**Eastside Elementary**

**“On Target for Success”**

**2018 - 2019**

**CLINTON PUBLIC SCHOOL DISTRICT**

**“Where Excellence is the Only Option”**

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**EASTSIDE ELEMENTARY**

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**MISSION STATEMENT**

***Clinton Public Schools***

***“Where Excellence is the Only Option”***
The mission of the Clinton Public School District is to produce successful individuals by guaranteeing challenging learning experiences in a unified, caring community committed to excellence.

**NOTICE OF NON-DISCRIMINATION**

The Clinton Public School District complies with all federal and state laws and regulations and does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marriage or veteran status or disability, in employment or in the delivery of educational services. This applies to all educational programs and extracurricular activities. Inquires associated with Title VI, Title IX, and/or accommodations for disabled employees, the public and accessibility of facilities and programs should be directed to Dr. Tim Martin, Superintendent at 601-924-7533. Inquiries regarding the application of Section 504 of the Rehabilitation Act (concerning students with disabilities who are not eligible for Special Education)/ Americans with Disability Act should be directed to Mr. Anthony Goins, Assistant Superintendent at 601-924-7533. These individuals may be contacted at the district main office located at 201 Easthaven Drive. The mailing address is P.O. Box 300, Clinton, MS 39060.

***Academics/ Enrollment***

**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 (see residence requirements)
4. Completed registration form
5. Social Security card

**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.

Students attending for at least 63% of the school day will be considered present for that day. If a student is absent more than 37% of the school day, he/she will be marked as absent for that particular day for the purposes of ADA (Average Daily Attendance).

**ABSENCES**

1. **Each student shall be authorized six ( 6 ) excused absences each semester if the reason complies with the following**:
	1. Personal illness; or
	2. Serious illness in the family; or
	3. Death in the family; or
	4. Special permission of the principal (obtained in **ADVANCE** by the parent).
2. A parent/guardian must call Eastside Elementary office, 601-924-7261, before

10:00 A.M. each day of the student’s absence for verification or send a note, if it is to be counted as one of the six (6) excused absences.

1. All other absences will be unexcused.

**Exceptions**

Absences in excess of six (6) days per semester may be excused upon presentation of a medical statement signed by a licensed physician or at the discretion of the principal after an at-school conference with the parent/guardian; however, this will not automatically result in the excused absence. **All medical excused absences must be turned in to the** **office within two (2) days of the absence.**

**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. A suspension from school is an unexcused absence.

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**

Students who have an excused absence will be allowed to make up all work. The student will have the number of days absent plus one to complete work. Students with an unexcused absence will be allowed to make up any test that are given but will not be allowed to make up any class work.

**Daily Schedule**

The school day begins at 7:45 A.M. with the pledges to the United States flag and announcements. Classes begin promptly at 7:45 A.M. with dismissal beginning at 2:30 P.M.

**Early Arrival**

Students who ride with parents should not arrive at school 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 3:10 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, playground, or field trip.

**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 to the bus stop 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 that immediately puts riders in danger may result in suspension from school. Fighting, hitting 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. A copy of the bus report and the consequences there of are sent home with the student.

Consequences of Bus Discipline Reports are as follows:

* Student conference with an administrator
* Loss of School Privilege
* Suspension from the bus
* Suspension from the school
* 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 handrail 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:

Lunch Breakfast

Students $2.65 $ 1.90

 Reduced .40 .30

 Adults $3.40 $2.10

 Extra milk .50 .50

Payments are accepted at [www.mealpayplus.com](http://www.mealpayplus.com) OR you can pay for the week or month.

Cafeteria guidelines are as follows:

1. **There are NO charges by student or adult.**
2. The cafeteria will accept payments in advance for a period not to exceed one month.
3. Students must arrive at school by 7:30 A.M. in order to eat breakfast in the cafeteria unless they ride a bus.
4. Cash refunds will be made only when a student withdraws from school. A request in writing must be submitted to Food Services.
5. Parents must separate lunch money from other school expenses.
6. Adults may purchase a full meal or portion of meal.
7. Students may buy chips unless a parent signs a form restricting them from a general account and indicates funds are for meals only.

**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. At the end of the year, the student receiving the most points in their class will be recognized at their award program at the end of the year.

**ACCENT**

The Clinton Public School District provides the ACCENT program in grades 2 through 6 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 90th percentile on a group intelligence test in reading comprehension or math application.

**CLASSROOM SUPPLIES/FEES**

Each grade compiles a list of supplies for parents to provide. A technology/activity 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 Eastside Elementary School.

**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.

**CONFERENCES**

Parents may schedule conferences with teachers **after school** on Tuesdays, Wednesdays, or Thursdays, and at other times mutually convenient to both parties. 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 (601-924-7261) or email your child’s teacher or the school secretary (chellums@clintonpublicschools.com). The principal, assistant principal, and counselor are available for conferences by appointment as well.

**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.

**DELAYED START TO SCHOOL- SNOW DAYS**

CPSD has implemented a delayed start of school for the 2016 - 2017 school year on snow days. This schedule will be used **only** when we feel the roads will clear later in the morning. While the start will be delayed, the school day will end at the regular scheduled times. The following delayed starting times will be observed:

Clinton Park Elementary 9:25 A.M.

Northside Elementary 9:25 A.M.

Eastside Elementary 9:25 A.M.

Lovett Elementary 9:50 A.M.

Clinton Jr. High 9:50 A.M.

Sumner Hill 10:00 A.M.

Clinton High School 10:00 A.M.

**DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Clinton Public School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Clinton Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; The annual yearbook; Honor roll or other recognition lists; Graduation programs; and   Sports activity sheets, such as for football, showing weight and height of team members, Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or disclose yearbooks. In addition, two federal laws require local educational agencies (LEA) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.  If you do not want Clinton Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by Friday, August 28th (two weeks from the start of school). Clinton Public School District has designated the following information as directory information: Student's name, Electronic mail address, Phone Number, honors and awards received, Address, dates of attendance, grade level, photographs, date and place of birth, weight and height of members of athletic teams, most recent previous school attended, and participation in officially recognized activities and sports.

**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 the Federal Programs Coordinator at 601-924-7533.

**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.

If a student is currently serving a bus suspension and the field trip requires CPSD transportation, parents will be asked to transport and accompany their child during the field trip.

**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 English/Language Arts, Science, Social Studies, and Math. Grades are derived from an average of scores on daily classwork, homework, and tests.

A..............................90-100......................................Superior

B..............................80- 89 ......................................Good

C..............................70- 79 ......................................Average

D..............................65- 69 ......................................Poor

F...............................64 and below............................Failure

I ...............................Incomplete

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

 S Satisfactory

 IN Improvement Needed

 N No Grade

 U Unsatisfactory

Parents will be apprized of their student’s progress through report cards, progress reports, on-line grade access and parent-teacher conferences scheduled by parents or teachers during the year.

Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in Reading on the established state assessment for 3rd grade will NOT be promoted to 4th grade unless the student meets the good cause exemptions for promotions.

**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.

**POWERSCHOOL ACCESS**

Powerschool access to student grades will not be available during the nine-weeks testing period, final exams, all summer until Labor Day, and Spring break. Request your access code from your child’s teacher or school secretary.

**PROMOTION/RETENTION POLICY**

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

Promotion and retention decisions are based on the student’s performance in the core subjects of Language Arts, Reading, Math and Science. Students must achieve a minimum grade of 65 (D) in each of these core subjects for promotion to the next grade.

Promotion, retention, or transfer decisions will be made at the end of the year by a committee of teachers, counselors, and administrators. Factors such as age and previous repetitions of grades may be considered.

School Board Policy IDDF-RH will be used to determine the promotion or retention of special education students.

Parental consent is not required for retention. Summer school is not provided for promotion purposes.

**REPORT CARDS**

Students bring their report card home on the Thursday following the end of each nine-week grading period. Sign the one copy and return it to the homeroom teacher the day after you receive it. Please keep the other copy for your records. The last nine-weeks report will be mailed.

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

**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 him. 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.

**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 atrium. Parents may check for lost articles any time during the school year. Lost and Found items will be on display on PTO and Book Fair nights. Unclaimed items will be donated to a non-profit 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 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.

1. *Delivery of medication to and from school*:
	1. 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.
	2. 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.
	3. Unused medication will be returned to the parent only.
	4. 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.
2. *Receipt and storage of medicine*:
	1. Medication shall be received for storage from parent only if the

Request to Administer Medication authorization form is on file in the school office.

* 1. The medication will be stored in an appropriate area in the office.
1. *Procedures for the administration of prescribed or non-prescribed medication*:
	1. All medication to be administered to children shall be checked against the Request to Administer Medication Authorization Form and recorded in the medication log.
	2. The identity of the child shall be verified before administering medication.
	3. 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 school district personnel 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. Tennis shoes and appropriate active wear should be worn.

**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.

**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.

**EASTSIDE ELEMENTARY SCHOOL**

**PARENT INVOLVEMENT POLICY**

Eastside Elementary School administration and faculty believe that parental involvement in education is vital to successful student achievement. Therefore, Eastside Elementary School has developed this parent involvement policy to summarize the school’s commitment to improving student achievement by increasing parental involvement. This policy was developed jointly with, agreed on with, and distributed to Eastside parents.

Each year, the administration of Eastside Elementary School will convene a meeting with parents of enrolled students, in September. The school will send written communication(s) to parents informing them of the annual meeting and encouraging them to attend. The purpose of the annual meeting is to inform parents of the school’s program and curriculum, methods of student assessment, and proficiency expectations. Parents will receive information about the allocation of Title I funds, staffing, and the school’s performance profiles. The Eastside Parent Involvement Policy and the school-parent-student compact will be reviewed and distributed to parents.

Frequent, meaningful communication between home and school ensures that parents are actively involved in their child’s education at Eastside Elementary School. During the school year, timely communication between school and home will not be limited to meetings and telephone calls. Other means of communicating will include: the district & school websites, email, individual teacher’s web pages, newsletters, weekly take-home folders, progress reports, etc. Evaluation and survey forms will be used to seek parent input regarding the effectiveness of parental involvement activities at Eastside School. (All communications will be sent to parents in a clear understandable format and, when possible and practicable, will be provided in languages other than English.)

In May, the school’s planning committee will meet to evaluate the effectiveness of the Parent Involvement Program. Committee members will include parents, community members, classroom teachers, Title I staff and school administrators. The committee will review surveys, the current year’s policies and practices, assessment data, parent involvement activities and other resources. As a result, the committee will determine the needs and design strategies to improve the Title I Program and Parent Involvement Policy. The revisions will be communicated with the parents of Eastside School.

Please contact the school administrator if you have questions or concerns regarding this Parent Involvement Policy.

**PARENT TEACHER ORGANIZATION**

Parents and teachers are encouraged to join and actively support the PTO. The PTO 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 Day). 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 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.

**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 behavior support teams as needed.

**TEXTBOOKS**

A set of textbooks are issued to students for use at home during the year. These books should not be brought to school. Your child will have a class set of books to use in their classroom. 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 fine at the end of the year. All books are to be returned at the end of the year.

**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.

Teachers are not available to conference with parents during the day unless the parent has a scheduled appointment. You may call the office to schedule an appointment.

1. Please always have your photo ID available in the event that office personnel need verification of identity.
2. 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.
3. 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.

**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.

***Residency***

**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. Mortgage or rent documents, along with other utility documentation, will be needed. If you have questions, please call the school office at 601-924-7261.

Failure to do so will result in immediate withdrawal.

**CHANGE OF TELEPHONE NUMBER**

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

**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 are required.

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

**CITY ORDINANCE CONCERNING RESIDENCY**

It is unlawful to make false statements to law enforcement officials and employees of the Clinton Public School District. This ordinance states that is a parent or guardian gives a false statement about his or her residence to a Clinton Public School District official to enroll children in a Clinton public School, that parent or guardian can be fined up to $1,000 and/or jailed for up to 90 days. In addition, restitution shall be made to the City of Clinton for all man hours exhausted and expenses incurred due to such false statements or misrepresentations.

***Discipline/Classroom Management***

**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.

**AUTHORITY IN THE CLASSROOM**

Under the Mississippi Code of 1972, Section 37-11-55, Eastside 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.”

**ARROWS REWARDS**

Good behavior is essential in order to maintain stability in the classroom. To promote a positive atmosphere, we will use a reward/consequence system entitled ARROWS – Awesome Rewards Received Only With Success. The system is monitored by each teacher as marks are issued when students show a lack of responsibility and/or any other infractions. Any student who receives three (3) marks within a single 9 weeks period will be issued a demerit. The demerit must be shown to the parent/guardian, signed and returned the next day.

At the end of the nine weeks, a special activity will be planned. Any student who has received nine marks in a single nine weeks will NOT be allowed to participate in this activity. **If a student receives an office referral or a bus suspension, they will not be allowed to participate in ARROWS rewards.** Those students who are not participating will be given constructive work that pertains to the lessons they are studying and must be completed.

\*Corporal punishment will not be administered at Eastside Elementary.

**BULL’S-EYE**

A “bull’s-eye” can be earned whenever exceptional behavior is observed from any employee at Eastside, not just their homeroom teacher. Every Friday afternoon, five names will be drawn for door prizes. Each Monday a new drawing begins.

This weekly behavior reward program is a separate incentive from the ARROWS rewards program and will give immediate feedback while concentrating on the positive behavior all students should exhibit.

**PRAISE PARTY**

A Praise party will be held for all students that receive zero marks during a single nine weeks period. These students will receive one Principal’s Bulls-eye for good behavior.

**CAMPUS SECURITY AND GENERAL CLASSROOM ORDER**

1. 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 ensuring 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.
2. 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.
3. 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 and recommended to the school board for expulsion.
4. 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.

**CONDUCT AND DISCIPLINE**

1. 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.
2. 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.
3. 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.
4. 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.
5. The superintendent or the administrators of a school shall have the power to suspend a pupil for any reason for which such pupil 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.
6. Other disciplinary action may consist of loss of privileges, 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.
7. 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:
		1. illegal, counterfeit/look-a-like drugs
		2. alcoholic beverages
		3. fireworks
		4. pornographic materials
		5. stolen property
		6. tobacco
		7. cards or gambling paraphernalia
		8. noise-making devices
		9. other disruptive materials
		10. 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
8. 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.

**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. Shoes should be of the same pair including laces.
	7. Cleanliness of both dress and body is mandatory.
	8. Belts, if worn, shall be buckled/fastened.
	9. Fasteners designed for use with an article of clothing will be used appropriately at all times.
	10. Clothing with vulgar, indecent, or suggestive writing or symbols shall not be worn.
	11. Clothing advertising tobacco, alcohol, and drugs shall not be worn.
	12. Unless prescribed, sunglasses shall not be worn in the building.
	13. No clothing considered and designed as underclothing shall be worn as an outside garment.
	14. Hemmed, loose-fitting walking or Bermuda shorts may be worn.
	15. Jeans, shorts, and other garments with holes which expose the skin or any undergarment shall not be worn.
	16. No hats, caps, toboggans shall be worn inside the buildings.
	17. Appropriate underclothing shall be worn.
	18. No see-through clothing shall be worn unless worn with appropriate underclothing.
	19. No clothing tops shall be so low as to expose any part of the breast, or shall be excessively low in the back.
	20. Any style of clothing determined to be immodest in dress is prohibited.
	21. All pants must fit and sit at the waist or a belt must be worn.
	22. No plain white undershirts are to be worn to school.

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.

All visitors must be appropriately clothed when entering the school building for ANY reason.

**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 disciplinary action.

**FIGHTING**

The Clinton Public School District has the safety of students as a priority; therefore Eastside has a Zero Tolerance policy for fighting/hitting. 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 events. A student who breaks the rule will be suspended, even if another student hits or kicks him/her first. It is the responsibility of the teachers, administrators, and school staff members to discipline a student who hits, kicks, or fights.

**STUDENT BULLYING**

Students and employees in the Clinton Public School District are protected from bullying and harassing behavior, whether on or off campus, by other students or employees. 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 reasonable 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 education performance, opportunities or benefits.

Any student, school employee or volunteer who feels he/she has been a victim of bulling or harassing behavior, or has witnessed or who reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later that five calendar (5) days after the alleged act or acts occurred.

The complaint will be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The district official will arrange meetings as may be necessary with all concerned parties at scheduled times as prescribed by School Board Policy JDDA.

The discipline policies and procedures must recognize the fundamental right of every student to take “reasonable actions” as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Clinton Public 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.

**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.

**DRUG/ALCOHOL POSSESSION OR 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.

**SCHOOL SEARCHES**

Policy Code: JCDA School Searches

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

REQUIREMENTS

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

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

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

SEARCHES PERMITTED

Searches are permitted as follows:

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

DESKS, OTHER SCHOOL PROPERTY: Searches of desks and other school property (except lockers) may be conducted at any time, with or without reasonable suspicion of a violation.

VEHICLES: Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted at the direction of the principal.

CANINE SEARCHES: The District may at any time utilize canines to search vehicles, possessions not on the student's person, desks, lockers and other school property, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted at the direction of the principal.

GROUP SEARCHES: Caution shall be exercised when a search involving a number of students is conducted. In most instances, in order to justify a search, the District's reasonable suspicion must be particularized to an individual student. Exceptions to this requirement are appropriate only where the intrusiveness of the search is minimal, such as canine searches of lockers, desks or bookbags or automobile searches, etc.

POLICE SEARCHES

School officials are obligated to cooperate with law enforcement authorities who are validly carrying out their official duties. In such cases involving a student, the District shall make an immediate attempt to notify the student's parent, guardian, or custodian. The principal or principal's designee shall attend the search if conducted on or about the school premises and shall take any disciplinary action necessary as a result of the search.

LEGAL REF.: New Jersey v. T.L.O., 469 U.S. 325 (1985);

 Horton v. Goose Creek Independent School Dist., 690 F.2d 470 (5th Cir. 1982),

 cert.denied, 103 S.Ct. 35 (1983);

 Tarter v. Raybuck, 742 F.2d 977 (6th Cir. 1984), cert.denied, 105 S.Ct. 1749 (1985)

CROSS REF.: Policy JCDBB - School Bookbags

***Technology – 1:1***

The Clinton Public School District is proud to announce the **CPSD** **Digital Learning Initiative**, a new and exciting plan focused on enhancing academic learning through new technology resources.

The Clinton Public School District has long held the motto – “Where Excellence is the Only Option." As one of only three Star school districts in Mississippi, Clinton is an educational pioneer by integrating technology into the curriculum. Our 1:1 Digital Learning Initiative is on the leading-edge in our state and serves as a model for other school districts throughout the Southeast. Our technology philosophy is based on a holistic approach where personalized, digital learning and technology skills are infused throughout the daily teaching and learning process.

**Phase One:** As part of this initiative, all teachers and certified staff were issued state-of-the-art laptop computers for school and home use in the fall of 2012. Teacher computers, currently MacBook Pros, were deployed with pre-installed software programs and applications to be used throughout the curriculum. Teachers use these laptops and related technology to enhance communication, collaboration, organization and production in all classes and subject areas.

**Phase Two:** The plan for Phase Two of the Digital Learning Initiative is to provide students with access to mobile digital devices.

**Grades K-2**

Every core classroom will receive a mobile cart of iPad mini devices - one for each student, which will be used during school hours for instruction. In extracurricular classes (art, music, Accent, etc.) students may use their assigned iPad from their homeroom teacher.

**Grades 3-5**

Every core classroom will receive a mobile cart of iPads with Retina displays - one for each student, which will be used during school hours for instruction. In extracurricular classes (art, music, Accent, etc.) students may use their assigned iPad or MacBook from their homeroom teacher.

Additional information about the Digital Learning Initiative is under the 1:1 link on [www.clintonpublicschools.com](http://www.clintonpublicschools.com).

**STUDENT LAPTOP USER AGREEMENT (SLUA)**

**Please read this entire section carefully.**

This agreement is made effective upon receipt of Device, between Clinton Public School District (“CPSD”), the individual receiving a laptop (“Student”). The Student, in consideration of being provided with a laptop Device, software, and related materials (the “Device”) for use while the Student is enrolled at CPSD, hereby agree as follows:

**1 EQUIPMENT**

**1.1 Ownership:** CPSD retains sole right of ownership of the Device and grants permission to the Student to use the Device according to the guidelines set forth in this document and the Acceptable Use Policy. Moreover, CPSD administrative staff retains the right to collect and/or inspect the Device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.

**1.2 Substitution of Equipment:** In the event the Device is inoperable, CPSD has a limited number of spare laptops (loaners) for use while the Device is repaired or replaced. This agreement remains in effect for such a substitute. The Student may not opt to keep a broken Device or avoid using the Device due to loss or damage. If the Student forgets to bring his/her operable Device or a power adapter to school, a substitute may not be provided.

**1.3 Responsibility for Electronic Data:** The Student is solely responsible for any non-CPSD installed resources and for any data stored on the Device. It is the sole responsibility of the Student to backup all data as necessary. CPSD does not accept responsibility for loss of any such data or for the Student’s own software/music/photos, etc.

The Student may choose a backup method of his/her choice. CPSD recommends that the Student purchase an external hard drive and perform regular (daily or weekly) backups of data. More information on backup strategies can be found on the CPSD Technology Department website.

**2 CUSTOMIZATIONS**

The Student *is prohibited:*

• From adding, removing, or altering files outside the user’s directory on the assigned Device unless authorized by the Technology Department. The user’s directory is considered */Users/jdoe* where jdoe is the username of the Student.

• From altering the physical appearance of the device (i.e., stickers, skins, etc.).

• From covering, removing, or altering the asset tags that are placed on the Device.

• From installing software unless given express permission by the Technology Department.

The Student *is permitted:*

• To install applications on the assigned Device through the Casper Self-Service application.

Also, CPSD may periodically conduct maintenance that will require the Student to re-install all non-CPSD issued files. Note: the software originally installed by CPSD must remain on the Device at all times.

**3 DAMAGE OR LOSS OF EQUIPMENT**

**3.1 Warranty for Equipment Defects:** CPSD has purchased a three-year manufacturer’s warranty (AppleCare) covering parts and labor. AppleCare covers only damage to the Device caused by manufacturer’s defects. No additional charges for repairs covered by warranty will be incurred. \*Liquid and accidental damages (drink spilled, cracked screen, dropped machine, etc.) are not covered by AppleCare.

**3.2 Responsibility for Damage:** The Student is responsible for maintaining a fully working Device at all times. The Student shall use reasonable care to ensure that the Device is not damaged. Refer to the Laptop Care Guide for a description of expected care. The Student will be provided with a durable computer backpack in which to carry and protect the Device. This computer backpack should be used for transporting the Device at all times to provide necessary protection to the Device. These policies apply regardless of where the damage occurs – either on campus or off campus.

If the Student’s Device is damaged requiring repair beyond the AppleCare warranty coverage, the Student may be responsible for paying a flat deductible (shown below) regardless of the actual cost of the repair. These rates are based on damage repairs within the same school year.

First damage repair: $50

Second damage repair: $100

Third damage repair: $150.

An exception to this flat deductible may be made for minor repairs on the Device, at the administrator’s discretion.

**3.3 Repair Procedure:** In order to have the Device repaired, the Student will take the Device to the school’s Tech Center. Under no circumstance should the Student take the Device to a third party repair location, including the Apple Store. The Device will be assessed, and if further repair is required, a loaner MacBook will be issued to the Student. The Student’s Device will be repaired in-house or sent out for repair, for more complex repairs. The Technology Department will e-mail the Student to inform them that a repair is being done and how much the applicable deductible is. Once the device is ready to be picked up, an e-mail will be sent to the Student. In order to receive the repaired Device, the Student may be asked to pay the applicable fee.

**3.4 Technical Support and Repair:** CPSD will make technical support, maintenance, and repair available at or through the CPSD Technology Department at each school’s Tech Center.

**3.5 Gross Negligence:** CPSD reserves the right to charge the Student the full cost for repair or replacement when damage occurs due to gross negligence. Examples of gross negligence include but are not limited to:

• Using the Device in an unsafe manner

• Deliberately neglecting the Device

• Losing the Device or not returning the Device for fixed asset inventory

**3.6 Actions Required in the Event of Damage or Loss:** If the Device is damaged or lost, the Student must report the problem immediately to the CPSD Technology Department through the school’s Tech Center. If lost, CPSD requires that the Student complete and sign a statement fully describing the circumstances of the loss and pay replacement costs. If stolen, CPSD will require the Student to file a police report, a copy of which shall be provided to CPSD.

**3.7 Responsibility for Stolen/Lost Devices:** In the event the Device is stolen, the Student must notify the authorities and submit a copy of the police report to the Technology Department through the school’s Tech Center. If a device is stolen and a police report is on file, the Student may not incur any further damage deductible. In the event the Device is lost, the Student must notify the school administrator and may be assessed replacement costs. A Student may only have one Device replaced as a result of either being lost or stolen in a four-year period. After one insurance claim is utilized in a four-year period, any further replacements will be assessed at the full replacement cost of the Device. Students who have a device lost or stolen, or continually damaged, may not be allowed to take their device off campus, at the discretion of the school administrator. These policies apply regardless of where the damage occurs – either on campus or off campus.

**4 RESPONSIBILITY FOR PROPERTY**

Students are responsible for maintaining a fully working Device at all times. The Student shall use reasonable care to be sure that the Device is not lost, stolen, or damaged. Such care includes

• Not leaving equipment in an unlocked car or unlocked home.

• Not leaving equipment unattended or unlocked while at school or elsewhere.

• Not lending equipment/cords to anyone.

• Not using equipment in an unsafe environment, including outside or near water/pool.

• Not leaving equipment in full view inside vehicles.

• Using the provided protective backpack at all times.

• Not eating or drinking while using or near the laptop.

• Not placing the laptop on the floor or seating area.

• Not leaving the laptop near table or desk edges.

• Not stacking objects on top of the laptop.

• Not checking the laptop as luggage at the airport.

**STUDENT iPAD USER AGREEMENT (SiUA)**

**Please read this entire section carefully.**

This agreement is made effective upon receipt of Device, between Clinton Public School District (“CPSD”), the individual receiving a laptop (“Student”). The Student, in consideration of being provided with an iPad Device, software, and related materials (the “Device”) for use while the Student is enrolled at CPSD, hereby agree as follows:

**PURPOSE**

The iPad is to be provided as a tool to assist student learning.

**1 EQUIPMENT**

**1.1 Ownership:** CPSD retains sole right of ownership of the Device and grants permission to the Student to use the Device according to the guidelines set forth in this document and the Acceptable Use Policy. Moreover, CPSD administrative staff retains the right to collect and/or inspect the Device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.

**1.2 Substitution of Equipment:** In the event the Device is inoperable, CPSD has a limited number of spare laptops (loaners) for use while the Device is repaired or replaced. This agreement remains in effect for such a substitute. The Student may not opt to keep a broken Device or avoid using the Device due to loss or damage.

**2 CUSTOMIZATIONS**

The Student *is prohibited:*

• From adding, removing, or altering files/apps outside the user’s directory on the assigned Device unless authorized by the Technology Department.

• From altering the physical appearance of the device (i.e., stickers, skins, etc.).

• From covering, removing, or altering the asset tags that are placed on the Device.

• From installing apps unless given express permission by the Technology Department.

The Student *is permitted:*

• To take pictures, record sound files, create files such as word processing documents, presentations, and interactive digital files for instructional purposes, at the discretion of the classroom teacher.

**3 DAMAGE TO EQUIPMENT**

**3.1 Warranty for Equipment Defects:** CPSD has purchased a three-year manufacturer’s warranty (AppleCare) covering parts and labor. AppleCare covers only damage to the Device caused by manufacturer’s defects. No additional charges for repairs covered by warranty will be incurred. \*Liquid and accidental damages (drink spilled, cracked screen, dropped device, etc.) are not covered by AppleCare. However, the District will cover expenses related to incidental damage caused normal student use.

**3.2 Responsibility for Damage:** The Student is responsible for maintaining a fully working Device at all times. The Student shall use reasonable care to ensure that the Device is not damaged. The Student will be asked to follow guidelines for proper iPad use and directives given by school staff on proper care of the Device. Each Device will be housed in a protective case at all times. These policies apply regardless of where the damage occurs – either on campus or off campus.

**3.3 Gross Negligence:** CPSD reserves the right to charge the Student the full cost for repair or replacement when damage occurs due to gross negligence. Examples of gross negligence include but are not limited to:

• Using the Device in an unsafe manner

• Deliberately neglecting or vandalizing the Device

• Losing the Device or not returning the Device for fixed asset inventoy.

**STUDENT IPAD USE GUIDELINES**

1. I will take good care of the iPad and accessories so there is no damage to the

 device.

2. I will protect the iPad by carrying it in the protective case.

3. I will never leave the iPad unattended except at the direction of my teacher.

4. I will never loan out the iPad.

5. I will return the iPad to the charging cart every day at my teacher’s direction.

6. I will keep food and beverages away from the iPad since they may cause damage

 to the device.

7. I will not disassemble any part of the iPad or attempt any repairs.

8. I will use the iPad in ways that are educationally appropriate by following the Acceptable Use Policy procedures and my teacher’s instructions.

9. I will not place decorations, such as stickers or markers, on the iPad.

10. I will not deface the serial number on any iPad.

11. I will not change iPad settings, download apps, or use personal Apple ID.

12. I understand that the iPad is subject to inspection at any time without notice and remains the property of the Clinton Public School District.

13. I will follow these iPad Guidelines and the Acceptable Use Policy at all times.

14. I will inform my teacher immediately if there is a problem with the iPad.

**ACCEPTABLE USE POLICY**

*A final copy of the Acceptable Use Policy will be available under the Administration link at* [*www.clintonpublicschools.com*](http://www.clintonpublicschools.com)*.*

The Clinton Public School District’s Board of Trustees is pleased to implement the **Clinton Public School District’s 1:1 Digital Learning Initiative**, an innovative plan focused on enhancing academic learning through new technology resources. As such, the District provides its students and staff access to a variety of technological resources, including laptop computers and iPads/tablets.

The purpose of this policy is to provide clear guidelines and regulations regarding the safe, legal, considerate and responsible use of this technology, as well as all technological resources utilized by students, staff, parents, and volunteers of the Clinton Public School District. All Clinton Public School District technological resources and information stored on them are governed by district policies and are subject to school supervision and inspection. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

The Clinton Public School District reserves the right to monitor, access, retrieve, read and disclose all messages, information, and files which have been created, sent, posted from, stored on, or utilized by its technological resources to law enforcement officials and others without prior notice. Any individual who violates this policy or any applicable local, state or federal laws is subject to disciplinary action, a loss of technology privileges and may face legal action.

**A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

School district technological resources may only be used by students, staff and others expressly authorized by the Technology Department. The use of school district technological resources, including access to the Internet, is a privilege, not a right.

Individual users of the school district’s technological resources are responsible for their behavior and communications when using those resources. Responsible use of school district technological resources is use that is ethical, legal, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Student and Employee Handbook and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school district computers or electronic devices or who accesses the school network or the Internet using school district resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct, but should not be construed as all-inclusive.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school district technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

**B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

1. School district technological resources are provided for school-related purposes only during school hours. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited.

2. School district technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.

3. Under no circumstance may software purchased by the school district be copied for personal use.

4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as cheating, as stated in the Student Code of Conduct.

5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All users must comply with policy JDDA, Student Bullying and policy JCBEA, Harassment, Threat, Violence and Assault, when using school district technology.

6. The use of anonymous proxies to circumvent content filtering is prohibited.

7. Users may not install or use any Internet-based file-sharing program designed to facilitate sharing of copyrighted material.

8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).

9. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. In addition, school employees must not disclose on school district websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy JRAB, Compliance with FERPA. Users also may not forward or post personal communications without the author’s prior consent.

10. Users may not intentionally or negligently damage computers, computer systems, digital or electronic devices, software, computer networks or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.

11. Users may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the express permission of the director of technology or designee.

12. Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.

13. Users are prohibited from using another individual’s ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.

14. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner’s express prior permission.

15. Employees shall not use passwords or user IDs for any data system for an unauthorized or improper purpose.

16. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

17. Teachers shall make reasonable efforts to supervise students’ use of the Internet during instructional time, to ensure that such use is appropriate for the student’s age and the circumstances and purpose of the use.

18. Views may be expressed on the Internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by the superintendent or designee.

19. Without permission by the board, users may not connect any personally-owned technologies such as laptops and workstations, wireless access points and routers, etc. to district owned and maintained networks. Connection of personal devices such as iPods, smartphones, digital tablets and printers is not permitted. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

20. Users must back up data and other important files regularly.

21. Those who use district owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.

22. Students who are issued district owned and maintained laptops must also follow these guidelines:

a. Keep the laptop secure and damage free.

b. Use the provided protective book bag style case at all times.

c. Do not loan out the laptop, charger or cords.

d. Do not leave the laptop in your vehicle.

e. Do not leave the laptop unattended.

f. Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.

g. Do not allow pets near the laptop.

h. Do not place the laptop on the floor or on a sitting area such as a chair or couch.

i. Do not leave the laptop near table or desk edges.

j. Do not stack objects on top of the laptop.

k. Do not leave the laptop outside.

l. Do not use the laptop near water such as a pool.

m. Do not check the laptop as luggage at the airport.

n. Back up data and other important files regularly.

The Clinton Public School District will at times perform maintenance on the laptops by imaging and other support-related services. All files not backed up to server storage space or other storage devices will be deleted during this process. Keep a personal backup of all files for data retrieval.

**C. RESTRICTED MATERIAL ON THE INTERNET**

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school district personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

**D. PARENTAL CONSENT**

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student’s parent or guardian must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student’s independent access to the Internet and to monitoring of the student’s e-mail communication by school personnel. In addition, in accordance with the board’s goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

**E. PRIVACY**

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel shall monitor online activities of individuals who access the Internet via a school-owned computer or district-owned equipment. Under certain circumstances, the board may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board, as a response to a public records request or as evidence of illegal activity in a criminal investigation.

**F. SECURITY/CARE OF PROPERTY**

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the board’s network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access.

Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.

**G. PERSONAL WEBSITES/SOCIAL MEDIA**

The district recognizes the use of online social media networks as a communications and e-learning tool. As a result, the district provides password-protected, innovative social tools for e-learning and collaboration purposes. However, public social media networks may not be used for classroom instruction without prior consent of the superintendent. The use of social media for personal use during district (on-contract) time is prohibited. The district may use publicly available social media for fulfilling its responsibility for effectively communicating in a timely manner with the general public, through designated employees at the direction of the board.

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school district or individual school names, logos or trademarks without permission.

**1. Students**

Though school personnel generally do not monitor students’ Internet activity conducted on non-school district devices during non-school hours, when the student’s online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy.

**2. Employees**

All employees are to maintain an appropriate, professional relationship with students at all times. Employees’ personal websites and social media posts, displays or communications must comply with all state and federal laws and any applicable district policies, including the Mississippi Educator Code of Ethics and Standards of Conduct which requires professional, ethical conduct. All communications are subject to board policy IFBGAB, Electronic Communication/Texting.

**3. Volunteers**

Volunteers are to maintain an appropriate relationship with students at all times. A volunteer is encouraged to block students from viewing personal information on the volunteer’s personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer’s relationship with the school district may be terminated if the volunteer engages in inappropriate online interaction with students.

**H. FEDERAL ACCOUNTABILITY**

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 Policy.

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 became effective on April 21, 2001. **Additionally, the Clinton Public School District, in accordance with the Broadband Data Improvement Act (BDIA) of 2008, is implementing a policy addressing cyber bullying and other social networking issues.**

Broadband Data Improvement Act (BDIA)

BDIA declares that the issue of Internet safety includes issues regarding the use of the Internet in a manner that promotes safe, online activity for children, protects children from cybercrimes, including crimes by online predators, and helps parents shield their children from material that is inappropriate for minors. BDIA amends the Communications Act of 1934 to require elementary and secondary schools with computer access to the Internet to educate minors about appropriate online behavior, including online interaction with other individuals in social networking websites and in chat rooms and cyber bullying awareness and response.

**I. DISCLAIMER**

The board makes no warranties of any kind, whether express or implied, for the service it is providing. The board will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district’s or the user’s negligence, errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The school district specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

***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. Tim Martin, Superintendent of Schools, at 601-924-7533.