF regarding Due Process Procedures.

#### **ASSEMBLY PROGRAMS**

Assembly programs are held in the gym or auditorium. These dates, locations, and times will be announced. Proper conduct is expected.

#### **CORRIDORS**

It is the desire of the Administration to permit an atmosphere of freedom in passing to and from classes and entering and exiting the buildings. The rules are simple, dictated by common sense and for the common good. Students are required to (1) walk by the nearest route, (2) keep to the right in the hallways and stairways, and (3) refrain from making any unnecessary noise. Students that violate this policy are subject to a 3 day out-of-school suspension.

#### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

The use of cellular telephones by students is permitted before and after the official school day. All devices must be out of sight and turned off during the official school day and the lunch break. Students who violate this policy and the associated regulations shall be deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary action. No student shall photograph, videotape, record or reproduce, via any audio or video means, another student or staff member while on school system premises without the expressed prior permission of administration.

Students shall be personally and solely responsible for the security of their cellular telephones and/or other electronic devices. The Brookhaven School District shall not assume responsibility or liability for the theft, loss or damage to a cellular telephone or other electronic device, nor does it assume responsibility for the unauthorized use of any device.

Students who are witnessed using cell phones to record ANY student activity on campus without prior written consent from the principal will be subject to an automatic 5 day suspension pending further investigation. If it is determined that a student did in fact record student activity using an electronic device, the student shall receive a recommendation to the school discipline committee for up to a 45 day placement at Mullins Alternative School. This includes the recording and posting of incidents that occurred on a school campus on the internet or social media sites.

**Consequences for violation of cell phone policy:**

**1<sup>st</sup> offense: Cell phone will be confiscated and given to the parent**

**2<sup>nd</sup> offense: Suspension and phone will be confiscated for the remainder of the school year**

**3<sup>rd</sup> offense: Possible Alternative School recommendation.**

*Cell phone use is a privilege. Continued disobedience of the cell phone policy can result in a loss of cell phone privileges for the student.*

**CARE OF MATERIALS AND SCHOOL FACILITIES**

Students are expected to take care of all materials and facilities of the school. Students should not be guilty of carving on desks, tabletops, or auditorium chairs; putting feet on top of tables, chairs, or desks; vandalizing restrooms. Materials, equipment, instruments, and other school properties should not be marred, misused, or abused at any time.

**PRANKS**

BSD does not condone or tolerate class pranks on or off campus. Pranks that take place on BSD property, during or outside of school hours, are subject to all disciplinary action contained within school board policy and this handbook. This includes offenses such as trespassing, vandalism, and defacing school property.

**DISTRICT-WIDE ASSERTIVE DISCIPLINE PLAN**

Classroom teachers will administer the Assertive Discipline Plan. Discipline does not imply punishment only, but rather the development of attitudes in persons that lead them to respect the necessity for regulations as well as the need to conform to them. In an effort to improve general classroom climate, all classroom teachers will establish a classroom management plan. Students will be well informed about all classroom rules, the consequences for breaking them, and the rewards for keeping them.

**CLASSROOM MANAGEMENT PLAN**

A classroom management plan that consists of the following shall be posted in every classroom.

- Classroom rules
- A set of consequences for negative behavior classified in all three categories
- A set of rewards for positive behavior
- Any school-site administrative policy that addresses classroom management

**DISCIPLINE CATEGORIES**

The following discipline categories will be used in an effort to administer appropriate and consistent punishment for student misbehavior, misconduct or violation of any school rule as outlined in board policy JCA. If the probation period is violated, the student will automatically move to the next step. Habitual is defined as any behavior that occurs 3 or more times.

**CLASS I – MINOR INFRACTIONS**  
**(Handled by the Classroom Teacher)**

Any form of cheating  
Dress Code Violation (First Offense)  
Class tardiness  
Inappropriate displays of affection  
Excessive talking  
Sleeping in class  
Running in halls

Throwing any minor object in a building or on campus  
Failure to bring textbooks and/or materials to class  
Failure to return signed grade reports and letters sent home  
Entering buildings without permission during all breaks and before/after school  
Possession of opened drinks, snacks, candy, or gum in any building  
Possession of any minor, non-school related item (Toys, lasers, portable games, etc.)  
Any other offense deemed as a “Class I” violation by the school administrator or designee

**Disciplinary Options for Class I Infractions:**

**Step 1: Administrative, student, parent, and teacher(s) conference (any can apply)**

**Break detention**

**Loss of school activity privileges (Ex: assemblies, field trips, school incentives, pep rallies, ball games or meets, etc.)**

**After school detention**

**Other appropriate action deemed necessary by the principal.**

**A 7 day probation period will follow the completion of the above disciplinary options.**

**CLASS II – INTERMEDIATE INFRACTIONS**  
**(Handled by School Administrator)**

Habitual violations of Class I behaviors (three or more violations)  
Using and/or possessing matches or lighters  
Defacing or destruction of school property (Ex: writing on desks, wall, books, etc.)  
Vandalism  
Inappropriate displays of affection  
Skipping Class  
Defiant behavior toward the lawful direction or order of a Brookhaven School District employee  
Stealing – under \$10.00 in value  
Refusing to surrender any item not allowed at school  
Refusing to sign detention notice  
Failure to serve detention  
Any other offense deemed as a “Class II” violation by the school administrator or designee  
Harassment of a student (name calling, not keeping hands to self, etc.)

*The following behaviors are also considered CLASS II Violations for students placed at Mullins Alternative School*

Attending a BSD event, including but not limited to athletic events, dances, etc.  
Being on another BSD school campus other than the Mullins campus  
Driving on campus  
Leaving class without permission

**Disciplinary Options for Class II Infractions:**

**Step 2: Administrative, student, parent, and teacher(s) conference (any can apply)**

**After school detention**

**Break detention**

**In-school suspension**

**In-school detention**

**Corporal punishment (with parent approval on file**

**Loss of school activity privileges (Ex: assemblies, field trips, school incentives, pep rallies, balls game or meets, etc.).**

**Other appropriate action deemed necessary by the principal. A 10 day probation period will follow the completion of the above disciplinary options.**

**Step 3: Out of School Suspension (1-2 Days)**

**Out of School Suspension (Mullins)? (1-2 Days)**

**Corporal punishment (with parent approval on file)**

**Loss of school activity privileges (Ex: assemblies, field trips, school incentives, pep rallies, ball games or meets, etc.)**

**Other appropriate action deemed necessary by the principal.**

**A 15 day probation period will follow the completion of the above disciplinary options.**

**CLASS III – MAJOR INFRACTIONS**

Habitual violations of Class II behaviors (three or more violations)

Stealing

Fighting

Personal Contact (Pushing and Shoving)

Liquor/Alcohol

Violation of Internet Use Policy

Bullying (as defined by School Board Policy)

Extortion (threatening to harm a student in order to obtain money or advantage)

Offensive Language/Threats (verbal or written language that offends on one's race, religion, ethnicity, or sexual orientation)

Profanity (language or gestures)

Gambling or possession of gambling paraphernalia

Trespassing

Sexual Harassment (written or verbal propositions to engage in sexual acts; offensive touching of another person)

Fireworks (use or possession of fireworks, poppers, lighters, or matches)

Tobacco (use or possession of any tobacco or similar product or paraphernalia)

Repeated violations of Class I infractions

Any other offense deemed as a "Class III" violation by the school administrator or designee

**Disciplinary Options for Class III Infractions:**

**Step 4: Out of School Suspension (3-4 Days)**

**Out of Suspension (Mullins) (3-4 Days)**

**Corporal punishment (with parent approval on file)**

**Loss of school activity privileges (Ex: assemblies, field trips, school incentives, pep rallies, ball games or meets, etc.).**

**Other appropriate action deemed necessary by the principal.**

**A 20 day probation period will follow the completion of the above disciplinary options.**

**Step 5: Out of school suspension (5 Days)**

**Out of school suspension (Mullins) (5 Days)**

**Loss of school activity privileges (Ex: assemblies, field trips, school incentives, pep rallies, ball games or meets, etc.).**

**Alternative placement could be recommended based upon the decision of the alternative placement committee.**

**A 30 day probation period will follow the completion of the above disciplinary options.**

**Step 6: Out of school suspension (6-8 Days)**

**Out of school suspension (Mullins) (6-8 Days)**

**Loss of school activity privileges (Ex: assemblies, field trips, school incentives, pep rallies, ball games or meets, etc.).**

**Alternative placement could be recommended based upon the decision of the alternative placement committee.**

**A 45 day probation period will follow the completion of the above disciplinary options.**

**CLASS IV– SEVERE INFRACTIONS**

Habitual violations of Class III behaviors (three or more violations)

Arson-willfully igniting or burning any part of public property and its contents.

Assault (as defined by the Mississippi Department of Education)

Staff Assault

Possession of Firearms (or look alike)

Possession of Weapons (or look alike)

Possession of Drugs or Drug Paraphernalia (or look alike)

Bomb Threats

Explosives

Sexual Acts

Obscene or Profane Language directed at a Brookhaven School District employee

Repeated violations of Class III infractions

Any other offense deemed as a “Class IV” violation by the school administrator or designee

**Disciplinary Options for Class IV Infractions:**

**Step 7: Out of School suspension (9 Days)**

**Loss of school activity privileges for the remainder of the year (Ex: assemblies, field trips, school incentives, pep rallies, ball games or meets, etc.).**

**Probation period will be given for the remainder of the school year following completion of the above disciplinary options**

**Possible expulsion from the Brookhaven School District.**

**SCHOOL BUS REGULATIONS**

The privilege of riding the bus carries with it a responsibility on the part of the student. Students who accept this responsibility are welcome to ride; those who do not may be denied this privilege. Bus drivers are expected to keep order and discipline on the bus, but their major responsibility is to drive the bus; therefore, students are to follow these regulations included in this section.

Rules and Regulations of the State Board of Education Concerning Conduct Upon Public School Buses as Authorized by Chapter 15, Section 10, of the Extraordinary Session of 1953, and amended by House Bill 893 Laws of 1973: It shall be the duty of the passengers transported in school buses owned and operated or contracted by the public school districts to conduct themselves in an orderly manner. The passengers shall abide by rules and regulations of the State Board of Education and rules and regulations adopted by the boards for the respective school districts.

All students are expected to be at their assigned bus stop for pick up in the mornings.

All student safety violations (i.e. disciplinary infractions, student misbehavior) are reported to the Transportation Director who then reports them to the Principal for appropriate disciplinary action.

An audiovisual recording device is installed on the school bus to promote safety and encourage orderliness. All videotapes on which events on the school bus are recorded will be maintained under the security of the Transportation Department and Brookhaven School District Administration.

### **LOADING AND UNLOADING**

1. Be at your bus stop or assigned loading zone on time.
2. Exercise extreme caution in getting to and from your bus stop.
3. Look in both directions before stepping from behind parked cars and before crossing any roadway.
4. Stay out of the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to move to the bus.
5. Do not play on or near the road while waiting for the bus to arrive.
6. Always walk on the left side of the road facing on-coming traffic and step off the road when a motor vehicle approaches.
7. Use the hand rail while getting on and off the bus.
8. When you must cross the road or enter the bus, or after leaving the bus, always cross in front of the bus upon the signal of the driver.
9. Students who ride a bus to and from school are subject to school regulations of conduct.

**The school bus driver is empowered to enforce school regulations by reporting all student safety violations to the principal. If any pupil persists in disobeying any of the rules of good conduct, school officials may suspend or end free public transportation of the disobedient student.**

### **WHILE ON THE BUS**

- Students are to be courteous; follow the instructions of the bus driver.
- Students should not distract the driver except in an emergency.
- Students must identify themselves properly when requested to do so by the school bus personnel.
- Students should speak in a conversational tone; no loud talking.
- Students should remain seated on the bus at all times.
- Students should keep their entire bodies and possessions inside bus.
- Students should use the emergency door only in a true emergency.
- Students must sit in seats assigned by the driver.
- Students will be held financially responsible for any damage to the bus.
- Students are not allowed to get off the bus before arriving at school.
- Unauthorized articles are not allowed on the bus, (i.e., combustibles, large articles, pets, weapons, radios, toys, etc.).

#### **The following are prohibited:**

- a. Profane Language;
- b. Smoking or tobacco products;
- c. Fighting or scuffling;
- d. Throwing objects within or from the bus.
- e. The use of cell phones or other electronic devices without the use of headphones.

Each passenger is expected to help in keeping the bus clean.

Any student desiring to ride a different bus or to depart at a different stop shall present to the driver a note signed by his or her parent and approved by the school principal. Please note that approval to ride a different bus simply to go home with another student for an overnight stay or for a visit will not be granted due to the limited space available on buses.

### **SCHOOL BUS DISCIPLINARY LADDER FOR SEVERE/PROHIBITED BEHAVIORS**

A student's failure to conform to acceptable standards of behavior and courtesy while on a school bus will result in his/her being subject to disciplinary action. Should a student choose to break a rule, the following actions will be taken:

1. Warning issued to the student from the principal; parent contacted
2. Three (3) day bus suspension; parent/student conference required with the principal before student may ride the bus again.

3. Five (5) day bus suspension; parent/student conference required with the principal before the student may ride again.
4. Ten (10) day bus suspension; parent/student conference required with the principal before the student may again ride again.
5. Loss of bus privileges for the remainder of the school year.
6. A student may be placed at a higher level of the discipline ladder as deemed appropriate by the principal due to the student's behavior.

Consequences for minor behavior infractions (i.e. chewing gum, littering, etc.) shall be determined by the school administrator and may not result in placement on the discipline ladder.



# FANNIE L. MULLINS ALTERNATIVE SCHOOL

The removal of a student to the Alternative School requires a committee of teachers and other appropriate professional personnel to develop the Individualized Instruction Plan (IIP) or Individual Education Plan (IEP), for students receiving special education services, to ensure the continued education for the removed student.

Student placement into an alternative education program is based on a required referral process. This process begins with a written recommendation for alternative school placement by the school principal. This recommendation shall include a letter of recommendation from the principal; all documentation related to the disciplinary infraction(s) that warrants the recommendation, student's grades, attendance records, intervention and academic data, and any other pertinent information related to the referral.

Within 9 days of the initial suspension, the School Discipline Committee which shall include the alternative school principal or his/her designee, shall meet and afford the parents and the student their due process opportunity. Based on all information shared, the committee will make a final placement decision and share it with the parent. If alternative school placement is decided, the meeting to develop IIP will immediately follow.

A student's placement or assignment may be extended due to academic, behavior, or attendance deficiencies. Students assigned to the alternative program are expected to pass their academic courses and attend school on a daily basis, unless otherwise excused. Students assigned to the alternative education program must exhibit appropriate behavior and adhere to the alternative school's rules and regulations. In the case of a recommendation for alternative education placement, the superintendent or his designee must conduct a review of the recommendation. The review shall take into account the following factors:

- The student is suspended for more than ten days or expelled
- The nature and seriousness of the violation
- The degree of danger to the school community
- The student's disciplinary history, including the seriousness and number of previous infractions
- The appropriateness of an alternative education placement or program
- The student's age and grade level
- The results of any mental health, substance abuse, or special education assessments
- The student's attendance and academic records
- A customized intervention program with support services to meet the needs of individual students assigned to the program
- A comprehensive transition plan for each student returning to the traditional school setting that outlines support services that are to be provided upon the student's return to the home school

In the event that a student's misbehavior warrants placement at the district alternative school, the following rules and regulations shall apply while enrolled there. Brookhaven School District along with Fannie Mullins Alternative Handbook Supplement is to be used in conjunction with the handbooks. All rules in the BSD handbooks and in the Mullins supplemental handbook apply.

## **PARENT EXPECTATIONS**

We expect parents of Mullins students to take an active role in ensuring their child's success at the Mullins. The expectations we have of Mullins parents are:

- Accepting and responding to all correspondence, calls, or e-mails sent by Mullins personnel
- Attending and being on time for all requested parent conferences
- Clearing all fines at your child's home school
- Complete the intake process after the student has been assigned to alternative school.
- Disclosing all medical conditions and your child's allergens to Mullins personnel
- Enforcing the dress code
- Notifying office staff each morning your child is absent or tardy (601.833.7472)
- Scheduling a conference time and meeting with the alternative school principal or his/her designee to complete the interview and enrollment process before the student begins classes at the Mullins
- Sending written excuses for your child's absences the day he/she returns to the Mullins

### **PRESENCE on OTHER BSD CAMPUSES / EVENTS**

- While enrolled in alternative school, students are NOT allowed to attend any Brookhaven School District (BSD) school-related events, activities, or functions. This includes but is not limited to athletic events, competitions, games, dances, meetings, plays on or off BSD campuses. This includes BSD events that are on campuses other than those of BSD. Failure to comply will result in the student facing consequences including being suspended from Mullins, being assigned additional time at Mullins, or being recommended for expulsion from Mullins.
- Alternative school students are not allowed to be on any BSD campus besides Mullins campus. Failure to comply with any of the school or district rules and/or policies will result in the student facing consequences including being suspended from Mullins, being assigned additional time at Mullins, or being recommended for expulsion from BSD.

### **SEARCHES / ELECTRONIC DEVICES**

Students are not allowed to bring any type of bag to Mullins. *Students are subject to be searched at any time.* Any item that should not be on campus or on the bus will be confiscated. This includes, but is not limited to, candy, gum, sunglasses, bandanas, combs, picks, brushes, jewelry other than simple watches, items that depict affiliation with a specific gang or group, cell phones, iPods, MP3 players, other electronic devices, headphones, ear pieces, CDs, videos, cameras, food and beverages unless the student brings his/her lunch, notes or letters that are impertinent to school or class, etc. **All combs, brushes, picks, notes, candy, gum, and food and beverages that are not part of a student's lunch will be discarded.** *Other items may be returned to the student or picked up by the student's parent at the end of the day or when he/she completes the assigned time at Mullins.*

*Neither Brookhaven School District nor the Mullins Alternative School is responsible for any items that are brought to Mullins or are confiscated from any student.*

In compliance with BSD policies, there is a zero tolerance policy for having weapons, any object that can be used as a weapon, alcohol, any type of nicotine, drugs, medicine not approved by Mullins administrator, ammunition, fireworks, etc. on campus or on the bus. If students have these items, they will be recommended for immediate expulsion from the Brookhaven School District.

### **DRESS CODE (Grades 4 – 12)**

- A. BOY'S PANTS MUST BE WORN OVER THE HIPS WITH SHIRTS TUCKED IN. BELTS MUST BE WORN AT ALL TIMES.**
- B.** Students may not wear any type of hooded sweatshirt on their heads while on campus.
- C.** Hair shall not be groomed in class.  
Hair shall be free from obnoxious odors, maintained clean in quality and neat in appearance.
- D.** Hair shall not be in pin curls or rollers.

- E. No shower shoes or house shoes.
- F. All shirts/tops must have a sleeve. This includes dress and skirt tops also.
- G. No clothing may be worn with vulgar words, tobacco, gang signs, or alcohol advertisements, or any inappropriate slogans or pictures.
- H. Biker shorts, cutoffs, clothing with holes, or any style of clothing tending toward immodesty is prohibited.
- I. Sunglasses, all head covers (caps, hats, etc.), and trench coats are prohibited on campus.
- J. Midriffs shall not be exposed.
- K. Wind pants that may be seen through are prohibited.
- L. Tights are not to be worn as outer clothing even if covered by a long top.
- M. Piercing must be confined to the ears.
- N. Cleanliness of both dress and body is mandatory
- O. Dresses, skirts, and shorts must be at least to the tip of the longest finger in length.
- P. Extremes of any type will be considered inappropriate.

### **BATHROOM BREAKS**

Students will adhere to the following rules for bathroom break. Students will:

- Go to the restroom five times per day at scheduled times.
- Go to the restroom only at designated times unless Mullins administrator have a doctor's excuse denoting the student has a medical condition which requires him/her to go to the restroom more frequently than twice a day.
- Empty his/her pockets before entering the restroom.
- Do not take any bags or purses into the restroom unless authorized.
- Go to the restroom one at a time.
- Students cannot go to the restroom without adult supervision.
- Do not talk in the restroom.

### **LEAVING CAMPUS**

A student is considered to be in attendance at the Alternative School immediately upon entering the school's campus. Students are to report to the cafeteria upon entering the campus.

No student, whether transported on public or private conveyances, may leave the school campus without first obtaining written permission from the school officials and must be accompanied by parent, guardian or designated other. Failure to comply with the above policy will result in disciplinary action.

### **CHECKING IN AND OUT OF SCHOOL**

Students enrolled in the Alternative Education Program are to be checked in and out by the parent, guardian or other designated adult. Identification of the individual checking the student in or out will be required; therefore, only adults will be listed on a student's check in/check-out form. Other students enrolled in the Brookhaven School District will not be permitted to check students in or out. No individual under twenty-one years of age will be permitted to check students in or out.

1. No student shall leave school without permission from the school official and must be accompanied by a parent, guardian or designated other.
2. Students will be allowed to check out of school for personal illness, or an emergency. Students must secure written permission from school officials and be signed out by the student's parent, guardian or designated other before they will be allowed to leave school. No student will be allowed to leave with anyone other than his parent, guardian or designated other.

3. Upon returning to school the next day the parent, guardian, or designated other must accompany the student to the office to sign in the student. The student will not be allowed to sign in without the parent, guardian or designated other.
4. Students will be assigned one hour additional time in the alternative school sign in late or checking out prior to the end of the school day.

### **TARDIES**

Students checking in after 9:15 A.M. must be checked in by parent, guardian or designated other. All students who check in late will be considered tardy. Three (3) tardies will constitute an extra day in the Alternative School. Students who are tardy will be permitted to ride the bus in the afternoon.

### **EARLY ARRIVAL AT SCHOOL**

Students should not arrive on campus prior to 8:45 A. M. Students are to report to the cafeteria to assemble with their first period teacher. All classes will begin promptly at 9:00 A. M.

### **USE OF OFFICE TELEPHONE**

The Alternative School telephone number is (601) 833-7472. Students will not be permitted to use the office telephone except for emergency situations. All calls regarding students concerns will be made by the principal or his/her designee.

### **COUNSELING**

Counseling will be provided by the counselor from the referring school. The alternative principal will schedule appropriate times for counseling with the referring school counselor.

### **EXTRA CURRICULAR ACTIVITIES**

Students in the Alternative School may not participate in or attend any other school activities while enrolled in the Alternative School (*no football, softball, and baseball, or basketball games, track*). Failure to comply with this policy will result in disciplinary action or lengthen the number of days assigned to the Alternative School.

# DISCRIMINATION/COMPLIANCE

## FERPA

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Brookhaven School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Brookhaven School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require districts 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 the Brookhaven School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within seven days after enrolling/registering for school.** The Brookhaven School District has designated the following information as directory information:

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

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

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

### **CHILD FIND**

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

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

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

### **SECTION 504/ AMERICAN WITH DISABILITIES ACT**

To ensure compliance with Section 504 and the Americans with Disabilities Act, the School District has appointed a Section 504/ADA Coordinator. No qualified person with disabilities, shall, on the basis of disability, be excluded from participation in, be denied the benefits of, nor otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance. In determining the site or location of a facility or classroom, selections will not be made that have the effect of excluding disabled person. The School District does not discriminate on the basis of disability in admission or access to, or treatment or employment in its programs and activities. If you or your child needs further information concerning Section 504 services or ADA, please contact the Central Office at 601-833-6661.

### **FINANCIAL HARDSHIP/ FEE POLICY**

This school board hereby authorizes the superintendent to charge reasonable fees, but not more than the actual cost, for the following:

1. Supplemental instructional materials and supplies, excluding textbooks;
2. Other fees designated by the superintendent as fees related to a valid curriculum educational objective, including transportation; and
3. Extracurricular activities and any other educational activities of the school district which are not designated by the superintendent as valid curriculum educational objectives, such as band trips and athletic events.

Fee waiver applications are available for students whose parents meet the income eligibility requirement. These applications are available in the District's Child Nutrition Office located inside of Mullins School.

### **TITLE I PARENTAL INVOLVEMENT**

The Brookhaven School District shall be in full compliance with the regulations of the U. S. Department of Education under current Title I regulations relating to parent involvement and participation.

The District shall provide opportunities for parents of children being served by Title I for participation in the design and implementation of all aspects of the Title I program. Encouragement of parent participation and involvement shall also include, but not be limited to, the provision of timely information about program plans and evaluation, the solicitation of suggestions for operation of the program, consultation with parents, informing parents of their children's needs and of program objectives, and an annual public meeting for parents and school personnel.

Parents shall be involved in the joint development of the District written parent involvement policy under pertinent sections of the Title I laws and regulations and in the process of ongoing school improvement as required under state and federal rules.

Coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement shall be provided.

In an effort to improve student achievement and maintain strong community partnerships the Brookhaven School District shall:

1. help parents to understand the National Education goals, state content and performance standards, state and local assessments, Title I requirements, how to monitor progress while participating in their children's education, and how to work with educators toward children's improved performance;
2. provide materials and facilities to train parents, teachers, pupil services personnel, principals, and staff to work with each other and work with parents as equal partners;
3. educate teachers, pupil services personnel, principals, and staff with assistance from parents on how to reach out to, communicate with, and work with parents as equal partners;
4. coordinate and integrate Title I parental involvement strategies with parent involvement strategies under other programs such as Head Start, Parents as Teachers, and public preschool programs, etc.;
5. develop appropriate roles for community-based organizations and businesses while encouraging partnerships between elementary, middle, and secondary schools;
6. when appropriate and feasible, conduct other activities and opportunities, such as a parent resource center, designed for parents to learn about child development to help parents become full partners in the education of their children;
7. ensure, to the extent possible, that information sent home is in language and form parents can understand;
8. provide such other reasonable support for parental involvement activities under this section as parents may request.

The District shall set aside no less than (1) percent of the local Title I allocation with (95) percent of this set aside for use at the school level to be used for parent involvement activities. Parents of children served by the Title I program shall be involved in the decisions as to how these funds shall be utilized for parent involvement activities.

An annual evaluation of the content and effectiveness of the District parental involvement policy shall be conducted to determine its effectiveness in increasing parental participation and identifying barriers to greater parent participation in activities authorized under Title I regulations. Findings shall be used to design strategies for improvement in this area.

Each school in the district receiving Title I funds shall jointly develop with parents of participating children served by the program a parent involvement plan that is unique to the school's needs and that meets the goals and requirements outlined in this policy as well as all state and federal regulations addressing parental involvement.

Each school in the district receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards.

Each school in the district receiving Title I funds shall hold an annual meeting to explain the goals and purposes of the Title I program.

Parent-teacher conferences relating to an individual student, frequent progress reports, and reasonable access to staff for volunteer activities and observations of their children's classroom shall be provided.

Other requirements of the Title I parent involvement policy outlined in federal guidelines shall be met by the local District.

This written policy shall be distributed to parents of participating students, together with distribution to staff members.



Brookhaven School District will provide full opportunities for participation for parents who are disabled or who have limited English proficiency, including providing information and school profiles in a language and format appropriate to the parents' communication needs.

### **NO CHILD LEFT BEHIND AND THE "RIGHT TO KNOW"**

In January of 2002, President Bush signed the *No Child Left Behind* legislation. This piece of legislation makes several changes in education. One of the new requirements of this legislation is the notification of all parents of their "right to know" the qualifications of the teachers and teacher assistants who work with their children.

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

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

### **HOMELESS**

When a child is determined to be homeless as defined by the Steward B. McKinney Act 42 USC Section 1143(1), 11432(e)(4) and 11302(a), the Brookhaven School District shall consider and take enrollment action that is in the best interest of the child, pursuant to 42 USC II 432(e)(3).

- The requirements of Section II above are minimum requirements, and the Brookhaven School District may require additional documentation and verification at any time.
- At the minimum, the Brookhaven School District shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.
- The provisions of this policy do not apply to students who reside outside the Brookhaven School District but who have legally transferred into the District.
- Any court-ordered procedure shall take precedent over any procedure contained herein.

### **ENGLISH LANGUAGE LEARNER (ELL) SERVICES**

The Brookhaven School District provides services to English Language Learners. For information regarding this program, contact the Director of Federal Programs at 601-833-6661.

### **GRIEVANCES AND COMPLAINTS**

If any parent or guardian should have a complaint against any employee of the Brookhaven School District, it will first be brought to the attention of the principal or supervisor of the employee against whom the complaint is being made. Board Policy KN (Complaints-Procedures) describes further action that may be taken if the complaint is not resolved at this level.

All complaints alleging gender discrimination should be filed with the District Title IX Coordinator, Tommy Clopton. He can be located through the District Central Office at 326 E. Court Street Brookhaven, MS 39601. The phone number is (601) 835-5466.

Allegations of disability discrimination should be filed with the Director of Federal Programs, Dr. Danny Rushing. His office is located at the District Central Office at 326 E. Court Street Brookhaven, MS 39601. The phone number is (601) 833-6661.

The Brookhaven School District prohibits retaliation of any kind against any employee or student bringing a complaint or assisting in the investigation of a complaint.

## OTHER

### SCHOOL AND CLASSROOM VISITS

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

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

### DELIVERIES

NO balloons, flowers, etc., should be delivered to the school.

### SOLICITING

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

### DAILY CHANGES IN TRANSPORTATION

The student should bring a note to school to let the teacher know if he/she is to be a parent pick-up or if he/she is to ride in a different mode than the documented source of transportation. Phone calls regarding a change in transportation will not accepted. Any changes must be in writing, email, or text message.

### PARENT PICK-UP

Students who ride in cars must be dropped off or picked up on the appropriate side of the school. Parents are asked to wait in their cars forming an orderly line. Adults on supervisory duty will assist students loading and unloading. **Students are not to be dropped off in front of the school.**

### USE OF OFFICE TELEPHONE

Children are permitted to use the school telephone only in an emergency. The classroom teacher and administration must grant permission if a student is to use the telephone. Forgotten papers, books, or other school materials do not constitute an emergency.

### **VALUABLES**

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

### **ROLE OF P.T.A.**

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



# Appendix

**~Handbook Acknowledgement Form~**

**~Written Excuse Forms~**

**~Non-Corporal Punishment Agreement Form~**

**~Use of Internet and Other Electronic Resources Policy~**

**~Administering of Medication Policy~**

**~Administering of Medication Form~**





To: Parents, Guardians or Custodians, and Students of the Brookhaven School District

To ensure that the parents and students of the Brookhaven School District are aware of the policies and procedures of the district, this Parent/Student Handbook has been published and provided to you for your review. This Handbook includes school board policy concerning the following:

- Brookhaven School District Code of Conduct (p.24)
- The Assertive Discipline Plan for this school (p.34)
- Brookhaven School District Discipline Plan (p.21)
- Brookhaven School District Policy concerning Classroom Management (p.21)
- Brookhaven School District Policy concerning Parental Responsibilities (p.32)

The policies and procedures in this handbook have been approved by the Brookhaven School District Board of Trustees.

In accordance with MS Code 37-11-53 (1), the District requests that you sign that statement below which is verification that you have been given notice of the discipline policies of this school. Your child will also be given a review of this handbook at school. We urge you to read the entire manual, the policies listed above, and the Student Conduct/Severe Disruption Policy prior to signing. Remember that all students are required to abide by these rules while attending this school as well as any function in connection with this school. **After signing the statement, please detach and have your child return to his/her teacher.**

**I have received the 2017-2018 \_\_\_\_\_ School Parent/Student Handbook and verify that I have been given notice of the policies and procedures that will be enforced at this school during the 2017-2018 school term.**

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

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

\_\_\_\_\_  
**Parent, Guardian, Custodian**

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

*Street Address: 326 E. Court Street, Brookhaven, Mississippi*

*Phone: (601) 833-6661*







**Brookhaven School District  
Parent Written Excuse Form**

Student's Legal Name: \_\_\_\_\_

Date of Absence(s): \_\_\_\_\_

School: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Please excuse \_\_\_\_\_ (student's name) for being absent on the days listed above.

Please check the reason that applies:

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

**This excuse must be received within 3 days of your child's absence. If an excuse is not received in the time required, the absence will be considered unexcused. Each student is allowed 2 written excuse forms without documentation per nine week period . After the 2<sup>nd</sup> absence, documentation such as a doctor's excuse must be attached.**

Parent Signature: \_\_\_\_\_ Phone # \_\_\_\_\_

DATE: \_\_\_\_\_





**Brookhaven School District  
Parent Written Excuse Form**

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Date of Absence(s): \_\_\_\_\_

School: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

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- E. \_\_\_ Prior approved medical or dental appointment
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DATE: \_\_\_\_\_





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Parent Signature: \_\_\_\_\_ Phone # \_\_\_\_\_

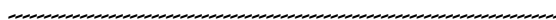
DATE: \_\_\_\_\_





**Brookhaven School District  
Non-Corporal Punishment Agreement  
2017-2018**

I understand that the Brookhaven School District Discipline Plan includes corporal punishment for students in grades K-8. The policy is in harmony with the Brookhaven School District Board Policy. My disagreement with the policy confirms that I agree with the following terms.



By refusing corporal punishment for my child, I agree to be contacted any time by the school and that I will come to the school any time if called. I will support the school in all efforts until school officials determine my child's behavior is acceptable and conducive to the learning environment. My child understands these actions as well. Corporal Punishment is not utilized at BHS.

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Student

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Date

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Parent

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Date





## USE OF INTERNET AND OTHER ELECTRONIC RESOURCES SCHOOL BOARD POLICY IJ

Students and staff of the Brookhaven School District will have access to electronic resources in the school media centers and in other locations. These resources are provided for staff and students to conduct research and communicate with others.

In the traditional library media center and classroom, materials have been screened for accuracy and appropriateness for each grade level. Electronic access to information is not always subject to prior screening and evaluation. The District will use reasonable safeguards and procedures to guide students in the use of electronic resources. As much as possible, staff will provide guidelines to appropriate resources which are suited to the learning objectives. All use of electronic resources will be related to the District curriculum and the information gathered from these sources will be used to enhance and improve teaching and learning in the District.

Access to computers will be given to students who agree to act in a considerate and responsible manner. Student may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Computer storage areas will be treated like school lockers. Files may be reviewed to ensure that users are using these resources responsibly.

### I. INTERNET RULES

Access to computers is a privilege, not a right, and entails responsibility. Students are responsible for good behavior on the school computers just as they are in the classroom and will bear responsibility for their use of these resources just as they do with other potentially offensive media such as movies, tapes, CD's, radio, etc.

General school rules for behavior and communication apply. Users will sign an agreement which stipulates that they will comply with district standards and guidelines.

The following behaviors are **not** permitted on District computers:

- A. Sharing confidential information on students or employees
- B. Sending or displaying offensive messages or pictures
- C. Using obscene language
- D. Harassing, insulting, or attacking others
- E. Damaging computers
- F. Violating copyright laws
- G. Using Others' passwords
- H. Trespassing in others' folders, work, or files
- I. Intentionally wasting limited resources
- J. Using computers for personal commercial purposes
- K. Supporting/opposing political candidates or issues
- L. Engaging in practices that threaten the system (e.g. loading files that may introduce a virus)  
Violating regulations prescribed by the provider
- M. Conducting union business
- N. Promoting, supporting, celebrating, or opposing religion or religious institutions

### II. SANCTIONS

- A. Violations may result in loss of access
- B. Additional disciplinary action may be taken as is appropriate according to general school rules for behavior
- C. Law enforcement agencies may be involved in some violations

It is the policy of Brookhaven 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 Brookhaven School District 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 Brookhaven School District 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.

School District or designated representatives will provide age-appropriate training for students who use the Brookhaven

School District Internet facilities. The training provided will be designed to promote the Brookhaven School District commitment to:

- I. The standards and acceptable use of Internet services as set forth in the Brookhaven School District 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.

**Student’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **BSD ADMINISTERING OF MEDICATION / MEDICINE POLICY JGCD**

In order to protect the safety of your child, the Brookhaven School District requires that all students who need medication during school hours must do the following:

1. For prescription medications:
  - A. The “Administering Medication to Students” form must be completed and signed by the physician and by the parent/guardian, and brought to the school office.
  - B. The medication must be in the original prescription bottle, properly labeled for the student by a registered pharmacist as prescribed by the physician.  
(Note: Check with your pharmacist for a duplicate bottle to keep one at home as needed.)
  - C. **The medication must be brought to the school office by an adult, not sent with the student.**
  
2. For over-the-counter (non-prescription) medications:
  - A. The “Administering Medication to Students” form **must be completed and signed by the physician** and by the parent/guardian, and brought to the school office.
  - B. Non-prescription medication must also be in the original container and labeled with the student’s name.
  - C. **The medication must be brought to the school office by an adult, not sent with the student.**

The principal at each school will designate who will be responsible for administering medication at their school. A medication administration record will be maintained for each student taking medication at school. Medications will be stored in a specifically designated, secure storage location.

**STUDENTS ARE NOT ALLOWED TO TRANSPORT MEDICATION TO SCHOOL WITH THE EXCEPTION OF AN ASTHMA INHALER AND/OR ANAPHYLAXIS MEDICATION (EPI-PEN) AS PRESCRIBED BY A PHYSICIAN TO BE CARRIED AND SELF-ADMINISTERED BY THE STUDENT.**

IF A STUDENT USES HIS/HER ASTHMA AND/OR ANAPHYLAXIS MEDICATION IN A MANNER OTHER THAN PRESCRIBED, HE/SHE MAY BE SUBJECT TO DISCIPLINARY ACTION UNDER THE SCHOOL CODE. THE DISCIPLINARY ACTION SHALL NOT LIMIT OR RESTRICT THE STUDENT’S IMMEDIATE ACCESS TO THE ASTHMA AND/OR ANAPHYLAXIS MEDICATION.



**ADMINISTERING MEDICATION TO STUDENTS  
BROOKHAVEN SCHOOL DISTRICT  
P. O. BOX 540 BROOKHAVEN, MS 39602-0540**

SCHOOL: \_\_\_\_\_ FAX #: \_\_\_\_\_

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

**TO BE COMPLETED BY PARENT/GUARDIAN:**

I request that my child (named above) receive:

\_\_\_\_\_ over-the-counter medication, **including any homeopathic or herbal medication/preparation or supplement, provided by me and approved by a physician as documented below.**

\_\_\_\_\_ medication prescribed by our physician as documented below.

**TO BE COMPLETED BY PHYSICIAN:**

I request that my patient (named above) receive the following medication during regular school hours.

Diagnosis \_\_\_\_\_

Name, Dosage, Means of administration \_\_\_\_\_

Time to be taken during school hours \_\_\_\_\_ Duration of treatment \_\_\_\_\_

Purpose of medication \_\_\_\_\_

Possible side effects and adverse reactions \_\_\_\_\_

**• For asthma, please list circumstances under which the student is to receive medication:**

**• For asthma medication:**

This student has been instructed in self-administration of this medicine and may carry and use it at school as directed.

( ) does not apply ( ) no ( ) yes

**▲ For anaphylaxis medication, please list the circumstances under which the student is to receive medication:**

**▲ For anaphylaxis medication:**

This student has been instructed in self-administration of this medicine and may carry and use it at school as directed.

( ) does not apply ( ) no ( ) yes

Physician's Name \_\_\_\_\_ Signature \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:**

I understand that the principal or his/her designee will administer or observe my child taking the medication and that the medication may be administered or observed by non-medical personnel. **In the case of self-administrated asthma and/or anaphylaxis medications I am aware that the school district and its employees and agents will not be held liable should any injury be sustained by the student who has self-administered his/her asthma and/or anaphylaxis medication. I hereby give permission for my child listed above to self-administer asthma and/or anaphylaxis medication at school.**

Parent/Guardian \_\_\_\_\_ Signature \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_





