



This planner belongs to:

Name: _____

Grade: _____ **Homeroom:** _____

In case of emergency, notify:

Relation to Student: _____

Telephone: _____

**Crystal Springs
Middle School Bearcats**

CRYSTAL SPRINGS MIDDLE SCHOOL



2017-18 STUDENT HANDBOOK FOR STUDENTS, PARENTS, TEACHERS AND ADMINISTRATORS

Our Mission Statement

The Mission of Crystal Springs Middle School is to increase student performance in all areas by using technology, data-driven instruction, progress-monitoring, research-based assessment methods, and community involvement to assure all students are equipped for global academic competition.

Our Vision Statement

The vision of Crystal Springs Middle School is to develop students who demonstrate academic, physical, and social growth in a culturally diverse learning environment.

TABLE OF CONTENTS 2017-18

SECTION	PAGE #	SECTION	PAGE #
Academic Projects/ Awards / Honors	17	Homework	17
Admittance to the Building	10	Honor Roll (4 th - 8 th)	17
Alternate Bus	22	In-School Suspension	29
Alternative School Placement	33	Insurance	20
Assemblies (Conduct)	19	Internet Acceptable Use Policy	40-42
Athletic Activities	23	Introduction and Mission Statement	6-8
Athletic Conduct	24	Make-Up Work	14
Athletic Eligibility	23	Medication	20
Attendance	12	Message to Parents / Guardians	6-7
Awards Day / Honors	18	Office Hours	10
Band	23	Parental Responsibilities	35-37
Bullying Policy, Procedures & Complaint Form	43-44	Permission to Leave School	13
Bus Rules	22	Philosophy and Objectives	9
Cafeteria	19	Physical Education	23
Change of Address	12	Positive Behavioral Interventions and Support System	25
Changing Classes (Conduct)	14	Progress Report Dates	16
Checking Out Policy	12	Procedure for Complaints – Title I	10
Clubs	19	Promotion and Retention	17
Code of Conduct	37	Reading Fair	19
Curriculum Objectives	15	Report Card Dates	16
Daily Schedule for 4 th – 8 th	46-49	Responsibilities of a Student at CSMS	24
Discipline Policy	28-37	Review Board (SRB)	43
Dismissal	11	School Calendar	5
District Mission Statement	7-8	School Day Hours	10
Dress Code	25-27		
Drills	20	Science Fair	19
Due Process	39	Sports Schedule	50
Emergencies	19	Solicitation	21
Enrollment Procedures	11	Student Misconduct and Consequences	28-37
Essay Contest	18	Tardiness to Class	13-15
Excessive Absences / Tardies	13-15	Telephone	21
Excused Absences / Tardies	13-15	Textbooks – Loss and Care	21
Exemptions	16	Transportation for Field Trips and Athletic	21
Expulsion	39	Truancy	13
Extended School Year	17	Unexcused Absences	13
Extra-Curricular Grade Requirements	23	Uniform Policy Procedures for Students	25-27
Faculty	3-4	Valentine's Day Policy	21
Grading System	15	Vandalism	21
History Fair	19	Visitors	21
Homecoming	18	Withdrawals	12

Technology Foundation: Janet Broome

Band: Wes Moore

Physical Education/Health: Kenneth Coleman 4th – 8th – Boys
Christi Walker 4th – 8th – Girls

Librarian: Shirley Funchess

Exceptional Education: Sara Berry – Speech
Mae Harrison

James Wilkes
Johnny Wilson
Stephan Dampier
Gigi Sullivan - Gifted

Assistants: Amy Williams
April Young

Alternative Education: Trevion Thomas

In-School Suspension Monitor:

School Nurses: Missy Foster, Region 8
Roberta Holloway, District Nurse

Security Officer: Larry Haynes

Attendance Counselor: Jackie Little-Jones

Cafeteria Staff: Carlee Dente, Manager
Anita Barnes
Wanda Barnhart
Irma Brown
Lynette Buck
Peggy Cross
Tommy Funchess
Toni Tolliver

Custodians: Billy Smiley- Lead
Vince Johnson
Carolyn Taylor
Lynn Williams

CRYSTAL SPRINGS MIDDLE SCHOOL

2017-18 SCHOOL CALENDAR

August 1, 2 and 3, 2017	Teacher Workdays
August 4, 2017	First Day for Students
September 4, 2017	Labor Day Holiday
September 7, 2017	Progress Reports (First 9 Weeks)
October 4, 5 and 6, 2017	9 Week Tests
October 13, 2017	Report Card Day
October 9 and 10, 2017	Fall Break
November 9, 2017	Progress Reports (Second 9 Weeks)
November 20-24, 2017	Thanksgiving Holidays
December 15, 18 and 19, 2017	9 Week Tests
December 20, 2017 – January 2, 2018	Christmas Holidays
January 3, 2018	School Resumes (2 nd Semester)
January 15, 2018	Martin Luther King, Jr. Holiday
January 16, 2018	Teacher/Parent Conference Day Student Holiday
February 6, 2018	Progress Reports (Third 9 Weeks)
March 7, 8 and 9, 2018	9 Week Tests
March 12-16, 2018	Spring Break
March 19, 2018	School Resumes
March 23, 2018	Report Cards Go Out
April 19, 2018	Progress Reports (Fourth 9 Weeks)
April 2 – 27, 2018	CPAS2 Test (Any 2 consecutive days)
March 30 & April 2, 2018	Holiday/Weather Days
April 16 – May 18, 2018	EOY (MCT3/SATP3)
April 30 – May 11, 2018	MS Science Test for Grade 8 (online)
April 30 – May 11, 2018	MS Science Test for Grade 5 (online)
TBD	Athletic Awards Day
May 18, 2018	4 th – 7 th Academic Awards Day
May 21, 22, 23, 2018	9 Week Tests
May 23, 2018	8 th Grade Awards Day
May 24 and 25, 2018	Teacher Work Days

INTRODUCTION AND MISSION STATEMENT

The faculty, staff and administration of **CRYSTAL SPRINGS MIDDLE SCHOOL** would like to welcome you to the 2016 – 2017 school year. We solicit your cooperation, help and constructive suggestions in making this a pleasant and rewarding school year. We wish you the best of luck in all your academic and extracurricular activities.

This handbook is presented to you in hopes that it will help you have a happy and profitable school year. It does not contain the solution to all your problems, but it does contain rules, policies, regulations and helpful suggestions for you and your parents. It has been published with the belief that it will result in a more ready adjustment for middle school students to the life of this school, and better understanding and cooperation on the part of all parents as we attempt to educate their children.

OUR MISSION

The Mission of Crystal Springs Middle School is to increase student performance in all areas by using technology, data-driven instruction, progress-monitoring, research-based assessment methods, and community involvement to assure all students are equipped for global academic competition.

OUR BELIEFS

Crystal Springs Middle School has established several beliefs that we feel are essential to accomplishing our mission. We believe:

- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Students need to apply their learning in meaningful contexts.
- Commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.
- Students' learning needs should be the primary focus of all decisions impacting the work of the school.
- Students need to not only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work.
- Students learn best when they are actively engaged in the learning process.
- Assessments of student learning should provide students with a variety of opportunities to demonstrate their achievement of the expectation for their learning.

MESSAGE TO PARENTS/GUARDIANS

The purpose of this handbook is to give parents a better understanding of middle school policies. This understanding between school and home offers the child a better opportunity to become a happier and more worthwhile citizen. This handbook attempts to be explicit with directions, which should be followed in order to improve communications between home and school. Please keep this handbook in a convenient place.

Thank you for giving us the opportunity to work with your child this year. Let us assure you that we want them to succeed in all their classes and be happy, secure, and healthy individuals. ***You can be a tremendous help by following these suggestions:***

1. Help your child get to school by 7:40 a.m. each day.
2. Please do not deliver your children to the school before 7:15 a.m. Also, please have your children picked up by 3:00 p.m. unless they are participating in a supervised extra-curricular activity. Teachers are not on duty before or after these times.
3. Make certain no days are missed from school without an excusable reason. A note regarding any medical problems your child has should be sent to the principal at the beginning of school or when the condition occurs.
4. If a student is checked in after 9:30 or checked out before 1:30, that student will be unexcused for the day according to the state's 63% attendance rule.
5. If a child is not present for a day, then the following day that child should bring a note to the office with the date and reason for the absence. Parents must sign a child in if they are late or sign a child out before the child leaves campus if leaving early. An excuse will not be accepted after 2 days from the date of return.
6. Be aware of the dress code and insist that your child follows the dress code. **(See pages 48-50 for more details.)** Students not in dress code will not be allowed to attend class.
7. Do not go to the teacher's classroom without a pass from the office.
8. Come for a teacher-parent conference on request or schedule conferences when you have concerns.
9. Check for and sign your child's student planner daily. Provide all necessary learning materials such as pencils, paper, notebooks, etc.
10. Encourage your child to develop and maintain good study habits at home and at school.
11. Children who attend resource classes should be encouraged to keep up with classroom and homework in the regular classroom.
12. Get to know as many of your child's teachers as possible and work closely with them.
13. Be an active member of your PTO, Athletic and Band Booster organization. Support the school by attending all extra-curricular events.
14. Never say negative things about a teacher or administrator in your child's presence.

DISTRICT MISSION STATEMENT

The Copeiah County School District has as its mission the providing of learning opportunities that will enable its students to become productive and well-adjusted citizens in an ever-changing society. Recognizing that all students have worth and dignity and individual needs and talent, we should be broad enough to benefit all students regardless of academic potential. This would include not only the teaching of functional skills and minimum competencies to students with low and average ability but also activities that would challenge even the brightest and most creative students. The mission our school district also includes instilling in each student those values and attitudes that would develop ethical character, love of country and worthy family membership. We also believe that we have a responsibility for fostering good personal and community health by providing clean, comfortable and attractive school plants, stressing the development and maintenance of good personal health habits, providing a nutritious and well-balanced food service, and safeguarding students and staff from natural or manmade hazards. Finally, we

believe that our mission is to adequately prepare students for a successful future in the world of work or additional formal education upon graduation from our schools.

To attain the above-mentioned purposes, the district has established these goals:

1. To help each child master the basic skills and obtain the minimum competencies needed to function in today's and tomorrow's society.

This goal will be accomplished by:

- a. Providing the necessary logistics such as time, adequate physical facilities, instructional equipment and materials, and qualified personnel.
 - b. Providing a sequential and comprehensive curriculum that sets forth objectives to be achieved in each grade and subject area.
 - c. Recognizing the individual needs and potential of each child and place him where he can learn most effectively.
 - d. Evaluating student mastery of specified learning objectives and using this evaluation to modify the instructional programs and/or placement of students.
 - e. Ensuring that academic achievement remains the primary focus and the maximum amount of school time is spent on meaningful learning activities.
 - f. Ensuring that teachers have the professional skills needed to recognize the growth, development and needs of each child and select the appropriate methods and materials that would help him master educational objectives.
2. To promote the good health and well-being of each student by:
 - a. Providing a safe, clean and orderly school environment.
 - b. Stressing good personal and community health practices.
 - c. Helping develop the body through proper exercise, good posture, and correct diet.
 - d. Helping the student develop a healthy self-image, emotional stability and respect and love for others.
 - e. Fostering good citizenship and ethical character through both curricular and extra-curricular activities.
 3. To prepare each child for entry into college or the job market by:
 - a. Acquainting each child with many careers and helping them match their own interests and capabilities to them.
 - b. Providing sufficient courses in our secondary schools to not only meet college entrance requirements but to give each student an adequate academic background in the major they wish to pursue.
 - c. Teaching the non-college-bound student job skills that would be saleable and help him to be a happy and productive citizen.
 - d. Helping all students master the skills that would enable him to function properly in everyday society.

PHILOSOPHY AND OBJECTIVES

We, the members of the Copiah County School Board, believe that the primary function of our schools is to provide our students with the skills they need to be productive and well-adjusted citizens in an ever-changing society. We believe in the worth and dignity of each individual. Our goal is to provide the physical facilities, administration, and teaching staff, materials and equipment and guidance and motivation that will enable each student to achieve at their maximum potential.

The specific objectives of our school system are:

1. Provide learning experiences that will enable each student to master basic abilities especially those in the areas of reading, writing and mathematics.
2. Instill in each student those values and attitudes that would develop ethical character.
3. Train students to be good citizens of their community.
4. Introduce students to the world of work making them aware of the many types of careers and the training needed to pursue them.
5. Prepare the non-college bound student to obtain gainful employment by teaching him vocational skills.
6. Give the college bound students the academic background needed to insure them a reasonable chance of success in their chosen field.
7. Contribute to the stability of the family and society in general by stressing the privileges and responsibilities of worthy membership.
8. Develop in each student good personal health habits, an understanding of the cause and cure of diseases, and a feeling of responsibility for safeguarding the health of the community and nation.
9. Help each student to develop a positive self-image through understanding and accepting his assets and liabilities, realizing his personal worth, and pointing him toward goals that he is capable of achieving.
10. Emphasize the proper use of leisure time for relaxation, recreation, service to mankind, pursuit of fine arts and appreciation of beauty.

NOTICE OF NON-DISCRIMINATION

The COPIAH County School District adheres to a policy of non-discrimination in educational programs, activities and employment. The district strives affirmatively to provide equal opportunity for all as required by Title IX and by Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against the handicapped. If you have any questions or concerns, please contact the Copiah County School District's office in Hazlehurst, MS at 254 West Gallatin Street. The phone number is 894-1341.

PROCEDURE FOR COMPLAINTS - TITLE I

Section 128 of the Education Amendments of 1978 (P. L. 95-561) directs the Local Education Agency to adopt written procedures for receiving complaints, made by Parent Advisory Councils, parents, teachers or other concerned individuals or organizations, concerning alleged violations of Title I or of general education provision act in connection with programs under Title I. To meet these requirements the following procedures are outlined:

COMPLAINTS RECEIVED BY COPIAH COUNTY SCHOOL DISTRICT

1. Record Initiated – Within five (5) days of receipt of a written complaint, or an appeal from Parent Advisory Councils, parents, teachers, individual or an organization against the operation of Title I, ESEA at the local level, the local Title I office will acknowledge receipt of the complaint in writing. All written complaints must include signature and address of the complainant.
2. Complaint Hearing – Within seven (7) working days of the acknowledgment of the complaint, the complaint will be afforded the opportunity for an informal hearing with representatives of the Local Title I office at which time oral and written testimony may be taken.
3. Failure to resolve the complaint in an informal sitting will necessitate a formal hearing on the matter. The complainant will be advised on the right to request in writing a formal hearing. The complainant will have ten (10) days from the date of the informal hearing to make a written request for a formal hearing the local Educational Agency shall make, when necessary, an on-site investigation of the complaint.
4. The formal hearing will be conducted by a Local Hearing Panel established by the County School Administration composed of two (2) members from the Title I District Parent Advisory Council, two (2) members from the Attendance Center Parent Advisory Council, two (2) members from the Local Educational Agency and two (2) parents of children in Title I programs. The Local Hearing Panel will provide opportunity for the complainant or the complainant's representative, or both, to submit evidence including the opportunity to question parties to the dispute and any of their witnesses.

OFFICE HOURS

For your convenience the school office will be open Monday – Friday from 7:30 a.m. until 4:00 p.m. The main office telephone number is (601) 892-2722 or (601) 892-2789. The office fax number is (601) 892-9949.

SCHOOL DAY HOURS

The school day begins at 7:45 a.m. and ends at 2:55 p.m. **No students are to arrive on campus before 7:15 a.m. The school will not be responsible nor held accountable for any students arriving prior to 7:15 a.m.**

ADMITTANCE TO THE SCHOOL BUILDING

Upon arriving at school (**after 7:15 a.m.**), students will be admitted into the building. 4th – 5th grade students are to report directly to their classrooms and stand in the hallway unless they are going to breakfast. If they wish to eat breakfast, they are to go directly to the cafeteria. 6th – 8th grade students are to report to the gym unless they are going to breakfast. If they wish to eat breakfast, they are to go directly to the cafeteria. A time limit is established so that **all** students will have ample opportunity to eat. Students arriving late (***after 7:50 a.m.***), by means of walking or parent drop-offs, will not be permitted to eat. Only students who arrive on a **late bus** will be allowed to eat. **Parents who repeatedly fail to abide by the school's designated arrival/departure guidelines may be referred to the Department of Human Services.**

DISMISSAL

4th - 5th Car Riders and Walkers -2:30
6th Car Riders and Walkers – 2:45 p.m.
4th- 6th Bus Riders – 2:45 p.m. and 7th & 8th Bus Riders– 2:55 p.m.

Parents/guardians who fail to pick up their child at the end of the day will be referred to the Department of Human Services and/or local law enforcement officials for child neglect.

ENROLLMENT OF NEW STUDENT

In order to enroll at Crystal Springs Middle School, the following documents must be filled out and presented to the school office:

1. **Immunization Record** – Each student enrolled must present an original Mississippi Certificate of Compliance (Form 121) regarding vaccinations. This form can be obtained from the State Health Department.

2. **Residency Requirements** – One document from each group is required. Proofs must show physical address and no post office box address will be acceptable. Proofs must be current.
 - A. **Group One:**
 - Mortgage documents or property deed.

 - Apartment or house rental / lease agreement
(Original Documents Only and No Receipts)

 - File Homestead Exemption Form

 - B. **Group Two:**
 - Utility bill dated within the last two months or utility deposit receipt
(No Cellular Phone Bills)

 - C. **Group Three:**
 - Driver's license

 - Voter's registration card

 - Automobile registration

 - Affidavit of residency and / or personal visit by a designated school official

 - Certified copy of filed petition for guardianship if pending, and final decreed when granted

 - Any documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district, and, in the case of a student living with a legal guardian who is a bona fide resident of the Copiah County School District.

3. **Birth Certificate** – Each child enrolled must submit a certified birth certificate.

4. **Social Security Card** – Each child must submit his/her Social Security Card at the time of registration.
5. **Student Withdrawal Form** – Transfer students must submit a withdrawal form and report card from the previous school attended. Students enrolling at the beginning of the school year do not need withdrawal forms.

CHANGE OF ADDRESS

If at any time during the school year you have a change of address or telephone number, it is of extreme importance that you report this to your child's teacher or the office. Two new proofs of residence will be required for a change of address.

WITHDRAWAL OF STUDENTS

A student withdrawing from Crystal Springs Middle School to attend another school should follow the procedures listed below:

1. Advise counselor or principal of a student's intention to withdraw. Secure a withdrawal form from the Counselor.
2. Secure report cards and progress sheets from all teachers and turn in all textbooks to the homeroom teacher and secure book card. Return completed form to the Counselor and pay fines and fees owed.
3. The County Attendance Officer will be notified of all "dropouts". A signed letter from a parent or guardian indicating their permission to "dropout" must be presented.
4. **Cumulative records will be sent to the new school.**

ATTENDANCE

Since there is a close correlation between attendance and learning, the Copleh County Board of Education believes that parents and administrators should join together in a cooperative spirit to assure that students are in attendance at their school every day they are physically able. We urge the cooperation of each school staff member, student and parent in reducing absenteeism. The following guidelines are issued in this regard:

- A. Teachers and administrators should stress the importance of regular and prompt attendance by students. An accurate record will be promptly reported on a daily basis. Each teacher is responsible for maintaining an accurate record of absences and tardiness for students assigned to him/her each period.
- B. The Principal or designee shall serve as the Attendance Counselor for each school. This person will carry out the provision of the Comprehensive Attendance Counseling Program Act to ensure that all eligible children under the age of seventeen are attending school and make accurate and timely reports to the Attendance Counselor and Superintendent according to law.
- C. The Principal or his designee will determine whether or not an absence is excused or unexcused.

CHECK OUT POLICY

If it is necessary for a student to leave school, he/she must have written permission with a phone number included for verification or verbal communication to the proper school authority. Forged

notes are subject to disciplinary actions. Before leaving the school property, he/she must be signed out in the office by a parent or guardian.

PERMISSION TO LEAVE SCHOOL

NO STUDENT IS ALLOWED TO LEAVE SCHOOL FOR ANY REASON WITHOUT THE PERMISSION OF AN ADMINISTRATOR. With the exception of sickness and emergencies, no student will be given permission to leave school without the request of their parent. Students **MUST** sign out through the office before leaving school.

TRUANCY

Students are truant if they are absent from class (whether they are on campus or not) or if student leaves campus without proper authorization. Students who are truant are subject to suspension.

EXCUSED ABSENCES/TARDIES

An absence or tardy shall be excused if it meets one of the following:

1. Attending an authorized school activity approved by the Superintendent or Principal.
2. Illness or injury (Physician's statement may be required).
3. Isolation of child by the State Board of Health, County Health Department or school official.
4. Death or serious illness of member of the immediate family.
5. Medical/Dental appointment of child by prior approval of school administrator (Physician's statement may be required).
6. Required presence of child in a court proceeding.
7. Religious observance with prior approval of school administrator.
8. Valid Educational Opportunity with prior approval of school administrator.

Occasionally, there are times when circumstance demand that students miss classes for matters other than those listed above. Therefore, in an effort not to punish students for circumstances beyond their control, written excuses from parents will be accepted for four (4) days per semester provided it is not an attempt to protect the child from disciplinary measures for truancy or other violations of policies set forth by the school. All other absences will require formal documentation or other proof, as the principal deems necessary.

UN-EXCUSED ABSENCES

All absences resulting from suspension will be considered unexcused. Any absence for any reason other than those above is considered unexcused. Students with more than five (5) unexcused absences will be reported to the attendance counselor.

EXCESSIVE ABSENCES/TARDY

Once a student accumulates twelve (12) absences/tardy during the school year (excused or unexcused), the student and his/her parent(s) or guardian(s) may be required to appear before an attendance committee appointed by the principal. The student will be given an opportunity to justify absences. If he/she fails to do so to the satisfaction of the committee, the student will be

notified that six (6) additional absences could result in loss of credit for all courses in which excessive absences occurred.

EXCESSIVE ABSENCES/TARDY (Continued)

1. The Principal shall implement a procedure for monitoring and reporting absenteeism in accordance with state law and board policy. This procedure should ensure that students do not accumulate excessive absences in courses in which grades/units are given. Letters will be mailed to parents monthly.
2. At the beginning of the school year, the Principal or teacher will verbally explain this policy to all students. All new students enrolled after the start of the year will be given a copy of the policy during new orientation.

MAKEUP WORK

The student is responsible for the work missed. Make up work must be completed within three days. If the work is not made up, a zero will be given for work missed. Students who have an excused absence will not be penalized in their work provided they make up the work missed.

CHANGING CLASSES

Students are expected to move promptly to their classes. Students should walk to the right side of the hall at all times. The halls will be closely monitored to insure that there is no pushing, punching, excessively loud talking, running, or loitering. Students who are in the halls during classes are expected to have on an orange vest (hall pass) at all times. Any student in the hall without a vest will be considered skipping class.

TARDY PROCEDURES for BEGINNING OF SCHOOL DAY

1. If a student is tardy in the morning, the office will begin a tardy form on that student and keep record of number of morning tardy.
2. The office will make a **PHONE CONTACT** with the parent(s), guardian(s), or anyone on the student(s)' emergency card, **after the 2nd tardy** to make them aware of the violation and how it effects the student both in grades as well as discipline.
3. After the phone contact, every tardy violation by the student in the morning will be recorded on a referral and discipline to follow.

1 st unexcused	Verbal Warning
2 nd unexcused	Phone Contact
3 rd unexcused	1 Day Detention
4 th unexcused	1 Day In-School Suspension
5 th unexcused	2 Days In- School Suspension
6 th unexcused	3 Days In-School Suspension

7th unexcused tardy and any following will result in the student being assigned an Out of School Suspension and parent will be required to meet with administration upon student's return.

Parents will be required to sign-in any student that is late to school unless the tardy is because of a bus getting to school late.

PLEASE NOTE: THE TEACHER SHALL NEVER DENY ENTRY TO A STUDENT BECAUSE OF TARDINESS

TARDINESS TO CLASS

Students are given ample time to report to class. Tardy counts begin new at the end of each 9 weeks

1 st unexcused	Verbal Warning
2 nd unexcused	Student/Teacher Conference
3 rd unexcused	Phone Contact
4 th unexcused	1 Day Detention
5 th unexcused	1 Day In-School Suspension
6 th unexcused	2 Days In-School Suspension
7 th unexcused	3 Days In-School Suspension

8th unexcused tardy and any following will result in the student being assigned an Out of School Suspension and parent will be required to meet with administration upon student's return.

CURRICULUM OBJECTIVES

Our curriculum is based on the Mississippi Curriculum Frameworks. Students are required to pass essential core skills in each subject regardless of individual differences. Several programs, such as computer - with emphasis in Language Arts, Math, and Reading, are offered for enrichment. Also, gifted and special education classes are offered to enhance the capabilities of all students.

Eighth graders will obtain one (1) credit for taking the following subjects: Common Core 8th Grade Math and Computer Discovery.

THE GRADING SYSTEM

All grades will be recorded numerically (e.g., report card grades, daily grades, and permanent record grades). The grading scale is as follows:

A	=	90 – 100	Superior
B	=	80 - 89	Above Average
C	=	70 - 79	Average
D	=	65 - 69	Below Average
F	=	64 & Below	Unsatisfactory

Students will be issued a computer report at the end of each nine-week session. Daily work will consist of homework, class work, class participation, oral presentations, single objective skill tests or other work as determined by the teacher. A minimum of 12 daily grades and 4 test grades will be recorded each nine week period.

The average daily grade will be determined as follows:

Daily Work	66 2/3%
+	+
Major Test	33 1/3%
<hr/>	
Average Daily Grade	100%

The nine weeks average will be determined as follows:

Average Daily Grade	66 2/3%
+	+
Nine Weeks' Test	33 1/3 %
<hr/>	
Nine Weeks	100%

The average daily grade, nine weeks test, and nine weeks average will be recorded appropriately.

EXEMPTIONS

Students in Grades 4th – 8th may be exempted from their **fourth nine weeks' test** provided they have at least a 90 average for the year in each subject and have no more than five (5) absences for the year. Students eligible for exemption may take the nine weeks tests, their grades will be determined as usual.

SCHOOL TERMS, PROGRESS REPORTS, AND REPORT CARDS

<u>School Terms</u>	<u>Progress Report Dates</u>	<u>Report Card Dates</u>
1 st Nine Weeks	September 7 th	October 13th
2 nd Nine Weeks	November 9th	January 16th
3 rd Nine Weeks	February 6 th	March 23 rd

REPORT CARDS/PROGRESS REPORTS

Report cards are issued at nine-week intervals. Progress reports are issued should be signed by the parent and returned to school. Those parents desiring a conference concerning these reports should contact the office or make a request in writing on the returned progress report. Report cards will not be given to someone other than the parent or guardian. Parents or guardians must send written permission for someone else to pick up their child's report card.

4th - 8th HONOR ROLL

Honor Roll:

All academic grades for each student must be B's.
All grades must range from 80 to 89.

Principal's Honor Roll:

All academic grades for each student must be A's and B's. All grades must range from 80 to 89 and 90 to 100.

Superintendent's Honor Roll:

All academic grades must be an A. All grades must range from 90 to 100.

HOMEWORK

Students are responsible for homework, which will be given Monday through Friday.

PROMOTION-RETENTION POLICY GRADES 4-6

In order to be promoted to the next grade, a child must demonstrate satisfactory performance at grade level in all major subjects, which include: Reading, English & Math. Minor subjects include: Science, Social Studies, and Spelling. Students who do not master two or more minor subjects will be retained.

PROMOTION-RETENTION POLICY GRADES 7-8

A student must demonstrate 65% mastery of all District Competencies and can fail no more than one academic subject in which he/she is enrolled. A student may not fail English or Math in order to be promoted. PE and Band are not considered academic subjects.

EXTENDED SCHOOL YEAR

Students who score below 64 in ELA or math will be required to complete an extended school year session for math or language. The students will be required to master the essential objectives from the Mississippi State Curriculum Framework. Once a student has completed their objectives with a passing score, they will then be allowed to advance to the appropriate grade. If a student does not complete their objectives with a passing score, they will be retained to their current grade.

ACADEMIC PROJECTS/AWARDS/HONORS

MR. & MISS CSMS

Mr. & Mrs. CSMS: 8th grade level female and male student. Each teacher is given the opportunity to nominate 1 girl and 1 boy. The nominees will be screened by administration using the following guidelines:

- The student should have an overall "C" average or better.
- The student should display good citizenship.
- The student should have a good attendance record.
- The student should have NO major discipline referrals.

- The student should display respect for oneself and others.

Once the screening process is completed, students will be given a ballot containing the names of the nominees. The eighth grade girl and boy with the highest total votes will be crowned Mr. & Miss CSMS. Mr. & Miss CSMS will be announced at the Homecoming.

HOMECOMING QUEEN

Homecoming: Students in grades 7th and 8th grades will nominate one girl for Homecoming Queen. The nominees will be screened by administration using the following guidelines:

- The student should have an overall “C” average or better.
- The student should display good citizenship.
- The student should have a good attendance record.
- The student should have NO major discipline referrals.
- The student should display respect for oneself and others.

Once the screening process is completed, students will be given a ballot containing the names of the nominees. The 7th and 8th grade students will complete the second ballot. There will be two (2) students chosen to represent each grade level. The girl receiving the most votes will be crowned Homecoming Queen at the homecoming game. The name of the Homecoming Queen will not be revealed until the homecoming game. The **Homecoming Queen** will be crowned during halftime of the homecoming football game.

AWARDS DAY/HONORS

HONOR ROLL

Awards will be presented to students who maintain Honor Roll 1st, 2nd, and 3rd nine weeks.

PRINCIPAL’S LIST

Awards will be presented to students who maintain Principal’s List 1st, 2nd, and 3rd nine weeks.

SUPERINTENDENT’S LIST

Awards will be presented to students who maintain Superintendent’s List 1st, 2nd, and 3rd nine weeks.

OVERALL HIGHEST AVERAGE

This award will be presented to the student maintaining the highest overall average in their grade.

SUBJECT AREA HIGHEST AVERAGE

Awards will be presented to the students maintaining the highest averages in their grade. One award will be presented for each subject or department.

Students having all A’s or all B’s for the 1st, 2nd, and 3rd nine weeks in a subject will receive an award.

MOST IMPROVED AWARD

Awards will be presented to the students who have shown great improvement in behavior or academic work. Limit one per period per teacher.

PERFECT ATTENDANCE

Students maintaining perfect attendance up to Award's Day will be presented a perfect attendance award.

CITIZENSHIP

Each teacher may present up to six Citizenship Certificates to students who exemplify model behavior and outstanding citizenship.

PARTICIPATION AWARD

Awards will be presented to students who participate in clubs.

STUDENTS OF THE MONTH AWARD

Awards will be presented to students monthly who exhibit model student behavior.

SCIENCE FAIR, HISTORY FAIR, AND READING FAIR

Students are required by classroom teachers to complete a science, history, and reading project. Students will be graded on these projects by criteria set forth by their teacher, or the Science Fair, History Fair, and Reading Fair coordinators. Top achievers will advance to the school Science, History, and Reading fair where they will be judged according to the same criteria. Ribbons and trophies will be awarded to students who placed, or received honorable mention, on awards day.

CLUBS

The following Clubs are offered at Crystal Springs Middle School:

Science Club

BETA Club

Math Club

Student Council

ASSEMBLIES

At all times during an assembly, the student's behavior should be refined and courteous. An indication of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impressions made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, and talking during a program.

CAFETERIA

Student behavior should be based on courtesy and cleanliness, leaving the area in the condition you would like to live in. Students are to remain in the cafeteria until they have finished eating. At no time are students allowed to take food outside of the cafeteria unless authorized by an administrator. All food items should be purchased when going through the line initially.

EMERGENCIES

If a student is injured or becomes ill during the school day, he/she should come to the office and his/her parents will be notified. The school must be able to contact the parent/guardians or a designated adult. **PARENTS MUST PROVIDE THE SCHOOL OFFICE WITH CORRECT, UP-TO-DATE, TELEPHONE NUMBERS.** Only simple first aid is administered at school. If the

parents cannot be reached in the event of a severe accident, the student will be carried to a local doctor.

DRILLS

Drills for emergency situations will be practiced at regular intervals. Students should move quietly and hurriedly to their designated areas. His/her teacher will give complete instructions to the students.

SIGNALS

Tornado	1 Continuous Ring or Whistle
Fire	3 Long Rings or Whistles
All Clear	Verbal Notification

FIRE/EMERGENCY DRILLS

Students will line up quietly, following the teachers direction to use the exit as set forth by the evacuation map. When outside, go beyond the driveway and line up quietly for further directions. A map is in the back of the handbook to show locations to go.

TORNADO DRILL

Line up quietly facing the wall (kneeling while covering your head with your arms). Make sure you are away from all windows and doors. Remain in this position until the ALL CLEAR signal is given.

MAN-MADE DRILL

Remain in your room until the ALL CLEAR signal is given.

INSURANCE

Student insurance will be selected each season. These premiums will be collected at school and given to this agency for processing. Money orders should be made payable to the agency. Students not covered by any kind of insurance are encouraged to participate. All students will be issued an application at the beginning of the school year.

MEDICATION POLICY

Medication can only be administered in accordance with district policy by the principal or his/her designee. The following guideline must be followed:

- The parent must bring the medication to the school with a written consent form signed by the parent and doctor. This includes over the counter medications as well.
- The Medication Administration Form must be on file in the principal/nurse's office. Medication will be returned home until form is received.
- Upon administering the medication, the child's name, date, time, name of medication and dosage shall be recorded.

- All medication (prescription or over the counter) MUST be in the original container bearing the child's name, the doctor's name, date of issuance, dosage and time to be given. Medications received in zippered bags **WILL NOT BE ALLOWED!**

SOLICITATION

Students may not solicit from individuals or businesses for any school activity except when authorization has been given by a principal. In cases of solicitation of a business, students will be given written credentials signed by the principal. Students are not to sell articles or objects to fellow classmates.

TEXTBOOKS: LOSS AND CARE

A student who loses a textbook during the year will be issued a new book only after he/she has paid the replacement price for the lost book. Students will be reimbursed at the end of the school term for any lost book that has been found and returned in the condition in which it was issued.

VANDALISM AND PROPERTY DAMAGE

Our school building and equipment cost the taxpayers to construct, purchase, and maintain. Each staff member, student, and parent is encouraged to take personal pride in our physical facilities and assume responsibility for their upkeep. Any damage to, or defacing of, school property by individuals is regarded, not only as a serious crime against the citizens of this state, but a major deterrent to learning by our boys and girls. Therefore, the following policy is issued:

"If any pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property, he shall be liable to suspension or expulsion and his parents or person or persons in loco parentis shall be liable for all damages." **(Mississippi State Code #37-11-19)** Citizens, students, and members of the police department are urged to cooperate in reporting any incidents of vandalism in property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of the district shall report to the principal of the school every incident of vandalism known to him or her, and if known, the names of those responsible. School officials are urged to sign criminal complaints and to press charges against perpetrators of vandalism against school property. Students who vandalize and destroy school property will be required to pay for losses or damages. If students willfully destroy property, suspension and subsequent expulsion may be necessary. If a student should damage something by accident it should be reported to a teacher or the office immediately.

VALENTINE'S DAY POLICY

We do not accept student deliveries of flowers, balloons, or candy for Valentine's Day.

TELEPHONE

Students will not be allowed to use the phone. Students will not be called out of class to answer a phone call. A school representative will call you in case of illness/emergency. Unless Permission is given for student to use the phone by office personnel.

VISITORS

Parents and guardians are invited to visit their school whenever possible. To keep from disrupting educational activities in progress all visitors must report to the principal's office. Passes will be issued from the office if granted approval. Students from other schools are generally ineligible to visit the campus. Such students are often unexcused from the unit in which they are enrolled.

TRANSPORTATION FOR ATHLETICS AND FIELD TRIPS

The school provides transportation for events sponsored by the school. Only participants and their sponsors are to ride these buses and each student is to return by bus, unless the parents request in person and writing that the student will return with him/her.

BUS RULES

1. Be at your assigned loading zone on time.
2. If you must walk to the bus stop where there are no sidewalks, face the traffic so that drivers can see you and you can see them.
3. Don't play on or near the road while you are waiting on your bus to arrive.
4. If you must cross the road to enter the bus, don't cross until the bus arrives.
5. If you must cross the road after being discharged from the bus, wait until the bus driver has given you the signal to cross the road, always cross in front of the bus.
6. Wait until the bus comes to a complete stop before trying to load or unload.
7. Use the handrail while loading and unloading.
8. When leaving the bus after arriving at school, move away from the unloading zone to your assigned place as quickly as possible, but do not run.
9. Students shall not board or get off the buses at any place other than his/her school and the regular boarding place near the student's home. In order to get off at any other stop, the student must have a signed note from a principal or the bus transportation supervisor.
10. Students shall not eat or drink on the bus without permission from the driver.
11. Fighting, smoking, drinking, and the use of profane language will not be permitted on school buses.
12. No one except school students, drivers, and school officials are to ride school buses, except in case of school employees who may obtain special permission from the school transportation supervisor.
13. Petting among students is not permitted.
14. Throwing any object on the school bus will not be tolerated. (Examples: Shooting spit balls with rubber bands or with bobby pins.)
15. Students shall not get on and off a bus while the bus is in motion nor shall students are permitted to move from one seat to another.
16. Students shall not mar or deface school buses. Parents can, by law, be held responsible for this type of destruction and shall pay for damages.
17. Students who live on roads that have retraces shall get on at stops whereby it shall not necessitate crossing the road to get on the bus.
18. The bus driver is responsible for the safety of all students who ride the bus. He has the authority to assign each student a place to sit.

ALTERNATE BUS

It is the transportation department's policy to permit students to ride an alternate bus in the afternoon only if there is an emergency.

PHYSICAL EDUCATION

Students will participate in Physical Education. Statements from the family physician giving the student's disability and recommending that he/she be excused from physical education will be honored. Students are required to wear gym uniforms as part of the course requirements. The uniform is a solid red shirt and navy shorts. If students do not dress out they will be required to walk during Physical Education time. Failure to comply with the Physical Education policies, will result in the student failing the class.

EXTRA-CURRICULAR GRADE REQUIREMENTS

Students who do not meet the following requirements will be pulled from the extra-curricular activity in which they are participating. This includes all sports and Cheerleading. **All students participating in extra-curricular activities must maintain an overall "C" average in any four regular classes (Classes that meet daily)**

BAND

Seventh and Eighth grade students are required to pay an annual band fee. If students participate in band for the 1st three nine weeks, they will not be allowed to drop band the 4th nine weeks of school.

ATHLETIC ACTIVITIES

Students that have elected to participate in an in-season sport will not be allowed to participate in off-season activities in another sport until the in-season sport selected has been completed. Students who have voluntarily quit or been dismissed for disciplinary reasons will not be allowed to practice in another sport until the season of the sport the player quit or was dismissed from is completed.

ELIGIBILITY FOR ATHLETICS

To be eligible to participate in middle athletics a student attend school in the school district of which his parents are actual bona fide residents. Each student athlete must have a birth certificate on file in the counselor office. Each Head Coach must maintain a file on each athlete with proof of insurance, parental consent form and physical examination. To be eligible for participation as a seventh grader a student must be promoted from sixth to seventh grade and for participation as an eighth grader a student must be promoted from seventh to eighth grade. Seventh grader must not have reached 14 years of age prior to August 1st. Eighth grader must not have reached 15 years of age prior to August 1st. Players cannot be transferred back to junior high/middle school team once he/she plays on the high school varsity or "B" team.

Eligibility is determined on a per semester basis. A student must maintain a grade point average of at least a 70 or "C" average in order to participate in interscholastic sports/activities. Grade point averages will be calculated at the conclusion of the first semester using the semester averages of any four courses the student is taking. Students who do not have a 70 or "C" average for the first semester will be ineligible for the second semester. At the end of the school year, each student's grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for any four classes that meet regularly. A student who does not have an average of at least a 70 or "C" average, will be ineligible for fall semester. Therefore, a student shall not be permitted to participate who is not passing the work at the level required by CSMS. The student must be making **SATISFACTORY PROGRESS**

TOWARD GRADUATION. If seventh and eighth grade pupils are permitted to play on a high school team; they must meet the same eligibility rules as high school pupils. If these pupils are allowed to play on a high school team in any sport, they shall not be allowed to participate on a junior high or grade school team in the same sport at the same time or at a later date.

ATHLETIC CONDUCT POLICY

For any athletic events and all extra-curricular activities before, during and after at the school or off campus, students are under the joint jurisdiction of school officials and law enforcement officers. Students and fans that fail to act in a responsible manner and choose not to respond properly to school officials will be asked to leave the school grounds. In addition, students shall be subject to disciplinary action by the school administration. We trust that this type of conduct and embarrassments will never take place at any Crystal Springs Middle School activities.

- The following will not be allowed at school activities: Intimidation threats, fighting, and harassment of game officials, coaches, teachers, players, students or guest.
- Insulting, abusive and obscene language will not be tolerated.
- Persons having artificial noisemakers and persons making disruptive noises or any other disruption of the athletic program will be asked to leave the grounds.
- No loitering on school grounds will be allowed.
- Persons caught in the act of damaging, destroying, or stealing private property will be arrested and prosecuted.
- Possession of illegal drugs, alcoholic beverages, fireworks, or any other illegal objects or weapons is prohibited.
- If students are inappropriately dressed at games, they will be asked to leave.

ADMISSION PRICES TO ATHLETIC EVENTS

Basketball, Football and Track - \$5.00

RESPONSIBILITIES OF A STUDENT AT CRYSTAL SPRINGS MIDDLE SCHOOL

1. Attend school daily and be prompt.
2. Wear the school uniform daily.
3. Respect the administration, teachers, building, and self.
4. Be prepared to work every day.
5. Participate in class activities.
6. Do homework nightly.

7. Move quickly from class to class. Enter the room and start to work immediately.
8. Use the correct speech when speaking to teachers and peers.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT SYSTEM

In an effort to promote positive behavior in our students, Crystal Springs Middle School has adopted the Positive Behavioral Interventions and Supports System, also known as PBIS. This program outlines expectations that call for students to:

1. Be Respectful
2. Be Responsible
3. Be Safe

BEHAVIORAL EXPECTATIONS have been established for classrooms, hallways, bathrooms, the cafeteria, computer labs, the gym, the playground, the office, and arrival and departure. Students earn opportunities for “special days” or uniform passes when expectations are met.

BOYS DRESS CODE POLICY

- **Khaki or Navy trousers or shorts (Knee Length or not more than 4” above the knees).**
- **Solid White, Solid Navy, or Red Shirts.**
- Shirts must be collared or shirts may be round or v-collared with no writing. A brand logo may be appropriate if logo is small. (1 inch or so) The cost of the shirt does not mean that it is appropriate. Also, plaid or striped shirts are not appropriate for dress code.
- With Navy Trousers/shorts, a white or red shirt can be worn.
- With Khaki trousers/shorts, navy, white, red shirt can be worn.
- **Sagging trousers are not permitted**/pants legs should not be rolled up or tied.
- No undershirts shall be worn without an outside shirt over the undershirts.
- Shirts shall be worn tucked in, and shirts shall be buttoned or zipped.

GIRLS DRESS CODE POLICY

- **Khaki or Navy Trousers, Skirts, Jumpers or Shorts (Knee length or not more than 4” above the knees.) are appropriate.**
- **Solid Navy, Solid White, or Solid Red Shirts/Blouses.**
- Shirts must be collared or shirts may be round or v-collared with no writing. A brand logo may be appropriate if logo is small. (1 inch or so) The cost of the shirt does not mean that it is appropriate. Also, plaid or striped shirts are not appropriate for dress code.
- With navy trousers, skirts, jumpers or shorts, a white or red shirt/blouses can be worn.
- With khaki trousers, skirts, jumpers or shorts, a navy, white or red shirt/blouse can be worn.
- Dresses, shorts, and skirts should be no shorter than 4” above the center point of the knee. This includes any slits or other forms of attire (ex. skirts).
- Tights, Spanx, jeggings, etc....are not considered uniform or should not be worn in place of pants, skirts or shorts.
- No undershirts may be worn as outerwear garments. (Tank tops)
- No tank tops or spaghetti straps are to be worn.
- No see-through clothing may be worn unless with a slip.
- Extremely low cut and/or tight blouses are not acceptable apparel.

STUDENT’S PERSONAL APPEARANCE (DRESS CODE)

All students are expected to observe certain minimum standards of personal appearance, hygiene, and sanitation. The guidelines are to assist students, teachers, parents, and administrators toward a better understanding of what is expected in personal appearance.

1. All students are expected to observe certain minimum standards of personal appearance, hygiene, and sanitation. The guidelines are to assist students, teachers, parents, and administrators toward a better understanding of what is expected in personal appearance.
2. No artificial mouthpieces (grills, gold plates, caps, etc.)
3. **Boy’s NO EARRINGS** and Boys/Girls no visible body piercing.

4. Hats, caps, or head coverings, shall not be worn.
5. Shirts advertising alcoholic beverages, tobacco, or those with obscene or questionable printing on them will not be permitted. (This should not be an issue since this only pertains to those days a student has earned a uniform pass)
6. Hair shall be free from obvious odors, maintained clean in quality and neat in appearance.
7. Hair combs and other objects should not be worn in hair.
8. Hair shall not be groomed in class.
9. Shoes with laces must be tied. If shoes have straps, they must be strapped.
10. Shoes may be of your choice, but must fall within the dress code guidelines.
11. Socks must be worn and be easily seen.
12. No house shoes, shower slippers, or flip flop shoes are to be worn.
13. Belts shall be worn, and buckled, with all pants designed for belts and belt loops should be visible at all times.
14. Cleanliness of both dress and body is mandatory.
15. Midriffs shall not be exposed.
16. All fasteners designed for use with an article of clothing will be used at all times with the exceptions of the top button of the collar.
17. Suspenders and overalls are to be worn on the shoulders.
18. Sagging trousers are not permitted.
19. If pants have a belt loop, the belt loops should be visible and a belt must be worn
20. Coats or Sweatshirts may be worn but do not take the place of uniform shirts unless they fall in line with dress code colors and style.

DRESS CODE POLICY PROCEDURES FOR STUDENTS

1. ALL TEACHERS will monitor whether their students are out of dress code.
2. Teachers will give a verbal warning on first offense of a student out of dress code. An out of dress code form will be sent to the office for record keeping. If necessary, the student will accompany the form.
3. The office will make a **PHONE CONTACT** with the parent(s), guardian(s), or anyone on the student(s) emergency card to make them aware of the violation.
4. Each teacher should keep a personal file on each one of their students in order to know who has or has not received a uniform policy form for a violation.
5. After the phone contact by the administration (2nd warning), **every uniform violation from the student will be a referral and sent to the office.** (Again, keep a personal file on each student that you teach.)

NO STUDENT WILL BE ALLOWED TO ATTEND CLASS WHILE OUT OF UNIFORM, UNLESS THEY HAVE PRIOR APPROVAL FROM ADMINISTRATION.

DISCIPLINE POLICY

I. **Student Behavior Objectives:** The Copiah County Board of Education believes that learning is enhanced when orderly conditions exist and where there is mutual respect between teachers and students. Therefore, the behavioral objectives of our students will be:

1. No disruptions in a teacher's right teach.
2. No disruptions in a student's right to learn.
3. Respect for oneself and others.
4. Respect for the property of others.
5. Respect for the safety and well-being of oneself and others.
6. Self-discipline and control.
7. Respect for the law as it relates to freedom of speech, assembly, and privacy.
8. Say "Please" when asking for something.
9. Say "Thank You" when receiving something.

THESE OBJECTIVES SHALL BE CONSISTENT THROUGHOUT THE COPIAH COUNTY SCHOOL DISTRICT. In order to obtain the previous listed objectives, the Board has directed the Superintendent and his staff to draw up guidelines for district-wide disciplinary practices for the Board's approval and adoption.

II. **Discipline Guidelines:** The following guidelines are to be followed in the district-wide disciplinary practices:

1. Realizing that the best type of discipline is self-control, teachers should try to instill in each student the desire to be a good school citizen. Emphasis should be placed on what students are doing right and recognition and reward for good behavioral conduct.
2. Punishment for rules infraction should be fair and commensurate with the severity of the infraction. As a general rule, the procedures as established under the Guidelines for K-3 and 4-12, should be followed. When other measures have been tried and have not resulted in correct behavior, corporal punishment may be administered under the safeguards:
 - A. The type of corporal punishment permitted is paddling of the buttock that does not result in physical harm to the student.
 - B. Paddling may be done only by the Principal, the student's teacher in the presence of the principal, or by someone specifically designated by the Principal.

- C. In all other instances, staff members should keep their hands off students unless physical restraint is required to prevent harm to or from other individuals.
3. The Copiah County School Board of Education does not condone group or class punishment for the actions of one or two students. It is the responsibility of the Principal and teacher to see that this provision is followed as intended.
 4. As stated in the District's Student Code of Conduct Policy, appropriate State and Federal regulations will be followed regarding suspension/expulsion of a student with disabilities.
- III. Rules concerning student conduct and discipline are established by student handbooks and by School Board Policy. Based on the severity of the offense and the number of previous infractions, penalties for disciplinary offenses will result in the following consequences for students failing to follow the established rules and regulations:
1. Verbal reprimand by the teacher.
 2. Student/Parent/Teacher Conference
 3. Morning Detention / After-School Detention
 4. In-School Suspension
 5. Corporal Punishment
 6. 1-day to 9-days suspension from school.
 7. Alternative School Assignment / Expulsion

IN-SCHOOL SUSPENSION

In-school suspension offers students an opportunity to keep up with their assignments while being removed from social interaction with peers. Absences resulting from the in-school suspension program will not be computed as part of the total number of days used in determining whether or not a student receives credit in a course or courses. Students who are placed in the in-school suspension room must actively work on learning materials during their placement. Students receiving discipline referrals while in the in-school suspension room will be suspended from school for 1 to 3 days, depending on the severity of the incident. Failure to report to the assigned detention, reporting late, failing to stay busy on lessons, or creating any disturbance will elevate the punishment to a higher level.

ACTS OF STUDENT MISCONDUCT AND CONSEQUENCES

The acts of misconduct include behaviors in the classroom, on school grounds, or any other times or places the school has jurisdiction.

Excessive minor offenses will automatically move the student to a higher level.

GROUP I - ACTS OF MISCONDUCT

- 1-1 Insubordination and non-compliance: class or hallways misbehavior and/or etc.
- 1-2 Uniform / dress code violation (sagging pants)
- 1-3 Bodily contact (not a fight such as pushing or shoving)
- 1-4 Public display of affection
- 1-5 Tardy or not reporting directly to authorized destination
- 1-6 In hall without an orange vest
- 1-7 Cheating or plagiarism
- 1-8 Other misbehavior as designated by the administrator

CONSEQUENCES FOR GROUP I OFFENSES

- | | |
|------------------------------|---|
| 1. Parent Conference/Contact | 4. After-school detention |
| 2. Morning Detention | 5. Out-of-School Suspension (1 – 3 days) |
| 3. ISS – 1 to 2 days | 6. Corporal Punishment |

GROUP 1A - POSSESSION OR USE OF ANY ELECTRONIC DEVICES

Radios, sound producers, beepers, cell phones and other communication devices are forbidden on all campuses of the school district. The use of one of these devices is prohibited from 7:25 a.m. until 3:30 p.m., unless specifically requested by a teacher with administration approval. Any use by students in a classroom for educational purposes will be monitored by the teacher.

NON-COMPLIANCE WITH THE ABOVE GUIDELINES WILL RESULT IN THE FOLLOWING CONSEQUENCES LISTED ON THE FOLLOWING PAGE.

CONSEQUENCES FOR GROUP 1A OFFENSES

- 1. The device will be taken and placed in the office for 10 days. Parents will then be allowed to pick up the device at the end of the 10 days.
- 2. 2nd offense – the device will be taken and placed in the office for 20 days. Parents will be allowed to pick up the device at the end of the 20 days.
- 3. 3rd offense or any subsequent offense – 3 days suspension and parent can pick up phone after 90 days or at the end of the school year. (whichever is greater)

ANY VIDEO, IMAGE, PICTURE, TEXT AND/OR MESSAGE CAPTURED OR SENT BY AN ELECTRONIC DEVICE ON SCHOOL PROPERTY UNLESS AS PART OF AN EDUCATIONAL PURPOSE AND WITH ADMINISTRATION APPROVAL IS DEEMED INAPPROPRIATE AND CAN RESULT IN A SUSPENSION OF UP TO 9 DAYS AND A PLACEMENT IN ALTERNATIVE SCHOOL.

GROUP II - ACTS OF MISCONDUCT

- 2-1 Insubordination and/or non-compliance with a disruptive behavior
- 2-2 Harassment, intimidation, or threatening other students
- 2-3 Physical contact (minor fight)
- 2-4 Initiating, inciting, or deliberately provoking a fight
- 2-5 Inappropriate language (Minor offensive language)
- 2-6 Not staying for detention
- 2-7 Leaving the classroom or school without permission
- 2-8 Distributing or sale of materials unauthorized by school administration
- 2-9 The possession or use of tobacco products of any form
- 2-10 Drawings that represent gang signs or symbols
- 2-11 Trespassing by suspended students
- 2-12 Gambling
- 2-13 Other misbehavior as designated by the administrator

CONSEQUENCES FOR GROUP II OFFENSES

- | | |
|--|--|
| 1. Parent Conference/Contact | 3. ISS – 1 to 3 days |
| 2. Detention (Morning or After School) | 4. Out-of-school suspension (1 – 5 days) |

GROUP III - ACT OF MISCONDUCT

- 3-1 Open defiance of administrators, teachers, or staff members / Disorderly Conduct
(includes arguing and talking back)
- 3-2 Vandalism including criminal damage to school or the personal property of others
(punishment includes restitution)
- 3-3 Fighting – physical conflict between two or more individuals
- 3-4 Use, possession, or delivery of fireworks
- 3-5 Abusive language - Profane, obscene, indecent, immoral, seriously offensive language to include gestures, propositions, or exhibitions also include vulgar and/or possession/distribution of obscene pictures/devices
- 3-6 Theft or possession of stolen property *(restitution for stolen or damaged property must be made before the student may return to school)*
- 3-7 Indecent exposure
- 3-8 Assault on another student
- 3-9 Other misbehavior as designated by the administrator

CONSEQUENCES FOR GROUP III OFFENSES

1. 3-10 days Out-of-School Suspension/Parent Conference
2. Alternative Assignment
3. Possible recommendation of expulsion for habitual behavior

GROUP IV - ACTS OF MISCONDUCT

- 4-1 Assault on or the threatening of an administrator, teacher, or staff member
- 4-2 Possession, use or being under the influence of alcohol, look-alike substances, or altering chemicals or drugs
- 4-3 Possession of or under the influence of any controlled substance/alcoholic beverage
- 4-4 The use of a weapon, possession of a weapon, possession of and/or concealing of a look-alike weapon/ammunition including use of fireworks or smoke bombs
- 4-5 Gang fighting (defined as more than 3 people involved in a fight)
- 4-6 Setting off fire alarms falsely, false all calls
- 4-7 Unauthorized entrance into school building
- 4-8 Sex offenses
- 4-9 Arson or Bomb threats
- 4-10 Arson
- 4-11 Other misbehavior as designated by the administrator

CONSEQUENCES FOR GROUP IV OFFENSES

Ten (10) day suspension with recommendation for expulsion. Length of expulsion will be determined by Copiah County School Board. Students with five (5) level two (2) referrals or higher will have their discipline file reviewed by a committee consisting of the Principal, Assistant Principal, and two (2) of the student's current teachers. This committee will determine if an alternative placement should be recommended at that time. (**See pages 129 – 135 of Copiah County Schools Board Policy**)

When the principal determines that alternative placement is necessary for behavior modification, it will be assigned as follows:

CONSEQUENCES FOR GROUP IV OFFENSES (continued)

First Assignment: Forty-five (45) days (9 weeks) in alternative education. At the end of twenty (20) days a first assignment to Alternative School, the student's behavior record shall be reviewed. The assignment may be reduced if agreed upon by the Alternative School principal, the sending principal, and the Superintendent of Education.

A first assignment may be assigned up to one school year if it is determined to be of severe in nature and or the LRE (Least Restrictive Environment) by the Superintendent or his designee.

Second Assignment: Number of days determined by the principal but not less than forty-five (45) days. Parent or legal guardian must attend conference with student and principal or his designee. Student will be subject to extended Alternative placement, suspension, or expulsion.

A second assignment may result in the student being assigned up to one school year if it is determined to be of severe in nature and or the LRE (Least Restrictive Environment) by the Superintendent or his designee.

Third Assignment: Conference with superintendent or his designee. Subject to expulsion proceedings.

ALTERNATIVE SCHOOL PLACEMENT

The Alternative School will consist of a GED Track and Regular Track. The Covich County School District will cooperate with the Mississippi Job Corps Center to enhance the offerings of each alternative track. When the principal determines that alternative placement is necessary for behavior modification or is in the best interest of the student's educational needs, the following guidelines will be used:

- A. Any student who is assigned to the Alternative School for disciplinary purposes will be considered on probation. Any infraction of the rules during this time will cause the student to be subjected to further disciplinary procedures (extended time, suspension, or possible expulsion). During this time the student cannot attend any school functions. This paragraph does not apply to students assigned to Alternative School for non-disciplinary reasons.
- B. All students being considered for assignment to the Alternative School shall be provided due process and the principal shall notify parents. After hearing the evidence the principal shall then determine the type of assignment, if any.

- C. Any student assigned to Alternate School shall be provided a curriculum of study that will consist of one of the following:
1. Course work provided by Alternative classroom teachers designed to ensure that the student has ample opportunity to keep up with the course work being provided in the regular classroom from which the student has been removed.
 2. Course work designed to prepare the student for the GED.
 3. Co-enrollment in Mississippi Job Corp Programs.
 4. Fast Track Educational Program.
- D. Regular instruction will be provided in English, Math, Science, and Social Studies. The student assigned to Alternative School will be responsible for contacting the teacher in areas such as computer Science, Building Trades, Typing, Music, etc. for plans to continue work in those classes.
- E. Students placed in General Educational Development (GED) Program and Mississippi Job Corps shall have parental approval for such placement and must meet the following criteria (as a Minimum):
1. The student must be at least sixteen (16) years of age.
 2. The student must be at least two grade levels behind or acquired less than four (4) Carnegie Units.
 3. The student must have taken every opportunity to continue to participate in coursework leading to a diploma.
 4. The student must be certified to be eligible to participate in the GED course by the school district Superintendent based on developed criteria.
 5. Student participating in the approved General Education Development (GED) Program may be excluded from the Mississippi Student Assessment Program based on the existence of appropriate alternate accountability measures that have been approved by the State Department of Education.
- F. Prior to being assigned to the GED track or Mississippi Job Corp the student and parents/guardians shall meet with the principal, counselor, and at least two classroom teachers to review the student's academic record. An individual instructional plan shall be developed and evaluated every nine weeks to ensure continuing educational progress. The plan shall also include the duration of alternative placement.
- G. Any compulsory-school-age child who becomes involved in any criminal or violent behavior shall be removed from the Alternative School and, if probable cause exists, the case shall be referred to Youth Court.
- H. While in attendance at the Alternative School for disciplinary infractions, each student shall be counseled in detail about the student behavioral objectives contained in this policy.
- I. As a matter of reference, the following examples are given for major and minor infractions. This is not intended as an inclusive list. Other examples may be found within this handbook. Classification of the offense is the responsibility of the administrative staff.

EXAMPLES OF MINOR OFFENSES:

- * Talking in class without permission
- * Leaving seat without permission
- * Eating in Class
- * Chewing gum
- * Tardiness
- * Running in hallway

EXAMPLES OF MAJOR OFFENSES

- * Fighting (see details under student conduct)
- * Leaving school property without permission
- * Cutting Class
- * Stealing
- * Destruction of property of others
- * Profanity
- * Possession of tobacco products
- * Gambling (ex: rolling dice, flipping, etc.)

The Student Code of Conduct is also an integral part of this discipline policy. Also each school has its own rules and regulations, which are also approved by the Copiah County Board of Education. A copy of these will be given to every student and parents are required by law to sign a statement verifying notice of the plan.

PARENTAL RESPONSIBILITIES

Section 31-11-53 of the Mississippi State Code sets forth the following responsibilities for parents and legal guardians:

1. A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district:
2. Shall be responsible financially for his/her minor child's destructive acts against school property or persons.
3. May be requested to appear at school by an appropriate school official for a conference regarding acts of the child.
4. Who has been summoned by proper notification by an appropriate school official shall be required under this provision to attend such discipline conference.
5. Shall be responsible for any criminal fines brought against such student for unlawful activity, as defined in Section 37-11-29 of the Mississippi Code occurring on school grounds.

Any parent, guardian, or custodian of a compulsory-school-age child subject to the provisions of this section who refuses or willfully fails to perform any of the duties imposed upon him/her under the provisions of this section shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Three Thousand Five Hundred Dollars (\$3,500.00). Section 37-11-29 defines unlawful activity as follows:

- * Possession or use of a deadly weapon
- * Possession, sale, or use of any controlled substance
- * Aggravated assault
- * Simple assault upon any school employee
- * Rape
- * Sexual Battery
- * Murder
- * Violent act as defined in Section 43-24-605

Any public school district shall be entitled to recover damages in an amount not to exceed Twenty Thousand Dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6), who maliciously and willfully damages or destroys property belonging to such district. The action authorized in this section shall be in addition to all the other actions which the school is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including parents, for damages to which such minor or other person would otherwise be liable.

MS Code Section 37-11-18 - Expulsion of student possessing controlled substance or weapon committing violent act on school property - Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substance Law, a knife, a handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on school property shall be subject to automatic expulsion (for a period of not less than one year) by the superintendent or principal from such school. Such expulsion shall take effect immediately subject to the constitutional rights of due process.

MS Code Section 97-37-13 - Deadly weapons, weapons and cartridges not to be given minor or intoxicated person - It shall not be lawful for any person to sell, give or lend to any minor under eighteen (18) years of age or person intoxicated, knowing him/her to be a minor under eighteen (18) years of age or in a state of intoxication, any deadly weapon, or other weapon the carrying of which concealed is prohibited, or pistol cartridge, and on conviction thereof, a fine shall punish him not more than One Thousand Dollars (\$1,000.00), or imprisoned in the county jail not exceeding one (1) year or both. The Copiah County Board of Education strictly prohibits any weapons on school grounds unless carried by a Uniformed Officer or the instructor of a Hunter Safety Program. Knives, razors, shotguns, rifles, pistols, BB guns, brass, or metallic knuckles are examples of such weapons. This listing is given only for example and is not intended as a complete listing. THIS PROHIBITION APPLIES TO ALL PARTIES ENTERING SCHOOL PROPERTY.

MS Code Section 37-11-59 - Failure of parent, guardian, or custodian to attend school conferences, penalty. Any parent, guardian, or custodian of a compulsory-school-age child who fails to attend a conference to which a parent, guardian, or custodian has been summoned shall be guilty of a misdemeanor and upon conviction shall be fined not to exceed Two Hundred Fifty Dollars (\$250.00).

Parent / Teacher Conferences

In an effort to communicate with parents we welcome conferences set up between the teacher and parents. Many times this is the only way for us to communicate. Below are some guidelines for parent/teacher conferences:

1. Please call and make an appointment through the Principal's office. Parents who come to the school requesting a conference that has not been scheduled will not be allowed a conference until one is scheduled with the teacher.
2. Please try not to miss a conference if at all possible.
3. Please remember that conferences are aimed at trying to improve student performance or behavior. We are looking for solutions or conveying information not trying to lay blame.
4. Parents or guardians are expected to attend conferences that are requested by the administration or other school personnel. * Parents or guardians must attend all conferences. No substitutions, such as grandparents or family friends, will be allowed.
5. **Failure to attend school conferences** and to cooperate in the implementation of the discipline policy constitutes educational neglect and may result in criminal charges, penalties, and/or referral to the Department of Human Services. Parents may be liable for payments of damages resulting from destructive acts by a child against school property and/or person and for criminal fines for unlawful activity by a child on school property or at school related activities.

STUDENT CODE OF CONDUCT

Students in the Copleah County School District are expected to conduct themselves in such manner as to bring credit to the school and the community. It is the purpose of this school system to provide the best quality education for the students of the District. It is essential to this goal that an atmosphere conducive to learning be maintained in all of the schools of the School District at all times. It is essential that the policies and rules governing student conduct be understood and followed at all times without exception.

RULES OF CONDUCT

1. Students of the Copleah County School District are expected to conduct themselves at all school activities in such a manner as to promote the development of the School District rather than inhibit it.
2. A teaching situation, which is conducive to learning, must be maintained at all times. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be sent directly to the principal's office. The student will be given an opportunity to give his/her version of the situation. If the student is found guilty of the offense, the principal shall determine if it is a minor or major infraction and appropriate discipline shall be administered.
3. Any student who uses vulgar language toward a teacher or threatens, intimidates, or assaults a teacher, administrator, or other staff member will be subject to expulsion.
4. Any student who starts a fight or other disturbance or who participates in one will be subject to disciplinary action as defined in the discipline policy. Obstructing the pathway of any employee or security officer (by gathering around a fight or in any fashion) who is attempting to break up a disturbance will result in severe disciplinary action and student will be subject to expulsion.

5. Section 37-11-18 of the Mississippi Code - Expulsion of student possessing controlled substance or weapon or committing violent act on school property.

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm, or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on school property shall be subject to automatic expulsion by the Superintendent or Principal from such school. Such expulsion shall take effect immediately (for a period of not less than one year) subject to the constitutional rights of due process. Violations shall be immediately reported to the appropriate law enforcement agency. The School District will cooperate to the fullest extent possible in the prosecution of such offense.

6. It is policy of the Copeiah County School District that the use of profanity, cheating, stealing, and gambling can never be tolerated as acceptable behavior. Such offenses shall be considered to be major offenses and appropriate disciplinary action, as determined by the administration, shall be administered.
7. Radios and/or sound producers and beepers or other communication devices are forbidden on all campuses of the School District unless specifically requested by the teacher in charge. No vehicles will be allowed to pass through the campus or park on campus with loud, disruptive sound producing equipment. Administrative staff will assign penalties as deemed necessary.
8. Possession or use of tobacco in any form by students is strictly prohibited on all school grounds at all times. Violation of this policy shall be considered a major offense.
9. Public Display of affection between students is strictly prohibited at all times on school grounds. Any type of sexual activity is strictly prohibited and any violations thereof shall result in participants being subject to expulsion.
10. Proper dress, as determined by the Principal, shall be maintained at all times.
11. The possession or use of alcohol by any student of the Copeiah County School District is strictly prohibited on any of the campuses of the School District. This shall apply to all students during all of the period of time that they are under and subject to the jurisdiction of this School District and while participating in or going to or from any school activity. Any student violating the provisions of this policy shall be subject to disciplinary action no less than that described for major offenses and possible expulsion depending on the circumstances.
12. The above rules and regulations governing conduct shall apply on all buses of the Copeiah County School District. Student cooperation is imperative to maintain order and discipline on school buses primarily from the standpoint of safety. Students who do not conduct themselves properly as set forth in such rules and regulations as may be formulated governing school buses will not be allowed to ride the bus. Violation of these rules and such other rules as may be formulated governing riding the bus may also result in disciplinary action. The bus driver is responsible to the School District to maintain order on the bus and insure maximum safety at all times. He/she is authorized to instruct and otherwise control students as to proper conduct and safety while they are on the bus. The Principal of each school or their designee will be responsible for discipline students reported to him/her by the driver.

DUE PROCESS

When a student is subjected to disciplinary action by means of suspension, the student will be afforded the safeguards of Due Process as required by law. In all cases the student shall be given oral or written notice of the charges against him/her, and if the charges are denied, the student shall be given an explanation of the evidence the school officials have against the student, and the student will be given the opportunity to present his/her side of the case. The student shall be first told what he/she is accused of doing and what the basis of the accusation is. This should normally precede the disciplinary action. However, a student may be immediately removed from school if the student's conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, or damages school property. In such instances, the necessary notice and hearing should follow as soon as practicable after the removal of the student from the school.

EXPULSION AND SUSPENSION

From time to time it may be necessary to suspend or expel a student when other means of discipline do not seem to be effective or when the student poses a danger to other students. The following is a guide for the school administration to use during this process.

Definition of Terms:

- A. Suspension is defined as the denial of school attendance for any period of up to ten days during the school year.
- B. Long-term Suspension is the denial of school attendance for any period in excess of ten days during the school year.
- C. Expulsion is the denial of school attendance for a specific period of time beyond the beginning of the next school year or any permanent denial of school attendance.

Students under suspension or expulsion or assigned to Alternative School for disciplinary reasons shall not trespass upon any school campus operated by the Copiah County School District or enter into any building owned or operated by the Copiah County School District except for a pre-arranged conference with the school administrator. In addition students under suspension or expulsion or assigned to Alternative School for disciplinary reasons shall not attend extracurricular functions on any campus. A student may be placed on suspension for committing any of the offenses set forth in the policy governing student conduct or for any good cause as determined by the principal, assistant principal, Superintendent of Education or other appropriate school administrator. Students may be expelled for committing any of the offenses set forth in the policy governing student conduct and discipline or for any good cause as may be determined by the Copiah County Board of Education. Some examples of rules infractions, which could result in suspension or expulsion, are given in this policy and other policies related to discipline and also in the student handbook at each school. Suspension and expulsion are options that the administration may use when it is deemed to be in the best interest of all students.

In the event of a recommendation of expulsion, the Superintendent of Education shall arrange for a meeting with the Board of Education of Copiah County, Mississippi, to hear the matter. The Superintendent shall, as soon as reasonably possible, upon receipt of a recommendation for expulsion, give such student and his/her parent or guardian any notices due which are consistent with federal and state Due Process requirements at least five days prior to any such hearing. The Due Process hearing shall be conducted within ten days of the notice of expulsion or long-term suspension, where possible, when the student, parent, or guardian requests such hearing.

Such a hearing request must be made within five days after receipt of notice of the expulsion or long-term suspension. Said student shall remain on suspension until such hearing is held if, in the opinion of the Superintendent of Education, the student's presence in school would be a disruptive influence to the educational process.

1. The principal or his/her designee may suspend students for a period not to exceed five days. The principal, with the approval of the Superintendent of Education, may suspend students for a period not to exceed ten school days. A student facing suspensions shall be given oral or written notice of the charges against him by the principal or his/her designee. If the student denies the charges he/she shall be given an explanation of the evidence that the principal or his/her designee has against him/her and shall be given an opportunity to present his/her side of the story. In all cases of suspension, the parent or guardian of the student shall be notified in writing within twenty-four hours of such suspension, giving the reasons thereof.
2. If a student is sent home during normal school hours, a parent or guardian shall be notified before the student is dismissed. No student shall be sent home during normal school hours unless a parent or guardian has first been notified.
3. Any suspension in excess of ten days may be given only by action of the Board of Education, and then only after such student has been afforded notice opportunity of a hearing and other procedural rights consistent with state and federal Due Process requirements.
4. Students suspended from school must return to school accompanied by a parent or guardian.
5. Principals shall make a written report of each suspension to the Superintendent of Education each week, including the name of the student, address, name of parent or guardian, and a statement of the reasons for the suspension including date time, and place.
6. Special Education students shall be controlled by applicable state and federal regulations. Before a special education student is placed in an alternative program, Written Prior Notice for IEP Revision is given to the parent and the IEP Committee will agree upon the services to be provided at this school. Before the disabled student is returned to his/her school, another IEP meeting is held.
7. If there is a disagreement as to the appropriate placement of a disabled student, the student's parents will be notified in writing of their right to a SPED impartial Due Process hearing.

The above regulations governing student conduct are given in the way of a guideline, and shall not be a limitation on the right of a Principal or Superintendent of Education, or the Board of Education to initiate suspension, expulsion, or other disciplinary proceedings based on other grounds.

COPIAH COUNTY SCHOOL DISTRICT **INTERNET ACCEPTABLE USE POLICY**

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

Overview

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and President signed into law, the Children's Internet Protection Act (CIPA). CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet Safety policies. These Internet safety policies must include a technology protection measure for

blocking access to “visual depictions” of obscene material, child pornography, and material that is “harmful to minors” when minors are accessing the computer. CIPA also requires that the Internet safety policy include monitoring of all online activities of minors. Additionally, the policy must address all of the following: (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called “hacking” and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures designed to restrict minors’ access to materials harmful to minors.

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a “good faith effort” to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA. These guidelines are provided so that you, the user and/or parent of the user are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Copeh County School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Copeh County School District Internet Terms and Conditions of Use

Personal Safety

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

Illegal Activity

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

System Resource Limits

1. User shall only use the Copiah County School District system for educational and career development activities and limited, high quality self-discovery activities as approved by Copiah County School District faculty.
2. User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at the time when the system is not being heavily used.
3. User agrees not to post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to large number of people).
4. User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist protecting user against a claim of intentional violation of this policy.

User Rights

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

Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.

Consequences for Failure to Follow Terms and Conditions

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

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

REVIEW BOARD (SRB)

The Crystal Springs Middle School Review Board (SRB) is convened at the direction of School Administration (Principal or Assistant Principals) in accordance with school regulations. It is the function of the SRB to review student's behavior and actions that may be detrimental to his/her (or other students') progress to achieve/advance in our school's educational setting. In addition, the SRB provides interventions by assessing appropriate consequences, rewards, probation, suspension, etc. Students who have acquired three (3) or more referrals or those students deemed habitual disciplinary offenders may be referred to the SRB. The SRB is an important part of our school's progressive discipline approach in addressing/modifying a student's disruptive behavior. Failure to modify/exhibit behavior that meets school expectations after SRB may lead to alternative school referral or recommended expulsion to appropriate school officials by SRB.

STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

Students and employees in the Covich County School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the Administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

DEFINITIONS - 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 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.

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.

PROCEDURES FOR PROCESSING A COMPLAINT

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 within five (5) days such conduct to a teacher, principal, counselor or other school official. The Covich County School District encourages the prompt reporting of such activities. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the person accused of bullying, 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.

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 with ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meeting 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 with 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 allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent.

CRYSTAL SPRINGS MIDDLE SCHOOL

**RE: Uniform Policy/Dress Code
Warning Letter and Consequences**

To the Parents of _____
(Student's Name)

It has come to our attention that your son / daughter, _____, is not complying with our school's Student Uniform and Dress Code Policy.

The Covich County School Board believes that a mandatory school uniform policy will provide a more secure school environment, promote an atmosphere for greater discipline, and increase learning opportunities for students by removing many of the distractions. The guidelines are to assist students, teachers, parents, and administrators toward a better understanding of what is expected in personal appearance.

This letter is to inform you that your child was not wearing school uniform today. All students attending Crystal Springs Middle School are required, effective with the 2015-2016 school session, to adhere to the Board's Mandatory Uniform Policy. This is located on page 48-50 of the Crystal Springs Middle School Student Handbook.

As stated in the handbook any violation of dress code will be considered a minor violation and dealt with according to Group I and Group II consequences (**Located on pages 32-33 of the handbook**)

- 1st Warning ----- Parental Phone Contact by teacher**
- 2nd Warning ----- Parental phone contact by administrator**
- 3rd Warning ----- One (1) day In-School Suspension**
- 4th Warning ----- Two (2) days In-School Suspension**
- 5th Warning ----- Three (3) days In-School Suspension thereafter**

Teacher _____

Date _____

**CRYSTAL SPRINGS MIDDLE SCHOOL
4TH GRADE MASTER SCHEDULE
2016 – 2017**

7:50 – 9:30	Home Room Block I	100 Minutes
9:30 – 9:35	Transition Time POD Exchange	5 Minutes
9:35 – 10:10	Block II	35 Minutes
10:10 – 10:15	Transition Time	5 Minutes
10:15 – 10:40	Lunch Rest Room Break	25 Minutes
10:40 – 11:30	Enrichment (PE or Library)	50 Minutes
11:30 – 11:40	Transition Time Rest Room Break	10 Minutes
11:40 – 12:50	Block II Continued	70 Minutes
12:50 – 1:00	Transition Time POD Exchange	10 Minutes
1:00 – 2:35	Block III	100 Minutes
2:35 – 2:40	Transition Time Return to Block I	5 Minutes
2:40 – 2:45	School Dismissed	5 Minutes

**CRYSTAL SPRINGS MIDDLE SCHOOL
5TH GRADE MASTER SCHEDULE
2016 – 2017**

7:50 – 9:35	Home Room Block I	105 Minutes
9:35 – 9:40	Transition Time POD Exchange	5 Minutes
9:40 – 9:45	Block II Transition Time	5 Minutes
9:45 – 10:35	Enrichment (PE or Library)	50 Minutes
10:35 – 11:00	Lunch	25 Minutes
11:00 – 11:10	Transition Time Rest Room Break	10 Minutes
11:10 – 12:50	Block II	100 Minutes
12:50 – 12:55	Transition Time POD Exchange	5 Minutes
1:00 – 2:35	Block III	100 Minutes
2:35 – 2:40	Transition Time Return to Block I	5 Minutes
2:40 – 2:45	School Dismissed	5 Minutes

**CRYSTAL SPRINGS MIDDLE SCHOOL
6TH GRADE MASTER SCHEDULE
2016 – 2017**

7:50 – 8:44	Home Room 1st Period Class	54 Minutes
8:44 – 9:34	2nd Period Tutorial (Remediation or Band)	50 Minutes
9:34 – 9:38	Exchange Classes	4 Minutes
9:38 – 10:28	3rd Period Class	50 Minutes
10:28 – 10:32	Exchange Classes	4 Minutes
10:32 – 11:52	4th Period Class (Lunch – 11:20)	80 Minutes
11:52 – 11:56	Exchange Classes	4 Minutes
11:56 – 12:46	5th Period Class	50 Minutes
12:46 – 12:56	Exchange Classes	10 Minutes
12:56 – 1:46	6th Period Class Physical Education	50 Minutes
1:46 – 1:55	Exchange Classes	9 Minutes
1:55 – 2:45	7th Period Class	50 minutes
2:45 – 2:50	School Dismissed	5 minutes

**CRYSTAL SPRINGS MIDDLE SCHOOL
7TH & 8TH GRADE MASTER SCHEDULE
2016 – 2017**

7:45 – 7:50	Report to Class	5 Minutes
7:50 – 8:45	1st Period Class	55 Minutes
8:45 – 8:49	Exchange Classes	4 Minutes
8:49 – 9:41	2nd Period Class	52 Minutes
9:41 – 9:45	Exchange Classes	4 Minutes
9:45 – 10:37	3rd Period Class	52 Minutes
10:37 – 10:41	Exchange Classes	4 Minutes
10:41 – 11:33	4th Period Class	52 Minutes
11:33 – 11:37	Exchange Classes	4 Minutes
11:37 – 12:54	5th Period Class Lunch	78 Minutes
12:54 – 12:58	Exchange Classes	4 Minutes
12:58 – 1:53	6th Period Class	55 Minutes
1:53 – 1:57	Exchange Classes	4 Minutes
1:57 – 2:55	7th Period Class	58 Minutes
2:55	School Dismissed	

**CRYSTAL SPRINGS
MIDDLE SCHOOL
2017 FOOTBALL SCHEDULE**

AUGUST

22	<i>Port Gibson</i>	<i>Home</i>	<i>6:00</i>
29	<i>Carver</i>	<i>Home</i>	<i>5:30</i>

SEPTEMBER

5	Blackburn	Away	5:30
12	Porters (Canton)	Away	5:30
19	Bolton-Edwards	Home	5:30
26	Brinkley *	Home	5:30

OCTOBER

2	<i>Utica (Monday)</i>	<i>Away</i>	<i>5:30</i>
10	<i>Hazlehurst</i>	<i>Away</i>	<i>5:30</i>
17	<i>CMAC Championship Game</i>	<i>TBA</i>	

**Homecoming*

**CRYSTAL SPRINGS
MIDDLE SCHOOL
2017 - 2018 BASKETBALL SCHEDULE**

OCTOBER

30	Crystal Springs Round Robin Tournament (Hazlehurst / Utica)	Home	TBA
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NOVEMBER

1 – 2	Crystal Springs Round Robin Tournament (Hazlehurst / Utica)	Home	TBA
6	Bolton-Edwards	Home	5:00
9	Carver	Away	5:00
13	Porters	Home	5:00
16	Utica	Away	5:00
27	Hazlehurst	Home	5:00
30	OPEN		

DECEMBER

4	Wesson	Home	5:00
7	Bolton-Edward	Away	5:00
11	Carver	Home	5:00
14	Porters	Away	5:00

JANUARY

4	Wesson	Away	5:00
8	Utica	Home	5:00
11	Hazlehurst	Away	5:00
22 - 25	CMAC Tournament @ Bolton-Edwards	Away	TBA