CULTIVATING WARRIORS OF DISTINCTION

Welcome
to the
Pontotoc City School District

The mission of PCSD is to cultivate a spirit of pride, growth and service to prepare our students to flourish as leaders in our community and in the competitive world.

This handbook was developed as a guide. It summarizes the policies and procedures established by our local School Board. While it contains policies current at the time of printing, the School Board constantly reviews and updates its policies. A complete copy of any policy can be obtained from the Superintendent’s Office, any of the school offices, or our district website.
CULTIVATING WARRIORS OF DISTINCTION

Pontotoc City School District
140 Education Drive
Pontotoc, Mississippi 38863
www.pontotoc.k12.ms.us

Phone 662-489-3336

Pontotoc City School District Board of Education

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Superintendent of Education
Michelle A. Bivens, Ph.D.

Central Office Staff

Jay Hughes
Dana Harlow
Courtney Beard
Tracye Crane
Josh Dowdy
Dianne Newsom
Angie Quinn
Jessie Jones
Wally Windham
Christy Suggs

Assistant Superintendent
Business Manager
Student Services/Testing Director
Director of Federal Programs
Athletic Director
Director of Food Services
Director of Instruction
Technology Coordinator
Director of Transportation and Maintenance
Alternative School Principal, MTSS Director
School Information

Pontotoc Elementary School (Kindergarten - 2nd Grade)
145 Fred Dowdy Avenue, Pontotoc, Mississippi 38863
662-489-4973
Dr. Avence Pittman, Jr., Principal – apittman@pontotoc.k12.ms.us
Sherron Horton, Assistant Principal – shorton@pontotoc.k12.ms.us

D. T. Cox Elementary School (3rd – 4th Grade)
304 Clark Street, Pontotoc, Mississippi 38863
662-489-2454
Dr. Niki Peel, Principal – npeel@pontotoc.k12.ms.us
Kassi Mask, Instructional Coach/Asst. Principal – kmask@pontotoc.k12.ms.us

Pontotoc Middle School (5th – 6th Grade)
135 Education Drive, Pontotoc, Mississippi 38863
662-489-6056
Marshal Johnson, Principal – mjohnson@pontotoc.k12.ms.us
Janet Barefoot, Instructional Coach/Asst. Principal – @pontotoc.k12.ms.us

Pontotoc Jr. High School (7th – 8th Grade)
132 North Main Street, Pontotoc, Mississippi 38863
662-489-8360
Phil Webb, Principal – pwebb@pontotoc.k12.ms.us
Marsha Hillhouse, Instructional Coach/Asst. Principal – mhillhouse@pontotoc.k12.ms.us

Pontotoc High School (9th – 12th Grade)
123 North Main Street, Pontotoc, Mississippi 38863
662-489-1275
Kenneth McGaha, Principal – kmcgha@pontotoc.k12.ms.us
Dustin Payne, Assistant Principal – dpayne@pontotoc.k12.ms.us

Pontotoc Alternative School
123 North Main Street, Pontotoc, Mississippi 38863
662-489-3382
Christy Suggs, Principal – csuggs@pontotoc.k12.ms.us

Additional information can be found at our website www.pontotoc.school

The Pontotoc City School District does not discriminate on the basis of race, color, national origin, sex, creed, marital status, age or disability in its programs, activities or employment practices as required by the Title VI, Title VII, Title IX, Section 504, and ADA regulations. The Pontotoc City School District will comply with all Health Insurance Probability Portability and Accountability Act (HIPPA). Anyone who has questions concerning this or any other policy may call the Pontotoc City School District Central Office.
## Pontotoc City School District
### 2019-2020 School Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1 – 6</td>
<td>Professional Development</td>
<td>January 6</td>
<td>Professional Development</td>
</tr>
<tr>
<td>August 7</td>
<td>Students’ First Day</td>
<td>January 7</td>
<td>Students Return</td>
</tr>
<tr>
<td>August 12 - 30</td>
<td>Fall Star Testing Window</td>
<td>January 8</td>
<td>1st Semester Report Cards</td>
</tr>
<tr>
<td>August 21</td>
<td>Fire Drill (Weather Permitting)</td>
<td>January 9 – 31</td>
<td>Winter Star Testing Window</td>
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<tr>
<td>August 27</td>
<td>Fire Drill Alternate Date</td>
<td>January 14</td>
<td>Fire Drill (Weather Permitting)</td>
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<tr>
<td>September 2</td>
<td>Labor Day</td>
<td>January 20</td>
<td>Martin Luther King Holiday</td>
</tr>
<tr>
<td>September 9</td>
<td>Progress Reports</td>
<td>January 24</td>
<td>Fire Drill Alternate Date</td>
</tr>
<tr>
<td>September 18</td>
<td>Tornado Drill (Weather Permitting)</td>
<td>February 10</td>
<td>Progress Reports</td>
</tr>
<tr>
<td>September 24</td>
<td>Tornado Drill Alternate Date</td>
<td>February 12</td>
<td>Tornado Drill (Weather Permitting)</td>
</tr>
<tr>
<td>September</td>
<td>Benchmark Testing for 9 – 12 (Exact Dates TBD)</td>
<td>February 17</td>
<td>President’s Day/Snow Day</td>
</tr>
<tr>
<td>October 7 – 11</td>
<td>Benchmark Testing for 1 – 8 (Tentative)</td>
<td>February 20</td>
<td>Tornado Drill Alternate Date</td>
</tr>
<tr>
<td>October 14</td>
<td>Columbus Day (No School)</td>
<td>February</td>
<td>Benchmark Testing for 9 – 12 (Exact Dates TBD)</td>
</tr>
<tr>
<td>October 15</td>
<td>Professional Development (Students out)</td>
<td>March 2 – 6</td>
<td>Benchmark Testing for 1 – 8 (Tentative)</td>
</tr>
<tr>
<td>October 16</td>
<td>1st Nine Weeks Report Cards</td>
<td>March 9 – 13</td>
<td>Spring Break</td>
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<tr>
<td>October 17</td>
<td><strong>Earthquake Drill</strong></td>
<td>March 17</td>
<td>Parent Conference day from 3:30 – 7:30 (This is a regular school day.)</td>
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<tr>
<td>October 17</td>
<td>Parent Conference day from 3:30 – 7:30 (This is a regular school day.)</td>
<td>March 18</td>
<td>3rd Nine Weeks Report Cards</td>
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<tr>
<td>November 12</td>
<td>Fire Drill (Weather Permitting)</td>
<td>March 19</td>
<td>Fire Drill (weather permitting)</td>
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<tr>
<td>November 13</td>
<td>Progress Reports</td>
<td>March 24</td>
<td>Fire Drill Alternate Date</td>
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<tr>
<td>November 19</td>
<td>Fire Drill Alternate Date</td>
<td>April 1 – 30</td>
<td>Spring Star Window</td>
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<tr>
<td>November 25 - 29</td>
<td>Thanksgiving Holidays</td>
<td>April 3</td>
<td>Tornado Drill (weather permitting)</td>
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<tr>
<td>November</td>
<td>Benchmark Testing for 9-12 (Exact Dates TBD)</td>
<td>April 6</td>
<td>Tornado Drill Alternate Date</td>
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<tr>
<td>December 5</td>
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<td>April 10</td>
<td>Good Friday</td>
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<td>December 10</td>
<td>Tornado Drill Alternate Date</td>
<td>April 13</td>
<td>Easter Monday (No School)</td>
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<tr>
<td>December 16</td>
<td>Benchmark Tests for 1 – 8 (Tentative)</td>
<td>April 15</td>
<td>Progress Reports</td>
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<tr>
<td>December 16 – 20</td>
<td>Exams for 7 – 12</td>
<td>May 11 – 15</td>
<td>Senior Exams</td>
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<tr>
<td>December 20</td>
<td>60% Day</td>
<td>May 15</td>
<td>Senior Last Day</td>
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<tr>
<td>December 23 – January 3</td>
<td>Christmas Holidays</td>
<td>May 15</td>
<td>PHS Graduation</td>
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<tr>
<td></td>
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<td>May 18 – 22</td>
<td>Exams</td>
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<tr>
<td></td>
<td></td>
<td>May 22</td>
<td>60% Day/Last Day for Faculty</td>
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</tbody>
</table>

Fire drills will not be conducted on days students cannot be outdoors due to inclement weather. Tornado drills will not be conducted on rainy or stormy days.
Absences/Attendance (JBA, JBD, JBAC)

An “unlawful absence” is an absence during a school day by a compulsory school age child, which absence is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension shall not be considered an “excused” absence under this section.

If a compulsory school age child has not been enrolled in school within fifteen (15) calendar days after the first day of the school year of the school which such child is eligible to attend or such child has accumulated five (5) unlawful absences during the school year of the public school in which such child is enrolled, the school district Superintendent or his/her designee shall, within two (2) school days or within five (5) calendar days, whichever is less, report such absences to the school attendance officer of the youth court or family court.

Any parent, legal guardian or custodian of a compulsory school age child subject to the provisions of this section who refuses or willfully fails to perform any duties imposed upon him or her under the provisions of this section or who intentionally falsifies any information required to be contained in a certificate of enrollment, shall be guilty of contributing to the neglect of a child and, upon conviction, shall be punished in accordance with the provisions of Section 97-5-39, Mississippi Code of 1972.

Upon prosecution of a parent, guardian or custodian of a compulsory school age child for violation of this section, the presentation of evidence by the prosecutor that shows that the child has not been enrolled in school within eighteen (18) calendar days after the first day of the school year of the public school which the child is eligible to attend, or that the child has accumulated twelve (12) unlawful absences during the school year at the public school in which the child has been enrolled, shall establish a prima facie case that the child’s parent, guardian or custodian is responsible for the absences and has refused or willfully failed to perform the duties imposed upon him or her under this section. However, no proceedings under this section shall be brought against a parent, guardian or custodian of a compulsory school age child unless the school attendance officer has contacted promptly the home of the child and has provided written notice to the parent, guardian or custodian of the requirement for the child’s enrollment or attendance.

1. Parents/ legal guardians may exercise parental discretion in taking their children out of school for illness or other valid reasons. However, after 4 parent excuses per semester a doctor’s excuse will be required for illness. Parent excuses may not cover multiple consecutive days of illness. A sample “Parent Excuse Form” can be found in Appendix J of this handbook or obtained from the school office. It is the duty of the school official to determine whether any absence is to be excused or unexcused. Every absence must have a valid excuse.

2. A student must be in school 63% of the instructional day to be considered a full day by the attendance officer. If a student misses 50% or more of any period, they are counted absent for that period. (37-13-91)

3. In order to get an excused absence, an acceptable excuse must be given. Students must report to the designated attendance officer at their school to get an admit slip. All makeup work must be completed. Time allowed to complete makeup work will be equivalent to days missed plus 2 additional days unless an extended illness is involved. It is the student’s responsibility to make arrangements so that all makeup work is completed. Incomplete makeup work on any graded material will result in a zero.

4. A day missed due to late registration will be counted as unexcused.
5. A doctor’s excuse, lawyer’s excuse, or proof of a death in the immediate family will be necessary to make up a semester exam.

6. Students will be excused to go to the Health Department only after bringing the letter from the Health Department to the school that states the date and time of the appointment.

7. **Students who receive an unexcused absence may not be allowed to make up work for credit and will be given a zero for any graded work missed.** Students missing school on the days prior to dismissal for a holiday or the day after a holiday must have a doctor’s excuse. Students who go away on a vacation and cannot get back on the day school resumes may not be excused. Although credit will not be given for all makeup work, students will be advised to complete all work, as future grades will be determined in part, on the material missed during the absence. **An absence will be considered unexcused if an excuse is not turned in within 3 school days of returning to school.**

8. All school sponsored extracurricular activities that cause a student to miss classes will be considered excused and the student must make up all work missed as stated in #3. If a student is failing any subject at the time of a trip, has excessive absences, or unsatisfactory conduct, he or she may not be allowed to attend and may remain at school at the discretion of his principal or teachers.

9. In case of special or unusual circumstances, parents must make arrangements with the school principal at least one (1) day before the planned absence. In cases of serious illness or death within the immediate family, absences may be excused if the principal is notified by way of telephone or personal contact by a parent of the student involved. **Vacations will not begin until exams are over.**

10. Students who are placed in an in-patient/outpatient facility (such as Brentwood, CARES, Alliance, Diamond Grove, Parkwood, Millcreek, etc.) will be counted present if the facility offers educational services and notifies the school of the child’s placement.

11. If a parent signs a student out of school due to illness, the student is still considered absent and the parent must send an excuse.

12. Students who are exempted from exams following the District’s exemption policy will not be counted absent. Students who have completed their final exam in a dual-credit course and meet all exemption criteria will not be counted absent.

13. Students who are exempted for MAAP, MST2, MKAS2, or SATP Day Out are exempted from attendance and are not considered absent.

**Note:** Any student absent for 15 consecutive days will be dropped from the roll unless the legal guardian advises the principal that the student has a legitimate reason for the extended absence. The principal will determine the course of action to be followed concerning a student’s progress and placement following an extended absence.

**STATE LAW DEFINES EXCUSED ABSENCES (JBA)**

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

1. Attendance at an authorized school activity with the prior approval of the superintendent of the school district or his designee.

2. Illness or injury which prevents the student from being physically able to attend school.

3. When isolation is ordered by the county health officer, by the State Board of Health or appropriate school official.
4. Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, stepbrothers and stepsisters.
5. A medical or dental appointment with prior approval of the superintendent or his designee, except in the case of emergency.
6. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
7. Observance of a religious event, with the prior approval of the superintendent or his designee. (Approval should not be withheld unless, in the professional judgment of the superintendent or his designee, the extent of the absence would adversely affect the student’s education.)
8. Participation in a valid educational opportunity, such as travel including vacations or other family travel, with the prior approval of the superintendent or his designee. (Approval shall be based on the professional judgment of the superintendent or his designee but shall not be withheld unless the extent of the absence would adversely affect the student’s education.)
9. Other conditions sufficient to warrant nonattendance, with prior approval of the superintendent or his designee. However, no absences shall be excused when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law. 37-13-91 (4)
10. An absence is excused when it results from the attendance of a compulsory-school-age child participating in official organized events sponsored by the 4-H or Future Farmers of America (FFA). The excuse for the 4-H or FFA event must be provided in writing to the appropriate school superintendent by the Extension Agent or High School Agricultural Instructor/FFA Advisor.
11. An absence is excused when it results from the compulsory-school-age child officially being employed to serve as a page at the State Capitol for the Mississippi House of Representatives or Senate.

Students are expected to be on time for all school activities. Tardiness is a disruption to the school day. Students are allowed 3 tardies (to school) each semester. Principals have the authority to discipline students who are consistently tardy.

Withdrawal from School (JBCD)
In the event that it is necessary for a student to withdraw from school, the parent/guardian, with the student, is required to report to the Principal’s office to complete a withdrawal slip. All textbooks must be returned and fines paid. Student records will be forwarded upon request by the new school if the student has met the withdrawal requirements.

Athletic Eligibility and Extracurricular Activities
Students will be offered the opportunity to participate in interscholastic athletics and a variety of other extracurricular activities. In order to participate in any activity sponsored by the Mississippi High School Activities Association, the student must meet all eligibility requirements. A student must be present in school at least 50% of a school day in order to participate in an event. Please see the Athletic Director, Head Coach, or Sponsor for additional eligibility information.

All materials (including uniforms and equipment) must be returned after the completion of the season or at the conclusion of the activity. Items must be returned in the appropriate condition. Fines will be assessed for damaged and/or missing items.
Students who participate in any and all activities sanctioned by the MHSAA are expected to cooperate and comply with the Random Drug Testing Policy approved by the PCSD School Board. This policy is a condition of participation in the interscholastic activities offered by Pontotoc City School District. A copy of the complete policy is available at any school, the Administrative Office, or on our Athletic webpage.

A student who participates in extracurricular or athletic activities sponsored or sanctioned by the District will be suspended from participation after a semester in which the student’s cumulative grade point average is below a 2.0 on a 4.0 scale.

**NCAA Requirements**

NCAA Division I requires sixteen approved core courses. For students enrolling on or after August 1, 2016, NCAA Division I will require 10 core courses to be completed prior to the seventh semester. NCAA Division II requires sixteen approved core courses beginning August 1, 2013.

Division I has a sliding scale for ACT scores and GPAs. Division II has a minimum score requirement. Only core courses are used in the calculation of the GPA. Beginning August 1, 2018, Division II will use a sliding scale. Please see a school counselor for more information regarding these requirements or visit http://eligibilitycenter.org.

**Awards**

Annual awards presentations will be held to honor outstanding achievement. Each building will have its own individual awards ceremony.

**Bullying (Board Policy JDDA)**

The PCSD does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student 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.

The Pontotoc City School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.
The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take “reasonable actions” as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing, or threatening behavior through bullying or harassing. Furthermore, the Pontotoc City School District defines “reasonable action” as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

The Bullying/Harassment Reporting Form can be found on our website or in any school office. Further, any acts of bullying or harassment can be anonymously reported through the StopIt app furnished by the district to all personnel and students.

**Bus/Transportation Changes**
Students are assigned to a bus based on their legal residence. Because of the large number of students who ride a bus, most of the buses are fairly full. Therefore, requests to ride an alternate bus should be for emergency circumstances (convenience for overnight parties is not considered an emergency circumstance).

Approval to ride an alternate bus must be arranged through the principal in advance either through a note from the parent/guardian or the SchoolStatus Channel App. The request must include (1) the reason for the request, (2) the alternate address and (3) the phone number where the parent/guardian can be reached during the day. The note must be brought to the office at the beginning of the school day.

If the principal approves, he/she will provide the student with a special notice to be given to the bus driver. A student who does not have a notice from the principal will not be permitted to ride.

Bus change requests will not be approved over the phone. All requests must be in writing, fax, or email. Principals may approve bus changes via phone in emergency situations. A sample Bus/Transportation Change Request Form is located in Appendix J of this handbook and is available in all school offices.

Alternative students that are not self-placed will lose bus privileges. If a student is in alternative school for any reason besides parent/guardian placement, the parent/guardian of the student will be responsible for transportation to and from alternative school.

**Cafeteria (EEAC)**
Students are expected to be orderly, tidy, and mannerly in the cafeteria. If a student brings a beverage into the cafeteria other than milk, it should be in a thermos or non-resealable container. No soft drinks are allowed in the cafeteria. No food purchased from outside vendors may be brought into the cafeteria for students. No outside logos will be allowed. A student must bring his/her lunch from home or eat in the cafeteria.

Milk, milk products, or water may be purchased without a tray. The purchase of a tray is required for all other purchases.
Please send only nut-free snacks and lunch items. Many students have food allergies.

### Cafeteria Charges

<table>
<thead>
<tr>
<th></th>
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<th>Reduced Price</th>
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<tbody>
<tr>
<td><strong>Breakfast</strong></td>
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<tr>
<td>K-12</td>
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<tr>
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<tr>
<td><strong>Lunch</strong></td>
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<tr>
<td>K-12</td>
<td>$2.75</td>
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<tr>
<td>Adult</td>
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<td><strong>Extra Servings</strong></td>
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<tr>
<td>Entrée</td>
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<tr>
<td>Fruit/Vegetable</td>
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</tr>
<tr>
<td>Milk</td>
<td>$0.50</td>
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</tr>
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### Student Accounts and Meal Charges

**A.** Adults are not allowed to charge meals or solicit food from students.

**B.** Students may charge meals as follows:
   - a. Students receiving free meals will not be allowed to charge extra items or ice cream. Reduced and full paid students will not be allowed to charge a second meal, extra items or ice cream if they have a zero or negative account balance.
   - b. Charging a reimbursable meal will result in a negative balance. Students with a negative balance will be blocked from charging extra foods until their account is current.
   - c. Charge notes will be sent home weekly with students who have a negative account balance from the cafeteria manager. If the debt continues to rise, notices will be mailed directly from the Child Nutrition Office as needed. Calls and/or emails will be made to parent(s)/guardian(s) in an attempt to collect money.
   - d. When a student brings money, that money will first be applied to negative balances on the student’s account.
   - e. Charges unpaid at the end of the school year will remain on the students’ account and roll over each year.
   - f. Student meal accounts must be paid in full for students to be exempt from final exams, to receive report cards, to receive upcoming year schedule, to pre-register for the upcoming school year, and to participate in graduation exercises.

**C.** Delinquent accounts will be forwarded to a collections agency. All fees to collect will added to the collection amount.

**D.** Parent(s)/guardian(s) are strongly encouraged to register for a free account on the school meal online payment center: myschoolbucks.com

**E.** Parent(s)/guardian(s) may fill out a new application at any time during the year is income changes.

### Child Find (IDFF)

The Pontotoc City School District continues to participate in an ongoing statewide effort to identify, locate, and evaluate children from birth to 21, who are physically, mentally, communicatively and/or emotionally disabled. The district provides assessment and services for children ages 3 through 21 who live in the Pontotoc City School District and meet the criteria under the Individuals with
Disabilities Education Act. For additional information, please contact the PCSD Office of Student Services at 662-489-5371.

Clubs and Organizations
Clubs and organizations are available for the student’s enjoyment and education. Each club and/or organization has a specific set of requirements for membership and participation. Additional information can be obtained from the club/organization sponsor at each school.

Deliveries
The school will not accept delivery of any items for students.

Dress Code Guidelines
Students are expected to dress in a manner that does not create a distraction or has the potential of creating an unsafe environment. The teachers and administration have full responsibility for determining if a student has appropriate attire for school or school-sponsored activities. The administration also has the authority to make adjustments to the dress code based on changes in style or for other appropriate reasons. Since each student has a unique physical build, identical clothing may not fit two students exactly the same. In one instance the student may be dressed within the guidelines and another student wearing the same attire may not be dressed appropriately for school.

Kindergarten – 4th
All clothing must be worn in an appropriate manner at all times.

- Shorts and skirts must come to mid-thigh.
- Clothing cannot contain holes that are more than 4 inches above the knee unless the holes are permanently patched.
- Leggings, skinny jeans, and jeggings (stretchy material) worn as pants must be worn with a shirt or tunic that reaches mid-thigh.
- Tank tops may be worn if the straps are a minimum of two inches wide.

The following items (also applies to dresses) are prohibited:

- Tube tops, low cut tops, halter tops, muscle shirts, see-through shirts, spaghetti strap shirts, and one strap shirts
- Shirts that expose cleavage
- Shirts and/or pants which expose the midriff area (midriff should be covered when arms are extended above the head).
- Pants that are not worn at the top of the hip bone
- Shoes that do not allow proper movement of the student or which create a distraction
- Clothing advertising alcoholic beverages, tobacco, or drugs; containing obscene language or suggestive printing/language; and/or illustrates violence, or any other material the principal deems inappropriate is prohibited.
- Clothing perceived as sleepwear is prohibited
- Hats, caps, kerchiefs, bandannas of any color, “do rags,” or sunglasses are prohibited (medical exceptions excluded)
- Pants with writing across the seat are prohibited
- All body piercing except earrings are prohibited
- Braless garments or clothing that exposes undergarments
5th Through 12th Grade

All clothing must be worn in an appropriate manner at all times.

- Shorts and skirts must come to mid-thigh. The shortest point of garment must come to the end of finger-tip.
- Clothing cannot contain holes that are more than 4 inches above the knee unless the holes are permanently patched.
- Leggings, skinny jeans, and jeggings (stretchy material) worn as pants must be worn with a shirt or tunic that reaches mid-thigh. All leggings must be fully opaque, not sheer. The shortest point of the shirt worn over leggings must come to the end of finger-tip.
- Tank tops may be worn if the straps are a minimum of two inches wide.

The following items (also applies to dresses) are prohibited:

- Sleeveless shirts for boys
- Any clothing that is excessively large or excessively small (tight)
- Tube tops, low cut tops, halter tops, muscle shirts, see-through shirts, spaghetti strap shirts, and one strap shirts
- Shirts that expose cleavage
- Shirts and/or pants which expose the midriff area (midriff should be covered when arms are extended above the head).
- Pants that are not worn at the top of the hip bone
- Shoes that do not allow proper movement of the student or which create a distraction
- Clothing advertising alcoholic beverages, tobacco, or drugs; containing obscene language or suggestive printing/language; and/or illustrates violence, or any other material the principal deems inappropriate is prohibited.
- Clothing perceived as sleepwear is prohibited
- Hats, caps, kerchiefs, bandannas of any color, “do rags,” hoods, toboggans, and sunglasses are prohibited inside the building (medical exceptions excluded). (Caps worn at ballgames must be worn properly.)
- Pants with writing across the seat are prohibited
- All body piercing that are a distraction to the learning process are prohibited
- Braless garments or clothing that exposes undergarments
- Belts that are unbuckled or hanging in the front are prohibited
- Biking shorts and short gym shorts are prohibited

Emergency Procedure Drills (EBB, EBBA)

The school will conduct both scheduled and unscheduled emergency procedure drills to support the safety of students and staff. Teachers will explain the appropriate procedure for each warning signal. Evacuation routes will be posted in classrooms. All drills should be treated as though the incident is real. Please see the school calendar for scheduled drills.

Family Rights and Privacy Act (JRAB)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. A complete copy of these rights is available from any school office or the Central Office.

Federal Programs (GABE)
A copy of the Consolidated Federal Program Application Plan, the School-wide Plans for each school, as well as all needs assessment results, are on file and available upon request from any school office or the Administrative Central Office.

Field Trips (JGFB)
Parents will be notified of all field trips either through notes sent home or the SchoolStatus Channel App. Written permission of the parent/guardian is required before a student will be allowed to go on a field trip. The school will furnish the form for the student to carry home, get signed, and return to the teacher sponsoring the trip. Student participation in a field trip is a privilege. Principals can revoke that privilege as necessary. A parent/guardian accompanying students on field trips will not be permitted to bring other children on the field trip. Personal checks will not be accepted to pay field trip fees.

Harassment Policy (GACN, JDDA)
It is the policy of the Pontotoc City School District to maintain and ensure a learning environment free from any form of sexual harassment or intimidation toward personnel and students. Therefore, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

Further, this school district prohibits sexual harassment of, or by, any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

Any teacher, administrator, or other school official who has or receives notice that a student or employee has or may have been the victim of sexual harassment is required immediately to report the alleged acts to the principal, appropriate district-level administrative official, or the Title IX Coordinator. Further, any acts of harassment can be anonymously reported through the StopIt app furnished by the district to all personnel and students.

Hardship Waiver (JS)
Families who receive free or reduced lunches may be eligible for a financial hardship waiver of instructional fees. A Hardship Waiver of Fees form may be obtained from the school office.

Leaving School (Check out Procedure) (JGFC)
Students are expected to be in school all day, every day. Parents/guardians should refrain from getting their child dismissed early to take care of business that could be arranged during non-school hours.

Students who leave campus for any reason during the school day must be signed out in the office by a parent/guardian. Anyone checking out a student during the school day will need to provide photo identification. If the student returns during the school day, he/she must check in at the office before going to class. A student who is checked out will be required to present a parent note or doctor note upon returning to school.

If a student leaves campus without permission, the parent/guardian will be called as soon as the school learns that a student has gone. The student will be disciplined as outlined in the Code of Conduct (later in this Handbook). All additional checkouts require parent/guardian pickup.
Student drivers may be checked out by a parent/guardian via phone call. An administrator may call parent back to verify check-out with parent/guardian. The SchoolStatus Channel App may also be used. Specific instructions will be provided by the school.

**Lice (JCG)**

*First infestation* – The parent will be contacted to pick up the student. The student may return to school with evidence of home treatment for lice such as the box top of the treatment, but the student must be checked by a school official upon return. The student must be “nit free” in order to be readmitted.

*Second infestation* - The parent will be contacted to pick up the student. The student may return to school with evidence of home treatment for lice such as the box top of the treatment, but the student must be checked by a school official upon return. The student must be “nit free” in order to be readmitted.

*Third infestation* - The parent will be contacted to pick up the student. The student may return to school with a note from a physician or the health department clearing the student of being contagious, but the student must be checked by a school official upon return. The student must be “nit free” in order to be readmitted.

*Fourth infestation* – The parent will be contacted to pick up the student. The Department of Child and Human Services will be contacted by the school officials. The student may return to school with a note from a physician or the health department clearing the student of being contagious, but the student must be checked by a school official upon return. The student must be “nit free” in order to be readmitted.

Information concerning screening and treatment may be obtained at the school office.

**Medical**

Pontotoc City School District has partnered with Access Health to provide an on-site nurse practitioner clinic. Specific information and registration forms can be found on the district website.

**First Aid (JGFG)**

First aid materials are available in the school office.

**Illness**

A student should be fever-free without the aid of medication for 24 hours before returning to school after an illness. Students who have stomach virus (digestive issues) should not return until 24 hours after the last stomach upset.

**Prescription Drugs and Medicine (JGCD)**

All prescription drugs (medicine) and over-the-counter drugs brought to school must be turned in to the Principal’s office by the parent/guardian. No medicine, excluding self-administered medications prescribed by his/her doctor, should be transported on the bus. NO school personnel can dispense prescription or over-the-counter medications unless he/she successfully completes the MS Board of Nursing Self Administration Curriculum course. Failure to take prescription drugs or medicines to the office will be in violation of school regulations and will be subject to disciplinary action that may include suspension and/or arrest.

For prescription medications, a pharmacy-labeled container is required which includes that student’s name, prescriber’s name, name of medication, strength, dosage, time interval, route, and date of drug’s discontinuation when applicable. If the medication will be provided for two weeks or longer, the parent/guardian should request two containers from the pharmacist, with one labeled.
for school use. If the prescription changes in any way, a new label MUST be provided by the pharmacist. Any markings by the parent/guardian to the label makes the prescription void and will not be given. Non-prescription medications, when provided, should be given following the same policies and procedures as followed for prescription medications.

A Medication Permission Request Form will also be required to be signed by the parent/guardian. All medications, excluding emergency medications kept with the student with his/her doctor’s permission, will be kept and dispensed through the office or nurses’ office.

According to Mississippi Code 37-11-71, students may be permitted to self-administer asthma and anaphylaxis medications with written consent from the parent and a statement from the health care provider outlining the proper process to administer the medication. Students for whom this law may apply must contact the principal for the required procedure prior to the need for self-medications.

**Parental Involvement Policy (LA, LAA, LAB)**

Parents are an important part of the educational process and are encouraged to actively participate in the educational process. A full copy of the Parental Involvement Policy is in our School Board Policy Manual.

**Parent Conferences**

Parents/guardians are encouraged to visit the school and to keep in touch with teachers on a regular basis. If a parent/guardian plans to come to the school to see a particular teacher, he/she should call for an appointment. The best time for a conference is after 3:30 in the afternoon or during a teacher’s planning period.

Parents/guardians and visitors cannot go to classrooms at any time before checking in at the office. This procedure prevents the interrupting of classes and also assures the safety of all students.

Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred and Fifty Dollars ($250.00). 37-11-53

**Qualification Request (LC)**

Parents have the right to request information regarding the professional qualifications of the people who work with their child(ren). If you would like to request this information, please contact your child’s school.

**Registration (JBC)**

Registration is required annually and all forms may be found on the District webpage. The District must have all the appropriate documents for registration on file before a student can attend school. Those documents include a new registration form with updated information, a copy of the birth certificate, a copy of the Social Security Card, an Immunization Record (Form 121), and two proofs of residency. Proofs of residency must include both the physical address and the name of the parent or guardian registering the child. Additionally, all fines and fee must be paid. For a list of acceptable Proof of Residency, see Appendix I.
Report Cards Progress Reports
Report cards will be issued each nine weeks. A second copy will be provided upon request. The report card should be reviewed by parents and returned with a parent's/guardian's signature each nine weeks. Progress reports will be issued at the mid-point of each nine weeks.

Safe and Drug-Free Schools (EBB, EBBA)
The Pontotoc City School District will participate in the Safe & Drug-Free Schools and Communities Act of 1994. The district has made a commitment to provide a drug-free environment for students and faculty. PCSD has adopted tough, clear, anti-drug policies which are consistently enforced.

Sale of Merchandise at School (JKB)
Neither staff nor students may not sell any product from a non-school organization for any reason at school or school-sponsored activities without prior approval from the Principal. Students are not allowed to bring the products on school property to sell.

Solicitations, Collections, and Charity Drives (JKB)
While on school property, students are not to distribute or collect flyers, literature or any written communications or information without the approval of the building principal.

Student Photos/Videos/Student Work
The Pontotoc City School District celebrates the effort of students by posting students pictures, videos, and work on school websites to promote learning, collaboration and provide an opportunity to share the achievements of students. If you have concerns about the use of photographs by the schools, please contact the building principal.

Telephones
The office telephones are not for personal use. Phone calls and text messages are not to be made during class time. No class will be interrupted to call a student to the telephone. Emergencies will be handled on a case-by-case basis. Students must have the permission of the assigned teacher and permission from the office to use the telephone.

Textbooks (ICFA)
Textbooks are the property of the local school district. Textbooks are assigned to students at the beginning of school. At the end of the year or when a student withdraws, these books should be returned in good condition. If the books are damaged, lost or destroyed the student is expected to pay for damage or loss. The school is not responsible for textbooks or any other articles lost at school.

Grading
Grading Scale (IHA)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
</tr>
<tr>
<td>D</td>
<td>64 – 69</td>
</tr>
<tr>
<td>F</td>
<td>Below 64 (Failure)</td>
</tr>
</tbody>
</table>

Kindergarten – Twelfth Grade
All schools will operate on a nine-week grading period. Progress reports will be issued every five weeks. Report cards will be issued each nine weeks. Specific dates are available on our website. Comprehensive mid-term and final exams will begin in the 7th grade.

**Grading Guidelines**

1. All schools will operate on four terms per course (T1, T2, T3 and T4.) These grading periods run 9 weeks. A block schedule contains 2 grading periods within each term (GP1-GP8) which run approximately 4.5 weeks.
2. Progress reports will be issued every five weeks for schools not on a block schedule.
3. Report cards will be issued at the end of each term. Specific dates are available on our website.
4. Term averages will consist of the following categories and weights: (There will be at least twice as many daily grades as test grades.)
   a. Tests/Projects 50%
   b. Quizzes/Daily Assignments 50%
5. Semester exams will begin in the 7th grade. Semester exams will account for 25% of each semester average. Semester and final averages will be determined as follows for grades 7-12:
   a. The semester 1 average (S1) will be calculated by averaging T1 and T2 (75%) and the first semester exam (25%). The semester 2 average (S2) will be calculated by averaging T3 and T4 (75%) and the second semester exam.
   b. A student’s final average will be the average of the two semester grades.
6. The final grade received in an Advanced Placement (AP) course will be weighted by a factor of 1.025.

**Exemptions**

Since there are no exams in K–6th grades, those students may be exempted from exam week in May if the student has 5 or fewer absences for the school year. Those students who are exempted will not be counted absent. All students not exempted must attend school or be counted absent. The number of allowed absences will increase by 2 days if a student is present for every school day in October and November.

Students who are exempted from exams or for MAAP, MAAP-A, MKAS2, or AP, Dual Credit Day Out are exempted from attendance and are not considered absent. Dually-enrolled students who meet all exemption policies are not to be counted absent for their respective course after their final exam. For students enrolled in AP courses, a final project may be assigned after the AP exam is administered. However, no final exam will be administered.

**Honor Roll**

Students are given the opportunity to earn recognition on one of the following:

Superintendent’s Honor Roll – All A’s for a nine-week grading period
Principal’s Honor Roll – All A’s and B’s for a nine-week grading period

Additional awards may be presented at the school level.

**Promotion and Retention (IHE)**

<table>
<thead>
<tr>
<th>Grades</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
Promotion and retention shall be based performing at or above grade level according to the Star Early Literacy assessment and 80% mastery of reading objectives, and 80% mastery of language arts objectives, and 80% mastery of math objectives as listed on the Kindergarten report card.

Promotion and retention shall be based upon mastery of the objectives in reading, mathematics, spelling, and language arts with 80% mastery in each subject and performing at or above grade level benchmarks according to STAR testing (1.8).

Promotion and retention shall be based upon mastery of the objectives in reading, mathematics, spelling, and language arts with 80% mastery in each subject and performing at or above grade level benchmarks according to STAR testing (2.8).

Promotion and retention shall be based upon mastery of the objectives in reading, mathematics, language arts, science and social studies with 64% mastery in each subject. Promotion and retention shall be based upon mastery of the objectives with overall 64% mastery of the essential skills. A student who fails any core subject shall be retained. Core subjects are reading, language arts (English), math, and science.

Any student who does not pass the Third-Grade Reading Summative Assessment as mandated by the Literacy Based Promotion Act shall be retained unless he or she qualifies for a Good Cause Promotion. See Appendix H.

Promotion and retention shall be based upon mastery of the objectives in reading, mathematics, language arts, science and social studies with 64% mastery in each subject. Promotion and retention shall be based upon mastery of the objectives with overall 64% mastery of the essential skills. Any 7th or 8th grade student who does not attain 64% mastery in English, math, and science shall be retained. Any student who fails two courses shall be retained.

Promotion and retention shall be based on the mastery of the objectives with 64% mastery of essential skills in each subject. A passing grade of 64 or above yearly must be obtained in each academic course in which the student is enrolled for credit. Classification will also be determined upon the level of both English and math completed and the number of Carnegie Units earned.

Students with special needs will be evaluated on an individual basis and special placement will be made as decided by the IEP committee.

Students shall not be promoted, retained, or regressed for the purposes of extracurricular activities.

Classifications of Students
Students will be classified as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th Grade</td>
<td>Students who have earned less than 6 credits.</td>
</tr>
<tr>
<td>10th Grade</td>
<td>Students who have earned at least 6, but less than 12 credits. Credits must include English I.</td>
</tr>
<tr>
<td>11th Grade</td>
<td>Students who have earned at least 12, but less than 18 credits. Credits must include English I and English II.</td>
</tr>
</tbody>
</table>
12th Grade: Students who have earned 18 or more credits. (Students pursuing the Career Pathway graduation option may be classified as a senior with fewer than 18 credits with approval from administration.)

State Assessment (II)
Testing and assessments are an important part of our accountability. All eligible students will participate in the state testing program.

Graduation Requirements (IHF)
See Appendix A

Student Code of Conduct (JCA)
The Pontotoc City School District has adopted policies regarding the expectations of student behavior and the consequences for violations of those expectations.

Rights and Responsibilities/Code of Conduct Guidelines) (JCA)
Education is the primary purpose of the public school. In order for students to learn, an atmosphere conducive to learning must be consistently maintained. Accordingly, the teacher is the recognized authority in the classroom.

Discipline is defined as well-ordered, directed behavior. Responsibilities in the positive development and maintenance of disciplined behavior are shared by the parents/guardians, students, teachers, principals, administrative and support personnel, Superintendent, and Board of Education.

Every student has a right to an environment that encourages learning and is free of disruption. The school board has a duty to the community to operate orderly and effective schools. The authority to control and discipline students is required to carry out that duty.

This portion of the student handbook presents guidelines on behavior and school citizenship for students. The following broad categories related to student conduct are included:

- basic rights and responsibilities
- the student Code of Conduct
- the consequences for violating a rule in the Code of Conduct
- bus and bus stop behavior

A set of rules does not replace the administrator's judgment in the review of discipline incidents. In order for schools to be safe and orderly places for learning, rules must be obeyed. These rules are written to provide direction. However, in daily activity, one basic rule is that good sound judgment must be exercised in consideration of conditions of the moment.

BASIC RIGHTS AND RESPONSIBILITIES (JCA)
Parents/guardians, students and all school personnel share the responsibility of maintaining a positive school climate conducive to the individual pursuit of learning, working, and living. Each is expected to work positively toward this goal and to respect the individuality and the rights of every person.
EXPECTATIONS FOR STUDENT BEHAVIOR (JCA)

Students are expected to display appropriate behavior at all times and at all school or school-sponsored events. The purpose of this policy is to clearly define those things that cause problems within the school environment and to make sure that all students understand what is expected and the consequences of the violation of these expectations. It is our goal to provide a safe learning environment.

Responsible behavior means that all school rules should be followed at all times. We do recognize that students have certain rights with regard to free speech, privacy, and assembly, but these rights are governed by certain limits in a school setting. Student publications are subject to review and editing by school officials. School authorities may conduct periodic general inspections and searches at any time, for any reason related to school administration. A student's person and/or personal effects may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Teachers are expected to maintain a safe learning environment in each classroom. Classroom rules will be taught to each student at the beginning of school and reviewed periodically. Teachers are expected to communicate with parents when students do not behave appropriately in the classroom. If inappropriate behavior continues after a parent has been contacted, teachers may refer the student to the office for disciplinary action. Classroom expectations include, but are not limited to,

- Attending school regularly, dressed appropriately
- Being seated and ready for instruction when the tardy bell rings
- Being prepared for class with the appropriate materials
- Respecting the school, personal property, and the rights of others
- Participating in all class activities and school programs
- Following the procedures, processes, and instructions of the teachers.
## Kindergarten through 4th Grade Code of Conduct (JCA, JCB)

<table>
<thead>
<tr>
<th>Rule Infraction</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
<th>5th Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriate Dress (must change clothes)</td>
<td>Change Clothes</td>
<td>Change Clothes</td>
<td>Overnight Suspension</td>
<td>1 Day ISS</td>
<td>OSS</td>
</tr>
<tr>
<td>Inappropriate use of an electronic device/toy/spinner/cell phone without</td>
<td>Warning</td>
<td>Overnight</td>
<td>1 Day ISS</td>
<td>OSS</td>
<td>OSS</td>
</tr>
<tr>
<td>prescription (item confiscated)</td>
<td>Overnight Suspens</td>
<td>1 Day ISS</td>
<td>OSS</td>
<td>OSS</td>
<td></td>
</tr>
<tr>
<td>Insubordination/Disrespectful/Lying/Forgery/Profanity/Obscene Gesture/Inappropriate Material</td>
<td>Proactive Counseling</td>
<td>Overnight Suspension</td>
<td>1 Day ISS</td>
<td>OSS</td>
<td>OSS</td>
</tr>
<tr>
<td>Arguing, threatening, or provoking a fight Bullying/Harassment</td>
<td>Proactive Counseling</td>
<td>Overnight Suspension</td>
<td>1 Day ISS</td>
<td>OSS</td>
<td>OSS</td>
</tr>
<tr>
<td>Stealing from or Defacing school, bus, or staff property (pay for damages,</td>
<td>Overnight</td>
<td>1 Day ISS</td>
<td>OSS</td>
<td>OSS</td>
<td>OSS</td>
</tr>
<tr>
<td>possible legal action, possible police notification)</td>
<td>Suspension</td>
<td>ISS</td>
<td>OSS</td>
<td>OSS</td>
<td>OSS</td>
</tr>
<tr>
<td>Threat, profanity, obscenity toward staff member</td>
<td>1 Day ISS</td>
<td>OSS</td>
<td>OSS</td>
<td>OSS</td>
<td>OSS</td>
</tr>
<tr>
<td>Disruptive behavior</td>
<td>Proactive</td>
<td>Overnight</td>
<td>1 Day ISS</td>
<td>OSS</td>
<td>OSS</td>
</tr>
<tr>
<td>Fights/Assault</td>
<td>1 Day ISS</td>
<td>OSS</td>
<td>OSS</td>
<td>OSS</td>
<td>OSS</td>
</tr>
<tr>
<td>Possession/Use of Tobacco</td>
<td>Overnight</td>
<td>1 Day ISS</td>
<td>OSS</td>
<td>OSS</td>
<td>OSS or AP</td>
</tr>
<tr>
<td>Sexual harassment/Indecent exposure</td>
<td>1 Day ISS</td>
<td>OSS</td>
<td>OSS</td>
<td>OSS</td>
<td>OSS or AP</td>
</tr>
<tr>
<td>Computer Misuse</td>
<td>Proactive</td>
<td>Overnight</td>
<td>Suspension of Network Privileges</td>
<td>OSS</td>
<td></td>
</tr>
<tr>
<td>Hitting/Biting of another person/Horseplay/Spitting/Throwing Objects</td>
<td>Overnight</td>
<td>1 Day ISS</td>
<td>OSS</td>
<td>OSS</td>
<td>OSS</td>
</tr>
<tr>
<td>Misconduct on school trip or other school activity</td>
<td>Possible suspension from all future trips</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misbehavior on School Bus</td>
<td>Warning/Proactive Counseling</td>
<td>3 days Off Bus</td>
<td>5 days Off Bus</td>
<td>10 days Off Bus</td>
<td>Off Bus rest of term</td>
</tr>
<tr>
<td>Possession of prescription or over the counter medication (Failure to turn into office) with exception of EpiPen and Inhaler</td>
<td>Warning</td>
<td>Overnight Suspension</td>
<td>1 Day ISS</td>
<td>OSS</td>
<td>OSS</td>
</tr>
<tr>
<td>Giving medication to another student</td>
<td>Suspension with possible expulsion</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Possession of weapon on campus</td>
<td>Suspension with possible expulsion</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Possession of controlled substance</td>
<td>Suspension with possible expulsion or AP</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Attempt to use weapon or any article (pencil, scissors) as a weapon</td>
<td>Suspension with possible expulsion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assault of a school employee</td>
<td>Suspension with possible expulsion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excessive Tardies</td>
<td>3 tardies: PN</td>
<td>6 tardies: Parent Conference</td>
<td>15 tardies: 1 day OSS</td>
<td>Every 3 tardies beyond 15 will result in 1 day OSS</td>
<td>OSS=unexcused absences.</td>
</tr>
</tbody>
</table>
● Discipline slips will be sent home for parent signature when a problem arises.
● Out of School Suspension may be used instead of In School Suspension on any given infraction at Principal's discretion.
● Overnight Suspension (ONS) requires a parent conference with administration prior to student returning to class.
● Any student assigned to ISS for the 10th time, may be referred to the School Board for Alternative Placement.
● If a student is suspended, it is his/her responsibility to make up the missed work.
● If a student, parent, or guardian refuses to have their child report to ISS, the student will be suspended from school and will not be allowed to make up missed work.
● While a student is suspended (ISS or OSS), he/she will not be allowed to participate/attend extracurricular activities, including but not limited to athletic events.
● Corporal Punishment will not be utilized as a disciplinary consequence.
● If a student is in possession of any medication other than a prescribed EpiPen or asthma inhaler, the medication will be confiscated and kept in the office until a parent/guardian picks up.
● A student who has more than 5 discipline referrals in a nine-week term should considered for Tier II behavior intervention. A student who has 8 discipline referrals in all should be considered for a Functional Behavior Assessment and a Behavior Intervention Plan.
● Fighting is defined as putting hands on another student with malice that breaks skin, bruises, and/or requires an adult physical intervention.
**Elementary Disciplinary Referral**

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Reporting Teacher:</th>
<th>Date of Incident:</th>
<th>Time of Incident:</th>
</tr>
</thead>
</table>

**Notice to Parents:**
The purpose of this report is to inform you of a disciplinary incident involving your child. We appreciate your help and support.

**Reason(s) for Referral**
- Dress Code Violation
- Disrespectful Behavior
- Fighting/Provoking
- Disruptive Behavior
- Horseplaying
- Possession of Inappropriate Item ________________
- Computer Misuse
- Other: ________________________________

Teacher Comments:
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

**Action Taken Before Referral**
- Student Conference: Date(s):
- Parent Conference: Date(s):
- Teacher Consequence: ______________________ Date(s):
- Counselor Referral: Date(s):

*(to be completed by admin)*

**Present Action and Recommendation:**
- In School Suspension __________ to __________
- Out of School Suspension __________ to __________
- Parent Conference Date(s): _______________
- Overnight Suspension Date(s): ______________
- Warning Date(s): ______________

Administrator Comments:
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Parent Comments:
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Teacher Signature: _________________________  Parent Signature: ______________________________

Administrator Signature: ______________________________
5th through 12th Grade Code of Conduct (JCA, JCB)

In order for schools to be safe and orderly places for learning, rules must be obeyed. These rules are written to provide direction. However, sound judgment must be exercised. All offenses listed apply to student behavior on buses, during school hours, and at school-related activities and events. Offenses that occur on the bus may result in consequences that include a combination of out-of-school suspension, alternative education placement, and suspension from riding the bus.

A Step 1 offense is any offense that disrupts the school environment. These offenses can take place inside or outside and include, but are not limited to, dress code violations, running, littering, horseplay, wrestling, violating established procedures, being present in unauthorized areas, unauthorized eating, drinking, excessive noise, or loitering.

1. Skipping class or school, leaving without permission, being in an unauthorized area – Step 1, 2, or 3
2. Excessive Tardiness (4) – Step 1
3. Profanity, cursing, or making obscene gestures – verbal or written – Step 1, 2, 3, or 4
4. Public display of affection – Step 1, 2, or 3
5. Use of racial slurs, verbal abuse, name calling – Step 1, 2, 3, or 4
6. Disrespectful behavior toward other students – Step 1, 2, 3, or 4
7. Failure to follow instructions – insubordination – Step 1, 2, 3, or 4
8. Extortion – obtaining by force or threat from another – Step 4, 5, or 6
9. Creating or participating in a disturbance – Step 2 or 3
10. Harassment – Step 1, 2, or 3
11. Possession of unauthorized items – Steps 1 - 7
12. Fighting or instigating/provoking a fight – Step 3-6 at PMS, Steps 4-6 at PJH and PHS (Fighting is defined as putting hands on another student with malice that breaks skin, bruises, and/or requires an adult physical intervention.)
13. Possession, transfer, or use of tobacco or tobacco-like products, paraphernalia, matches, lighters, Juul, E-cigarette, vapes, etc. – Steps 1-7
14. Computer Misuse-Step 1-7
15. Cheating- Student will take a 0 on the assignment, or Steps 2-4 with makeup test
16. Indecent exposure – Step 3, 4, or 5
17. Stealing – Step 2, 3, 4, or 5
18. Hindering the educational process – Step 1-7
19. Disrespectful behavior toward an adult – Step 3, 4, or 5
20. Destruction of property/vandalism – Step 4, 5, 6, or 7
21. Bullying/Cyberbullying/Hazing – Step 4, 5, or 6
22. Verbal or written threat that interrupts the instructional day-Step 5,6, or 7
23. Transfer or possession of inappropriate images-Step 5,6, or 7
24. Flagrant disrespectfulness – Step 5, 6, or 7
25. Possession, use and/or transfer of alcohol – Step 5, 6, or 7
26. Any type of gang, cult, or group-related activities – Step 5, 6, or 7
27. Sexual offenses/sexual harassment – Step 5, 6, or 7
28. Vandalism, arson, false alarm/bomb threats – Step 5, 6, or 7
29. Assault – Step 6 or 7
30. Possession, transfer, and/or use of a weapon or firearm – Step 7
31. Possession of dangerous instruments/objects/imitation firearm – Step 4, 5, 6, or 7
32. Possession, use, and/or transfer of controlled substance – Step 7
33. Possession, use, and/or transfer of counterfeit substance – Step 6 or 7
34. Habitually disruptive behavior – Step 5, 6, or 7

It is not possible to list every offense in our Code of Conduct. The school administration reserves the right to add any other offense that may reasonably fall into one of the above categories. A set of rules does not replace the administrator’s judgment in the review of discipline incidents.

When a student who is already on the discipline ladder commits another code of conduct infraction, he/she may automatically move to the next step on the discipline ladder. The purpose of the progression along the ladder is to encourage students to discontinue a pattern of misbehavior.
# Code of Conduct Consequences

<table>
<thead>
<tr>
<th>Step</th>
<th>Incidents</th>
<th>Consequences:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Contact parent/guardian</td>
<td>Minimum of Out of School Suspension and/or Alternative Placement and/or Expulsion and/or Prosecution and/or Restitution</td>
</tr>
<tr>
<td>2.</td>
<td>Warning/Loss of Privileges</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Removal from Discipline Ladder after 45 school days without an administrative referral</td>
<td></td>
</tr>
</tbody>
</table>

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<tr>
<th>Step</th>
<th>Incidents</th>
<th>Consequences:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Contact parent/guardian</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Assigned a minimum of one (1) day In School Suspension (ISS) OR administration of Corporal Punishment (CP)</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Possible Loss of Privileges</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Removal from Discipline Ladder after 45 school days without an administrative referral</td>
<td></td>
</tr>
</tbody>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Contact parent/guardian</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Assigned up to five (5) days ISS or up to three (3) days Out-of-School Suspension (OSS)</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Possible Loss of Privileges</td>
<td></td>
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<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Contact parent/guardian</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Assigned a minimum of three (3) days OSS or up to ten (10) days ISS</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Possible Loss of Privileges</td>
<td></td>
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<td>4.</td>
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<td>Contact parent/guardian</td>
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</tr>
<tr>
<td>2.</td>
<td>Assigned a minimum of five (5) days OSS</td>
<td></td>
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<td>3.</td>
<td>Possible Loss of Privileges</td>
<td></td>
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<tr>
<td>4.</td>
<td>Removal from Discipline Ladder after 45 school days without an administrative referral</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Possible Alternative School placement</td>
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<th>Incidents</th>
<th>Consequences:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Contact parent/guardian</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Assigned ten (10) days OSS</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Possible Loss of Privileges</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Removal from Discipline Ladder after 45 school days without an administrative referral</td>
<td></td>
</tr>
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<td>5.</td>
<td>Possible Alternative School placement</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Possible recommendation for expulsion for one (1) year</td>
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</tbody>
</table>

**Severe offenses may result in immediate placement on Step 4, 5, 6, or 7.**

<table>
<thead>
<tr>
<th>Incidents:</th>
<th>Consequences:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>Minimum of Out of School Suspension and/or Alternative Placement and/or Expulsion and/or Prosecution and/or Restitution</td>
</tr>
<tr>
<td>Assault</td>
<td></td>
</tr>
<tr>
<td>Bomb Threat</td>
<td></td>
</tr>
<tr>
<td>Bullying</td>
<td></td>
</tr>
<tr>
<td>Disorderly Conduct</td>
<td></td>
</tr>
<tr>
<td>Drugs</td>
<td></td>
</tr>
<tr>
<td><strong>Bold Items Require 72 Hour Upload</strong></td>
<td></td>
</tr>
</tbody>
</table>

Law enforcement is an important influence in our school. All unlawful acts are reported to the School Resource Officer and referrals are made to Youth Court. It is always our desire to keep students in school but in the event that a student has to be suspended out of school, placed at the Alternative School, or expelled, that student cannot participate in or attend any extracurricular or school-sponsored activities. An out-of-school suspended or expelled student cannot come onto a school campus.

Students who receive an out-of-school suspension may make up work missed if their parent requests their work. The work must be completed and turned in upon the student’s return to school in order to be counted for a grade.

Corporal Punishment, when used, will be administered by the school administrators only.
DISCIPLINE AND DUE PROCESS REPORT
PONTOTOC CITY SCHOOL DISTRICT

Student's Name ___________________________________ Grade _____ Time _______ Teacher ________________________

Today's Date __________________ Signature of Infraction __________________ Administrator ________________________

DUE PROCESS CHECKLIST:

STEP 1 — Informal hearing before an administrator:

☐ STEP 1.1: Student advised of charges, as follows:

☐ Alcohol Possession or Use ☐ Fighting (72) ☐ Theft
☐ Assault (72) ☐ Firearms Possession (72) ☐ Trespassing
☐ Banned Items * ☐ Gang Related Activities (72) ☐ Vandalism
☐ Bomb Threat ☐ Lying * ☐ Weapon Possession (72)
☐ Bullying (72) ☐ Profanity * ☐ Non-Criminal Behavior __________
☐ Disorderly Conduct ☐ Robbery (72) ☐ Bus Infection *
☐ Disrespect * ☐ Stiff Assault (72) ☐ Other ____________________
☐ Disruption * ☐ Sexual Battery (72) _____________________________
☐ Drug Possession or Use ☐ Stalking (72) __________________________
☐ Extortion (72) ☐ Tardiness * _____________________________

☐ STEP 1.2: Student given opportunity to respond

Circle One: Written statement Verbal statement

☐ STEP 1.3: Explanation of evidence *(brief description) ______________________________________________________

___________________________

STEP 2 — Explanation of the Administrator’s decision: — See the student-parent handbook for a full explanation —

☐ Warning/Break Detention/Bus Suspension/Loss of Privileges ______________________________

☐ *Conference with Parent/Guardian ______________________________

☐ Corporal Punishment *Witness ______________________________________________________________________

☐ In School Suspension: for ________ days on ________ The student will remain in ISS if this form is not signed and returned

☐ Suspension Pending Parent Conference: The student may return on ________________, provided the student returns with

☐ a parent/guardian for a parent/student-administrator conference.

☐ Out of School Suspension for ________ days on __________________________, At the end of this period the

☐ student may return to school provided the student is accompanied by a parent/guardian for a conference with a school administrator.

☐ Recommendation to the Alternative School Committee __________________________________________

☐ Out-of-School Suspension for ten (10) days and recommendation for expulsion __________________________

☐ Require Restitution ____________________________________________________________________________

I have read and understand the information provided on this form. The requirements for completing the consequences of this
disciplinary report have been explained to me. I understand that failure to complete any part of these requirements may result in
further disciplinary actions. I realize and understand that I have the right to appeal any disciplinary action.

Student’s Signature ___________________________ Date ________________

Parent/Guardian’s Signature ___________________________ Date ________________
Bus and Bus Stop Rules (EDA, JCDAD)

Riding a school bus is a privilege not a right. This privilege may be revoked for gross or continued misconduct. Students are subject to school authority and all school regulations while riding school buses. The bus driver is responsible to the school district to maintain student order and to ensure maximum safety at all times. Therefore, he/she is authorized to instruct and otherwise control students to ensure proper conduct and safety while students are on the bus or at a bus stop.

Student’s Responsibilities

- Learn and follow the rules and regulations of bus and bus stop behavior.
- Take responsibility for your actions and behavior.
- Be at the bus stop prior to the required pick up time.

Parent’s/Guardian’s Responsibilities

- Know the bus and bus stop rules and regulations of the school.
- Ensure his/her student learns the rules and regulations of bus and bus stop behavior.
- Encourage his/her student to follow the rules and regulations of bus and bus stop behavior.
- Assume the responsibility of monitoring bus stop behavior and notifying the school if assistance is needed.

Parents/guardians are encouraged to explain to the students that school bus safety and adherence to bus rules are expected of everyone so that students may travel to and from home in a safe and orderly manner. It is important for students to remember that disciplinary offenses at the bus stop and while on the bus will be dealt with by the school administration.

At the Bus Stop:

- Arrive at the assigned stop five minutes before bus pickup
- Stand on the sidewalk or the edge of the street
- Do not stand on the traveled part of the road
- Be respectful and watchful of traffic
- Wait in an orderly manner
- Students must board the bus for the ride home at their school

When the Bus Arrives:

- Allow the bus to come to a complete stop
- Board the bus in a quiet and orderly manner

On the Bus:

- Remain in your assigned seat at all times
- Cooperate with the driver and practice orderly conduct
- No throwing of items from the bus or on the bus
- Follow Code of Conduct

Leaving the Bus:

- Remain seated until the bus comes to a complete stop
- Leave the bus in an orderly manner
- Exit the bus only at your assigned bus stop
- Cross in front of the bus
- Leave the bus stop in an orderly manner
Bus Rider Code of Conduct and Consequences
1st Offense – Warning and/or in school alternatives
2nd Offense – 3-day bus suspension
3rd Offense – 5-day bus suspension
4th Offense – 10-day bus suspension
5th Offense – bus suspension for the remainder of the school term

Fighting, flagrant disrespectfulness, profanity, obscene gestures, destruction of property, or vandalism will be assigned consequences according to the Code of Conduct and could result in suspension from the bus for the remainder of the school term.

Alternative Placement (JCD)
There are two types of alternative placement that may be an option for students who cannot adapt to the regular educational setting. Students may be placed by the school district as a disciplinary action. Students may be placed by their parents upon approval of the administration. Students placed at the Alternative School for behavior infractions cannot attend or participate in any extracurricular activities, or be on campus after hours. Students in alternative placement will also lose bus privileges.

The parent/guardian must come to the Alternative School office to attend an orientation session and to complete the placement forms. All students placed in the Alternative School will complete the required course of study, including behavior intervention programs.

The curriculum for students in Alternative School will follow the same curriculum as the home school. The IIP committee and the teacher will have the discretion of supplementing assignments and behavioral interventions. Grades will be reported to the home school and grading reports will be sent home to parents as determined by the home school calendar.

While the student is assigned to the Alternative School, the student must adhere to the Code of Conduct and the additional Alternative School rules. Violation of either set of rules could warrant additional consequences, which will be determined by the Alternative School Principal. A student’s assignment to the Alternative School could be extended based on continued unacceptable behavior.

DUE PROCESS AND GRIEVANCE PROCEDURE (JCAA)
A student who has been suspended or expelled or otherwise denied admission to attend school has the right to due process. All aspects, circumstances and records of the student’s case shall be confidential and available only to authorized school officials dealing directly with the student or to the student’s parents, legal guardians or attorneys for the student or for the Board. The following procedures provide notice and opportunity to be heard in such matters.

STEP ONE: INITIAL INFORMAL HEARING
Applies to: Suspensions of 10 days or less
Suspensions of 11 days or more
Recommendations of Expulsions
Denials of admission

An initial informal hearing is required in each case where disciplinary action may be taken against a student and where an expelled student makes application of readmission following the conclusion
of the expulsion period. After an initial investigation appropriate under the circumstances, the principal, superintendent or designee shall:

a. Advise the student of the charges against him or reasons for non-admission;

b. Afford the student a full opportunity to respond; and

c. If the student denies the charges or contests the reasons for non-admission, explain the evidence in support thereof.

After the informal hearing, the principal may take the following actions:

1. IMMEDIATE REMOVAL - The principal may immediately dismiss the student from school for the day when such is necessary to restore order, to protect the safety of the student or others and/or to resume normal school functions. A student sent home under these circumstances shall be instructed to return the following day, or as soon as possible, with his legal guardian.

2. SUSPENSION OF 10 DAYS OR LESS - The principal may issue to the student and legal guardian a notice of suspension not longer than 10 consecutive school days. The suspension is effective immediately and no further due process is required.

3. IMMEDIATE SUSPENSION RECOMMENDATION OF ALTERNATIVE SCHOOL PLACEMENT - The principal may immediately suspend a student for 10 days or less and recommend alternative school as appropriate under the circumstances. The suspension shall be effective immediately, pending the conclusion of the initial due process.

4. IMMEDIATE SUSPENSION AND RECOMMENDATION OF EXPULSION - The principal shall immediately suspend a student for 10 days or less and recommend expulsion when there is reason to believe that the student committed an unlawful or violent act, as defined or otherwise provided by District policy. The suspension shall be effective immediately, pending conclusion of due process on the recommendation of expulsion.

STEP TWO: APPEAL TO DUE PROCESS HEARING BOARD

Applies to:
Alternative School Placement
Expulsions

If after the initial due process hearing the principal or superintendent determines that a recommendation of alternative placement, expulsion or other denial of admission is the appropriate disciplinary action:

a. The principal or superintendent shall give the student and legal guardian a written Pontotoc City School District Due Process Review Hearing Notice in a form provided by the superintendent for such purposes.

b. The notice shall contain a statement of the charges/reasons, advise the student of his rights to legal counsel, to present witnesses and to cross-examine witnesses presented against him and state the date, time and place for hearing. A copy of the notice will be delivered to the student, if appropriate, and the original hand-delivered or mailed to the legal guardian.

c. A parent, legal guardian or custodian aggrieved by the decision may request a review of the decision by the Due Process Hearing Board. A request for review must be submitted to the superintendent within 5 school days after receiving a decision at the initial appeal step.

STEP THREE: REVIEW BY THE BOARD

Applies to:
Alternative School Placement (upon request)
Expulsions

The board shall, at its next regular or special meeting following the recommendation, review and take final action on all recommendations for expulsions and any requests for review of alternative
school placement. All consideration of student disciplinary actions shall be conducted in accordance with standard board procedure. All decisions by the board shall be final.
Appendix A (IHF)
Graduation Requirements
For 2018-19 Incoming Freshman and Later:

**Mississippi Diploma Options**

*Begin with incoming freshmen of 2018-2019*

Mississippi has two diploma options: The Traditional Diploma and the Alternate Diploma. The Traditional Diploma is for all students. The Alternate Diploma is an option for students with a Significant Cognitive Disability (SCD).

<table>
<thead>
<tr>
<th>TRADITIONAL DIPLOMA OPTION</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Curriculum Area</strong></td>
<td><strong>Carnegie Units</strong></td>
<td><strong>Required Subjects</strong></td>
</tr>
<tr>
<td>English</td>
<td>4</td>
<td>English I, English II</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
<td>Algebra I</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td>Biology I</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3½</td>
<td>1 World History, 1 U.S. History, 1 U.S. Government, 1 Economics, 1 Mississippi Studies</td>
</tr>
<tr>
<td>Physical Education</td>
<td>½</td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>½</td>
<td></td>
</tr>
<tr>
<td>Arts</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>College and Career Readiness</td>
<td>1</td>
<td>Must occur in the student's junior or senior year, or in the student's completion of a 3-year sequence.</td>
</tr>
<tr>
<td>Technology or Computer Science</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Additional Electives</td>
<td>5 ½</td>
<td></td>
</tr>
<tr>
<td><strong>Total Units Required</strong></td>
<td><strong>24</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>ALTERNATE DIPLOMA OPTION</th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Curriculum Area</strong></td>
<td><strong>Carnegie Units</strong></td>
<td><strong>Required Subjects</strong></td>
</tr>
<tr>
<td>English</td>
<td>4</td>
<td>Alternate English Elements I-IV</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
<td>Alternate Math Elements I-III, Alternate Algebra Elements</td>
</tr>
<tr>
<td>Science</td>
<td>2</td>
<td>Alternate Biology Elements, Alternate Science Elements I</td>
</tr>
<tr>
<td>Social Studies</td>
<td>2</td>
<td>Alternate History Elements (Strands: U.S. History and World History), Alternate Social Studies Elements (Strands: Economics and U.S. Government)</td>
</tr>
<tr>
<td>Physical Education</td>
<td>½</td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>½</td>
<td>Alternate Health Elements</td>
</tr>
<tr>
<td>Arts</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Career Readiness</td>
<td>4</td>
<td>Career Readiness I-V (Strands: Technology, Systems, Employability, and Social)</td>
</tr>
<tr>
<td>Life Skills Development</td>
<td>4</td>
<td>Life Skills Development I-V (Strands: Technology, Systems, Personal Care, and Social)</td>
</tr>
<tr>
<td>Additional Electives</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Total Units Required</strong></td>
<td><strong>24</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Requirements**

- Student should identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.
- For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:
  - Have a 2.5 GPA
  - Pass or meet all MAAP assessments
  - Requirements for graduation
  - On track to meet diploma requirements
  - Concurrently enrolled in Essentials for College Math or Essentials for College Literacy

**Recommendations**

- For early graduation, a student should successfully complete an area of endorsement.
- A student should take a math or math equivalent course the senior year.

**Requirements**

- The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma.
- All students are required to participate in the Mississippi Academic Assessment Program—Alternate (MAAP-A) with a score TBD.
- Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma.
Honor Graduation Requirements
The courses required to graduate are listed below. The underlined courses are the additional requirements to graduate with honors.

Additional Requirements
• Earn an overall GPA of 2.5.
• Earn Silver level on ACT WorkKeys.
• Earn two additional Carnegie Units, for a total of 26.
• Must successfully complete one of the following:
  • One CTE dual credit or earn articulated credit in the high school CTE course
  • Work-Based Learning experience or Career Pathway Experience
  • Earn a State Board of Education-approved national credential

Academic Endorsement

<table>
<thead>
<tr>
<th>Curriculum Area</th>
<th>Carnegie Units</th>
<th>Required Subjects</th>
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<tr>
<td>English</td>
<td>4</td>
<td>• English I • English II</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
<td>• Algebra I • Algebra II</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td>• Biology I • Biology II</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3⅓</td>
<td>• 1 World History • 1 U.S. History • ½ U.S. Government • ½ Economics • Mississippi Studies</td>
</tr>
<tr>
<td>Physical Education</td>
<td>½</td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>½</td>
<td></td>
</tr>
<tr>
<td>Arts</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>College and Career Readiness</td>
<td>1</td>
<td>Must occur in the student’s junior or senior year, or in the student completion of a 4-year sequence.</td>
</tr>
<tr>
<td>Technology or Computer Science</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Total Units Required</td>
<td>26</td>
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</table>

Academic Endorsement

<table>
<thead>
<tr>
<th>Curriculum Area</th>
<th>Carnegie Units</th>
<th>Required Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
<td>• English I • English II</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
<td>• Algebra I + two (2) additional math courses above Algebra I</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td>• Biology I + two (2) additional science courses above Biology I</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3⅓</td>
<td>• 1 World History • 1 U.S. History • ½ U.S. Government • ½ Economics • Mississippi Studies</td>
</tr>
<tr>
<td>Physical Education</td>
<td>½</td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>½</td>
<td></td>
</tr>
<tr>
<td>Arts</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>College and Career Readiness</td>
<td>1</td>
<td>Must occur in the student’s junior or senior year, or in the student completion of a 4-year sequence.</td>
</tr>
<tr>
<td>Technology or Computer Science</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Additional Electives</td>
<td>7½</td>
<td>Must meet 2 advanced electives of the CPC requirements for MS HILs</td>
</tr>
<tr>
<td>Total Units Required</td>
<td>26</td>
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Distinguished Academic Endorsement

<table>
<thead>
<tr>
<th>Curriculum Area</th>
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<th>Required Subjects</th>
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<tbody>
<tr>
<td>English</td>
<td>4</td>
<td>• English I • English II</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
<td>• Algebra I + two (2) additional math courses above Algebra I</td>
</tr>
<tr>
<td>Science</td>
<td>4</td>
<td>• Biology I + two (2) additional science courses above Biology I</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4</td>
<td>• 1 World History • 1 U.S. History • ½ U.S. Government • ½ Economics • Mississippi Studies</td>
</tr>
<tr>
<td>Physical Education</td>
<td>½</td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>½</td>
<td></td>
</tr>
<tr>
<td>Arts</td>
<td>1</td>
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</tr>
<tr>
<td>College and Career Readiness</td>
<td>1</td>
<td>Must occur in the student’s junior or senior year, or in the student completion of a 4-year sequence.</td>
</tr>
<tr>
<td>Technology or Computer Science</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Additional Electives</td>
<td>8</td>
<td>Must meet 2 advanced electives of the CPC requirements for MS HILs</td>
</tr>
<tr>
<td>Total Units Required</td>
<td>26</td>
<td></td>
</tr>
</tbody>
</table>
English:
  ______ English 1
  ______ English 2* State Test
  ______ English 3/ ____________________
  ______ English 4/ ____________________

Mathematics
  ______ Algebra 1* State Test
  ______ Geometry
  ______ Algebra 2
  * And 1 Carnegie Unit higher than Alg 2. (EX: Algebra 3, AP Calculus, or DC College Algebra)

Science
  ______ Biology 1* State Test
  ______ Chemistry
  * Any 2 Carnegie Units of comparable rigor and content above Biology I and Chemistry (EX: (Physics, Anatomy
  and Physiology, AP Chemistry, or AP Biology.)

History:
  ______ MS Studies (.5)
  ______ World Geography
  ______ World History (1)
  ______ US Gov. (.5)
  ______ Economics (.5)
  ______ United States History (1) *State Test

Required Electives:
  ______ Health (.5)
  ______ Physical Education (.5)
  ______ Fine Art (1)
  ______ Technology (1)
  ______ College and Career Readiness (1)

Electives (8):

Advanced Electives
2 credits must consist of:
• Two foreign languages or a 5th math or 5th science of higher rigor or Dual Credit Courses

Additional Requirements
• Minimum of 18 ACT Composite Score (Overall Score)
• 3.5 cumulative high school GPA on a 4.0 scale
Graduation Requirements for 2017 Freshman-2019 Seniors

IHL/Honors Requirements

Traditional/Career Pathway graduation requirements must be met in addition to the following:

___ English 1
___ English 2
___ English 3/____________
___ English 4/___________

___ Algebra 1
___ Geometry
___ Algebra 2

___ Biology 1
___ Any combination of two lab-based sciences:
    ____ Physical Science
    ____ Chemistry
    ____ Anatomy & Physiology
    ____ Physics
    ____ AP Chemistry
    ____ AP Biology

___ World History
___ US Government
___ US History
___ World Geography/Economics

___ Computer ½

Advanced Electives – (choose two)
___ Foreign Language 1
___ Foreign Language 2
___ Science (Lab-based: See above list)
___ Math (higher than Algebra 2):
    ____ Algebra 3
    ____ Dual Credit College Algebra
    ____ AP Calculus

___ GPA 3.0 - 3.49: Distinction
___ GPA 3.5 - 4.0: Special Distinction

Student’s Signature/Date: __________________________________________________________

Counselor’s Signature/Date: ______________________________________________________

Principal’s Signature/Date: ________________________________________________________
### Career Pathway (Vocational)
**Minimum of 21 Credits Required**

<table>
<thead>
<tr>
<th>Credit Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1</td>
</tr>
<tr>
<td>English 2</td>
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<td>English 3/</td>
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<td>English 4/</td>
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<tr>
<td>Algebra 1</td>
</tr>
<tr>
<td>Geometry/Algebra 2</td>
</tr>
<tr>
<td>Biology 1</td>
</tr>
<tr>
<td>MS Studies</td>
</tr>
<tr>
<td>US Government</td>
</tr>
<tr>
<td>US History</td>
</tr>
<tr>
<td>World Geography</td>
</tr>
<tr>
<td>Economics</td>
</tr>
<tr>
<td>Health ½ or PE ½</td>
</tr>
<tr>
<td>Career-Technical</td>
</tr>
<tr>
<td>Computer ½</td>
</tr>
</tbody>
</table>

#### Electives

- 
- 
- 
- 
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- 

**Student’s Signature/Date:**

**Counselor’s Signature/Date:**

**Principal’s Signature/Date:**
**Traditional Pathway**
*Minimum of 24 Credits Required*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English 1</td>
<td>______</td>
</tr>
<tr>
<td>English 2</td>
<td>______</td>
</tr>
<tr>
<td>English 3/</td>
<td>______</td>
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<tr>
<td>English 4/</td>
<td>______</td>
</tr>
<tr>
<td>Algebra 1</td>
<td>______</td>
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<tr>
<td>Geometry</td>
<td>______</td>
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<tr>
<td>Algebra 2</td>
<td>______</td>
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<tr>
<td>Biology 1</td>
<td>______</td>
</tr>
<tr>
<td>Physical Science/Chemistry</td>
<td>______</td>
</tr>
<tr>
<td>MS Studies</td>
<td>______</td>
</tr>
<tr>
<td>US Government</td>
<td>______</td>
</tr>
<tr>
<td>World History</td>
<td>______</td>
</tr>
<tr>
<td>US History</td>
<td>______</td>
</tr>
<tr>
<td>World Geography</td>
<td>______</td>
</tr>
<tr>
<td>Economics</td>
<td>______</td>
</tr>
<tr>
<td>Health ½</td>
<td>______</td>
</tr>
<tr>
<td>PE ½</td>
<td>______</td>
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<tr>
<td>Fine Arts</td>
<td>______</td>
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<tr>
<td>Computer</td>
<td>______</td>
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**Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td></td>
<td>______</td>
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<td></td>
<td>______</td>
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<tr>
<td></td>
<td>______</td>
</tr>
<tr>
<td></td>
<td>______</td>
</tr>
</tbody>
</table>

**Student’s Signature/Date:** ________________________________

**Counselor’s Signature/Date:** ________________________________

**Principal’s Signature/Date:** ________________________________
Appendix B (IJ, IJA-P, IJB)

Technology Acceptable Use Policy

The Pontotoc City School District provides teachers, staff, and students the privilege of accessing the Internet over the district’s network for the enhancement of learning and achievement. The Internet offers an abundance of research material pertinent for intellectual growth.

Use of the Internet and electronic communications requires students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

This policy establishes expectations for responsible access and use of District Technology Resources by staff, students, parents/guardians and community members who use the services. District technology resources are to be used to support curriculum, instruction and learning opportunities for students and staff. All resources must be consistent with District guidelines for selection of educational materials. Additionally, these resources must be used to enhance and enrich the District’s curriculum while providing for the varied instructional needs, learning styles, abilities and developmental levels of students.

The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the District. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. The Board acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of District laptops, computers and computer systems to avoid contact with material or information that may be harmful to minors.

The Board authorizes administration to adopt procedures for computer use consistent with this policy and for reviewing and evaluating its effect on instruction and student achievement.

It is the intent of the Pontotoc City School District to:

● Provide access to educational publications, articles, images, etc.
● Provide safe internet surfing for educational materials.
● Prevent inappropriate material entering or leaving the school’s network via email, internet or other forms of electronic communications.
● Prevent unauthorized and malicious attempts to access network resources.
● Prevent unauthorized disclosure of personal information.
● Abide by rules established by the “Child Internet Protection Act” (Pub.L106-554) Title XVII
● Educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms
● Cyber bullying awareness and response

Access to Inappropriate Material

Pontotoc City School District has internet technology protection measures in place to prevent access
to inappropriate material. These measures are in place to prevent students from visually accessing material which may be obscene, pornographic, or harmful to minors. On a global network such as the Internet, it is not possible to control the content of all available materials. Computer security cannot be made absolutely perfect and it is likely that a determined student or other individual could make use of district technology resources for inappropriate purposes. If any inappropriate materials surface, a supervising staff member must be contacted immediately. Disciplinary measures will be taken.

**Inappropriate Network Usage**

Students and their parents/guardians are advised that some Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually or racially offensive, threatening, or otherwise illegal material. PCSD does not condone the use of such materials and does not permit usage of such materials in the school environment. Internet access through Pontotoc City School District network is a privilege, not a right; inappropriate network usage will result in disciplinary action. Pontotoc City School District shall take actions to uphold the safety and security of all users of the network.

All persons shall use district technology resources in a responsible, efficient, ethical and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of said resources cannot be specifically described in policy. Therefore, some examples of unacceptable uses include, but are not limited to, the following [note: The Board has discretion to determine which uses are unacceptable]:

- Uses the Internet or network for illegal, inappropriate, threatening or obscene messages/images, pornography, “sexting”, materials protected by trade secret, etc. Illegal is defined as any violations of local, state, or federal law.
- Violates copyright, license agreements or other contracts.
- Intentionally disrupts Pontotoc City School District network traffic. This includes, but is not limited to uploading, creating, or transmitting computer viruses.
- Uses the Pontotoc City School District network for personal gain, fraud, political campaigning or solicitation.
- Steals or damages data and/or equipment, including restitution
- Gains or seeks to gain unauthorized access to network resources. (E.g. attempting to gain or gain administrative rights to computers or network resources, attempting to override or bypass District installed content filters).
- Uses another student or staff account to access personal data.
- Discloses personal information about students or staff.
- Deletes or changes data without the owner’s permission
- Adds unauthorized external devices to any computer. (E.g. external floppy drives, hard drives, jump drives, etc.)
- Adds any unauthorized device (E.g. cell phones) or computer to the network.
- Defames, intimidates, threatens, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner, known as “cyber bullying” whether on campus or off campus.

**Unauthorized software and devices/equipment**

Users are prohibited from using or possessing any software that has been downloaded or is otherwise in the user’s possession without appropriate registration and payment of any fees owed to the software owner. No persons are permitted to download any software on school-issued computers without district approval through the appropriate process. PCSD will not support non-District devices/equipment. Personal or non-district owned equipment connected to the district
network is not permitted. Printers that only connect to the network through Wi-Fi are not permitted or supported, printers must be connected via USB or Ethernet.

**Consequences for violating Pontotoc City School District policy**
Consequences will be decided on a case-by-case basis and are not limited to:

- Disciplinary action based on the PCSD Code of Conduct.
- Suspension or revocation of network privileges.
- Suspension or revocation of computer access.
- Legal action and prosecution by the authorities.
- Any other action deemed appropriate by school administrators.

**No expectation of privacy**
District computers, laptops and computer systems are owned by the District and are intended for educational purposes at all times. No person using District computer equipment, software owned, leased or controlled by the District, or websites, email or Internet access provided by the District has a reasonable expectation of privacy with respect to such equipment, software, websites, email or Internet access. The District reserves the right to monitor, inspect, copy, review and store all usage of District computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information at any time and without notice. All material and information accessed/received through District computers and computer systems shall remain the property of the District.

**Disclaimer**
Pontotoc City School District will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained while on the school network.

**Responsible Use Agreement**
Staff and student use of district technology resources will be permitted only after submission of a signed Acceptable User Policy. Parents of students under the age of eighteen (18) must agree to and sign the Acceptable Use Policy. Signees will be legally bound by the terms and conditions of the policy.

By signing the Handbook Policy Agreement Form, I agree to abide by the rules stated in this Acceptable Use Policy. I understand that the use of the Internet or network is a privilege and if found in violation of any of the rules stated in this policy, I will be subject to any of the disciplinary actions previously stated. I understand that the Pontotoc City School District will actively try to block or filter harmful information from being accessed over the network, but is not responsible for any inappropriate content accessed while using the network.

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

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

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

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

Inappropriate Network Usage
To the extent practical, steps shall be taken to promote the safety and security of users of the Pontotoc City Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

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

Education, Supervision and Monitoring
It shall be the responsibility of all members of the Pontotoc City Schools’ staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

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

The Pontotoc City Schools or designated representatives will provide age-appropriate training for students who use the Pontotoc City Schools Internet facilities. The training provided will be designed to promote the Pontotoc City Schools’ commitment to:

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

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

Adoption
This Internet Safety Policy was adopted by the PCSD Board of Trustees on May 14, 2012.
Appendix C
Pontotoc Elementary School

Arriving at School
Supervision of students is not provided before 7:10 a.m. Students are encouraged to arrive at school between 7:10 and 7:45 a.m. Classes begin at 7:45 each day and any student who is not in class at 7:45 is tardy. Students who arrive after 7:45 must be signed in at the office.

Parents/Guardians Who Bring Their Students
Parents/guardians who wish to bring their students to school or pick them up in the afternoon must use the following procedure:
In the morning and afternoon, Fred Dowdy Street is a one-way street with traffic moving from Reynolds Street. Cars will turn onto Fred Dowdy from Reynolds Street, drive on Fred Dowdy in front of the school, and turn left onto school parking lot and proceed to the curb in front of the school to drop off/pick up students. Cars will have to turn right from the parking lot and turn right only onto Reynolds Street. Violators will risk receiving a ticket from law enforcement. Staff members will assist students during drop off and pick up times.

Exemption Policy
Since there are no exams in K–5th grades, those students may be exempted from exam week in May if the student has 5 or fewer absences for the school year. Those students who are exempted will not be counted absent. All students not exempted must attend school or be counted absent. The number of allowed absences will increase by 2 days if a student is present for every school day in October and November.

Electronic devices are prohibited in grades K–2nd grade.
The District does not accept responsibility for lost or misplaced electronic devices; and the District will not be held responsible for any fees associated with the use of personal devices.

Unauthorized use of a cell phone or other electronic device during the school day shall subject a student to disciplinary action, which may include the following:
   In-school detention
   Out of school suspension
   Fines and/or fees

In addition, unauthorized use of a cell phone or other electronic device may result in the following:
   1st offense - $25.00 fine or electronic device held 5 school days in the office
   2nd offense - $50.00 fine or electronic device held 10 school days in the office
   3rd offense - $100.00 fine or electronic device held 20 school days in the office
   4th offense - The electronic device will remain in the office until the end of the school year

Possession and or use of cell phones or other prohibited electronic equipment during testing is strictly prohibited and could result in a zero grade on the test. Violation of this policy during state mandated testing shall invalidate the student’s test.

Comprehensive Eye Examination
The Pontotoc City School District recognizes that corrected vision is necessary for a child to be successful. Any child entering first grade, whose eye screening indicates a need to have a face-to-
face comprehensive eye examination shall have such eye exam completed by an optometrist or ophthalmologist by January 1 of the child's first grade year.

A principal, director, or other person in charge of a public school shall collect from the child's parent or legal guardian, evidence of the child's face-to-face comprehensive eye examination. A face-to-face comprehensive eye examination that was performed before a child's initial enrollment in a public school shall be deemed to satisfy this requirement.

Any parent or legal guardian of a child may opt-out of said examination. This signed request by the parent or legal guardian of each student opting out of the face-to-face comprehensive eye examination must be collected by the principal, director, or other person in charge of the public school in order to be effective.

Appendix D
D.T. Cox Elementary School

Arriving at School
Supervision of students is not provided before 7:10 a.m. Students are encouraged to arrive at school between 7:10 and 7:45 a.m. Classes begin at 7:45 each day and any student who is not in class at 7:45 is tardy. Students who arrive after 7:45 must be signed in at the office.

Parents/Guardians Who Bring Their Students to School
Parents/guardians who wish to bring their students to school or pick them up in the afternoon must use the following procedure:

The drive that goes behind the school is one-way and is designated for dropping off and picking up students. Cars will make a left turn from Clark Street into the school drive, drop off/pick up students in the designated area behind the school, and exit the drive by turning left again onto Clark Street, returning to Oxford Street/Hwy 6 by driving on Cox Street. If a school employee is not present at the car rider drive, students may not exit the vehicle. The entry door is locked unless an adult is on duty. If you drop off your child after 7:45, you will need to drive around to the front parking lot. Please use additional caution during softball season as more traffic will be entering/exiting our campus.

Exemption Policy
Since there are no exams in K – 6th grades, those students may be exempted from exam week in May if the student has 5 or fewer absences for the school year. Those students who are exempted will not be counted absent. All students not exempted must attend school or be counted absent. The number of allowed absences will increase by 2 days if a student is present for every school day in October and November.

Electronic devices are prohibited in grades 3rd and 4th grade.
The District does not accept responsibility for lost or misplaced electronic devices; and the District will not be held responsible for any fees associated with the use of personal devices.

Unauthorized use of a cell phone or other electronic device during the school day shall subject a student to disciplinary action, which may include the following:

In-school detention
Out of school suspension
Fines and/or fees

In addition, unauthorized use of a cell phone or other electronic device may result in the following:
1st offense - $25.00 fine or electronic device held 5 school days in the office
2nd offense - $50.00 fine or electronic device held 10 school days in the office
3rd offense - $100.00 fine or electronic device held 20 school days in the office
4th offense - The electronic device will remain in the office until the end of the school year

Possession and or use of cell phones or other prohibited electronic equipment during testing is strictly prohibited and could result in a zero grade on the test. Violation of this policy during state mandated testing shall invalidate the student’s test.

Appendix E
Pontotoc Middle School

Arriving at School
Supervision of students is not provided before 7:20 a.m. Breakfast will be available in the cafeteria. Students in grades 5-6 will assemble in their assigned area. Students will not be allowed to enter the building without permission from the teacher on duty. Students are encouraged to arrive at school between 7:20 and 7:40. Classes begin at 7:45 each day and any student who is not in class at this time is tardy. The tardy bell rings at 7:45.

Parents/Guardians Who Bring Their Students
Parents/guardians who wish to bring their students to school or pick them up in the afternoon must use the following procedure:
Fifth and sixth grade private transportation students may be dropped off and picked up in front of the 5th & 6th grade building. Please do not pick up or drop your student off inside the school parking area or in front of the Junior High Gym. When this procedure is not followed, it causes safety issues for students boarding/exiting buses. Students should be picked up promptly at 3:15 at the designated car rider line. The parent/guardian should not ask to pick up a student a few minutes earlier unless it is absolutely necessary.

Education Drive is closed to traffic during the school day.

Electronic devices are prohibited in grades 5th-6th grade.
The District does not accept responsibility for lost or misplaced electronic devices; and the District will not be held responsible for any fees associated with the use of personal devices.

Unauthorized use of a cell phone or other electronic device during the school day shall subject a student to disciplinary action, which may include the following:
Corporal punishment
In-school detention
Out of school suspension
Fines and/or fees

In addition, unauthorized use of a cell phone or other electronic device may result in the following:
1st offense - $25.00 fine or electronic device held 5 school days in the office
2nd offense - $50.00 fine or electronic device held 10 school days in the office
3rd offense - $100.00 fine or electronic device held 20 school days in the office
4th offense - The electronic device will remain in the office until the end of the school year

Possession and or use of cell phones or other prohibited electronic equipment during testing is strictly prohibited and could result in a zero grade on the test. Violation of this policy during state mandated testing shall invalidate the student’s test.

Exemption Policy
Since there are no exams in K – 6th grades, those students may be exempted from exam week in May if the student has 5 or fewer absences for the school year. Those students who are exempted will not be counted absent. All students not exempted must attend school or be counted absent. The number of allowed absences will increase by 2 days if a student is present for every school day in October and November.

Appendix F
Pontotoc Junior High

Arriving at School
Supervision of students is not provided before 7:15 a.m. Breakfast will be available in the cafeteria. Students in grades 7-8 will assemble in their assigned area. Students will not be allowed to enter the building without permission from the teacher on duty. Students are encouraged to arrive at school between 7:15 and 7:45. Classes begin at 7:45 each day and any student who is not in class at this time is tardy.

Parents/Guardians Who Bring Their Students
Parents/guardians who wish to bring their students to school or pick them up in the afternoon must use the following procedure:

    Seventh and Eighth grade private transportation students will be picked up on Main Street in front of the Junior High Auditorium. This pick-up area is near the crosswalk. Please do not pick up or drop your student off inside the school parking area, near the community house, or in front of the Junior High Gym. When this procedure is not followed, it causes safety issues for students boarding/exiting buses.

Education Drive is closed to traffic during the school day.

Electronic Devices
Electronic devices may be brought on campus for students in grades 7 – 12. Students may be allowed to use them as instructional tools. Teachers may allow use during class, at their discretion, as it relates to the instructional process. The devices must be put away and turned off at all other times, including class change and on the bus. Ear buds will not be allowed, except in ICT classes.

The District does not accept responsibility for lost or misplaced electronic devices; and the District will not be held responsible for any fees associated with the use of personal devices.

Unauthorized use of a cell phone or other electronic device during the school day shall subject a student to disciplinary action, which may include the following:

    Corporal punishment
    In-school detention
Out of school suspension
Fines and/or fees

In addition, unauthorized use of a cell phone or other electronic device may result in the following:
1st offense - $25.00 fine or electronic device held 5 school days in the office
2nd offense - $50.00 fine or electronic device held 10 school days in the office
3rd offense - $100.00 fine or electronic device held 20 school days in the office
4th offense - The electronic device will remain in the office until the end of the school year

Possession and or use of cell phones or other prohibited electronic equipment during testing is strictly prohibited and could result in a zero grade on the test. Violation of this policy during state mandated testing shall invalidate the student’s test.

Exemptions
Exemptions will be allowed for students in grades 7-8 who have met the following criteria:
● No out of school suspensions
● No Alternative School Placement
● All money is paid

A student may choose to be exempted from their final exam in a subject with the appropriate average and number of absences. No other exemptions will be allowed. Absences are counted by class period. School related activities are not considered absences.

Yearly average of:
80-84 No absences
85-89 No more than 4 absences
90-100 No more than 7 absences

Students may be exempt from final exams in ½ credit courses with:
80-84 No absences
85-89 No more than 3 absences
90-100 No more than 5 absences

7th – 8th grade students may be exempt at the end of the first semester and the end of the school year due to ½ credit courses.

Schedules and Seat Time
Students are expected to be active participants in all classes. To award Carnegie unit credit for a class, a student must adhere to the Mississippi Public School Accountability Standards. These Standards ensure that a minimum of 140 hours of instruction is provided for each full year course and 70 hours for each ½ unit course. Students must be present to earn these credits.

Schedules are planned based on a variety of circumstances. Once a schedule is set, the student is expected to follow that schedule. Schedule changes can be requested within the first 3 days of each semester. A request form must be completed, dated, and signed by the parent/guardian. All schedule changes are made at the discretion of the principal. Any changes after that time could result in a loss of Carnegie unit credit for that semester.
Appendix G
Pontotoc High School

Arriving at School
Supervision of students is not provided before 7:10 a.m. The Commons will be open at 7:10 a.m. Breakfast will be available in the cafeteria. Students should go to the Commons upon arrival. Business with the office should be conducted through the sliding glass windows of the Administrative Offices between 7:10 and 7:35 a.m.

Upon arrival on campus, students should leave their cars immediately and go to the Commons. They are not allowed to return to the parking lot without the Principal’s permission until school dismisses.

Automobiles – Student Parking
All student parking spots will be assigned to a specific student. Due to the limited amount of parking available, the number of students allowed to bring vehicles on campus will be restricted. All student-parking permits will be sold in the high school office.

Seniors, Juniors, then Sophomores, and then Freshman, in that order, will have the opportunity to purchase parking permits as long as parking spaces are available. Inappropriate decals and stickers are prohibited and will cause the loss of your parking privilege. School officials can revoke parking privileges as consequences for discipline issues.

The cost of purchasing a parking permit is $15.00. In the case where a permit is lost, the replacement permit will cost $3.00. In order to purchase a parking permit, the following qualifications must be met.
- The student must:
  a) have a valid driver’s license.
  b) have proof of liability insurance.
  c) agree to comply by the terms of the parking permit (signed by the student and parent/guardian).
  d) understand that no off-road vehicle is allowed on campus.
  e) agree to a car search by school officials if necessary for enforcement of a school rule.
  f) park in the assigned area only.

Cafeteria
Students are allowed to eat only when they are in the Commons. Students are to put up trays when they are finished eating. Students may then exit to the outside concrete area or remain seated in the Commons when seats are available. Students are responsible for keeping all entrances and exits clear of congestion. The restrooms across from the office will be available to students.

Electronic Devices
Electronic devices may be brought on campus for students in grades 7 – 12. Students may be allowed to use them as instructional tools. Teachers may allow use during class, at their discretion, as it relates to the instructional process. The devices must be put away and turned off at all other times, including class change and on the bus. Ear buds will not be allowed, except in Tech classes.
The District does not accept responsibility for lost or misplaced electronic devices; and the District will not be held responsible for any fees associated with the use of personal devices.

Unauthorized use of a cell phone or other electronic device during the school day shall subject a student to disciplinary action, which may include the following:
- In-school detention
- Out of school suspension
- Fines and/or fees

In addition, unauthorized use of a cell phone or other electronic device may result in the following:
- 1st offense - $25.00 fine or electronic device held 5 school days in the office
- 2nd offense - $50.00 fine or electronic device held 10 school days in the office
- 3rd offense - $100.00 fine or electronic device held 20 school days in the office
- 4th offense - The electronic device will remain in the office until the end of the school year

Possession and or use of cell phones or other prohibited electronic equipment during testing is strictly prohibited and could result in a zero grade on the test. Violation of this policy during state mandated testing shall invalidate the student’s test.

Exemptions
A student may choose to be exempted from their final exam in a subject with the appropriate average and number of absences. No other exemptions will be allowed. Absences are counted by class period. School related activities are not considered absences.

Students may be exempt from final exams in 1 credit courses with:

Yearly average of:
- 80-84  No absences
- 85-89  No more than 3 absences
- 90-100  No more than 6 absences

Students may be exempt from final exams in ½ credit courses with:

Yearly average of:
- 80-84  No absences
- 85-89  No more than 2 absences
- 90-100  No more than 3 absences

Exam exemptions for students in grades 9-12 will not be allowed if any of the following occur during the semester:
- The student receives more than one (1) in-school suspension
- The student receives out-of-school suspension
- The student receives an Alternative School placement
- The student has more than four (4) tardies to the class
- The student has unpaid fees/fines

9th - 12th grade students may be exempt at the end of the first semester and the end of the school year due to block scheduling and ½ credit courses. For dual-credit courses and advanced placement, students may be exempt after their final exam by meeting the prerequisites above.
Parents/Guardians Who Bring Their Students
Parents/guardians who wish to bring their students to school or pick them up in the afternoon must use the following procedure:

- PHS students should be dropped off and picked up on Main Street near the PHS crosswalk.
- Please do not drop off or pick up students in the library drive or parking lot.
- No student check-outs will be allowed after 2:45.

Education Drive is closed to traffic during the school day.

Schedules
Schedules are planned based on a variety of circumstances. Once a schedule is set, the student is expected to follow that schedule. Schedule changes can be requested within the first 3 days of each semester. A request form must be completed, dated, and signed by the parent/guardian. All schedule changes are made at the discretion of the principal. Any changes after that time could result in a loss of Carnegie unit credit for that semester.

Graduation and Honors

Distinction and Special Distinction
Students wishing to graduate from Pontotoc High School with Distinction must complete the College Preparatory Curriculum requirements put forth by the Mississippi Institutions of Higher Learning (IHL). These requirements include the courses listed above PLUS 2 credits of Advanced Electives. Advanced Electives are Foreign Language, Advanced World Geography, and additional courses in higher Math/Science. In addition, to graduate with Distinction, students must finish with a 3.0 GPA or higher; to graduate with Special Distinction, students must finish with a 3.5 GPA or higher. To be selected as Valedictorian/Salutatorian, students must also complete a minimum of 4 credits of Advanced Placement and/or Dual Credit courses.

Mississippi Scholars Initiative, BETA, National Honors Society, and Tech Masters
For additional information, contact the Pontotoc High School Counseling Office.

GPA/Valedictorian and Salutatorian
Cumulative GPA – a cumulative numeric average of all classes taken (last reported number cumulative grade multiplied by corresponding Carnegie unit credit, then sum of result divided by total number of Carnegie unit credits) at the end of the 3rd term of the Spring Semester.

Rank in class – based on Cumulative GPA

Valedictorian/Salutatorian
- All courses required to graduate with Special Distinction (meet IHL requirements)
- At least 4 AP/Dual Credit Courses
- Highest rank using Cumulative GPA rounded to nearest hundredth at end of 3rd nine-weeks
- Enrolled at PHS as full-time student for four consecutive semesters prior to graduation

Rank for all students based on the Cumulative GPA, see description above, however, no duplicate courses will be included in the calculation. All courses will count up to one full Carnegie unit credit. Any duplicate Carnegie unit credits over one full credit will not be included in the calculation of
Cumulative GPA for ranking purposes. Correspondence and Virtual School Carnegie unit credits will be included up to the limit allowed by MDE for the student’s graduation track. Dual Credit Carnegie units will not be included in the Cumulative GPA calculation for ranking purposes.

Valedictorian & Salutatorian Requirements for 2018 Incoming Freshman and Later
A student must meet all of the requirements below.

- Graduate with the Distinguished Academic Endorsement
- At least 4 AP/Dual Credit Courses
- All course requirements to graduate with honors
- Have the highest cumulative GPA
- Attend Pontotoc High School for four consecutive semesters prior to graduation

Senior Leave for Freshmen prior to 2018-2019
Early leave status is established by policy for graduating seniors who are not required to carry a full load of classes during the current school year to graduate, including remediation for students who have not received an acceptable score on applicable state mandated tests. Early leave allows senior students to leave campus immediately after the senior’s last completed class during the normal school day without “checking-out” through the main office. Those senior students who abuse the early leave policy will lose the privilege and will be enrolled in additional courses to complete the school day.

Seniors who are given early leave status must adhere to the following rules:
- Any senior requesting early leave status must take courses through the end of 2\textsuperscript{nd} block, and will not be allowed to leave campus until after 2\textsuperscript{nd} block daily.
- Seniors who have been given early leave status must leave school property immediately after their last completed class of the day. If the student does not leave campus or returns to campus for any reason other than a fourth block sports or band period, the student must check in with the office.
- Seniors will not be allowed to loiter on campus or wait for a ride. Students who loiter will be escorted to the office. Students will be warned the first time they are caught loitering. The second offense will result in the loss of senior leave privilege.
- **TRANSPORTATION MUST BE PREARRANGED.** Seniors will not be allowed to use the office phone to arrange for transportation.
- Early leave permission forms must be signed by a parent/guardian and approved by administration before a senior is granted early leave status.

Senior Leave for 2018-2019 Freshman and Later
Per the Mississippi Department of Education for early release, students must have met College or Career Readiness Benchmarks (ACT subscores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately a student must meet all of the following:
- Have a 2.5 GPA
- Passed or met all MAAP assessment requirements for graduation
- Concurrently enrolled in Essentials for College Math or Essentials for College Literacy

Early Graduation for 2018 Freshman and Later
If a student would like to graduate early, he or she must have successfully completed an area of endorsement.
Graduation Ceremony Participation
In order to participate in the graduation exercises, a student must be enrolled and attend school on a full-time basis and meet all the graduation requirements set forth by the Board of Trustees and the Mississippi Department of Education. Furthermore, a student must attend graduation rehearsal and pay all fines and dues prior to graduation. A graduation fee is required for cap, gown, and diploma.

Students who choose to graduate early are not considered enrolled, full-time students. These students must attend graduation rehearsal and pay all fines and dues prior to graduation. A graduation fee is required for cap, gown, and diploma. Early graduates are allowed to participate in Commencement and Senior Awards Night. An Early Graduate may not participate in additional school or graduation activities, including, but not limited to, prom, senior picnic, and senior parade.

EXPEDITED GRADUATION
Beginning with the 2017-2018 school year a student can graduate at the point that they meet all state and local standards, but all requests will be submitted in writing by the parent or guardian to the high school principal by May 1 of the student's sophomore year. Juniors of the 2017-2018 school year will need to make the request in writing by September 1, 2017.

- The student must have an 85 GPA to be considered for Expedited Graduation.
- All summer work grades must be returned to the school before the first day of each school year.
- All requests for Expedited Graduation will be considered by the respective high school principal on a case-by-case basis. The respective high school principal will make the determination based on submitted documentation. The only exception to these stated standards will be in the case of documented hardships, and approval may be granted only by the Pontotoc City Schools Board of Trustees.

Dual Credit
Pontotoc High School partners with both Junior and Senior Colleges for dual credit courses. A dual credit course allows the student to receive 1 high school credit as well as college hours. The following dual credit courses are offered:

- Dual Credit Composition I (English Credit)
- Dual Credit Composition II (English Credit)
- Dual Credit College Algebra (Math Credit)

In order to be enrolled in these courses, the following criteria must be met:

- 14 high school credits
- 3.0 GPA or higher
- ACT score requirements:
  - Composition I – 17 sub score or higher in English
  - Composition II – 17 sub score or higher in English
  - College Algebra – 19 sub score or higher in Math
- Strongly Encouraged:
  - Composition I - If a student has a 17 or 18 in the English section of the ACT and has not taken English III, then he or she should enroll in Technical and Workplace Writing.
College Algebra - If a student has lower than a B average for Algebra II, then he or she should enroll in Algebra III prior to College Algebra.
Appendix H (ICHI)

Literacy Based Promotion Act

In compliance with the “Literacy Based Promotion Act,” it is the intent of this school district to improve the reading skills of Kindergarten - Third Grade students so that every student completing the Third Grade is able to read at or above grade level. Each Kindergarten through Third Grade student's progression is determined, in part, upon the

- student's proficiency in reading;
- the policies of local school boards facilitate this proficiency; and
- each student and the student's parent or legal guardian is informed of the student's academic progress.

Intensive Reading Instruction and Intervention

Each student who exhibits a substantial deficiency in reading at any time, as demonstrated through performance on a reading screener approved or developed by the State Department of Education or through locally determined assessments and teacher observations conducted in Kindergarten and Grades 1 through 3 or through statewide end-of-year assessments or approved alternate yearly assessments in Grade 3, shall be given intensive reading instruction and intervention immediately following the identification of the reading deficiency.

The universal reading screener or locally determined reading assessment may be given in the first thirty (30) days of the school year and repeated if indicated at midyear and at the end of the school year to determine student progression in reading in Kindergarten through Third Grade. If it is determined that the student continues to have a reading deficiency, the student shall be provided with continued intensive reading instruction and intervention by the school district until the reading deficiency is remedied. A student exhibiting continued reading deficiency with continued intensive interventions should be considered for exceptional criteria evaluation.

A Kindergarten or First, Second or Third Grade student identified with a deficiency in reading shall be provided intensive interventions in reading to ameliorate the student's specific reading deficiency, as identified by a valid and reliable diagnostic assessment. The intensive intervention shall include effective instructional strategies, and appropriate teaching methodologies necessary to assist the student in becoming a successful reader, able to read at or above grade level, and ready for promotion to the next grade. A Kindergarten, First, Second or Third Grade student identified with a reading deficiency or not promoted may be placed in a transition class.

Parent Notification of Reading Deficiency

Immediately upon the determination of a reading deficiency, and subsequently with each quarterly progress report until the deficiency is remediated, the parent or legal guardian of a Kindergarten or First, Second or Third Grade student who exhibits a substantial deficiency in reading shall be notified in writing by the student's teacher of the following:

1. That the student has been identified as having a substantial deficiency in reading;
2. A description of the services that the school district currently is providing to the student;
3. A description of the proposed supplemental instructional services and supports that are designed to remediate the identified area of reading deficiency which the school district plans to provide the student;
4. That if the student's reading deficiency is not remediated before the end of the student's Third Grade year, the student will not be promoted to Fourth Grade unless a good cause exemption specified below is met;
5. Strategies for parents and guardians to use in helping the student to succeed in reading proficiency; and

6. That while the state annual accountability assessment for reading in Third Grade is the initial determinant, it is not the sole determinant of promotion and that approved alternative standardized assessments are available to assist the school district in knowing when a child is reading at or above grade level and ready for promotion to the next grade.

Social Promotion Prohibited
In compliance with the “Literacy-Based Promotion Act,” social promotion is prohibited in this school district. A student may not be assigned a grade level based solely on the student’s age or any other factors that constitute social promotion.

Beginning in the 2014-2015 school year, if a student's reading deficiency is not remedied by the end of the student's Third Grade year, as demonstrated by the student scoring at the lowest achievement level in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade, the student shall not be promoted to Fourth Grade.

Good Cause Promotion
A Third-Grade student who does not meet the academic requirements for promotion to the Fourth Grade may be promoted by the school district only for good cause. Good cause exemptions for promotion are limited to the following students:

1. Limited English proficient students who have had less than two (2) years of instruction in an English Language Learner program;
2. Students with disabilities whose individual education plan (IEP) indicates that participation in the statewide accountability assessment program is not appropriate, as authorized under state law;
3. Students with a disability who participate in the state annual accountability assessment and who have an IEP or a Section 504 plan that reflects that the individual student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading or previously was retained in Kindergarten or First, Second or Third Grade;
4. Students who demonstrate an acceptable level of reading proficiency on an alternative standardized assessment approved by the State Board of Education; and
5. Students who have received intensive intervention in reading for two (2) or more years but still demonstrate a deficiency in reading and who previously were retained in Kindergarten or First, Second or Third Grade for a total of two (2) years and have not met exceptional education criteria. A student who is promoted to Fourth Grade with a good cause exemption shall be provided intensive reading instruction and intervention informed by specialized diagnostic information and delivered through specific reading strategies to meet the needs of each student so promoted. This school district shall assist schools and teachers in implementing reading strategies that research has shown to be successful in improving reading among students with persistent reading difficulties.

Good Cause Request
A request for good cause exemptions for a Third-Grade student from the academic requirements established for promotion to Fourth Grade shall be made consistent with the following:
1. Documentation shall be submitted from the student's teacher to the school principal which indicates that the promotion of the student is appropriate and is based upon the student's record. The documentation shall consist of the good cause exemption being requested and shall clearly prove that the student is covered by one (1) of the good cause exemptions listed above.

2. The principal shall review and discuss the recommendations with the teacher and parents and make a determination as to whether or not the student should be promoted based on requirements set forth by law. If the principal determines that the student should be promoted, based on the documentation provided, the principal shall make the recommendation in writing to the school district superintendent, who, in writing, may accept or reject the principal's recommendation.

The parents of any student promoted may choose that the student be retained for one (1) year, even if the principal and district superintendent determines otherwise.

Retained Third Grade Students
Beginning in the 2014-2015 school year, this school district shall take the following actions for retained Third Grade students:

1. Provide Third Grade students who are not promoted with intensive instructional services, progress monitoring measures, and supports to remediate the identified areas of reading deficiency, including a minimum of ninety (90) minutes during regular school hours of daily, scientifically research-based reading instruction that includes phonemic awareness, phonics, fluency, vocabulary and comprehension, and other strategies prescribed by the school district, which may include, but are not limited to:
   1. Small group instruction;
   2. Reduced teacher - student ratios;
   3. Tutoring in scientifically research-based reading services in addition to the regular school day;
   4. The option of transition classes;
   5. Extended school day, week or year; and
   6. Summer reading camps.

2. Third Grade students who are retained shall be provided with a high-performing teacher, as determined by student performance data, particularly related to student growth in reading, above-satisfactory performance appraisals, and/or specific training relevant to literacy.

Parent Notification of Third Grade Retention
Written notification shall be provided the parent or legal guardian of any Third-Grade student who is retained that the student has not met the proficiency level required for promotion and the reasons the student is not eligible for a good cause exemption.

The notification shall include a description of proposed interventions and supports that will be provided to the child to remediate the identified areas of reading deficiency. This notification shall be provided to the parent or legal guardian in writing, in a format adopted by the State Board of Education in addition to report cards given by the teacher.

Parents and legal guardians of Third Grade students shall be provided with a "Read at Home" plan outlined in a parental contract, including participation in regular parent-guided home reading.
**Intensive Acceleration**
This district may provide, where applicable, an intensive acceleration class for any student retained in Grade 3 who was previously retained in Kindergarten or Grades 1 through 3. The focus of the intensive acceleration class should be to increase a student's reading level at least two (2) grade levels in one (1) school year. The intensive acceleration class will provide reading instruction and intervention for the majority of student contact each day and incorporate opportunities to master the Grade 4 state standards in other core academic areas.

**Annual Report**
Within thirty (30) days of final State Board of Education approval of state accountability results, the school board of this school district shall publish, in a newspaper having a general circulation within the school district, and report to the State Board of Education and the Mississippi Reading Panel the following information relating to the preceding school year:

1. Student progression and the school district's policies and procedures on student retention and promotion;
2. By grade, the number and percentage of all students performing at each level of competency on the reading and math portion of the annual state accountability system and the number and percentage of students given an approved alternative standardized reading assessment and the percentage of these students performing at each competency level on said alternative standardized assessment;
3. By grade, the number and percentage of all students retained in Kindergarten through Grade 8;
4. Information on the total number and percentage of students who were promoted for good cause, by each category of good cause described by law; and
5. Any revisions to the school board's policy on student retention and promotion from the prior school year.

**Student Handbook**
Provisions required by the Literacy Promotion Act shall be provided as an addition to the district's published handbook of policy for employees and students beginning in school year 2013-2014.

The superintendent or designee shall establish procedures to support this policy.

LEGAL REF.: MS CODE – Literacy Based Promotion Act, 2013
Appendix I (JBC)
Residency

All proofs of residency must have the student’s parent/legal guardian’s name and address and the current address in which they and the student reside. P.O. Box addresses cannot be accepted. Utility bills cannot be more than 60 days old.

A. Documents provided to me by Parent/Guardian:

**At least 2 of the following documents:**
- Electricity bill (no more than 60 days old)
- Water bill (no more than 60 days old)
- Gas bill (no more than 60 days old)
- Solid Waste bill (no more than 60 days old)
- Landline phone bill (can’t accept cell phone bill)
- Filed Homestead Exemption Application Form
- Mortgage or Property Deed
- Apartment or Home Lease/Rental Agreement (not receipt)
- Affidavit and/or visit by a designated school official

B. Student is living with legal guardian and a certified copy of the Court Decree, or petition if pending, was received declaring the district resident to be the legal guardian of the student and further declaring that the guardianship was formed for a purpose other than establishing residency of school district attendance purposes.
Appendix J
Sample Notes
(These are optional forms. They are not required.)

Parent Excuse for Absence (4 allowed per semester)

Student’s Legal Name____________________________________________________
Date of Absence(s): _____________________________________________________
School: _______________________________________________________________
Homeroom Teacher: _____________________________________________________

Please excuse ______________________________________ (Student’s Full Name) for being absent on the
days listed above.

Please check the absence reason that applies.

1. ______Illness or injury.
2. ______Death or serious illness of immediate family member.
3. ______Court appearance.
4. ______Other reason.

Explanation________________________________________________________________________________
_____________________________________________________________________________________
________________________________________________________________________________________

If you have any questions, please contact your child’s school.

Parent Signature: _____________________________________________
Date: ______________________________________________________

Bus/Transportation Change Request

Student’s Legal Name____________________________________________________
Date of Change: _____________________________________________________
School: _______________________________________________________________
Homeroom Teacher: _____________________________________________________

Please allow my child, ____________________________ (Student’s full name), to

______ be picked up by __________________________
______ ride a different bus _______ (bus number) to a different address
______ ride the same bus ______ (bus number) to a different address

Explanation for the transportation change
________________________________________________________________________________
________________________________________________________________________________________

Parent Signature: ____________________________________________ Phone Number: _________
Date: ______________________________________________________
Appendix K
Testing Calendar

TO BE INSERTED WHEN MDE RELEASES IT
Appendix L (JCDABA)
Student Drug and Alcohol Testing Policy
RANDOM STUDENT DRUG TESTING

1. Purpose
The purpose of the Pontotoc City School District Random Suspicionless Drug Testing Policy is to implement a proactive, preventive program that will help to eliminate the possible use of drugs by the students of the District. This program will also increase the awareness of the dangers of drugs as well as insure that students who have a history of drug use are undergoing proper counseling. Finally, this program will insure that no student compromises their health and safety, as well as the health and safety of other students, by participating in activities or privileges while under the influence of drugs.

Definitions:
Drug
Any controlled substances as the same as defined by the Uniform Controlled Substances Law of the State of Mississippi.

Extra Curricular Activities and/or functions
a. Sport – Any interscholastic athletic program, including cheerleading sponsored by the Pontotoc City School District.
b. Sport Season – A sport season begins on the first day of practice allowed by the Mississippi High School Activities Association and ends when a team has completed its season. This policy will be in effect twenty-four (24) hours a day seven (7) days a week during a sport season.
c. Clubs and Organizations – Any group that engages in any after school activity or off campus activity as well as any event, which is non-curricular in nature.
d. Privileges and Recognitions – Any right or recognition that is awarded to a student that is non-curricular in nature, (ex: driving a vehicle on campus or participating in Homecoming)

2. Policy Statement
The Pontotoc City School District is instituting a mandatory drug-testing program. The goals of this policy include the following:
a. To provide for the health and safety of students;
b. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
c. To encourage students who use drugs to participate in drug and alcohol treatment programs;
d. To enforce this policy, the District will conduct drug testing as indicated.

3. Students Participating in the Policy
Students who are involved in the following activities or privileges will be required to participate in the Pontotoc City School District Random Suspicionless Drug Testing Policy. If a student refuses to participate in the Pontotoc City School District Random Suspicionless Drug Testing Policy, that student will not be allowed to participate in the activities and privileges covered by the policy. The activities and privileges covered are:
a. Any sports, sport seasons, clubs, organizations sponsored by the Pontotoc City School District.
b. Any after school activity or off campus activity as well as any event, which is non-curricular in nature.
c. Any right or recognition that is awarded to a student that is non-curricular in nature (ex: driving a vehicle on campus or participating in Homecoming).
d. Participation in the Driver’s Education Program.
any student involved in an activity listed above is obligated to the Pontotoc City School District Random Suspicionless Drug Testing Policy and will be referred to as RSDT (Random Suspicionless Drug Testing) Participants.

4. Drug Education Program
Beginning with the 2019-2020 school year all participating students at Pontotoc City School District will adhere to this policy. The Pontotoc City School administrators and staff will be expected to communicate this policy in the following manner:

a. Every sport must have a pre-season meeting with parents or guardians to cover the expectations of the coach, cheerleader sponsor, and the RSDT Participant. The Student Drug Testing Policy will be explained, and the parent or guardian of each RSDT Participant shall sign a consent form at this meeting or prior to the beginning of the current sport season. A RSDT Participant shall not participate in any way until the consent form and certification of understanding have been properly executed.

b. Every head coach and cheerleader sponsor shall conduct a minimum of one drug education meeting per season.

5. Consent Form
Any student who is interested in participating in any organization or privilege listed under the heading in this document, Students Participating in the Policy, will be required to sign a consent form which states that the student will agree to take the drug test if chosen by the company performing the test. The student also agrees to the consequences involved should the student test positive. The consent form must also be signed by the parent or guardian.

6. A private company will conduct the implementation of the test. All names of RSDT Participants will be given to the company. This company will choose which RSDT Participant will be tested. In addition, the company will decide when the testing will take place. The drug testing company will be determined by the Pontotoc City School District Board of Trustees.

7. Retest
In order for the RSDT Participants who have tested positive for drug use to participate in any activities or privileges, the RSDT Participant must submit to a mandatory urinalysis after the date on which the district received notification of the positive test result. A letter of request for testing must be submitted to the school by the parent/guardian by a specified time (see section entitled Consequences For Violations). If the RSDT Participant fails to submit the request, this will cause the suspension dates to be increased. In other words, if the RSDT Participant plans to become eligible to participate in any extra-curricular activities and/or functions at the end of the suspension, a letter of request must be submitted by the specified time. The school will be responsible for the test and the date it will be given. The RSDT Participant will be taken off campus by school administration to be tested.

8. Reasonable Suspicion
The district will also conduct reasonable suspicion testing of RSDT Participants for both alcohol and drugs. A decision to conduct reasonable suspicion testing must be based on specific observations concerning the appearance, behavior, and speech or body odors consistent with drug or alcohol use. In the case of reasonable suspicion, the student will be removed from the school until the student is tested at the student’s expense. In the case where a student is tested positive, that student, due to the fact that he/she not only has traces of drugs in his/her system, but also was seen to be clearly under the influence, will be subjected to the consequences stated in the Student Discipline Code.

9. Any refusal to submit to a test when required by this policy is also treated as a positive test result. Whenever this policy talks about a positive test, it includes a refusal to submit to testing as well as a confirmed and verified positive test result certified by a testing agency.
10. Notification of Test Results
The results of the RSDT Participant’s drug test will be reported to the School Principal. Positive test results will be reported to the RSDT Participant and parent or guardian in the presence of the Principal. If the test is positive, the RSDT Participant and his parent or guardian will be informed which substance or substances tested positive.

11. Consequences for Violations
a. First Violation
   i. The school shall notify the parent or guardian in a conference of the positive test result.
   ii. The RSDT participant shall be suspended from all extra-curricular activities and/or functions for a minimum of twenty (20) actual school days in which he/she is participating. This includes all school events scheduled on holidays or weekends. If the violation occurs less than twenty (20) actual school days before the end of the school year, the suspension will carry over into the next school year in which the RSDT Participant participates.
   iii. The RSDT Participant shall submit to a mandatory urinalysis twenty (20) actual school days after the date on which the district received notification of the positive test result. A letter of request for testing must be submitted to the school by the parent/guardian by the 15th day of the suspension. If the RSDT Participant fails to submit the request, this will cause the suspension dates to be increased. In other words, if the RSDT Participant plans to become eligible to participate in any extra-curricular activities and/or functions at the end of the twenty (20) days suspension, the RSDT Participant must request follow-up testing. The school will be responsible for the test and the date it will be given. The RSDT Participant will be taken off campus by school administration to be tested. A positive test result shall constitute a separate violation of this policy and shall be treated as a second violation. The RSDT Participant will not be allowed to resume participation in extra-curricular activities and/or functions of the district until the RSDT Participant has had a negative urinalysis.
   iv. A RSDT Participant guilty of a first violation shall not be eligible to tryout for or participate in any sport during the suspension period. A recommendation for counseling will be made to the parent/guardian for the RSDT Participant.

b. Second Violation
   i. The school shall notify the parent or guardian that a second violation has occurred within two (2) consecutive calendar years.
   ii. The RSDT Participant shall be ineligible for all extra-curricular activities and/or functions for 45 days. A letter of request for testing must be submitted by the parent/guardian by the thirty-fifth (35) day.
   iii. Counseling for the RSDT Participant will be mandatory. The district’s Drug Education Coordinator shall refer the RSDT Participant to an outside drug counseling agency. Documentation of attendance and completion of counseling must be submitted by letter before eligibility is reinstated.
   iv. The RSDT Participant will submit to mandatory urinalysis during this calendar year as often as deemed appropriate by administration. The RSDT Participant will not be allowed to resume participation in any extra-curricular activities and/or functions of the district until the RSDT Participant has had a negative urinalysis.

c. Third Violation
   i. For the third violation during any two (2) consecutive calendar years, the RSDT Participant will be ineligible to participate in any extra-curricular activities and/or functions for two (2) years.
ii. The RSDT Participant will submit to mandatory urinalysis. A letter of request for testing must be submitted by the parent/guardian. A RSDT Participant must be tested and have a negative urinalysis before he or she can be reinstated.

iii. Counseling for the RSDT Participant will be mandatory. The district’s Drug Education Coordinator shall refer the RSDT Participant to an outside drug-counseling agency. Documentation of attendance and completion of counseling must be submitted by letter before eligibility is reinstated.

12. Record Keeping
A separate Student Drug Testing File shall be maintained for each RSDT Participant and all documents, records, reports, and test results pertaining to a RSDT Participant shall be placed and kept therein. The record keeping and results of all testing will be held in the strictest confidence. The Student Drug Testing file will be accessible only to either the Superintendent, Assistant Superintendent, Principal or Athletic Director, and to the head coach, cheerleader sponsor, or parent or guardian of the RSDT Participant.

13. Non-Punitive Nature of Policy
No RSDT Participant shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in a RSDT Participant’s academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process.
Parent/Student Acknowledgment Form

It is important that all our students and their families understand the expectations for the upcoming school year. Our goal is for every child to learn and, for that to happen, we all are expected to adhere to the rules and regulations that are included in our Student Handbook.

The Student Handbook can be found on our webpage – www.pontotoc.school

This handbook is provided as a convenience to the parents and students of the Pontotoc City School District. While it contains policies current at the time of posting, the PCSD Board of Education constantly reviews and changes policies and procedures to enhance the educational opportunities of our students. It is important to realize that this handbook might not reflect the most current policy or procedure. All policies and procedures are subject to change. Current board policies are available on our website, at any school, or in the Central Office.

The signatures below verify that you understand the expectations in our Student Handbook. It also indicates that you and your child have reviewed the rules and regulations, including the expectations of the Acceptable Use Policy included in the Technology section of this handbook, and agree to abide by these rules and regulations. If any of these rules or regulations are broken, disciplinary action will be taken, as appropriate.

If you need additional information or clarification or you would like a copy of any of the school approved policies, please contact the Central Office or one of the school offices.

_______________________________________________________
Student’s Signature

_______________________________________________________
Parent’s Signature

_______________________________________________________
Date

This page must be signed and returned to the student’s school or approved electronically.