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Booneville Middle School Principal's Message

I want to welcome you to the 2019-2020 school year at R. H. Long Middle School. The faculty, staff, and I wish for this upcoming school year to be the best ever.

The primary purpose of this handbook is to inform students and parents about the policies and procedures of Booneville Middle School that affect them at school and our school sponsored events.

Please read this handbook and become familiar with it. If you have any questions at any time, please do not hesitate to call me at the office at 728-5843 or e-mail me at bmixon@boonevilleschools.org.

Sincerely,

Brad Mixon
Principal, R. H. Long Middle School
bmixon@boonevilleschools.org

Resident Requirements of the State of Mississippi and the Booneville School District

A copy of two of the following items of verification of residence is required to attend the Booneville School District. No post office boxes will be acceptable. These items must reflect the residence street or road address and must be in the name of the legal guardian:

- A. Filed homestead exemption application form
- B. Mortgage documents or property deeds
- C. Apartment or home lease
- D. Utility bills
- E. Voter Precinct Identification
- F. Automobile Registration
- G. Affidavit of residency or personal visit by school official.

If you are the legal guardian of the student, you must also provide a copy of the court order appointing you as guardian.

Students living with adults other than their parents must provide:

- Two of the items listed above
- A sworn affidavit stating the relationship of the adult to the student and that the student is living in the home full time.

If your child fails to provide the necessary documentation, they will not be able to attend the Booneville School District.

HOME SCHOOLING / TRANSFER STUDENT TESTING

All students seeking to transfer from any school, public, private or homeschool within or outside of the boundaries of the State of Mississippi, to a public school within the state may be required to take a test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.

The administrative head of each public school shall administer the Woodcock Johnson (Version 3) test to such pupil or pupils as shall apply for transfer to such public school. Such test shall be administered within thirty days after the filing of each such application for transfer. Notice of the giving of such test shall be given the applicant not less than five days prior to the date of administration of such test. No transfer of a pupil shall be effective until the test has been given and the pupil is assigned according to the grade and class for which the test shows he is best suited.

No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned to had the pupil remained in the school from which the transfer is being made. Pending the

administration of the test herein provided for and its grading and an assignment based thereon the superintendent of the school district or the attendance center principal to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made. LEGAL REF MS CODE §37-15-33

Tuition

In order for a student living outside of the Booneville School District to attend, the student must have a release from his/her home school district. Students living outside the Booneville School District must pay \$140 per year tuition for each child of the family enrolled. One-half of this amount is due upon registration, and the remainder of the balance is due by 4:00 PM on January 8, 2020.

Attendance

A student must be present 63% of the school day in order to be counted present for the day.

Excuses

Two types of excuses for absences will be issued, excused and unexcused. Students will have three days to make up any work missed. Unexcused absences are very serious offences. Teachers are encouraged to give alternate assignments and tests when an absence is unexcused. Therefore, we strongly urge students to be at school unless the absence is defined under the code below. Students who are suspended from school will be allowed to make up anything missed, but the maximum grade received will be a 65.

*Pre-printed excuse slips have been provided at the back of the student handbook.

Definition of an excused absence as defined by MS CODE 37-13-91:

1. Attendance at an authorized school activity with prior approval from the superintendent or his designee.
2. Illness or injury that prevents the student from being physically unable to attend school.
3. When the county health officer or the state board of health orders isolation.
4. Death or serious illness of a member of the immediate family. This includes children, spouse, parents, grandparents, brothers, sisters, stepbrothers, and stepsisters.
5. A medical or dental appointment with prior approval from school authorities.
6. Attendance at the proceedings of a court.
7. Observance of a religious event with prior approval from school authorities.
8. Other conditions sufficient to warrant nonattendance, with prior approval of school authorities.

****No More than six (6) absences per semester per class may be excused without a written medical statement signed by a physician.**

No absence shall be excused when it is due to suspension, expulsion or other disciplinary action.

Steps to Follow When Absent

1. The parent or guardian will be required to send a written excuse to report the student's absence from school. In order for the absence to be excused, the excuse must be turned in within two (2) days of the student's return to school and be dated for each day the student was absent. The reason for each day's absence should be stated. If the student is absent because of a doctor's appointment, the student shall turn in a doctor's statement within two (2) days of the student's return to school.
2. It is the responsibility of the student to schedule any make-up work with the teachers. Tests, projects, or any other assignment will be taken or turned in on the day the student returns to school if the student was present the day the test or other assignments was assigned.
3. Students must report to the office after being absent to receive an admit slip to take to their class each period of the day indicating excused or unexcused absence.
4. All make-up work must be completed within (3) three days unless other arrangements have been made in advance with the teacher. If not, a grade of (0) zero will be recorded for any work not made up.
5. Make-up work can be made up at the following times:
 - A. Before or after school.
 - B. During the student's sports/PE period or study hall.
 - C. At a time convenient for the teacher.

Perfect Attendance

Any student having perfect attendance at school on all legal days will receive a perfect attendance certificate from the district. ***A student must attend all periods of the school day to be counted present for the purpose of perfect attendance. Any checkout will disqualify a student from achieving perfect attendance.***

Student Tardiness

Late arrivals to school will not be tolerated. A student who is less than fifteen minutes late for school will be considered tardy. After 15 minutes the student will be considered absent from school. Students are allowed 4 tardies to first period and three tardies to other periods each semester. When a student accumulates 4 tardies for 1st period and 3 tardies for other periods, the parent will be called or sent a letter. The consequences for additional tardies are as follows:

1st Period Tardy

5th tardy- 2 break detentions (parent contacted)

6th tardy- 1 day ISD (parent contacted)

Each additional tardy will result in one more day of ISD. If a student does not come to break detention, one additional break detention will be assigned.

2nd -8th period Tardy

4th tardy- 2 break detentions (parent contacted)

5th tardy- 1 day ISD (parent contacted)

Each additional tardy will result in one more day of ISD. If a student does not come to break detention, one additional break detention will be assigned.

This count of tardies will be per semester and will start over after Christmas break. The tardy bell for the first period class rings at 7:50 A.M. **We will not excuse any tardies for school.**

Daily Arrival and Dismissal

Parents who bring their students to school must unload them in front of the main building each morning. Parents should subsequently pick them up in the same place.

Each day at 3 P.M. students will be dismissed to ride the bus or with a parent. All car riders will be picked up out front in the circle drive with the exception of 6th grade band students who may be picked up in front of the band hall. Those students who ride with a high school student must bring a note from the parent giving them permission to ride with that high school student.

Early Check Out

Any student finding it necessary to leave school during school hours must be checked out through the office by a parent, someone on the sign-out sheet, or have a note from the parent stating with whom the student may leave.

Student Phone Use

Students will be allowed to use the school phone only if the student is sick and the principal, secretary, or teacher deems it necessary. Also, the student must remain in the office while using the phone. Students will not be allowed to call home for reasons such as forgetting homework or to go home with other students. Please make all arrangements prior to your child leaving home each morning.

Visitors

Campus visitors shall report to the office upon their arrival to school to receive a visitor's pass and be directed to the proper place.

Parent Conferences

Parents are welcome and encouraged to set up a parent/teacher conference to discuss their child's educational progress. To do so, you may call the school office and talk to the school counselor or the principal.

Grading Policy and Code

Instructional management plans that include the state framework competencies and objectives will be used for instruction. The following formula will be used to determine a student's six weeks average.

50% Chapter/Unit Tests
25% Homework/Daily Grades/Projects
25% Nine Weeks Tests

The following grade scale has been adopted beginning in the 2009-2010 school year.

A: 90-100
B: 80-89
C: 70-79
D: 65-69
F: below 65

The established grading system is to communicate to parents a periodic evaluation summarizing significant factors of the student's adjustment in the total education program. The grading system is based upon student achievement and performance, bearing in mind that any system incorporates both subjective and objective considerations in student evaluation.

Objectives

1. To motivate students to exert their best efforts in the learning process
2. To provide a uniform technique for converting numerical values to letter grades
3. To monitor each student's progress

Grading Changes

1. No school board member, school superintendent, assistant superintendent, principal, guidance counselor, other teachers, coaches, or other administrative staff members of the school or the central staff of a local school board shall attempt, directly or indirectly, to change, alter, or otherwise affect the grade received by a student from his teacher except as otherwise specifically allowed by this section.

2. a. A teacher's determination of a student's grade as a measure of the academic achievement or proficiency of the student shall not be altered or changed in any manner by any school official or employee other than the teacher except as provided in this subsection.

b. A school official or employee having authority provided under formally adopted written rules and procedures adopted by the local school board to change a student's grade can take such action only upon it being determined that the grade is an error or that the grade is demonstrably inconsistent with the teacher's grading policy.

3. Any local school district or personnel employed by the school district who violates the provisions of this act shall cause the local school district or school to be subject to losing its accreditation in the manner determined by the policies and procedures of the State Board of Education.

LEGAL REF.: MS Code §37-11-64

Exemption Policy

A student who falls into one of the following categories may be exempt from taking their semester exams:

- No more than two absences in any class and an **80** or above average
- No more than four absences in any class and a **90** or above average
- Any student who has had corporal punishment, ISD, OSS or Alternative School will not be eligible for exemption
- Once a student has accumulated 6 tardies per class in any class per semester, the student will not be exempt from final exams in any class
- **Perfect attendance in any class**
- **Perfect attendance for October and November and an 80 or above average in the class the student wishes to receive the exemption for December semester exams. Perfect**

attendance for March and April and an 80 or above average in the class the student wishes to receive the exemption for May semester exams.

Students will not be allowed to check out during the period/block when an exam is being given. This allows for no interruptions while everyone is finishing their exam. Semester exams must be taken on the date assigned or later. Permission cannot be given to take the exams earlier than assigned. Parents must fill out a Free/Reduced Meal application in order for their student(s) to be eligible for exemptions and field trips. Semester exams must be taken on the date assigned or later. Permission cannot be given to take the exams earlier than assigned.

Report Cards

Report cards will be sent home with the students at the end of the first, second, and third nine weeks grading periods. Report cards for the fourth nine weeks will be mailed home. One copy must be signed by the parent and returned to the school on the next school day. Progress reports will be sent home every three weeks and likewise need to be signed and returned. There is a schedule of when both report cards and progress reports will be sent home in the testing calendar at the end of the handbook.

Active Parent is an Internet based program that allows parents instant access to their students' grades, attendance, discipline, and the daily school news. Any parent who wishes to get an Active Parent account needs to contact the school counselor or administration.

Honor Roll

*At the end of the school year, all students who have earned an 85 or above on all courses attempted per nine weeks (through the third nine weeks grading period) will be recognized at the academic awards program. Also, at the end of each grading period, students who have earned an **85 or above average in all courses** attempted for that grading period will be recognized in our local newspapers.*

Promotion Retention Policy

Students must pass at the mastery level (65%) Math, English, Science, and Social Studies to be promoted to the next grade. 5th graders must also pass reading.

Promotion and retention shall be based upon the mastery of objectives.

1. Each district school board shall establish standards for graduation from its schools which shall include as a minimum:

- a. Mastery of minimum academic skills as measured by assessments developed and administered by the State Board of Education.
- b. Completion of a minimum number of academic credits, and all other applicable requirements prescribed by the district school board.
2. A student who meets all requirements prescribed in subsection (1) of this section shall be awarded a standard diploma in a form prescribed by the state board.
3. The State Board of Education may establish student proficiency standards for promotion to grade levels leading to graduation. '
4. Retention of students for athletic purposes is prohibited.

SPECIAL EDUCATION STUDENTS

The State Department of Education shall establish goals for the performance of children with disabilities that will promote the purpose of IDEA and are consistent, to the maximum extent appropriate, with other goals and standards for children established by the State Department of Education. Performance indicators used to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, dropout rates, and graduation rates shall be developed. Every two (2) years, the progress toward meeting the established performance goals shall be reported to the public. LEGAL REF MS Code §37-23-133 and §37-23-1 (1999)

Schedules

Students will be given their schedule on their respective orientation nights. These schedules will not be changed unless there is a conflict, an error, or it can be determined by the principal, counselor, or teacher that the change will be beneficial to the student. Changes will not be made for reasons such as dislike of the subject or dislike of the teacher or fellow classmates. No schedule change will be made after the third week of school.

Flowers, Balloons, and Candy

The school will not accept delivery of flowers, balloons, candy, etc., for Valentine's Day. Birthday deliveries are acceptable.

Textbooks

Textbooks are furnished by the state of Mississippi. The condition of the book issued to a student is checked at the close of school year. Each student is responsible for the book while it is in his or her possession. The Mississippi State Law requires the teachers to collect for a damaged book and for the loss of a book.

Library Services

Students may visit the library with a teacher, a class, or by themselves with an official hall pass. Any book checked out to a student is the responsibility of that student. Lost or damaged books are subject to a fine/cost of the book.

Pledge of Allegiance to the U.S. Flag

The Board of Trustees of the Public School of this state shall require the teachers under their control to have all pupils repeat the oath of allegiance to the flag of the United States of America Daily.

MS Code 37-13-7

Dress Code

Clothing and general appearance are to be appropriate for school. Cleanliness and good grooming are essential for appropriate appearance. There is a definite correlation between proper grooming, dress, and good conduct. Student's dress should be in keeping with the following principles:

1. Any clothing considered by the principal or his designee to be too revealing shall not be worn. School officials will determine the appropriateness of clothing and cleanliness.
2. Shoes or sandals shall be worn at all times, and they must be worn properly. (Ex. Tied and Strapped).
3. Clothing which exposes the midriff shall not be worn.
4. Tank tops, muscle shirts, sun-dresses, halter-tops, razor-backs or see through clothing shall not be worn.
5. Clothing that is considered pajamas shall not be worn
6. Clothing with vulgar, indecent, or suggestive writing shall not be worn. No clothing with writing across the rear or below the waist shall be worn.
7. Backless or low-cut tops or dresses shall not be worn.
8. Proper undergarments must be worn and not exposed
9. Shorts, skirts, and dresses must touch the top of the knees.
10. Clothing making reference to alcohol, drugs, or tobacco products shall not be worn.
11. Pants must be worn at the waist. Belts and suspenders shall be buckled.
12. All Males' Shirttails that extend below the zipper of the pants must be tucked in.
13. No coats that reach below the waist shall or clothing that could hide contraband and be hazard to themselves or others can be worn.
14. Jerseys cannot be worn.

15. Gym shorts, sweat pants, and other athletic attire may be worn given they are appropriate length (knee length) and are not inappropriate for school. This may be revised at any time by administration.
16. ***All clothing must come to the knee. Leggings and jeggings cannot be worn unless the clothing that is worn over them touches the knee also. Holes, tears, or shreds will not be permitted above the knee on any clothing if excessive or skin is showing.***
17. All clothing must be worn in the manner in which it was designed to be worn.

Accessories

18. Clothing and jewelry that could cause a disturbance or interfere with the instructional program will not be allowed. In addition, clothing and jewelry that could cause a safety or health hazard will not be allowed.
19. Clothing, accessories, or manner of grooming which by nature of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership, affiliation, or association with gangs or gang activity is prohibited. No towels, shoestrings, wristbands, arm bands, rubber bands, or bracelets that are not considered jewelry, or rolled up pants shall be worn.
20. Sunglasses shall not be worn inside the building including on top of the head.
21. Hats, caps, head-dress, and bandannas shall not be worn on school property or brought into the building throughout the day.

Consequences of Dress Code Violation

Any student who violates this code shall be subject to the following disciplinary actions:

1. **First offense**—Parents called and problem corrected.
2. **Second offense and each one thereafter**- Immediate in school detention.

Metal Detectors

In an effort to promote the safety of the students, teachers, administrators, and other employees of this school district, and to discourage violation of state laws and school policy, metal detectors either stationary or hand-held or both, shall be used on a random basis at each school building and school facility in this school district.

The principal in each school or their designee shall be responsible for utilizing the metal detectors in a random manner, and in such a way as not to discriminate on the basis of race, color, age or sex. If a stationary metal detector is activated, the person involved shall be subject to a further examination by a hand held detector in order to pinpoint the specific location of the object activating the detector. The person in question will then be requested to produce the object for inspection.

If the person declines to do so, and if such person is a student, the student's parent or guardian shall be requested by phone to come to school and participate in a further

inspection. If the parent or guardian cannot be reached, and if such student continues to refuse to produce the object for inspection, the student will be turned over to the police, and face appropriate disciplinary action (i.e. expulsion). If such a person is a visitor, such person shall be denied access to the school facility or school event and the proper authorities shall be contacted.

Any student or employee who feels aggrieved by the action taken shall have the right to appeal to the school board.

Electronic Monitoring Devices

Any student who is wearing an ankle bracelet/tracking device, must keep it covered at all times. It must not be a topic of conversation or a hindrance to the educational process. This policy will be cooperatively enforced with the Youth Court Judge as well.

Overnight Trips

Overnight trips with students must be cleared through the office and the superintendent. The following arrangements must be made before leaving. Students and staff members who violate the stipulations below will be disciplined upon returning to school. In severe cases, parents may be notified and must come to pick up the student immediately.

1. No school trips shall be taken during a school day for a period of 2 weeks prior to exams or state testing.
2. There must be one adult chaperone per every eight students.
3. Boys and girls cannot visit each other's room unless there is a chaperone present at all times.
4. Students must be accompanied by a chaperone at all times.
5. All handbook rules are in effect for the duration of the trip.
6. An 11:00 curfew is in effect unless participating in a special event.
7. Students cannot visit other schools hotel rooms.
8. The sponsoring teacher/coach will be responsible for ensuring these rules are followed.

Discipline

The following are forbidden on campus or during any school- related activity, or on school property:

1. Possession/use of illegal substance or alcohol.
2. Vandalism
3. Theft [More than \$100]
4. Fighting
5. Hazing/Initiation
6. Sexual Harassment
7. Verbal, written, or physical threats against students or teachers

The seven acts listed above are considered serious disciplinary problems. After school officials conduct an investigation, which may include requiring the student to display items at his access or in his possession, disciplinary action may result in suspension from school. This suspension may be in effect until appropriate school board action is taken or the student may be placed at alternative school. Local law enforcement officials will be notified if the need arises.

The following acts will result in appropriate disciplinary action:

1. Theft [Less than \$100]
2. Minor damage to school property
3. Cheating
4. Profanity
5. Lying
6. Violation of dress code
7. Aggression [either verbal or physical]
8. Inappropriate touching
9. Loud talking/ noises
10. Possession of radios, IPODS, MP3 players, electronic games, digital cameras, and video cameras.
11. Cell phone possession
12. Possession or use of tobacco
13. Gambling or possession of cards/dice
14. Refusing to follow directions of school personnel
15. Disruption of the educational process

Cell phones and other electronic devices

Beginning with the 2014-2015 school year students will be allowed to have cell phones and other electronic devices at school. However the following guidelines will be enforced:

1. Phones and other devices must be turned off or on silent at all times.
2. Students will not be allowed to talk on phones at anytime during the school day.
3. Students may have the phones and other devices out before school in the cafeteria and at break. They must be put away when leaving the cafeteria and break.
4. Phones and other devices (including earbuds and headphones) are not allowed to be out in the hallways/restrooms or during classes.

The administration reserves the right to take up a phone or electronic device from a student who is not following these guidelines or is using the phone or electronic device inappropriately. A student not using his/her phone or other device appropriately will be dealt with and appropriate discipline measures will be taken.

Consequences for Disobeying Rules

The consequences for disobeying rules will be determined by the appropriate school official. Some of the consequences used are parent/student conferences, detention, work assignments, corporal punishment, after-school detention, in school detention, out of school suspension, expulsion, and placement at alternative school. When a student has been placed at alternative school, they must attend there a minimum of nine weeks. If this is at the end of the year, and the nine weeks requirement has not been met, then the student will begin the next school year at alternative school.

Any student placed in after-school detention will not be allowed to participate in any extracurricular activities until they have completed their time in detention.

If a student is placed in In School Detention (ISS), he/she will be counted present in his/her classes. The student will do all of their work assigned in their classes. They will come to school as they normally do. Students placed in ISD must attend during their regular classes, which includes band and athletic periods.

Any student assigned OSS will not be allowed to participate in or attend any extra-curricular activities until the day after they have completed their OSS time. This includes practices, games, or extra-curricular activities on the days assigned to OSS. Students are not allowed to be on any school campus while serving OSS.

Suspension of Pupils

The superintendent and principal of a school shall have the power to suspend a student for good cause or for any reason for which the student might be suspended, dismissed, or expelled by the school board. This action shall be subject to review by the school board. If the parent of the student feels aggrieved by the action taken by school officials, then they have the right to a due process hearing. The parent shall be advised of this right by the principal or superintendent and the proper form shall be provided for requesting such a hearing. This is covered in Code 37-97-1 of the State Department handbook.

Suspension, Expulsion or Alternative Placement of Students

The school superintendent, principal and school board shall have the authority to suspend or to expel a pupil or to change the placement of a pupil to the school district's alternative school or homebound program for misconduct in the school or on school property, as defined in Section 37-11-29, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or even when such school superintendent or principal renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

Sections 37-7-301, 37-9-71, and 37-13-92 amended in 2000.

Changes to MS Code 37-11-57 states that a student with an Individualized Education Plan (IEP) or a Section 504 plan cannot be subject to corporal punishment.

Drugs and Alcohol

The Board of Trustees has adopted the following regarding alcohol and drugs:

1. Students responsible in any way for drugs or alcohol being in a school building, on a bus, on school property, or on a school sponsored trip will be suspended from school and placed at alternative school for a minimum of nine weeks.
2. Students under the influence of alcohol or drugs at school or at a school sponsored event or trip shall be suspended from school and placed at alternative school.
3. Possession of these substances includes student lockers, automobiles that they drive to school, or any other of their possession.

Sexual Harassment (37-11-55)

Sexual harassment is a serious offense. Any student who considers him or herself to be sexually harassed should report this to a teacher, counselor, or administrator immediately.

Sexual Misconduct

The Booneville School District supports each student's right to be free from inappropriate sexual acts from staff or students at school or school functions. Inappropriate sexual acts include, but are not limited to those acts specifically defined as a crime pursuant to the Mississippi Code of 1972, as amended with federal law. Other sexual acts may also be inappropriate sexual acts, if they are of such nature that would reasonably offend the recipient of such act, considering the context of the act, the age of the students, the degree the recipient engaged in similar conduct, and other relevant factors in each case. A student engaging in inappropriate sexual acts may be suspended, expelled, or placed in the alternative school program or otherwise disciplined consistent with due process. All allegations of physical abuse and sexual harassment will be reported by the student to his or her immediate teacher, or counselor. All allegations of physical abuse and sexual harassment between all other members of the district shall be reported to the principal. Provided, further, however, all allegations of physical abuse and sexual harassment perpetrated by the principal shall be reported to the Superintendent of Education.

School Violence Prevention Act

Effective July 2, 1994, Section 97-37-17, Mississippi Code of 1972, was amended to make it a felony for any person to possess or carry any gun, rifle, pistol, or other firearm of any kind, any dynamite, cartridge, bone, mine or powerful explosives on educational property; and to make it a misdemeanor for any person to possess or carry any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knucks, razors, razor blades, or any sharp pointed or edged instrument on education property.

Fighting at school or school events

Fighting at school or at school-sponsored events will not be tolerated. Anyone fighting will be suspended from school for a minimum of three days. A second fight may result in a ten day suspension from school. A third fight may lead to expulsion and placement at alternative school. A student may be placed at alternative school on the first offense if the fight is considered violent enough or if the student refuses to stop fighting when the teacher(s) try to break it up. This also includes the use of vulgar language by the student.

School Bus Regulations and Policy

Students who ride buses must adhere to and abide by any rules or instructions given by the driver while traveling on the bus. Student misbehavior will be reported to the principal for disciplinary action. A student shall not ride the bus to school and then leave campus without permission from a school administrator. It is unlawful for any individual, other than a student scheduled to be a passenger upon a particular bus, a member of the public school administration or faculty, or a law enforcement official to directly or indirectly interface in any way with a passenger boarding or alighting a bus used for public school student transportation, unless permission has been obtained as prescribed by the pertinent rules and regulations approved by the State Board of Education or the local school authorities.

The following general instructions are given to students who ride buses:

1. Be at your assigned loading zone on time.
2. Exercise extreme caution traversing to and from your assigned stop.
3. Look both directions before crossing any roadway.
4. Always cross in front of the bus and wait on your signal from the driver.
5. Talk to your friends in a normal tone. Shouting will not be permitted.
6. Keep your head, hands, and other members or articles inside the bus.
7. Do not bring unauthorized articles on the bus.
8. Follow the driver's instructions.
9. Treat the driver with respect and courtesy.

It shall be unlawful for any individual, other than a student scheduled to be a passenger upon a particular bus, a member of the public school administration or faculty, or a law enforcement official, to directly or indirectly interfere in any way with passenger ingress and egress or the operation, including authorized boarding thereof, of a bus used in public school student transportation unless permission has been obtained as prescribed by pertinent rules and regulations promulgated by the State Board of Education or local school authorities. Upon conviction of a violation of any provision of this section, such individual shall be guilty of a misdemeanor and shall be subject to a fine not to exceed \$500, imprisonment in the county jail for a period not to exceed six months, or both. Any person under the age of seventeen who violates any provision of this section shall be treated as delinquent within the authority of the youth court. LEGAL REF: MS Code §37-41-2

The driver is empowered to enforce the rules and regulations by reporting all violations to the principal. If violations occur, the bus driver shall present to the principal a transportation referral form. The violations include, but are not limited to:

Section I: Safety Rules

1. Improper boarding or alighting procedures.
2. Bringing contraband or articles of an injurious nature onto the bus.
3. Failure to remain seated.
4. Refusal to obey the driver.
5. Eating or drinking on the bus.
6. Littering.
7. Pushing, shoving or otherwise assaulting another student.
8. Failing to keep one's head, hands, and other members or articles inside the bus.
9. Profanity.
10. Discourteous or rude behavior.
11. Throwing objects in or out of the bus.

When a principal receives a violation form from the bus driver, the parents will be notified and the following disciplinary action can be taken:

- First offense: 1 day suspension from the school bus.
- Second offense: 5 days suspension from the school bus.
- Third offense: 10 days suspension from the school bus
- **OR** Corporal Punishment administered **OR** In-School Detention **OR** Break Detention

Section II

1. Fighting.
2. Smoking.
3. Striking Match/Lighter.
4. Damaging Property.
5. Violent Acts.

When a principal receives a violation form from the bus driver, the parents will be notified and the following disciplinary action can be taken:

- First offense: 3 days suspension from the school bus.
- Second offense: No less than 10 days suspension from the school bus, but up to the remainder of the school year at the discretion of bus driver and administration.
- Third offense: Suspended from the bus for the remainder of the year.

Permission to Ride a Different Bus:

Any student who wishes to ride a different bus than they normally do is required to bring a note signed by their parents or guardians. Also, the note must be verified by a phone call to the office by the parent during the school day. The student will then present the note to the bus driver.

Musical instruments transported on school buses must be stored properly to provide maximum security and mobility for all students. Objects must be secured with the aisles and emergency exits open and free of blockage. Instruments may be placed in the student's lap, under the seat, in a vacant seat, or in the floor between the student's legs (student's face must be visible). Excessively large instruments, such as, but not limited to tubas, may only be transported if there are vacant seats or storage to accommodate them.

Services

Guidance Services

The guidance program is operated under the direction of one full time counselor. She confers with parents and students concerning scheduling, vocation, and educational plans, academic achievement, interprets data from tests, and assists the student with personal and individual counseling. Guidance is an essential part of the educational program that is available to students, parents, and teachers on a continuing basis. Students are encouraged to see their counselor at any time a need arises.

Student Records

Booneville Middle School collects, maintains, and disseminates student records in compliance with Mississippi Codes 37-3-49, 37-15-3, and the family educational rights and privacy act of 1974. Parents may set up an appointment with the counselor if they desire to see their son or daughter's record.

School Lunch and Breakfast

The Booneville School District subscribes to Public Law 94-105, requiring students to be offered five food items for a lunch plate. Students must choose a minimum of three of the five items for the lunch to be eligible for reimbursement. For a breakfast plate to be reimbursable, a student shall choose three of the four food items offered. School breakfast and lunch may be paid in advance on Monday only. Breakfast and lunches may be paid daily if preferred. Breakfast- \$1.00 paid and \$.30 reduced. Lunches \$2.75 paid- \$.40 reduced. Meals may not be charged. Applications for free and reduced

meals will be sent home on the first day of school with the students. These forms are to be completed and signed by the parent. Any child who does not have an application on file from the previous year will have to pay until they have one on file. Students may bring their lunch from home and purchase milk products from the cafeteria. No food deliveries from outside commercial establishments are allowed.

Cafeteria Charge Policy

We understand the importance of every child being able to have proper nutrition in order to maintain a healthy lifestyle. Our district also has a fiduciary duty to use our resources in an effective, efficient manner. Because of this responsibility, the following policy will be in effect for the 2018-2019 school year.

IN ORDER FOR A STUDENT TO BE ELIGIBLE FOR EXPEMPTIONS AND FIELD TRIPS, A FREE AND REDUCED LUNCH FORM MUST BE SUBMITTED.

IF A PARENT OWES BETWEEN \$25-\$99, HE OR SHE WILL LOSE ACTIVE PARENT ACCESS.

IF A PARENT OWES \$100 OR MORE, A COLLECTION AGENCY WILL BE SECURED.

THE SCHOOL BOARD RESERVES THE RIGHT TO RE-VISIT THIS POLICY AS NEEDED.

Student Backpacks

All student's backpack must be clear or see through mesh. The contents of the backpack must be visible through the backpack. A student can have a non-transparent case within the clear backpack. The policy does NOT apply to gym bags or purses.

School Board Policies

Student Conduct

Expulsion, Suspension or Alternative Placement of Pupils

Automatic Expulsion: As provided by 37-11-8, Mississippi Code of 1972 as amended, possession of a weapon or controlled substance shall result in automatic expulsion.

Possession of controlled substances and possessions of guns, and weapons school property or at school activities.

Any student in any school in the Booneville School District who possesses on any school property any controlled substances in violation of the Uniform Controlled Substances Law, a knife, a handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on school property shall be subject to automatic expulsion for a period of one calendar year by the superintendent or principal of the school in which the student is enrolled; provided however, that the superintendent shall be authorized to modify the period of time for such expulsion on a case by case basis, subject to approval by the Board of Trustees, such expulsion shall take effect immediately subject to constitutional rights of due process, which shall include the student's right to appeal such expulsion to the School Board of Trustees.

School property shall mean school buildings, buses, school campus, grounds and recreational areas, athletic fields and any other property owned or used by the Booneville School District for the administration of public activities or during a school related or sponsored activity whether or not said activity is on or off of school property. Knife, handgun, other firearms or any other instrument considered to be dangerous and capable of causing bodily harm shall include the following: any gun, shot gun, rifle, pistol, or other firearm of any kind or any dynamite, cartridge, bomb, grenade, mine or powerful explosive, any BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, sling shot, leaded cane, switch blade knife, black jack, metallic knuckles, razors and razor blades (except solely for personal shaving) and any other sharp point instrument, except instructional supplies.

Suspension or Expulsion for Other Misconduct

The superintendent and the principal shall have the power to suspend any pupil for good cause, including misconduct at school or on school property as defined by 37-11-29, Mississippi Code of 1972 as amended, on the road to and from school, or any school related activity or event, or conduct occurring on property other than school property or other than at a school related activity or event when such conduct by a pupil in the determination of the superintendent or principal, renders that pupil's

presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teachers of such class as a whole, or for any reason for which such pupil might be suspended, dismissed or expelled by the school board. However, such act of the superintendent or principal shall be subject to review by and the approval or disapproval of the school board. If the parent, guardian or other person having custody of any child shall feel aggrieved by the suspension or dismissal of that child, then such parent, guardian or other person shall have the right to a due process hearing. The parent or guardian of the child shall be advised of this right to a hearing and shall be provided the proper form for requesting such a hearing.

Misconduct on school property as defined in 37-11-29 of the Mississippi Code of 1972 as amended as follows:

1. Possession or use of a deadly weapon as defined in Mississippi Code 97-31-1
2. Possession, sale or use of any controlled substance
3. Aggravated assault as defined in Mississippi Code of 1972 as amended 97-3-7
4. Simple assault upon any school employee, as defined in Mississippi Code of 1972 as amended 93-3-7
5. Rape, as defined under Mississippi law;
6. Sexual battery, as defined under Mississippi law;
7. Murder, as defined under Mississippi law
8. Kidnapping, as defined under Mississippi law;
9. Touching, fondling, handling, etc. a child for lustful purposes as defined in 97-5-23 of Mississippi Code of 1972 as Amended
10. If any pupil shall willfully destroy, cut, deface, or damage any school building, equipment or other school property, such pupil shall be liable for suspension or expulsion and such pupil's parents or guardians or person who has custody shall be liable for all damages caused by such students.
11. If any pupil shall report to another by any means that a bomb or other explosive device has been, or is to be, placed or secreted in any place, knowing that such report is false, such pupil shall be subject to suspension or expulsion.

In the event that the misconduct listed herein results in charges being brought against the pupil in youth court, justice court, county court or circuit court or any other court for a felony or an offense which would be a felony if committed by an adult the suspension will continue until the charges are dismissed by an adjudication of not guilty or a dismissal by the appropriate officials and in the event of a conviction or adjudication of guilty may result in expulsion of a pupil.

In the case of offenses which amount to a misdemeanor and any other misconduct, including disruptive behavior, the pupil may be suspended or assigned to the alternative school for such period of time as, in the judgment of the principal or superintendent, is appropriate for the misconduct, subject to the right of the pupil to a due process hearing before the school board as herein set out.

Booneville School District Bullying Policy

The Booneville School District 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, in the determination of the school superintendent or principal, 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 Booneville 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 Booneville School District also recognizes the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. The Booneville 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 Booneville School District further recognizes the potential for false reports of bullying or harassing behavior. False allegations or reports of such behavior will not be tolerated by the District. If the Superintendent or Principal determines a student has made, or caused to be made, a false allegation or claim of bullying or harassing behavior, said student shall be subject to discipline by school employees and/or administrators.

Ref: SB 2015; Miss. Code Ann. 5 37-7-301(e)

Extra Curricular Activities

Sportsmanship

Disruptive behavior at athletic events or rude behavior toward visiting teams and officials is frowned on by the MHSAA and could lead to our school being on probation or suspension. Students and fans are reminded that their behavior is being monitored by the MHSAA. Students are also reminded that all handbook rules are in effect during all school activities.

Students going on any activity trips must ride home on the bus unless the student's parent(s) sign the athletic sign-out sheet from the coach/sponsor that the student will be riding home with them.

Any student adjudicated guilty of any felony offense will be placed at the alternative school for the remainder of their time as a student of the Booneville School District.

Booneville School District Policy Regarding Eligibility of Students to Participate in Extracurricular Activities Commission of offenses on or off of school property

Felonies

Any student who is indicted for a felony offense or is charged with an offense in youth court which would be a felony if the student were an adult, will be suspended from participation in athletic or extracurricular activities until the charges are dismissed or the student is adjudged not guilty by the court in which the charges were brought. In the event a student is charged with a felony offense as an adult but has not yet been indicted by a Grand Jury for said offense, the student's eligibility to participate in extracurricular activities will be determined by the principal and superintendent, on a case-by-case basis, after considering the facts underlying the offense and the severity of the offense.

At such time as the student is adjudged not guilty by the court in which the charges were pending or the charges are dismissed or otherwise retired or remanded, the student will be eligible to resume participation in athletic or extracurricular activities. In any case in which a student pleads guilty, nolo contendere or is adjudged guilty by any court of any felony offense or any offense in youth court which would amount to a felony if committed by an adult, or is adjudged to be delinquent by the youth court, the student will be ineligible to participate in any athletic or extracurricular activities at any time in the future while a student in the Booneville School District.

Misdemeanors

Any student who is charged with any misdemeanor offense involving the possession or use of alcoholic beverages, the use or possession of any substance which is in violation of the Mississippi Uniform Controlled Substances Act, any offense

involving physical violence, public disturbance, disorderly conduct, shoplifting, petit larceny, embezzlement or any other charge which involves an act of dishonesty, will be suspended from participation in athletic or extracurricular activities until the charges are dismissed or the student is adjudged not guilty by the court in which the charges were brought. In the event a student is charged with a misdemeanor not listed above, the student's eligibility to participate in extracurricular activities will be determined by the principal and superintendent, on a case-by-case basis, after considering the facts underlying the offense and the severity of the offense.

At such time as the student is adjudged not guilty by the court in which the charges were pending or the charges are dismissed or otherwise retired or remanded, the student will be eligible to resume participation in athletic or extracurricular activities. In cases in which a student pleads guilty, nolo contendere or is adjudged guilty by any court of any misdemeanor offense, except traffic offenses, the student will be ineligible to participate in such athletic or extracurricular activities for such time as the principal and superintendent, in their sound discretion, deem appropriate after considering the facts underlying the offense and severity of the offense.

MHSAA Rule

New state guidelines are pending. Eligibility will be on a semester basis.

Club Participation

To be eligible to participate in any club activities and trips, all students must be in good academic standing according to MHSAA and the Booneville School District Academic Requirements for Extra-Curricular Participation previously mentioned.

BMS/BHS Cheerleading and Pom/Dance

Try-outs

Before cheerleading or pom/dance tryouts each candidate receives a copy of the respective constitution. Both the candidate and the parent/guardian of the candidate have signed a statement confirming that they have read the entire constitution and agree to abide by the rules, regulations, and requirements set forth in the document.

Asbestos Notification Policy

Based on certified inspection it has been determined a small amount of asbestos is in the floor tile at Anderson Elementary and Booneville Middle School. This asbestos is non-friable (stable, non-airborne) and does not pose a health risk. A detailed management plan has been approved by the Mississippi Department of Education. A copy of the plan may be reviewed in the principal's offices or the central office.

Prescription Drugs and Medicines

All prescription drugs and over the counter medicine brought to school must be surrendered to the principal's office upon arrival to school. Students that fail to surrender 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. State law states that any student who has asthma can keep his/her inhaler on his person but must have a doctor's explanation of his/her disease filed in the office.

Policy of the Booneville School District for Self-Administration of Medications by a Student of the Booneville School District

Section I

1. The Booneville School District will permit self-administration of medications by a student if the student's parent or guardian:
 - A. Provides written authorization for self-administration to the school and;
 - B. Provides a written statement from the student's physician or health care practitioner that the student has asthma and has been instructed in self-administration of asthma medications. The statement shall also contain the following information:
 1. The name and purpose of the medication.
 2. The prescribed dosage;
 3. The time(s) the medications are to be administered and under what additional circumstances the medications are to be administered; and the length of time for which the medications are prescribed.
2. The statements required in subsection (1) of this section shall be kept on file in the office of the school principal.
3. The school district shall incur no liability as a result of any injuries sustained by the students from the self administration of asthma medications and the parent or guardian, requesting the self-administration of such medication, shall be notified and shall sign a statement acknowledging that the school district shall incur no liability and that the parent or guardian shall indemnify and hold harmless the school and its employees against any claim relating to the self-administration of asthma medications.

4. The permission for self-administration of medications shall be effective for the school year in which it is granted and shall be renewed each following year upon fulfilling any requirements of subsection 1 through 3 of this section.
5. Upon the fulfilling of the requirements of this section, a student with asthma may possess and use asthma medications when at school, at a school sponsored activity, under the supervision of school personnel or before and after normal school activities while on school properties including school sponsored after school programs.

Title IX

Title IX of the education amendments of 1972 prohibits gender discrimination in educational programs and activities that receive federal funds. To facilitate compliance within the Booneville School District Mrs. Lisa Kilgore has been designated to monitor allegations of gender discrimination under Title IX. Any Title IX complaints should be forwarded to Mrs. Kilgore at the Booneville School District Central Office at 662-728-2171.

504 Plans

The Booneville School District does not discriminate on the basis of sex, race, religion, age, handicap, national origin or veteran status. The Booneville School District's Section 504 Coordinator can be reached at the following:

Lisa Kilgore
201 N. First Street
PO Box 358
Booneville, MS 38829
662-728-2171

Gifted Education Program

The Gifted Education Programs are designed to meet the individual needs of gifted students and are in addition to and different from the regular program of instruction. “Intellectually gifted students” (grades 2 – 6) are those who are found to have an exceptionally high degree of intelligence as documented through the identification process. “Artistically gifted students” (grades 9 – 12) are those students who are found to have an exceptionally high degree of creativity and an exceptionally high degree of ability in the visual arts as documented through the identification process. The referral process timeline is May 1 through September 1 of each year.

A parent, teacher, counselor, administrator, peer, self, or anyone else having a reason to believe that the student might be intellectually gifted or artistically gifted can refer a student. Once the referral form has been initiated, signed and dated, the identification process will proceed.

Date	Event	
Aug. 1-5, 2019	Staff Development	Teachers/Assistants
Aug. 6, 2019	Students First Day	
Sept. 2, 2019	Labor Day	No School
Oct. 11, 2019	Fall Holiday	No School
Oct. 14 2019	Fall Holiday	No School
Nov. 25-29, 2019	Thanksgiving Holidays	No School
Dec. 19, 2019	End of 1st Semester for students (60 % Day)	
Dec. 20, 2019	Professional Development	
Dec. 20-Jan 3	Christmas Break	(Students)
Dec. 23-Jan 3	Christmas Break	(Employees)
Jan. 6, 2020	Staff Development	Teachers/Assistants
Jan. 7, 2020	Students Resume School	
Jan. 20, 2020	Martin Luther King, Jr. Day	No School
Feb. 17, 2020	President's Day	No School
Mar. 9-13, 2020	Spring Break	No School
April 10, 2020	Good Friday	No School
April 13, 2020	Easter Monday	No School
May 21, 2020	Graduation	
May 22, 2020	Student Last Day (60% Day)	
May 25, 2020	Memorial Day	
May 26-27, 2020	Staff Development	Teachers

Progress Report/Report Card Schedule

First Semester

August 22	Progress Report
September 12	Progress Report
October 17	Report Cards Sent Home
November 7	Progress Report
December 5	Progress Report
January 9	Report Cards Sent Home

Second Semester

January 23	Progress Report
February 13	Progress Report
March 19	Reports Cards Sent Home
April 3	Progress Report
April 24	Progress Report
May 26	Report Cards Sent Home

9-WEEK EXAM SCHEDULE

October 10th and 11th, 2019— First 9 weeks exams

December 18, 2019*— 6th, 7th & 8th period
 December 19, 2019*— 3rd, 4th, 1st & 2nd period

March 5 and 6, 2020— Third 9 weeks exams

May 23, 2020*— 6th, 7th, & 8th period
 May 24, 2020*— 3rd, 4th, 1st, & 2nd period

***Semester exams must be taken on the date assigned or later. Permission cannot be given to take the exams earlier than assigned.**

Booneville Middle School Absence Slip

Date: _____

Student Name: _____

Date(s) Missed: _____

Reason for the Absence:

Parent Signature: _____

Office Use Only: Excuse Code _____

Date Received: _____

Booneville Middle School Absence Slip

Date: _____

Student Name: _____

Date(s) Missed: _____

Reason for the Absence:

Parent Signature: _____

Office Use Only: Excuse Code _____

Date Received: _____

Booneville Middle School Absence Slip

Date: _____

Student Name: _____

Date(s) Missed: _____

Reason for the Absence:

Parent Signature: _____

Office Use Only: Excuse Code _____

Date Received: _____

Booneville Middle School Absence Slip

Date: _____

Student Name: _____

Date(s) Missed: _____

Reason for the Absence:

Parent Signature: _____

Office Use Only: Excuse Code _____

Date Received: _____

Booneville Middle School Absence Slip

Date: _____

Student Name: _____

Date(s) Missed: _____

Reason for the Absence:

Parent Signature: _____

Office Use Only: Excuse Code _____

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Student Name: _____

Date(s) Missed: _____

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Student Name: _____

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Student Name: _____

Date(s) Missed: _____

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Student Name: _____

Date(s) Missed: _____

Reason for the Absence:

Parent Signature: _____

Office Use Only: Excuse Code _____

Date Received: _____

Booneville Middle School Absence Slip

Date: _____

Student Name: _____

Date(s) Missed: _____

Reason for the Absence:

Parent Signature: _____

Office Use Only: Excuse Code _____

Date Received: _____

**Student Handbook Agreement
2019-2020 School Year**

I have received a Booneville Middle School Handbook for the 2018-2019 school year. As a parent of a BMS student, I will read this handbook with my child and together we will follow its' rules and regulations.

Student's Name: _____

Parents Signature: _____