

## **MISSION STATEMENT**

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

## **NOTICE OF NON-DISCRIMINATION**

The Clinton Public School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in the provision of educational programs, activities, and services, or employment opportunities and benefits.

The following office has been designated to handle inquiries and complaints regarding the non-discrimination policies of the above mentioned entities: Dr. Tommye C. Henderson, Superintendent, P.O. Box 300, Clinton, Mississippi 39060, telephone, 601-924-7533.

## **ACCREDITATION**

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

**ABBIT**  
**(A's and B's Because I Try)**

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

**ABSENCES**

Call the office by 10:00 a.m. on or before the day your child is absent from school to give the reason for the child's absence. It is not necessary to call every day if the child is absent for the same reason for more than one (1) day. If a child is absent for more than five (5) consecutive school days or a total of six (6) cumulative school days per semester, written verification from your physician regarding the reasons for absences is required.

**Excused Absences**

An absence is excused if the parent calls the office or writes a note stating the reason for the absence and the absence is for one of the following:

1. Personal illness
2. Dental and medical appointments
3. Observance of religious holidays for the pupil's faith
4. Special circumstances such as a court summons
5. Funerals

**Unexcused Absences**

Absences without an accompanying phone call or note from the parent or a doctor's statement are unexcused. When a child accumulates five (5) unexcused absences for any one (1) school year, the school will report the absences to the Attendance Officer. *Family vacations/trips are unexcused absences.* A suspension from school is an unexcused absence. Any test missed during an unexcused absence must be made up on the day the student returns. Credit for classwork/homework will not be given

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

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

## **Make-up Work**

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

If a student has an absence in excess of three days, the parent may contact the office on the third day and request assignments. Books and assignments may be picked up between 3:00-3:30 p.m.

## **ACCELERATED READING PROGRAM**

Our students are expected to become strong readers. One of the ways that we encourage this is through our AR program. Students read in their reading level and receive points for the books that they read. Special incentives are given throughout the year for participation. You may find a partial list of AR books on our website [www.clintonpublicschools.com](http://www.clintonpublicschools.com). At the end of the year, the student receiving the most points in their class will be recognized at their music program the last week before school ends. Those receiving over 200 points by April 15 will go on a special field trip.

## **ACCENT**

The Clinton Public School District provides the ACCENT program in grades 2 through 8 for students who are identified as intellectually gifted. The program is designed to meet the academic needs of children who are mentally functioning in the top five percent nationally or designated on an individualized intelligence test. To be considered for the program, a student must obtain scores at or above the 90<sup>th</sup> percentile on a group intelligence test in reading comprehension or math application.

## **ACCEPTABLE USE POLICY**

The Board of Trustees of the Clinton Public School District believes that the availability of computers and computer technology will enhance the learning opportunities of our students and the teaching capabilities of our teachers. The Board also believes that students and faculty members should be provided with as much freedom as possible to explore the world of technology and to benefit from the educational opportunities it provides.

It is the policy of this Board that equal access to educational opportunities is provided to all students and faculty. However, the privilege of using the district's computers may be

revoked if any user is found to be in violation of the district's policies and regulations concerning proper computer use. The Board recognizes that new technology also provides opportunities for some to violate the rights and privileges of others.

Technology shall include but is not limited to information technology, telecommunications technology and implemental technology. Information technology shall include but not be limited to computers, computer hardware, scanners, multimedia material, facsimile, e-mail, computer software, CD ROM material or other magnetic media, computer simulations, video/audio, the World Wide Web (WWW) or Internet, Listservs, Chatservs, multi-user domains and other technology used in distance learning or distance education. Telecommunications technology shall include but is not limited to local area networks and wide area networks. Implemental technology shall include but is not limited to, implementation of equipment and instruments or devices that promote the technology education process and are employed in the science of study of the practical, industrial, mechanical arts or applied sciences.

Therefore, the Board has directed the superintendent to develop rules, regulations and procedures governing the use of computers and computer technology in this district. Such rules and regulations are incorporated into and are part of this policy. References to the policy shall include any rules and regulations attached to it or incorporated within it.

### **CHILDREN'S INTERNET PROTECTION ACT (CIPA) and CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)**

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

#### Children's Internet Protection Act (CIPA)

CIPA requires that schools and libraries that receive specific Federal Funds must certify to the funding agency that they have an Internet Safety Policy in place. Such a policy should use technology that blocks access to obscenity, child pornography, or material harmful to minors. It may also include monitoring of children as they are online. Congress wants the Internet Safety Policy to address hacking, chat rooms, e-mail safety, disclosure of personal information concerning children, and unlawful activities of children online. CIPA becomes effective on approximately April 21, 2001.

The Children's Online Privacy Protection Act (COPPA) COPPA was signed into law on October 21, 1998, and is effective as of April 21, 2000. The purpose of COPPA is to regulate the online collection and use of personal information provided by and concerning children under the age of thirteen. On October 21, 1999, the Federal Trade Commission, pursuant to the requirements of COPPA, published final rules in the Federal Register implementing COPPA. The rules set forth the specific manner in which entities are expected to comply with, and how the FTC will enforce, COPPA.

## **Internet Filtering**

The school district subscribes to the Mississippi Department of Education's Office of Management Information Systems Content Filtering System.

The school district pays an annual fee for each computer connected to the Internet. MDE and its contracted vendor control the filtering process but allow authorized district's personnel to have over ride authority.

## **Student and Staff Use**

### **(Regulation)**

In accordance with the policy of the Clinton Public School District this regulation governs the use of computers and computer technology in this school district.

Personal computers, computer peripherals and network components not owned by the school district shall not be used in this school district.

School district computers and computer peripherals will be used only by supervised students and faculty members. School district patrons may be permitted to use equipment only under certain circumstances as determined by the board of trustees. Permission to use school technology may be granted as a privilege or may be revoked for violation of this policy, failure to follow the verbal written instructions of school faculty or the school district's network administrator.

All persons who use school district computers (users) will read and indicate understanding of any rules and procedures posted on classroom bulletin boards, computer bulletin boards, or computer operating procedures in either hardcopy (typed or written), softcopy (recorded electronically within the computer or a computer accessory) or specific class instructions.

Teachers or instructors of any class in which computers are used will establish written procedures for the use of computers and computer technology within the framework of that particular class and will insure that all members of the class read, understand, and follow those procedures.

Students and faculty using a school computer for the purpose of telecommunications with any other computer within the district or outside the district, private or commercial computer bulletin board, or any computer network such as Internet web sites, will read and indicate an understanding of the rules and procedures governing such telecommunications and will adhere thereto.

Users will not upload or download any copyrighted material. It is the user's responsibility to determine if material is copyrighted. Users will not copy school district computer software for any reason. Backup copies of computer software will be made only by the district technology office and will be maintained by the superintendent or the superintendent's designee.

Computer software will be installed or removed from school district computers only by, or at the direction of, the technology office. No commercial or shareware software will be installed in or used on a district computer except in accordance with a user site license granted by the software developer. Students are prohibited from installing software of any kind, loading and/or reading personal data from a school district computer or computer system except as part of a class project or as directed by an authorized faculty member.

In addition to reading and adhering to any on-line rules and procedures, users will not use profanity or abusive language toward, (or otherwise harass), any other user or system operator of any bulletin board, newsgroup, website, or telecommunications entity.

Telecommunications users will not log into any area which obviously contains pornographic material in any form. Users will not download any form of pornographic material. Students must obtain and sign an Internet Access Conduct Agreement and have the form signed by the parent(s), legal guardian(s) or other legal custodian and their teacher before using any district computer which has telecommunication capabilities. It is the responsibility of the classroom teacher, instructor, or the appropriate faculty member to insure that such a form is on file before a student is permitted to use computer telecommunications equipment.

You must post a valid return address for all email. You can not send an electronic message if the return address has been altered in order to disguise the point of origin or if the message contains false, malicious, or misleading information which purposely or negligently injures a person.

The superintendent or designee shall have access to all material loaded or stored on the district's computers. Accordingly, no user of the district's computers shall be deemed to have a privacy right in any programs, files or data, including content of email loaded or stored on district computers.

**Sanctions:**

Violations of this policy by school patrons will result in the loss of user privileges.

Violation of this policy by students will result in disciplinary proceedings which may include suspension and loss of user privileges. Additional disciplinary action may be taken as appropriate according to general school or district rules of behavior.

Violations of this policy by a classified or certified employee will result in disciplinary proceedings which may include the termination of employment.

Violations such as blatant e-mail or network abuse, pornography and hacking attempts will result in immediate termination of network access and Internet use. Law enforcement agencies may be notified in some violations.

The complete Acceptable Use Policy can be found on the Clinton Public School District's Website: *clintonpublicschools.com*.

## **APPEARANCE OF BUILDING AND CAMPUS**

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

## **ASBESTOS NOTICE**

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

For additional information, call Dr. Tommye Henderson, Superintendent of Schools, at 601-924-7533.

## **ATTENDANCE**

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

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

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

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

### **AUTHORITY IN THE CLASSROOM**

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

### **BUS TRANSPORTATION**

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

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

Failure of a student to behave properly will result in a Bus Discipline Report issued by the driver. Consequences of Bus Discipline Reports are as follows:

- 1<sup>st</sup> Bus Report – conference with Principal or Assistant Principal and copy of report sent home

- 2<sup>nd</sup> Bus Report – 5-day suspension from the bus
- 3<sup>rd</sup> Bus Report – 10-day suspension from the bus
- 4<sup>th</sup> Bus Report – 15-day suspension from the bus
- 5<sup>th</sup> Bus Report – suspension from the bus for the remainder of the school year

NOTE: Fighting or throwing objects are counted as a Bus Report with suspension as the consequence.

## **ANY STUDENT SUSPENDED FROM RIDING THE BUS MUST BE PICKED UP FROM SCHOOL BY 3:05 P.M.**

### **Bus Safety**

Pupil Directions for Loading and Unloading:

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

Pupil Directions While on the Bus:

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

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

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

Remember the following:

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

### **CAFETERIA**

Meals are served every day in the cafeteria. The costs are:

	<u>Lunch</u>	<u>Breakfast</u>
Students	\$1.75	\$ 1.00
Reduced	.40	.30
Adults	2.50	1.25
Extra milk	.40	.40

Cafeteria guidelines are as follows:

1. There are NO charges by students or adults.
2. Buy lunches by the week; pay on Monday. The cafeteria will accept payment in advance for lunch for a period not to exceed one month. Cash refunds will be made only when a student withdraws from school.
3. Parents should separate lunch money from other school expenses.
4. Parents should complete the lunch envelope and put the correct amount of money in the envelope.
5. Checks are accepted for the price of the meal, only.
6. Adults may purchase a full meal or portion of a meal.
7. Students may buy chips or ice cream unless a parent signs a form restricting them from doing so.

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

- A. Any student who starts a disturbance or who willingly participates in one will be suspended from school immediately and may re-enter only after satisfactory assurance has been given to the principal by the student and /or his or her parents that there will not be a recurrence of this type of behavior. The principal is authorized to require any student who has been involved in a fight or any other type of disturbance to leave school for the remainder of the day when such action is deemed necessary to protect the safety of the student or the other students.

- B. All persons other than school employees and pupils enrolled at that specific school must first report to the office to secure admission to the campus; otherwise, they will be considered trespassers and, as such, subjected to arrest and prosecution.
- C. Any student who has in his/her possession an object that would be classified as a weapon while he/she is on school grounds or is going to or from school will be suspended immediately by the principal.
- D. Teaching situations, which are conducive to learning, must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be sent to the principal's office. A counselor and/or an administrator will review the case and try to resolve the problem. A student who is repeatedly sent from class will be suspended from school.

### **CHANGE OF RESIDENCY**

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

### **CHANGE OF TELEPHONE NUMBER**

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

### **CLASSROOM SUPPLIES/FEES**

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

Rolling backpacks and personal pencil sharpeners are not allowed at Northside Elementary School.

### **COMPLAINTS AND GRIEVANCES**

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

## **CONDUCT AND DISCIPLINE**

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

warranted, of any student for disorderly conduct or misconduct, including, but not limited to the following:

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

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

See Drugs/Alcohol Possession/Use by Students.

### **CONFERENCES**

A Parent Conference Day is scheduled after nine (9) weeks of school. Parents may also schedule conferences with teachers after school on Tuesdays, Wednesdays, or Thursdays. An appointment is necessary and helpful in having your child's work and records on hand for discussion. If you wish to make an appointment, call the school office. Telephone calls to teachers' homes are discouraged except for emergencies. The principal, assistant principal, teacher and counselor are available for conferences by appointment.

### **COPYING OF DOCUMENTS**

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

### **CUSTODIAL PARENT**

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

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

### **DAILY SCHEDULE**

The school day begins at 7:45 a.m. with the pledges to the United States and Mississippi flags, singing the National Anthem, the Thought for the Day and announcements. Classes begin promptly at 7:45 a.m. with dismissal at 2:30 p.m.

## **Early Arrival**

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

## **Tardy**

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

## **Dismissals**

The Clinton Public School District does not accept responsibility for the safety of non-bus riding students left on campus after 3:05 p.m. Parents/guardians should send a note to the student's homeroom teacher when requesting an early dismissal. The note will be sent by the teacher to the office. The student will remain in the classroom until you or your designee comes to the office to sign him or her out. Only individuals listed on the registration form are allowed to sign out a student. The custodial parent must have a court order on file in the office if the non-custodial parent is not to pick up the child.

Instruction begins at 7:45 and ends at 2:30. Early dismissal is discouraged and should be requested only in an emergency. *Parents are discouraged from requesting dismissal of students after 2:00.* Prior approval after this time must be approved by administration. Students will be dismissed from the office. Parent must come to the office and sign out student before he/she leaves campus. Five or more dismissals will not constitute perfect attendance.

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

## **DIRECTORY INFORMATION**

Schools may disclose “directory information” on present and former students. Directory information shall include the student’s name, date and place of birth, major field of study, pictures, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, credits and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Any parent or eligible student who wishes to have any or all of the directory information concerning his or her child withheld must inform the school in writing within ten school days from the date that the student receives this notice.

## **DRESS CODE**

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

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

1. Hair shall be groomed so as not to extend below the eyebrows and cover or obscure the eyes or any parts thereof.
2. Hair shall not be groomed in class.
3. Hair shall be free from obnoxious odors, maintained clean in quality, and be neat in appearance.
4. Picks and combs shall not be worn in the hair.
5. Shoes or sandals shall be worn.
6. Cleanliness of both dress and body is mandatory.
7. Belts, if worn, shall be buckled/fastened.
8. Fasteners designed for use with an article of clothing will be used appropriately at all times.
9. Clothing with vulgar, indecent, or suggestive writing or symbols shall not be worn.
10. Clothing advertising tobacco, alcohol, and drugs shall not be worn.
11. Unless prescribed, sunglasses shall not be worn in the building.
12. No clothing considered and designed as underclothing shall be worn as an outside garment.
13. Hemmed, loose-fitting walking or Bermuda shorts may be worn.
14. Jeans, shorts, and other garments with holes which expose the skin or any undergarment shall not be worn.
15. No hats, caps, toboggans shall be worn inside the buildings.
16. Appropriate underclothing shall be worn.
17. No see-through clothing shall be worn unless worn with appropriate underclothing.
18. No clothing tops shall be so low as to expose any part of the breast, or shall be excessively low in the back.
19. Any style of clothing determined to be immodest in dress is prohibited.

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

### **ELECTRONIC DEVICES**

Students should not bring radios, cd players, pagers, cell phones, electronic games, laser pointers, or other items that distract other students. The item will be taken up and the parent must come to the office to claim it. School personnel will not be held liable for such items. Any continuous infractions may result in suspension.

### **EMERGENCY PROCEDURES**

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

### **ENGLISH LANGUAGE LEARNERS**

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

## **ENTRANCE REQUIREMENTS**

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

1. Certificate of Compliance with Immunizations
2. Certified copy of the child's birth certificate (long form)
3. Declaration of Residency form or update
4. Completed registration form
5. Social Security card

## **EXCEPTIONAL EDUCATION SERVICES**

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

## **FIELD TRIPS**

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

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

## **FIGHTING**

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

## **FORGERY**

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

## **GOOD CITIZEN RECOGNITION**

For five six weeks, a boy and a girl from each classroom are recognized as the Good Citizen of the six weeks. The students must have exhibited the traits of good citizenship on the school bus and at school. The Good Citizens will be recognized over the intercom and will be presented with a Good Citizen pin. The Good Citizen Boy and Girl of the Year for each classroom will be selected from the previously selected boys and girls of the month. They will be recognized at their class's end of the year music program. Invitations to this special recognition will be sent to the parents of the honorees.

## **GRADING**

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

Students are graded according to performance in achieving clearly specified course objectives in the subjects of Language Arts, Reading and Math. Grades are derived from an average of scores on daily classwork, homework, and tests.

A	95-100
B	85-94
C	75-84
D	70-74
U	Below 69

For the subjects of music, physical education, writing, and behavior, the letters S, IN, N, and U are used.

S	Satisfactory
IN	Improvement Needed
N	No Grade
U	Unsatisfactory

NOTE: 3<sup>rd</sup> grade students do receive grades in Science and Social Studies; 2<sup>nd</sup> grade students do not.

## **GUIDANCE SERVICES**

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

## **HOMEBOUND INSTRUCTION**

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

## **HOMEWORK**

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

## **LIBRARY BOOK CHECKOUT**

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

## **LOST AND FOUND**

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

## MEDICAL INFORMATION

### Form 121

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

### Illness of Students

Children should miss as little classroom time as possible, but for their health and the health of everyone else, they should not attend school while they are ill with any of the following: a sore throat, earache, a severe runny nose, persistent cough, headache, chills, fever, nausea, vomiting, diarrhea, skin rash, and/or skin lesions. Students are not to return to school for 24 hours after being sent home sick.

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

### First Aid

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

### School Insurance

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

### Medication Policy

Elementary schools in the Clinton Public School District recognize that some children are able to attend school regularly because of the effective use of medication in the treatment of chronic disabilities or illnesses. When possible, parents should give medication at home. When a student's physician requires that the student take prescription or nonprescription medication during school hours, the school will cooperate with the physician and parent in the administration of the medication.

The following regulations and procedures follow guidelines recommended by the American Academy of Pediatrics.

1. Authorization required to administer prescription and nonprescription medication:

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

2. Delivery of medication to and from school:

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

3. Receipt and storage of medicine:

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

4. Procedures for the administration of prescribed or nonprescribed medication:

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

## **Communicable Disease**

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

## **Head Lice**

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

### Legislative session 1997, House bill 154:

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

## **Physical Education**

Physical education is a required subject. All students are expected to participate unless the principal has a statement from the family doctor saying the student is physically unable and specifying, if possible, the length of nonparticipation. Students are expected to dress appropriately for participation.

## **Drugs/Alcohol Possession/Use by Students**

Students are prohibited from carrying, possessing in any manner or attempting to possess, using or selling morphine, marijuana, cocaine, opium, heroin, their derivatives or

compounds, drugs commonly called LSD, “pep” pills, tranquilizers, or any other controlled substance by law, drug paraphernalia, alcohol, or any other narcotic drug, barbiturate, substance ingredient or compound which, when taken orally, intravenously, inhaled, or consumed in any other manner which may cause the person to be under the influence thereof. This will include any substance which if falsely represented to be a controlled or counterfeit substance.

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

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

The provisions of this policy (School Board Policy JCDAC) shall apply to all students during the period of time that they are under and/or subject to the jurisdiction of the Clinton Public School District, while participating in or going to or from any school-related activity, at any place where an inter-scholastic athletic contest is taking place, during the course of any field trip, during the course of any trip sponsored by the Board, while under the supervision and direction of any teacher, principal or other authority of this school district, when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others.

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

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

## **MONEY AND OTHER VALUABLES**

Students should bring to school the exact amount of money needed to pay for lunch, extra milk, ice cream, juice, and school supplies. Parents are requested to put any money sent to school in an envelope with your child’s name, teacher’s name, amount of money and purpose for the money written on the envelope.

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

## **NO CHILD LEFT BEHIND**

On January 8, 2002, President Bush signed into law **The No Child Left Behind Act of 2001 (NCLB)**. One of the requirements of this law is that schools share information with parents and the public regarding school improvement, teacher qualifications, and student performance on state tests.

The Report Card is a tool for understanding the effectiveness of classroom instruction and how students are performing on state tests. We are very happy to report that our students performed well and that we are not identified for school improvement. You may access the Report Card on our website: *www.clintonpublicschools.com*.

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

We are also pleased to notify you that our teachers are all highly qualified. They are all licensed by the Mississippi Department of Education for the grade and subject they teach.

We hope you will use the information in this Report Card to support our commitment to academic excellence and work with us to help each student reach the highest level of achievement. Together we can accomplish this goal.

## **PARENT TEACHER ASSOCIATION**

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

## **PARTIES**

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

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

## **PROMOTION/RETENTION POLICY**

Students will achieve a minimum grade of 70 (D) in each of the core subjects for promotion to the next grade. Parental consent is not required for retention. Summer school is not provided for promotion purposes.

## **REPORT CARDS**

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

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

## **RESIDENCY REQUIREMENTS**

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

1. Filed Homestead Exemption Application form (most recent copy)
2. Mortgage documents or property deed
3. Apartment or home lease (student's name must appear on lease)
4. Utility bills (light, gas or water)
5. Drivers' license
6. Automobile registration
7. School ad valorem tax receipt for residence
8. Affidavit - Parents/guardians who verify residency using an affidavit will be required to verify residency *every* school year.
9. Final guardianship papers for a student living with a legal guardian who is a bona fide resident of the school district.

If you have moved between school years, residency requirements must be resubmitted.

## SCHOOL AND CLASSROOM MANAGEMENT PLANS

### Second grade

This plan will be used by the second grade only. Rules to follow:

- I can and will be nice to others and their things.
- I can and will be a good citizen by keeping my hands and feet to myself.
- I can and will be a good worker by following directions.
- I can and will be a good learner by sitting in my chair and trying my best.
- I can and will be a good listener when my teacher and classmates are talking.

- Consequences:
- Step 1 – verbal warning
  - Step 2 – 2<sup>nd</sup> warning
  - Step 3 – loss of ½ privilege
  - Step 4 – written assignment/note home
  - Step 5 – loss of privilege/phone call from teacher
  - Step 6 – Time Out
  - Step 7 - Office

Behavior is documented on student's BEHAVIOR CALENDAR to be initialed by a parent each night. Rewards will be given every six weeks for good behavior.

### Third grade

This plan will be used by the third grade only. Classroom rules:

- We will follow all directions the first time they are given.
- We will listen courteously when our teacher and classmates are speaking.
- We will respect our teacher, fellow classmates, and their property.
- We will cooperate with others and be polite at all times.
- We will treat others the way we would like to be treated.

Consequences:

Step 1 – Student receives a verbal warning. Behavior is documented on teacher's Discipline Log and on student's Behavior Calendar to be initialed by a parent each night.

Step 2 – Student receives a second verbal warning and loses a privilege. Behavior is documented on teacher's Discipline Log and on student's Behavior Calendar to be initialed by a parent each night.

Step 3 – Student receives a Note Home to be signed by a parent. Student must complete the note by filling in an explanation of his or her behavior and the

assignment checked. Behavior is documented on teacher's Discipline Log and on student's Behavior Calendar to be initialed by a parent each night.

Step 4 – Behavior is documented on teacher's Discipline Log and on student's Behavior Calendar to be initialed by a parent each night. A phone call will be made to the parent and the student will be sent to another classroom for Time Out. A Behavior Report will go home to be signed by a parent. Students will be referred to the counselor the first time they move to this step.

Step 5 - Behavior is documented on teacher's Discipline Log and on student's Behavior Calendar to be signed by a parent each night. Student is referred to the principal's office. Consequences at this level are at the principal's discretion. (i.e. conference with parent, suspension from school, etc.)

\*Corporal punishment will not be allowed at Northside.

### **SCHOOL PICTURES**

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

### **SUPPORT TEAMS**

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

### **TEXTBOOKS**

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

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

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

## **VISITS TO THE SCHOOL**

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

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

Every moment we have with your child is precious. Our teachers welcome visits with you during their planning time or after school. Conference and classroom observations must be scheduled through the office.

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

## **WALKERS AND CAR RIDERS**

Only students who live within walking distance of the school will be classified as walkers. All other students must either ride on the bus or in a car. No students may be dropped off or picked up on other school property, Kids Towne, or surrounding streets.

Car riders should follow these directions:

- All traffic is to be routed along the west side of Longwood Place.
- NO traffic is to merge from center lane into turn lane! This lane is reserved for buses.
- Drivers are to enter Northside from the east near the playground and exit through the west side. Both of these drives are one-way.
- No left turn across traffic into the school campus.
- No parking, stopping or letting out children on Franklin Street or Tanglewood Drive.

NOTE: Cars should not block driveways or be parked in neighbors' yards at any time.

## **GRADUATION REQUIREMENTS**

All students in grades K-12 for the 2006-2007 school year will be required to pass all four subject tests (US History from 1877, English II Multiple Choice/Writing, Biology, and Algebra I) in order to earn a diploma. They take the tests during the school year they are enrolled in the subject. There may be exceptions. Students take these tests on dates established by the Mississippi Department of Education. Students who do not pass the test the first time they take it will be given additional opportunities to take the test as stipulated by the Mississippi Department of Education.

Students who enroll in the Clinton Public School District at any grade level will be governed by the regulations listed above.

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

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

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

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

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

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

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

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

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

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

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

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