SOUTH PANOLA SCHOOL DISTRICT

Providing Opportunities for Educational Excellence

POPE SCHOOL

2026 - 2027 STUDENT HANDBOOK

(GRADES PRE-K-3)

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SOUTH PANOLA SCHOOL DISTRICT

POPE SCHOOL 4TH-8TH GRADE: PARENT/STUDENT HANDBOOK 2026-2027

ADMINISTRATION

Superintendent: Dr. Del Phillips
Assistant Superintendent: Dr. Jamone Edwards
Chief of Academics and Accountability: Dr. Ashley Fonte

PRINCIPAL

Stephen Beebe

ASSISTANT PRINCIPAL

Artee Smith

LEAD TEACHER

Tianna Fame Scammon

RECEPTIONIST

Megan Locke

BOOKKEEPER

Lindsee Little

SCHOOL BOARD MEMBERS

President: Sandra Darby
Vice-President: Jerry Cooley
Secretary: Dr. Leigh Taylor Unruh
Member: LaKeldra N. Pride
Member: Kenny Hopper
Board Attorney: Ryan Revere

1110 Main Street, Pope, Mississippi 38658
Phone: (662) 563-3732 | **Fax:** (662) 563-0895 | **Website:** www.spsd.k12.ms.us

PRINCIPAL'S MESSAGE

Dear Pope School Students, Families, and Staff,

It is with incredible excitement and a deep sense of honor that I welcome you to the 2026-2027 school year. While this handbook serves as a guide for our policies and procedures, it also represents the beginning of a new chapter for our school-and a very personal milestone for me as I step into my first year as your Principal.

I have spent the summer months getting to know the history and traditions that make Pope School such a special place. What has struck me most is the vibrant sense of community and the shared commitment to excellence that thrives within these walls. My goal this year is to build upon that strong foundation, ensuring that every student feels seen, heard, and challenged to reach their full potential.

Education is a partnership. As we navigate this year together, my door is always open to your ideas, your concerns, and your successes. Whether you are a returning family or joining the Pope community for the first time, please know that you are a vital part of our success. I am eager to meet each of you at our upcoming school events. Let's make this year one of growth, discovery, and shared pride.

Thank you for entrusting us with your education and for your continued support of Pope School. Here's to an outstanding 2026-2027!

Warm regards,

R. Stephen Beebe

Principal, Pope School

FOREWORD

The administrative procedures contained within this handbook are designed to help and guide you through the year.

Please retain this handbook and place all future bulletins in it for your reference.

EDUCATIONAL PHILOSOPHY/MISSION STATEMENT

The mission of the South Panola School District and Pope School is to provide opportunities for educational excellence for all students.

We believe that the purpose of education is to provide all students with the basic skills, habits, values and attitudes necessary to exercise their civic responsibilities more effectively in our democratic society; to increase their economic potential in industry, the professions, or other vocational endeavors; and to improve the quality of life available to them.

We strive to provide a variety of teaching methods, so each child might develop a healthy self-concept and be prepared to meet the challenges that lie ahead.

To accomplish the above, the district sets forth these objectives:

1. To provide a safe, orderly environment conducive to teaching and learning.
2. To recognize and serve individual intellectual differences.
3. To guide each child in developing skills and attitudes conducive to self-fulfillment and social responsibility.
4. To cultivate moral and ethical values by teaching courtesy, cooperation, fairness, honesty and good citizenship.
5. To promote the democratic way of life and its responsibilities in the home, school and community.
6. To emphasize the importance of physical development through personal health, hygiene and self-discipline.

PRE-KINDERGARTEN PHILOSOPHY AND GOALS

The pre-kindergarten program as outlined in this document is built on scientifically-based child development principles. These principles shall be embodied in the curriculum design and general learning environment. The instructional delivery is to be organized around learning centers and responsive interactions with adults where opportunities are provided for children to acquire skills and concepts involving problem-solving, decision-making, questioning, evaluating, and discovering.

The realistic goals for pre-kindergarten education are as follows:

- To help the child develop a positive self-concept
- To help the child achieve intellectual growth
- To help the child enlarge his/her world of people, experiences, ideas and things
- To help the child increase competencies and skills in oral language, literacy, writing, listening, and thinking
- To help the child increase the skills involved in physical coordination, both gross and fine motor skills
- To help the child increase competence in dealing with emotional feelings and social situations
- To help the child increase competence in self-direction and independence
- To help the child develop cooperative, trusting relationships
- To help the child develop his/her natural curiosity and his/her creative potential
- To help the child develop self-discipline
- To help the child develop a love of learning

PRE-KINDERGARTEN ORGANIZATIONAL PROCEDURES

- The teacher-child ratio should be 1:10 maximum. If an assistant teacher is assigned to the four-year-old classroom, the teacher-child ratio shall not exceed 2:20.
- The school day programs located in public schools should be a minimum of several hours.
- The school term for programs located in public schools should be the same as that for the other grades of the school unless the four-year-old program is part of the school's extended year. If the program is located in a center not affiliated with a public school, the length of the school term should conform to center policy.
- Children may engage in 60 to 90 minutes of quiet/rest time daily. Activities during quiet/rest time should include opportunities for individual activities (e.g. listening to books on tape, listening to music, and drawing) in addition to resting as appropriate for each individual child.
- Children will engage in a minimum of 60 minutes of indoor/outdoor physical activities during the day for seven-hour or eight-hour programs.

KINDERGARTEN PHILOSOPHY AND GOALS

The kindergarten program shall reflect an understanding of child development principles. Principles shall be embodied in the curriculum design and general learning environment. The instructional delivery is to be organized around learning centers where opportunities are provided for children to acquire skills and concepts that include problem-solving, decision-making, questioning, evaluating, and discovering.

The realistic goals for kindergarten education are as follows:

- Develop a positive self-concept
- Achieve intellectual growth
- Enlarge a student's world of people, experiences, ideas, and things
- Increase competence and skills in reading, writing, listening, thinking, and speaking
- Increase the skills involved in physical coordination
- Increase competence in dealing with emotional feelings and social situations
- Increase competence in self-directoin and independence
- Develop cooperative, trusting relationships
- Develop natural curiosity and creative potential

KINDERGARTEN ORGANIZATIONAL PROCEDURES AND STAFF

- Required Ratio: The teacher-pupil ratio shall be 1:22 maximum. If a full-time assistant teacher is assigned to the kindergarten classroom, the teacher-pupil ratio shall not exceed 1:27.
- Required Length of School Day and Term: The length of the school day and school term shall be the same as that of the other grades of the elementary school.
- Required Physical Activity Time: Students shall participate in physical activity for a minimum of 30 minutes during the school day, in accordance with MS Code 37-13-134.

PRE-KINDERGARTEN AND KINDERGARTEN POLICY

Section I. Requirements for Enrollment of Children in Public Schools
A. Entrance Age
Required Age: A kindergarten pupil shall have reached the age of five years on or before September 1.

A Pre-Kindergarten pupil shall have reached the age of four years on or before September 1.

Required Documentation: A birth certificate, social security card, and immunization record are required for all pre-kindergarten and kindergarten students and shall be presented to the proper school authority.

SOUTH PANOLA SCHOOL DISTRICT ELEMENTARY SCHOOLS

Batesville Elementary School
Phone: 662-563-4596
110 College Street

Batesville Intermediate School
Phone: 662-563-7834
200 College Street

Pope School K-3
Phone: 662-563-3732
1110 Main Street, Pope, MS

All statements in this publication are announcements of present policies only and are subject to change at any time by proper authority without prior notice.

PROCEDURES AND RESPONSIBILITIES

STUDENT RESPONSIBILITIES

- Participate fully in the learning process. Students must be at school and class on time with needed supplies. Students must pay attention to instruction, complete assignments to the best of their abilities, and ask for help when needed.
- Avoid behaviors that impair the educational achievement of themselves or others. Students must follow school rules, maintain school property, and cooperate with others.
- Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions, use acceptable and courteous language and behavior, and follow school rules and procedures.
- Recognize and respect the rights of other students. All students should show concern for and encourage the educational achievements of others.

STUDENT EXPECTATIONS

1. Students are expected to obey the rules of the classroom as set forth by the teacher.
2. Students are expected to be respectful of adults and to those who are in authority.
3. Students are expected to assume an individual responsibility for their behavior, conduct, and classroom performance.
4. Students are expected to be respectful of other students and are not permitted to fight, engage in scuffles, or horseplay while on campus.
5. Students are expected to refrain from making loud and excessive noise whenever on campus.
6. Students (for safety reasons) are expected to walk at all times while moving throughout the building.
7. Students may not sell or trade any items at school, school sponsored events, or on the bus.

CLASSROOM, BUILDING, AND CAMPUS CONDUCT

Successful students will come to class prepared, actively participate, and exhibit good behavior. It is important to show courtesy and respect to classmates and adults at all times. Everyone at SPSD is expected to show pride in themselves, fellow students, teachers and facilities. Appropriate conduct will be enforced at school and at all school sponsored events. It is the student's responsibility to know and follow school rules. Disrupting the educational process, extreme noise, running, pushing, shoving, fighting, harassing others by inappropriate language or actions are not acceptable behaviors. Those who cannot abide by the rules should expect to receive appropriate disciplinary action. It is the school's responsibility to provide a safe

environment with a sound curriculum. The teachers and/or school administrators determine consequences of inappropriate behaviors. Reporting a problem to an adult is essential. Teachers, guidance counselors, assistant principals or the principal can help you if you have a problem with someone.

DRESS CODE

The board believes that proper etiquette, social customs, and good grooming are a definite part of the educational process. It is expected that students wear to school or school functions neat and clean appropriate clothing that meets the standards of this educational environment. It is not the intention of these guidelines to usurp the authority of parents by determining what is appropriate attire and grooming for their children in accordance with the age and grade of students. The school will work with parents in encouraging our students to assume this responsibility and to execute it sensibly as they mature. The purpose of the home and school working together should be to help students accept and cooperate with the guidelines.

In view of this statement, the following acceptable clothing will be in effect in all elementary and intermediate schools:

- Undergarments must be covered at all times
- Appropriately groomed hair
- Garments and face coverings with appropriate and acceptable graphics
- Tops should be appropriate and cover the midriff
- Clothing should be appropriately sized and worn appropriately as determined by the administration
- Shorts and skirts of an appropriate length (mid-thigh area)
- Appropriate shoes must be worn (NO Heelies)
- Garments must be secured at the waist
- Shirt tails that extend below the bottom of the zipper must be tucked in.
- Head gear only by permission of school administration
- Jeans/pants that allow skin to be visible above the knee are not allowed.
- Leggings/Jeggings, and tights may only be worn with a shirt or blouse that comes to the mid- thigh area.
- Earrings should only be worn in the ear.

Regulations in reference to grooming and dress for special activities such as athletics and physical education will be governed by the immediate person in charge of these activities under the direction of the principal. The individual schools will assume responsibility for ruling on specific items of clothing and general appearance for reasons of safety and health, or for the order, well-being, and general welfare of students. **Styles and fads are forever changing; therefore the principal or his/her designee shall reserve the right to alter this code at**

any time throughout the year. The Board authorizes school administrators to employ appropriate disciplinary procedures to carry out and enforce this policy.

These are the minimum standards that will be enforced at each school. Schools have the right to set higher standards based on administrative procedures. Certain events require special dress. Teachers will recommend appropriate clothing for field trips, special events or campus dances. The administration may set other dress standards as the need arises.

SCHEDULE

The school day for students begins at 7:50 a.m. and ends at 3:10 p.m.

Students should arrive no earlier than 7:15 a.m. School buildings will not be open before 7:15 a.m., thus proper supervision will not be available. Students will not be permitted to loiter near buildings, cars or streets after arriving on campus before or after school.

Walkers will be dismissed at 3:03 p.m. each day.

Students who ride buses will be dismissed at:
3:05: K-2
3:07: 3-5
3:10: 6-8

STUDENT DROP-OFF/PICK UP

In order to reduce distractions to our students, we ask parents or other persons dropping off or picking up students please do so outside the buildings and not proceed into the hallways or classrooms.

Please remain in your car if you are waiting in the traffic line. It is also very important that you AVOID picking up your children before the dismissal bell. Often their homework assignment is given at the end of the day and by having to leave early they miss this crucial information.

Remember, student checkouts are not allowed after 2:45 unless there is an emergency. Students will need to go to the car rider line. The office will instruct him/her to do so. If the student is already on the bus, a student will not be taken off. There will be NO PARKING IN FRONT OF THE SCHOOL BETWEEN 7:15 a.m. and 2:45 p.m. to allow for emergency vehicles.

Dropping off students on the street or in designated no parking/standing zones is NOT permitted. Students may NOT be dropped off by the office before 7:50. Students may not be picked up by the office after dismissal has started except for students who walk to and from school. These students must walk and not be picked up by the office in a vehicle.

TRAFFIC PATTERN FOR STUDENT PICK UP/DROP-OFF

- Parents may not, under any circumstances, park and get out of their vehicle to wait for their children at dismissal. An adult staff member will direct your child to your vehicle during dismissal. **Please refrain from using cellular devices in the car rider line in order to provide a safe environment during dismissal.**

- Students may be given a car rider sign to place in your window or a walker card to present when picking up your child.
- Please observe safe speeds while on campus (5 mph).
- Pull up behind the last car in line.
- Stay in one lane. NEVER CROSS OVER LANES OR GET OUT OF LINE. NEVER CALL STUDENTS TO YOUR CAR.

DAY CARE

If you wish for your child to ride a day-care van, please come by the office and complete the appropriate form.

BUS TRANSPORTATION

School bus riders shall conduct themselves in a respectful manner at all times. The safety and security of our students is of utmost importance to South Panola Schools; therefore, video cameras (with audio) are utilized to ensure the safety of this environment. The bus driver is responsible for the safety of his/her passengers.

Because school bus passengers' behavior can directly affect safety, **the following regulations apply at all times when students are riding a school bus, including school activity trips:**

- Bus riders are expected to be respectful, responsible, and peaceful at all times.
- Respectful communications among and between riders shall be observed at all times. Quiet talk and subdued laughter at all times will help prevent the diversion of the driver's attention, thereby averting the possibility of a serious accident.
- Riders shall remain in a normal, seated position while the bus is in motion. Books and other belongings shall be kept out of the aisles.
- Eating and drinking are prohibited on the bus.
- Students must sit in their assigned seat if given one by the bus driver.
- Students must properly identify themselves when asked to do so.
- Put all trash in the waste containers provided on buses.
- Riders shall remain silent when the bus is approaching and crossing railroad tracks.
- Students must wait for the bus at the road or in the space designated as the pickup area.
- The student shall be at the designated loading point nearest his/her home before the school bus arrives. Students will be notified of the approximate pick-up time.
- Any student who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions, and proceed to cross the highway only upon signal from the driver.
- Students will depart from the bus at the designated point nearest his/her home.
- All students shall be received and discharged through the right front entrance door of

the school bus. The EMERGENCY door will be used for EMERGENCY SITUATIONS ONLY.

- Permission to open windows must be obtained from the driver. All articles and objects shall remain within the bus until the student departs.
- Do not damage the seats or other equipment. Students who damage seats or other equipment on the school bus will be expected to pay the cost for the repairs or replacement.
- Do not leave any items on the bus. Any personal items left on the bus are not the responsibility of the district.
- Students must travel to and from school on the bus to which they are assigned. In order to ride an alternate bus, or go to an alternate location, students must have a signed note with approval from the principal or his/her designee.

AUTHORITY OF THE DRIVER

Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while on the bus or being escorted across a roadway. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus between home and school or other destinations. Rules shall include, but not be limited to, specific administration procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.

BUS DISCIPLINE

Not following bus rules, disobedience, and disrespectful behavior shown to the bus driver are considered bus infractions. School administrators will determine what category of infraction the behavior falls under: minor infractions or major infractions. Below are the disciplinary actions taken for either category of infractions.

Some examples of minor infractions include, but are not limited to:

- touching other students
- extending hands and arms outside of the bus
- being too loud
- moving around the bus

DISCIPLINARY ACTIONS FOR MINOR INFRACTIONS

- **1st offense:** Administrator warning; call parent
- **2nd offense:** Corporal punishment or bus suspension until parent contact/conference
- **3rd offense:** Parent contact and one (1) day bus suspension
- **4th offense:** Parent contact and two (2) days bus suspension
- **5th and subsequent offenses:** Parent contact and three (3) days bus suspension

Some examples of major infractions include, but are not limited to:

- Throwing objects
- Disrespecting the bus driver
- Fighting or play fighting/tussling
- Use or possession of weapons
- Use or possession of tobacco and e-cigarettes
- Use or possession of drugs/alcohol

- Vulgar/obscene/profane language
- Harassment/bullying
- Vandalism/destruction of property

DISCIPLINARY ACTIONS FOR MAJOR INFRACTIONS

- **1st offense:** Parent contact, three (3) days bus suspension, and possible discipline hearing.
- **2nd-5th offenses:** Parent contact, five (5) days bus suspension, and possible discipline hearing.
- **6th and subsequent offenses:** Parent contact, ten (10) days bus suspension, and possible discipline hearing; may result in loss of bus privileges for the remainder of the school year.

****Fighting on the bus will result in OSS**

*****If a student is suspended from any South Panola School District bus, he/she MAY NOT ride any South Panola School District bus.**

ITEMS TO LEAVE AT HOME

1. Knives or any other weapons as described in School Board Policy. Violation may result in expulsion.
2. Tobacco products (including electronic cigarettes, cigarette lighters)
3. Dolls and toys (including computerized toys, trading cards, and games)
4. Pets or any live animal
5. Large amounts of money
6. Sports equipment is provided for activities planned by the school. For safety and accounting reasons, it is recommended that students not bring their personal equipment.
7. CDs, DVDs, computer games, cameras, radios, I-Pods, MP3 players, or cell phones
8. Excessive amounts of jewelry or clothing accessories that distract students' attention
9. Candy and gum

ELECTRONIC DEVICES

Cell phones, iPods, radios, compact disc players, electronic games or devices, tape players, tapes, cameras, toys, laser pointers, trading cards, and cigarette lighters are not allowed at school and will be confiscated by staff members. The school is not responsible for lost or stolen items. Aside from money needed for lunches or school supplies, do not bring cash to school. Students may not buy, sell, or trade any items at school or on the bus.

Use of electronic devices without permission may result in disciplinary action:

- **1st Offense:** Verbal warning and parent can pick up device
- **2nd Offense:** Corporal punishment or one (1) day ALS and parent/guardian must pick up device
- **3rd and subsequent offenses:** Three (3) days ALS and a parent/guardian conference and parent must pick up device

Students who refuse to give up electronic devices will be in ALS for three (3) days.

****Devices must be picked up between 3:30 and 4:00 by parents and/or guardians.**

*****Devices are not to be used unless approved by administration.**

DISCIPLINE

OFFICE REFERRALS (See Appendix D)

When a student's behavior dictates the need for an office referral, the administration will refer to the following procedures. Be aware that where appropriate and/or allowable per district and state policies, alternative consequences or other behavior modification methods may/and can be applied.

METAL DETECTORS AND SECURITY SCREENERS

In an effort to promote the safety of the students, teachers, administrators, and other employees of this school district, and to discourage violation of state law and school policy, metal detectors and/or security screeners, either stationary, handheld, or both, may be used at the District and at any school-sponsored events. The purpose of the metal detectors and security screeners is to conduct random, suspicion-less searches of students, though the metal detection and security screening devices may also be utilized when District personnel have a reasonable suspicion that a student is violating a District policy, school rules or regulations, or the law and the use of the metal detector or security screener may aid in the discovery of evidence of a violation. In the event of suspicion-less searches of students, all students entering District buildings shall be screened, and no single student shall be singled out and searched unless there is reasonable suspicion to do so.

ALTERNATIVE-LEARNING SETTING (ALS)

Students may be assigned to an Alternative-Learning Setting for a period of time depending on the situation. This is a very structured and supervised program. Parents will be notified if a student is placed in ALS. All class work completed and turned in on time while a student is assigned to an alternative- learning setting will receive full credit. Lunch will be delivered to students in ALS. Students who check-out of school when assigned ALS will make up the time not served. This includes missing days. There is NO appeal of an ALS assignment (though parents/legal guardians may request a review by the school principal).

CONDITIONAL SUSPENSION/REQUIRED PARENT CONFERENCE (RPC)

When necessary, students will be suspended from school until parents come in for a conference to discuss the student's misconduct or educational needs.

SUSPENSION (OSS)

A student may be suspended from school by the Assistant Principal or Principal for up to ten (10) consecutive days for violation of the Code of Student Conduct. While on out of school suspension a student may receive schoolwork.

EXPULSION

Upon the recommendation of the school administration and the superintendent, a student may be expelled by resolution of the Board for any serious breach of conduct including, but not limited to weapons, drugs, willful disobedience, open defiance of authority, violence against persons or property, or any other act which substantially disrupts the orderly conduct of the school.

CORPORAL PUNISHMENT (CP)

The South Panola School District policy allows corporal punishment under certain conditions. Contact your school for an opt-out form for you to sign if you choose not to have your child paddled.

SOUTH PANOLA ALTERNATIVE SCHOOL PLACEMENT

- Any student who is placed in an alternative educational environment for disciplinary reasons will not be allowed to attend any South Panola School District extra-curricular function. (Ex: athletic events, awards ceremony, et cetera.)
- Any student who has met graduation requirements who receives an alternative school placement which exceeds the number of days remaining in the school year may appear before the South Panola School District Board of Trustees to determine eligibility to participate in graduation ceremonies – graduation practice and commencement.
- Prior to consideration of returning the student to his/her home school, the alternative school administrative staff, along with the home school's administrative staff, shall evaluate the student's behavior, attendance, and academic progress.
- All assigned work must be satisfactorily completed and returned to the student's home school. If the evaluation is not satisfactory, the student shall remain in alternative school until more favorable progress is made.

SELF-REPORTING POLICY

A student who voluntarily reports to a teacher, principal, school bus driver, or other school employees that he/she has unintentionally and without knowledge brought to school or any school-related function a controlled substance, a knife, or other object or item prohibited by state, federal or local law or school district policy may receive special consideration as a mitigating circumstance regarding any penalties imposed by school district policy for possession of such substance, object or item. Nothing contained in this policy is a guarantee that a student may receive any less discipline or punishment regarding infractions of district policy or state, federal or local law. Further, nothing contained in this policy conflicts with or impacts the District's reporting requirements for violations of any laws. The phrase "voluntarily reports" means that the student, immediately upon discovery of the prohibited substance, object or item, reports the possession to a school employee.

SOUTH PANOLA STUDENT CONDUCT CODE

This policy is adopted for the purpose of setting disciplinary guidelines for conduct of students of South Panola Schools and administrative punishment for violations of conduct requirements stated.

Section 1: WEAPONS

The possession of any weapon, or any item which could reasonably be considered to be **used as a weapon**, on the property of the South Panola School District or any school-sponsored function is prohibited. The Board does hereby specifically find that knives of any kind, box cutters, mace, pepper spray, guns, rifles, pistols, blackjacks, slapjacks, razors, explosive devices (including firecrackers), and all other items which might reasonably be considered to be used to inflict harm on others. **Toy guns of any kind are prohibited and students will be disciplined.** Any student in possession of any weapon who makes a threat to kill, strike, attack or harm any student, district employee or cause another person to become fearful for his/her

safety by intimidation, including verbal threats or gestures made in person, may receive additional punishment. Any student found to be in violation of this Section of the Student Code may be expelled for not more than twelve (12) calendar months, and will be subject to disposition according to the Mississippi Code – Section 37- 11-18 and 97-37-17.

Section 2: FIGHTING OR PROVOKING A FIGHT

Fighting and/or provoking a fight is prohibited. Any student found to be in violation of this section of the Student Code will be suspended for not less than three (3) school days and may be expelled for up to twelve (12) calendar months. Appropriate authorities may be notified in accordance with state laws. This applies to all SPSD grounds, property and events. **South Panola School District does not tolerate violent acts. Fighting will result in an out of school suspension and may result in a referral to the Batesville Police Department/ Panola County Sheriff. If involved in a confrontation, students should seek help from an adult immediately.**
***VIDEOING A FIGHT MAY BE TREATED AS PROVOKING A FIGHT.**

Section 3: STEALING

The stealing of property of another individual or public property is prohibited. Any student found to be in violation of this Section of the Student Code will be placed in ALS for not less than three (3) school days and may be expelled for up to twelve (12) calendar months. Authorities may be notified in appropriate instances.

Section 4A: ALCOHOLIC BEVERAGES

The possession, consumption, or in any way use of any alcoholic beverage is prohibited. The attendance of any school function or entrance to school property while under the influence of any alcoholic beverage is prohibited. Any student found to be in violation of this section of the Student Code may be expelled for up to twelve (12) calendar months and local, state, and federal alcohol and drug control agents will be notified.

Section 4B: UNLAWFUL DRUGS

Electronic cigarettes and vaping have recently surpassed conventional cigarettes as the most commonly used tobacco product among youths. The South Panola School District recognizes that the use of electronic cigarettes and other vaping devices, or any tobacco products, is detrimental to the health and safety of students, staff, and visitors and is therefore prohibited at all times. The District is authorized to use detectors on all District property to indiscriminately detect for the use of any electronic cigarette or vaping devices. Students may be subject to discipline for using or possessing electronic cigarettes or vaping devices on District property.

The possession, consumption, or in any way use of any unlawful drug or paraphernalia is prohibited. The attendance of any school function or entrance to school property while under the influence of any unlawful drug is prohibited. Any student found in violation of this section of the Student Code may be expelled for up to twelve (12) calendar months and local, state, and federal alcohol and drug control agents will be notified. Any material possessed, consumed, or in any way used that is represented as drugs or suspected to be drugs will be treated in the same way as stated above.

Section 5: TOBACCO

Electronic cigarettes and vaping have recently surpassed conventional cigarettes as the most commonly used tobacco product among youths. The South Panola School District recognizes

that the use of electronic cigarettes and other vaping devices, or any tobacco products, is detrimental to the health and safety of students, staff, and visitors and is therefore prohibited at all times. The District is authorized to use detectors on all District property to indiscriminately detect for the use of any electronic cigarette or vaping devices. Students may be subject to discipline for using or possessing electronic cigarettes or vaping devices on District property.

The use or possession of tobacco in any form, including electronic cigarettes, vaping devices and paraphernalia is prohibited. Any student found to be in violation of this section of the Student Code may be placed in ALS for no less than three (3) school days/possible suspension and may be expelled for up to twelve (12) calendar months.

Section 6: VULGARITY, PROFANITY AND OBSCENITY

The use, spoken or written, of vulgar, profane, or obscene words is prohibited; vulgar, profane or obscene actions are prohibited; the possession of vulgar or obscene signs or material is prohibited. Any student found to be in violation of the section of the Student Code may be placed in ALS for no less than one (1) school day/possible suspension and may be expelled for up to twelve (12) calendar months.

Section 7: WILLFUL DEFACING/DESTRUCTION OF PROPERTY

Willfully destroying, cutting, defacing, damaging or injuring any property belonging to another person or to the school district is prohibited. Any student found to be in violation of this section of the Student Code will be placed in ALS for not less than one (1) school day/possible suspension and may be expelled for up to twelve (12) calendar months. In the event said property is school property, the parents or guardian shall be liable for all damages. Mississippi Code – Section 37- 11-19.

Section 8: BREAKING AND ENTERING SCHOOL PROPERTY

Breaking and entering any school property is prohibited. Any student found to be in violation of this section of the Student Code may be expelled for up to twelve (12) calendar months and appropriate authorities will be notified.

Section 9: DISRUPTION OF THE NORMAL OPERATION OF THE SCHOOL

The disruption of the normal operation of the school or any activity of the school by student conduct is prohibited. Inciting others to disrupt the normal operation of the school is prohibited; **furthermore, any indicated gang activity is considered disruptive**. Any student found to be in violation of this section of the Student Code will be placed in ALS for no less than three (3) school days/possible suspension and may be expelled for up to twelve (12) calendar months.

Section 10: GAMBLING

The conduction or participation in any gambling game or device is prohibited. Any student found to be in violation of this section of the Student Code will be placed in ALS for not less than one (1) school day/possible suspension and may be expelled for up to twelve (12) calendar months.

Section 11: SCHOOL ATTENDANCE

House Bill 1530 is an act to amend section 37-13-91, Mississippi code of 1972, to provide that a compulsory- school-age child who is absent more that thirty-seven (37%) of the instructional day must be considered absent the entire day. Therefore, for the purpose of determining and reporting attendance, pupils must be present for **at least sixty-three percent (63%) of their**

individual instructional day to be considered present the entire school day. The instructional day for each school and/or student will be fixed by the school district. For further information, please refer to MS Code 37-13-91 and School Board Policy JBD.

Section 12: CLASS ABSENCE WITHOUT PERMISSION
Leaving a class or school activity without permission is prohibited. Any student in violation of this section of the Student Conduct Code will be placed in ALS for one (1) to five (5) school days.

Section 13: STUDENT OPERATED VEHICLES
Not Applicable to Elementary Students

Section 14: FALSE INFORMATION
Supplying any school official false information concerning any school related matter is prohibited. Any student found to be in violation of this section of the Student Code will be placed in ALS for one (1) to three (3) school days/possible suspension and may be expelled for up to twelve (12) calendar months.

Section 15: STUDENT DRESS
Refer to the Dress Code Section for acceptable clothing options.

Section 16: REPETITIVE VIOLATIONS
Any student who is found to be guilty of two (2) or more violations to this code, said violations not arising out of the same incident, may receive additional punishment for repetitive violations. Each violation in excess of one (1) may be punished by three (3) school days suspension in addition to that set forth by the section violated. A student found to be a chronic violator of the provisions of this Code may be expelled for the remainder of the academic year. Any student found guilty of more than three (3) non-related violations of the Student Code may be expelled for the remainder of the academic year.

Section 17: EFFECT OF SUSPENSION
Suspension or expulsions imposed under the provisions of this Code will be considered an unexcused absence.

Section 18: JURISDICTION
Students will be subject to the provisions of this Code at all times they are on school property or are in any way participating, or attending, in school related activities sponsored by the South Panola School District or any other public school in the State of Mississippi.

Section 19: ENFORCEMENT
The duly elected and serving principals and their designated representatives are delegated and charged with the enforcement of the provisions of this Code.

Section 20: SEXUAL MISCONDUCT
Sexual misconduct by and among students is prohibited at all times. Any student found to be in violation of this section of the Student Code will be subject to discipline in accordance with District policies, rules and procedures including but not limited to placement in ALS for no less than one (1) school day/possible suspension and may be expelled for up to twelve (12) calendar months.

SEXUAL HARASSMENT/HARASSMENT

Students in the South Panola School District are protected from sexual discrimination, including SEXUAL HARASSMENT, under Title IX of the Education Amendments of 1972 to the Civil Rights Act. Student complaints in regard to sexual harassment shall be handled in compliance with district policy JB and JB-P.

The harassment or threatening of any other student, teacher, or staff member either verbally, physically, electronically, in written form, with hand gestures, or any other means is prohibited. Any student found to be in violation of this section of the Code may be suspended for not less than one (1) day and may be expelled for up to twelve (12) calendar months. Appropriate authorities shall be notified in accordance with the state law.

INSUBORDINATION

Refusal to comply with rules or instructions or being rude or disrespectful to staff or fellow students is prohibited. Any student found to be in violation of this section of the Student Code will be placed in ALS for no less than one (1) school day/possible suspension and may be expelled for up to twelve (12) calendar months.

THREATENING/COMMUNICATING THREATS

A student shall not threaten to kill, strike, attack or harm any student, district employee or cause another person to become fearful for his/her safety by intimidation, through any medium, including verbal threats or gestures made in person, through another at the request of the perpetrator, on the phone, in writing, or by any social media and/or electronic communication that poses a safety risk to any student, employee or the school environment. Any student found in violation of this section of the Student Code may be placed in ALS for a minimum of (3) school days with the possibility of suspension or expulsion for up to (12) calendar months.

BULLYING

SOUTH PANOLA SCHOOL DISTRICT DEFINITION OF BULLYING:

The South Panola School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student, school employee, or volunteer in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The South Panola School District will make every reasonable effort to ensure that no student, school employee or volunteer is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassment. Furthermore, the South Panola 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. Ref: SB 2015; Miss. Code Ann. § 37-7-301(e)

Online Bullying Report Form

The safety of our students, staff and administrators is the top priority of the South Panola School District.

In an effort to enhance our safety measures throughout the district, an online Bullying and Anonymous Safety Report Form has been created to report any form has been created to report any form of bullying or harassing behavior, or safety concern.

The online form, which may be found by visiting the "Information" section on the SPSD website, will be sent to administrators of the building/grounds where the event took place or is taking place.

PROCEDURES FOR COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include that name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any

complaint involving their student. The District official will arrange such a meeting as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such an appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the victim's appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such an appeal shall be filed within ten (10) working days after the receipt of the decision of the superintendents. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's Board appearance.

CHAIN OF COMMAND FOR PARENTS

Parents who have a concern about their student should follow the chain of command: **Teacher > Counselor > School Administrator > District Administration** or **Coach > Athletic Director > School Administrator > District Administration**

The complaint should be expressed within five (5) days of the incident. If the parent is not satisfied, then he/she should take his concern to the next level. If the complaint cannot be solved, then the parent should put it in writing to the Superintendent.

APPEALS

Suspensions of Eleven (11) School Days or More, Expulsion and Alternative School Placement

1. The Parents/Guardians of the disciplined student are informed about the appeals process by an administrator from the disciplining school.
2. A hearing before the Discipline Hearing Committee (DHC) shall be scheduled no later than the **tenth** school day following the date of the written notice of the principal/administrator's discipline recommendation. A hearing is held in which the DHC makes a decision to concur with the recommendation for suspension, expulsion or non-admission or not concur with the recommendations for suspension, expulsion or non-admission by: (i) deciding against suspension, expulsion or non-admission; (ii) increasing or decreasing the duration of the suspension: (iii) recommending expulsion; or (iv) recommending admission with or without conditions.
3. Parents/ legal guardians who disagree with the DHC's decision have the right to ask for a review of that decision by the Superintendent within four (4) school days of the date of the written decision of the DHC. Requests for review can be hand-delivered or emailed to the Secretary of the Superintendent. If the Parent/legal guardian does not submit a written

request for review to the Superintendent within the deadline period, the decision of the DHC shall be final.

4. Parents/ legal guardians who disagree with the Superintendent's opinion have the right to ask for an appeal before the Board of Trustees. A written notice must be filed within five (5) school days of the date of the Superintendent's decision with the Superintendent to request a Board Hearing.

   The decision of the Board will be given to parents/legal guardians within **72** hours following the appeal before the Board of Trustees by the Superintendent. If the parent/legal guardian does not submit a written request for review to the Superintendent within the deadline period, the decision of the Superintendent shall be final.

5. At any point in the appeal process described above, the parent/legal guardian of the disciplined student may waive any due process or appeal by signing a written waiver of such rights. There is no right to appeal a suspension of ten (10) school days or less past the initial due process informal hearing with the principal set forth in District Policy JCAA.

ATTENDANCE

While we know that there are times that our students are absent, every opportunity must be taken to come to school every day. If our students are not in our classrooms, they cannot benefit and learn from our teachers. Regular and punctual attendance of all classes is required in compliance with Mississippi law and district policy.

ATTENDANCE LAW

The School Attendance Law requires the school report to the School Attendance Officer all unexcused absences. The Compulsory Attendance Officer will contact the parent by telephone, letter or home visit after five (5) unexcused absences to encourage attendance and to help with the problem of nonattendance.

Parents found in non-compliance with the law, which allows for no more than twelve (12) unexcused absences for the year, are subject to having a petition filed with the appropriate court for child educational neglect and subject to a fine of up to $1,000 or up to one year in jail or both, and/or the student may fail for the year. A child over ten (10) years of age can be declared a delinquent if he/she refuses to attend school. If there are any questions, please contact the Compulsory Attendance Officer at 662-563-6025.

EXCUSED AND UNEXCUSED ABSENCES

South Panola Schools recognizes excused absences in the following categories:

1. Doctor's excuse
2. Court proceedings
3. Death of family member (must have published obituary)
4. The discretion of the principal
5. Head lice will be excused for one (1) day with a maximum of three (3) days per school year.

6. Parent note (No more than seven (7) absences TOTAL may be excused by parent notes per school year.)

Absences not included in the excuses listed above and absences while on bus suspension will be unexcused.

A written excuse must be turned in to the office within three (3) days of the absence. Absences are recorded on the report card and on permanent records. Students who skip school or skip classes are subject to disciplinary action.

All excuses must include the following:

1. Date the excuse was written
2. The first and last name of the person writing the excuse along with their address and phone number
3. First and last name of student
4. Date on which the student is requesting to be excused
5. The reason why the student was absent

15-DAY DROP RULE

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

TARDIES AND CHECKOUTS

When students arrive tardy to school **(7:51 A.M. or later)**, they must sign in at the main office with a parent (driving-age students who drive to school excluded).

Once students arrive on school grounds, they are under school supervision. No student will leave school grounds without a parent/guardian checking them out in the main office. When parents pick up students at any time during the school day, they must sign the child out in the main office, and proper identification may be required. *Signing out a student early will count as a "tardy."* When possible, medical and dental appointments should be made outside of school hours. Only individuals on the student's check out list are allowed to check out the student. Photo identification is required. Keys are to be left with the office staff.A Checkout card will be sent home at the beginning of the year and should be returned
promptly to the school. This card will be provided for parents to designate any other person(s) who may checkout his/her child. If a person's name is listed on the emergency form, please be sure that the person has a valid telephone number and transportation to pick up your child. If the courts have given one parent custody of the child and the other biological parent has no custodial rights, a copy of the court order denying them the right to the child must be sent to school.

Please do not ask to check your child out during the day or call them to the office unless there is an emergency or serious reason. Research shows **that each time a class is interrupted, eight minutes of instructional time is lost.** Checking your child out early is detrimental to the learning process for all of our students. **PLEASE COOPERATE** with us by not checking your child out early or disrupting the class during the day. Students can't be checked out after 2:45 unless it is an emergency situation.

Students should be in the classroom in an orderly fashion when the bell rings. Tardies will be excused for the same reasons as absences, with the same required documentation. All other reasons (i.e. car problems, lost keys, overslept, ran out of gas, etc.) will be unexcused. An unexcused check-in will result in a tardy.

Please reference Section 11 of the Student Conduct Code for more information about school attendance. Excessive tardiness or early pick-ups may result in disciplinary action being taken.

CONSEQUENCES

Attendance is part of the criteria for promotion; a student with excessive absences may be in jeopardy of being retained for nonattendance.

- A child is considered *"excessively absent"* if the student has five (5) days or more unexcused absences.
- A child is considered *"habitually truant"* if the student has twelve (12) or more unexcused absences in a 90-day calendar period and will be reported to the attendance officer.

Tardies are cumulative, but will be reset to zero at the end of each 9 weeks. Tardy consequences may include, but are not limited to: verbal warning, parent conference, corporal punishment or ALS.

SCHOOL MAKE-UP WORK POLICY

- Students will have **two** (2) days upon returning to school to secure any assignments that were missed due to an **excused** absence.
- In the instance of an **excused** absence, students will have the number of days that equals the number of days absent to make up any missed assignments. (Up to fifteen [15] days)
- Assignments missed as a result of an **unexcused** absence are to be made up upon the students return to school.

SAFETY

FIRE DRILLS/ OTHER SAFETY DRILLS

Fire drill instructions will be posted in each room for directions to fire exit routes. When the fire alarm is activated, everyone must leave the building. Follow the teachers' instructions immediately. Without talking, walk in single file and do not run.

All persons will remain outside, a safe distance from the building, until the bell sounds for returning to the building. There are particular instructions for other drills that occur during the school year. Those drills are tornado, earthquake, and lockdown procedures. Students must follow instructions during drills.

DELAYED SCHOOL OPENING PROCEDURES

If it is necessary to delay the opening of schools, SPSD will send out information via messaging alert systems and post to the website and social media pages. Please check those outlets accordingly for information.

1-Hour Delay

Buses run their normal routes, beginning one hour later than usual. Parents should anticipate that their children will board the bus an hour later than they normally do. (For example: If the bus normally comes at 6:40, it will arrive around 7:40, and if school normally begins at 7:51, it will begin at 8:51.) This may vary given the weather conditions and logistical issues.

2-Hour Delay

Buses run their normal routes, beginning two hours later than usual. Parents should anticipate that their children will board the bus 2 hours later than they normally do. (For example: If the bus normally comes at 6:40, it will arrive around 8:40, and if school normally begins at 7:51, it will begin at 9:51.) This may vary given the weather conditions and logistical issues.

ACADEMICS AND GRADING

GRADING SCALE

The following grading scale is used, and is in compliance with our district's Student Progression Plan:

Kindergarten
E: Excellent
S: Satisfactory
IN: Improvement Needed
U: Unsatisfactory/Still Developing
P: Participation

1st-3rd Grade
A: (Excellent) 90-100
B: (Above Average) 80-89
C: (Average) 70-79
D: (Below Average) 65-69
F: (Failure) Below 65

PROMOTION POLICY

The following requirements must be met before a student is to be promoted to the next grade:

Kindergarten: Promotional decisions will be agreed upon by the teacher and the parent. If the teacher feels that the child is not prepared for first grade, he/she will recommend retention. If the parent is not in agreement, a waiver must be signed by the parent saying the child is to be placed in the next grade. However, the state attorney general has issued an official opinion which states, "the school board has the authority to retain a student in kindergarten for an additional year if the district deems that placement of the student in the first grade would not be the most appropriate educational level."

1st – 2nd: An average grade of 65 must be attained in all three (3) major subjects. Major subjects are reading, math, and English.

3rd: An average grade of 65 must be attained in all major subjects. All academic subjects are major subjects.

Beginning in the 2018-2019 school year, a student scoring below Level 3 in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exceptions for promotion.

REPORT CARDS/PROGRESS REPORTS

Progress Reports will be sent home midway through each grading period. These reports will be issued to each student in order to report academic progress. Parents should carefully review these reports so that they may assist their children. Report cards will be sent home approximately one (1) week after the end of the nine weeks period.

ACHIEVEMENTS

Students earning all A's during a grading period will be on the Superintendent's List. Students earning a B or above in each subject will be on the Principal's List. **An unsatisfactory (U) in conduct will disqualify a student for the Superintendent's List or Principal's List. At the end of the year an award will be given to the student in each classroom with the highest average in reading, language arts, math and spelling. Additional awards will be presented in the classrooms.**

SCHOOL RESOURCES

GUIDANCE/COUNSELING SERVICES

Through a comprehensive developmental school counseling program, the school counselor uses a team approach with the school staff, parents, students, and community to help all children achieve success within their academic, personal/social, and career development. Referrals to the school counselor can be made by students, parents, and staff members.

Services available through school counselors include:.

1. Classroom guidance lessons on a variety of academic, social, and career topics
2. Individual, solution-focused, grief counseling service
3. Small group counseling services
4. Coordination and explanation of state testing
5. Assistance with family guidance, resources, and support for behavior and academic concerns
6. School-wide programs and activities to enhance school climate
7. Conference with families and teachers to assist in meeting student needs
8. Crisis intervention services
9. Coordination of the academic and behavior intervention process

STUDENT HEALTH SERVICES AND SCHOOL NURSES

South Panola School District employs school nurses to strengthen and facilitate the educational process by improving and protecting the health status of students. School nurses are in place to help meet any healthcare needs that may arise with students. A school nurse is assigned to every campus.

At the beginning of each school year nurses collect student health information to plan for the

needs during the school day. Parents are required to complete a health form at the beginning of the school year that provides a health history, emergency contact information, and a signed consent form for the school nurse to carry out first aid and administer care as listed in the South Panola School District Standing Nurse Orders. This health information will be kept in the health office. No student will be given medication for a headache or other minor ailments without a signed consent form from a parent/guardian.

MEDICATIONS

Parents are expected to give medications at home on a schedule other than during the school hours if at all possible. No medication may be taken by a student at school except as herein provided. This procedure will provide safety, consistency, and confidentiality when it is necessary that a medication be taken during school hours.

GENERAL GUIDELINES FOR ALL MEDICATIONS:

1. **ABSOLUTELY NO MEDICATION SHALL BE TRANSPORTED BY A CHILD TO OR FROM SCHOOL. IT MUST BE TRANSPORTED BY A PARENT/GUARDIAN ONLY AND REGISTERED WITH THE SCHOOL NURSE.**

2. A Consent for Medication at School Form must be completed before medication can be given at school. This form can be obtained in the school health office.

    a. The health care provider's order must contain the name of the student, name of medication with dosage and route, frequency and the time the medication is to be given, date of the order, and any known drug allergies or reactions.

    b. The health care provider's signed order is required at the beginning of each school year before any medication can be given at school. If the medication order is changed during the school year (example: dosage change), an updated health care provider's order is necessary.

3. Certain rescue medications (asthma/allergy/diabetic/seizure) may be carried by a student only after proper documentation has been completed by the student's provider and returned to the school nurse.

4. The parent/guardian must notify the school nurse immediately if the medication is no longer required. A parent/guardian should pick up the discontinued medication.

5. All medications must be in the original container or one properly labeled by the pharmacy. Many pharmacists will provide an extra-labeled bottle. Medications should be clearly labeled with current date, student and medication name, dosage, route, frequency, and time of administration.

6. **South Panola School District does not allow the use of medical cannabis while on district property.**

7. **Possession and/or administration of any drugs or other controlled substance(s) on school grounds by students or others may constitute violation of the law and/or student conduct code.**

SELF-ADMINISTRATION OF ASTHMA/ANAPHYLAXIS MEDICATIONS AT SCHOOL

A student with asthma and/or anaphylaxis is allowed to possess and self-administer prescription asthma and/or anaphylaxis medication while on school property, on school transportation, or at a school-related event or activity if:

1. The parent/guardian provides to the school written authorization, signed by the parent, for the student to self- administer prescription asthma and/or anaphylaxis mediation while at school.
2. A Consent for Medication at School Form must be completed by the physician and the parent as described above. The health care provider must indicate and sign on this form that it is necessary for the student to carry this asthma and/or anaphylaxis medication at school.
3. Every student who has been diagnosed with asthma must have an asthma action plan on file in the school health office.This action plan comes from the student's doctor.
4. If a student uses his/her medication in a manner other than prescribed, he/she may be subject to disciplinary action under the school codes, rules or policies. The disciplinary action shall not limit orrestrict the student's immediate access to the medication.

ILLNESS AND FIRST AID DURING THE SCHOOL DAY

In the case of illness during the school day, a student should explain to the teacher that he/she is ill. If necessary, the teacher will refer the student to the health office for evaluation. A parent/guardian will be notified for check out for any student with a temperature of 100.4 or greater. **Treatment of minor ailments and injuries may be provided if the parent/guardian has completed the annual health form and signed the consent form for the school nurse to carry out first aid and administer care as listed in the South Panola School District Standing Nurse Orders.** These orders have been approved by a local physician to be followed by the school nurses.

SOUTH PANOLA SCHOOL DISTRICT SCHOOL NURSE STANDING ORDERS

Condition	Treatment	Medication Treatment
BITES/STINGS	REMOVE STINGER. APPLY ICE FOR 20 MINUTES	TOPICAL ANALGESIC. BENADRYL 12.5-25 MG IF NEEDED WITH PARENT CONSENT
MINOR BURNS	COLD WATER RINSE FOR 5 MINUTES	BURN SPRAY
FEVER/PAIN	• FOR TEMPERATURE 100.4 OR GREATER NOTIFY PARENT TO CHECK OUT • IF LESS THAN 100.4 MAY TREAT AND NOTIFY PARENT • STUDENT MUST BE FREE OF FEVER FOR 24 HOURS BEFORE RETURNING TO SCHOOL • TREATMENT OF PAIN X 1 DOSE DURING SCHOOL DAY	• ACETAMINOPHEN-325 MG 1 OR 2 TABLETS AGES 12 AND UP. LESS THAN 12 YO BASE ON AGE/ WEIGHT. ONE TIME DOSE IN SCHOOL DAY • IBUPROFEN-200 MG BY MOUTH 1 OR 2 TABLETS AGES 12 AND UP. LESS THAN 12 YO BASE ON AGE/ WEIGHT • NO ASPIRIN

SIMPLE HEADACHE	REST IN QUIET AREA FOR 15-30 MINUTES	ACETAMINOPHEN/IBUPROFEN AS INDICATED ABOVE. REFER IF PERSISTS. ONE TIME TREATMENT IN SCHOOL DAY
CUTS/ABRASIONS	CLEANSE WITH SOAP AND WATER	APPLY ANTIBIOTIC CREAM. REFER IF SUSPECT SKIN INFECTION
MENSTRUAL CRAMPS	REST FOR 30 MINUTES. WARM COMPRESS	ACETAMINOPHEN/IBUPROFEN AS INDICATED ABOVE
SORE THROAT	GARGLE WITH WARM SALT WATER. IF FEVER OR SIGNS OF INFECTION, REFER TO MD	THROAT LOZENGES ACETAMINOPHEN/ IBUPROFEN AS INDICATED ABOVE
TOOTHACHE	RINSE WITH WARM SALT WATER. COOL COMPRESS TO CHEEK	TOPICAL BENZOCAIN 1% ACETAMINOPHEN/ IBUPROFEN AS INDICATED ABOVE
ABDOMINAL DISCOMFORT	REST FOR 15-20 MINUTES AND OBSERVE FOR VOMITING OR DIARRHEA. SEND HOME FOR VOMITING/ DIARRHEA	ANTACID/MAALOX. FOLLOW LABEL INSTRUCTIONS
SUSPECTED RINGWORM	RULE OUT RINGWORM OF SCALP. IF SUSPECTED, REFER TO MD FOR FURTHER TREATMENT	ANTIFUNGAL CREAM TO AFFECTED AREA UNLESS LOCATED ON SCALP
RASHES	RULE OUT ALLERGIC REACTION. COOL COMPRESS TO AFFECTED AREA	CALADRYL/CALMINE LOTION TO AFFECTED AREA 1% HYDROCORTISONE CREAM TO AFFECTED AREA
CONJUNCTIVAL IRRITATION	EXAMINE FOR FOREIGN BODY. REFER IF SUSPECT INFECTION	SALINE EYE DROPS OR ARTIFICIAL TEARS. REFER IF PERSISTS
ALLERGIC REACTION	RULE OUT ANAPHYLAXIS. ATTEMPT TO DETECT ALLERGEN. CONTACT PARENT	ADMINISTER BENADRYL 12.5-25 MG BASED ON AGE/ WEIGHT. REFER TO MD IF INDICATED
ANAPHYLACTIC SHOCK	IDENTIFY THAT CONDITIONS OF ANAPHYLAXIS ARE DEVELOPING OR PRESENT THEMSELVES	FOR INDIVIDUALS 33-66 POUNDS USE ONE EPIPEN JR AUTO INJECTOR TO DELIVER 0.15 MG OF EPINEPHRINE IM FOR INDIVIDUALS 66 POUNDS OR GREATER USE ONE EPIPEN AUTO INJECTOR TO DELIVER 0.3 MG OF EPINEPHRINE IM *IN EVERY CASE, 911 MUST BE NOTIFIED*

A student should be free of fever (fever is considered 100.4 degrees or greater), without the use of fever-reducing medications such as Tylenol/Ibuprofen and/or exhibit no vomiting or diarrhea for 24 hours before returning to school.

HEAD LICE

It is not necessary to remove a student with head lice from school before the end of the school day. The student is allowed to return to school as soon as the appropriate over-the-counter treatment has begun. The school nurse will provide parent/guardian written and/or verbal instructions on how to treat head lice infestations. The American Academy of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control advocate that head lice infestations in school settings should not disrupt the educational process.

NUTRITION

CAFETERIA POLICIES

- It is expected that students will utilize good manners.
- Students will not be allowed to share food for health reasons.
- Breakfast and lunch must be eaten in the cafeteria, whether it is purchased at school or brought from home. All food and drinks bought in the cafeteria must be consumed there before leaving the cafeteria.
- Student Scan Cards will be used in the cafeteria. Each student will be issued a NEW card at the beginning of the school year. It is important that students bring their cards for breakfast and lunch. A fee will be charged for replacing lost cards.
- No local commercial restaurant meals are allowed to be brought in for students' lunch.

Meal Prices:

Breakfast and Lunch for students is free
Extra Milk: $0.50

PARENTS/GUARDIANS AND GUESTS

The residential parent is considered the primary parent contact by the school.

PARENT/TEACHER CONFERENCES

Parents are required to make appointments by writing the teacher a note or telephoning the school office for conferences with teachers, counselors, or the principal. Unscheduled conferences are an interruption and cause the loss of valuable instructional time. Conferences may be scheduled either before/after school or during the teacher's planning time. When a conference is scheduled please make every effort to meet on the scheduled day and time. Teachers may not conference with parents/guardians when other students are present.

VISITORS

ALL VISITORS MUST:

- **ENTER AND EXIT THROUGH THE MAIN OFFICE**
- **SIGN IN (PHOTO I.D. REQUIRED)**
- **WEAR A VISITOR'S BADGE**

For safety purposes, if you need to go into the classroom buildings, office area, cafeteria, or clinic we will give you a visitor's badge to wear as long as you are on the campus. Please do not go anywhere else on the campus other than your specified visit location. **Classroom instruction cannot be interrupted during the school day.** If a parent wishes to have an official conference with the teacher, arrangements must be made with the teacher prior to the visit.

BOOSTER CLUB

Becoming involved in our active Booster Club provides an opportunity to contribute to your child's school. Throughout the year many educational, fun-filled, and money-raising events take place. We look forward to working with you this year!

STUDENT INFORMATION

It is essential that the school always has current information regarding students. If you change your address, home telephone number, work number, or any other information, please inform the school office personnel at once or send a written notification. This is especially important in case of student emergencies.

VOLUNTEERS

Plan to chaperone a field trip or to become a school volunteer? There are many ways that you can help our school and students. Watch for information coming home. Parents and other interested persons may not volunteer until they have completed all requirements from the school in which they wish to volunteer.

MISCELLANEOUS INFORMATION

CHROMEBOOKS AND INTERNET

SPSD provides access to Chromebooks to all students for educational purposes. Students and teachers may use these Chromebooks to access the internet to explore, research, and complete some assignments. Students are supervised while on the internet, and we make every effort to make sure no student is exposed to inappropriate materials. Please sign the **Acceptable Computer, Network Resources and Internet Use Policy found in Appendix B of the handbook to allow students to use Chromebooks and the internet.**

PHOTO CONSENT

Throughout the school year, activities with pictures are published in the local newspaper and the district's websites. Videos are sometimes made of activities and events. If you do not wish for your child to be photographed, please sign and return the photo consent form in Appendix F of the handbook.

SCHOOL INSURANCE

Parents are encouraged to purchase the school accident insurance coverage for their children. This policy has a rate for school-time and 24-hour coverage.

SCHOOL PROPERTY

No unauthorized use of school property, including athletic facilities, after school hours such as skateboarding, rollerblading, bike riding, using playground equipment, etc. is allowed.

CHECKS

Checks should be made payable to Pope School. Individual checks must be made for each child in school. Checks will no longer be accepted after a check has been returned for insufficient funds. Future payments must then be made in cash.

LOST OR STOLEN ITEMS

The school is not responsible for lost or stolen items. Aside from money needed for lunches or school supplies, students should not bring cash to school. Students may not sell or trade any items at school or on the bus.

PARTIES AND GIFTS

Birthday parties, and/or surprise parties are generally prohibited in order to prevent disruption of other classes and daily activities. Special events, holidays, and activities that correlate with subject material may be held at the discretion of the administration. Classroom parties are provided on a scheduled basis. Gifts of any kind are prohibited. Cupcakes should be brought to the office by 7:30 a.m. with prior approval from the classroom teacher. Cupcakes during lunch violate state mandates. Parties are to be attended by students only.

PHYSICAL EDUCATION

Physical education is a required program in Mississippi. Students may be excused from participating in P.E. with a signed note from the parent/guardian; however, missing extended periods shall require a note from a doctor. Students shall wear clothing and footwear appropriate to the physical education activities. Shoes should be closed with rubber soles and should allow children to perform to the best of their physical ability. This policy will be enforced due to safety concerns.

PLEDGE OF ALLEGIANCE

Mississippi statute requires that the Pledge of Allegiance to the Flag be recited at the beginning of each day in every public elementary and secondary school in the state. Exemption from participation may be granted upon written request of the parent or guardian.

RECORDS AND TRANSFERS

Your child's records are available for you to review at any time. Parents/guardians may wish to set up an appointment to review the files so adequate time can be given to explain test data or other pertinent information. When transferring to another school, the child's records will be sent as soon as the request is received from the school in which the child is enrolling. Early notification of plans to transfer is always appreciated.

SPECIAL EVENTS/EDUCATIONAL OPPORTUNITIES (FIELD TRIPS)

During the school year, special events/educational opportunities may be offered for student participation on a first come, first serve basis. These events may be during the school day or during non-school hours, on or off campus. Examples may include, but not be limited to, all extracurricular activities (i.e. clubs), educational tours/visitations, speakers, assembly programs, field trips, etc. Please make sure that you submit all of your child's paperwork and any fees in a timely manner to ensure his/her attendance. Please contact your child's teacher if there are any extenuating circumstances. **It is at the discretion of the administration and classroom teacher to revoke the privilege of attending field trips.**

TELEPHONE

The office may take messages for students when deemed an emergency or essential. Parents wishing to confer with teachers are invited to call the office, and every effort will be made to have the teacher call back when feasible. **Let your children know before they come to school what they are to do at the end of each day. Children participating in after hours programs, such as P.E. events or chorus should make arrangements with parents before arriving at school.**

TEXTBOOKS

The State of Mississippi provides textbooks that are issued by the teachers. **Students must take care of all textbooks issued to them. They are the responsibility of the student. Textbooks are very expensive to replace or repair.** A fee for excessive wear or damage to textbooks will be charged to students who fail to take proper care of the books. A fee will also be charged for lost textbooks and lost library books. All books must be returned when students are withdrawing from school. Students who find lost textbooks should return them to the office.

TITLE IX

It is the policy of the South Panola Public School District to provide equal opportunity without regard to race, national origin, religion, sex, age, qualified person with disabilities or Veteran, in the educational program and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the central office.

LEGAL REF.: Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitations Act of 1973; Title II Americans with Disabilities Act.

As provided under Title IX of the Education Amendments of 1972, no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance. Standard 2 is as follows: School board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the district, and current copies of school board policies are published and available for public review. The South Panola School District shall not discriminate on the basis of race, color, sex, age, disability, religion, national origin, or military status with regard to any policy, procedure, or program operation. The South Panola School District is required by Title IX and its regulations not to discriminate in such a manner. Questions or complaints concerning Title IX may be directed to Dr. Jamone Edwards, 209 Boothe Street, Batesville, MS 38606;(662) 563-9631; jedwards1@spanola.net.

SECTION 504 OF THE REHABILITATION ACT OF 1973

The South Panola School District will not discriminate on the basis of disability in admission or access to, or treatment or employment in, its program and activities to the extent provided by law. Questions concerning Section 504 may be directed to the Section 504/Americans with Disabilities Act Coordinator as follows: Mrs. Melinda Price, 209 Boothe Street, Batesville, MS 38606 or (662) 563-9361.

HARASSMENT PROHIBITED

This school district affirms the employee rights under Title VI and therefore “shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another’s work performance or which creates an intimidating, offensive, or hostile environment.”

LEGAL REF.: 1964 Civil Rights Act, Title VI; 1964 Civil Rights Act, Title VII; Executive Order 11246, as amended; 1972 Education Amendments, Title IX; 45 CFR, Part 86; 1973 Rehabilitation Act, Section 503; 1973 Rehabilitation Act, Section 504; 45 CFR, Part 84; 29 U.S.C.A. 621, et seq.
CROSS REF.: Policies GACN – Sexual Harassment GBD – Professional Personnel Hiring

NON-DISCRIMINATION POLICY

The South Panola School District shall not discriminate on the basis of race, color, sex, age, disability, religion, national origin, or military status with regard to any policy, procedure, or program operation. For inquiries regarding this policy on discrimination contact:

Title IX Coordinator: Dr. Jamone Edwards
ADA/504 Coordinator: Mrs. Melinda Price

South Panola School District
209 Boothe Street
Batesville, MS 38606
662-563-9361

LEGAL INFORMATION

SPSD NON-DISCRIMINATION

The South Panola School District shall not discriminate on the basis of race, color, sex, age, disability, religion, national origin, or military status with regard to any policy, procedure, or program operation. For inquiries regarding this policy on discrimination contact:

Title IX Coordinator: Dr. Jamone Edwards
ADA/504 Coordinator: Mrs. Melinda Price

209 Boothe Street, Batesville, MS 38606
662.563.9361

NOTIFICATION OF RIGHTS UNDER FERPA

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

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

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA and 34 C.F.R. § 99.31 authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also includes a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist, who has been determined by the School to have legitimate educational interests; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to access or review an education record in order to fulfill his or her professional responsibility or to perform the services or tasks for which the School has retained it.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

SOUTH PANOLA SCHOOL DISTRICT

209 Boothe Street, Batesville, Mississippi 38606
Phone: (662) 563-9361 | Fax: (662) 563-6077
www.southpanola.k12.ms.us

Providing Opportunities for Educational Excellence

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that South Panola School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, South Panola School District 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 South Panola School District to include 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 wrestling, 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 publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – 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 the South Panola School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the District in writing within fifteen (15) days of receipt of this notice.

South Panola School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Dates of attendance

Sincerely,

Dr. Del Phillips
Superintendent

TITLE I

All South Panola School District Schools are Title I schools and follow federal regulations. Parental support and involvement are vital to a child's educational success. All schools develop a parental involvement plan each year. If you would like to learn more about Title I programs, parental involvement plans, express suggestions and concerns or file a complaint, contact Lashunda Hamilton, Director of Federal Programs and School Improvement at 563-9361.

Title I also specifies certain additional information which parents have the right to know, such as, but not limited to the following:

- The professional qualifications of your child's teachers and paraprofessionals.
- Your child's level of achievement in statewide assessments.
- Notification of your child will be taught four or more consecutive weeks by a teacher who is not highly qualified.
- To receive information in an understandable and uniform format in a language that you can understand.

ASBESTOS & LEAD PAINT INSPECTIONS OF BUILDINGS

Please be informed by this notice that during the 2021-2022 school year all of the school buildings of the South Panola School District were re-inspected for asbestos and lead paint for a three (3) year period. Management plans were updated and copies stating that the buildings met all requirements were forwarded to the Mississippi State Department of Education where they are on file. The Management Plans will be updated from time to time as the need arises. A copy of the results of the inspection is contained in a Management Plan Document that is on file in the office of the Director of Maintenance and in the office of the superintendent of schools located at 209 Boothe Street. Any interested party should feel free to go by any of these locations to read these reports.

APPENDIX A:
SOUTH PANOLA SCHOOL CALENDAR

2026

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	19	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2027

JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 27: Staff Development *(no students)*
July 28: Staff Development *(no students)*
July 29: Staff Development *(no students)*
July 30: First Day for Students
September 7: Labor Day *(school closed)*
October 5-9: Fall Break *(school closed)*
October 12: Professional Development - Data day *(no students)*
October 13: School Resumes for Students
November 23-27: Thanksgiving *(school closed)*
November 30: School Resumes for Students
December 18: Students Last Day of School
December 21-January 3: Christmas Break *(school closed)*
January 4: Professional Development - Data day *(no students)*
January 5: School Resumes for Students
January 18: Martin Luther King Jr. Day *(school closed)*
February 15: President's Day *(school closed)*
March 22-26: Spring Break *(school closed)*
March 29: Professional Development - Data day *(no students)*
March 30: School Resumes for Students
May 20: Students Last Day of School
May 21: Teacher Work Day *(no students)*
May 22: Graduation

CALENDAR KEY

- Professional Development Day *(Teacher attendance, no students)*
- Students in School
- Schools Closed
- Students Last Day of School
- Graduation

APPENDIX B: ACCEPTABLE COMPUTER, NETWORK RESOURCES AND INTERNET USE

Policy Revised May 2026

The South Panola School District School Board wishes to make available to all students and staff access to computers, computer networked resources, and Internet Resources. The SPSD Board also desires these computers, networked resources and the Internet be used in ways appropriate for an educational institution. The intent is to make Computers, Network resources and the Internet available to improve the educational process, enhance student achievement and enhance productivity and related responsibilities and tasks where applicable.

Access to the district's computers and network resources entails responsibility. Access is a privilege, not a right. All users are to be held responsible for appropriate behavior while using school computers, network resources and the Internet just as they are during any other school activity. General rules for behavior and communications apply.

Students, parents, staff and other network users should be aware that objectionable information may be found on the Internet. Be warned that some material accessible via the Internet may contain items that are illegal, defamatory, objectionable, inaccurate, and / or potentially offensive. While SPSD will make reasonable attempts to filter objectionable material, the district will not be held responsible for inappropriate material.

Parents and guardians of students should impress upon their children the need for the appropriate use of media and information sources available via the Internet. Be advised, that some courses require Internet access and students must adherence to this policy. Failure to agree and comply with this policy may require the loss of network privileges, the removal of a student from the course, and / or other disciplinary and legal action.

OWNERSHIP AND PRIVACY ISSUES FOR COMPUTERS AND NETWORK RESOURCES

South Panola School District affirms ownership of computers and network resources that have been purchased with District funding sources. Network supervision and maintenance may require review and inspection of computers, hard drives, cache engines, routers and other electronic devices. The District reserves the right to record and monitor computer usage, access and review stored files, access and review email, messages, links on Computers and Network Devices within the School District. Courts have ruled that computers, computer hard drives, computer files, email records and other electronic information devices may be subpoenaed, and that appropriate administrators may examine electronic information in order to ascertain compliance with network guidelines for acceptable use.

STATEMENTS AND DISCLAIMERS

South Panola School District will adhere to the Child Internet Protection Act Legislation, and other state and federal laws with reference to school network resources where applicable.

South Panola Schools may post pictures and names of staff and students on the school's website that are viewable on the World Wide Web. Exclusions to this policy must be written to the School Principal requesting that no photos be published for a particular individual. These efforts are being made to give positive exposure to all individuals and related school activities.

This Acceptable use policy will be posted in student handbooks, staff handbooks and on the South Panola Web Site. Signatures of the student handbook which encompasses this policy are to be kept on file in the principal's area.

The School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school system will not be responsible for any damages suffered by any user. Use of any information via the Internet is at the risk of the user.

GENERAL GUIDELINES FOR USING COMPUTERS, NETWORK RESOURCES AND THE INTERNET

Individuals will be held responsible for their behavior and communication while accessing network resources and the Internet. Students, staff and other computer network users are responsible for appropriate behavior on computer networks just as they are in a classroom or a school hallway. Some common issues are discussed below:

June 2012: The South Panola School Board approved a District Internet Safety Policy in addition to this Acceptable Computer, Network Resources and Internet Use Policy to strengthen its stand on Internet Usage. This Internet Safety Policy can be found in the School Board Minutes and is linked from the South Panola School District Home Page.

Don't use school network resources for illegal purpose. Don't pirate software or violate copyright laws. All software installed on district computers must be licensed. Other than district or state provided software, any additional software to be installed must have prior approval of the principal, technology director, or superintendent.

Don't search for, access, display or transmit offensive messages or objectionable materials or inappropriate non educational web site. Don't access or transmit any material that promotes violence or the destruction of property. Don't share passwords or access another user's account. Don't change files, desktop settings, screensavers, or other system/network settings that do not belong to you. Don't post chain letters or engage in "Spamming". Don't use, disclose, disseminate, or divulge personal and/or private information about yourself, minors or any others. Don't employ or perform network actions disruptive to the normal operations of school.

Technology is not to be used to play online games or access non-instructional material.

All services, including Google Meet, should be used only for intended and permissible educational purposes. Pursuant to the District's Acceptable Use Policy, usage of resources operated by the District may be monitored by the District. Students who abuse or misuse District technology resources may be subject to disciplinary action.

Violations may result in a loss of access to computers, network resources, the Internet. Violations may also include other disciplinary and / or legal action.

Observed abuse of computers, network resources and / or the Internet should be reported to the teacher, supervisor, principal, Technology Director or Superintendent.

(See next page to sign agreement)

NETWORK USER AGREEMENT

For anyone to access the district computer network she/he must agree and adhere to this acceptable use policy.

STUDENTS AND PARENTS:

By signing the student handbook; I hereby agree to comply with the South Panola School District Board Policy on acceptable computer, network resources and Internet usage. I understand that my child will be subject to disciplinary action for violations of the Acceptable Use Policy. Violations may result in a loss of access to computers, network resources, and the Internet. Violations may also include other disciplinary and / or legal action.

STAFF:

By accepting employment with South Panola Schools: I hereby agree to comply with the South Panola School District Board Policy on acceptable computer, network resources and Internet usage. Violations may result in a loss of access to computers, network resources, and the Internet. Violations may also include other disciplinary and / or legal action.
Therefore: If you do not agree with this policy and choose not to access South Panola School District computers, networked information resources and the Internet, please notify the school Principal, Technology Director or Superintendent in writing.

GUESTS:

Guests or any others are required to sign below before using South Panola Network Resources.

_____ _____

Name & Signature Date

_____ _____

Parent/Guardian Name & Signature (if needed) Date

For additional information and complete review of the Technology/Network policies and procedures, please visit www.spsd.k12.ms.us/page/spsd-computer-usage-policy.

APPENDIX C: PARENT/GUARDIAN - STUDENT CONTRACT

Dear Parent/Guardian:

It is the intent of the School Administration, faculty, and staff to provide all students a relevant, positive, and smooth flowing educational experience. This handbook was compiled with that intent in mind. It contains information, guidelines, codes of conduct, discipline policies and help to ensure that our intended purpose is accomplished.

Please help us accomplish this by doing the following:

A. Please read and familiarize yourself and your child with its contents.
B. Please allow us to answer any questions you may have about items contained within.
C. Please acknowledge your receipt and reading of this handbook by completing and returning the lower portion of this page.

If there are any questions about the information in this book, please contact the principal. Please detach and return this portion of the page to your child's homeroom teacher.

Date: _____

Student's Name: _____

Parent/Guardian's Name: _____

My child and I have read the South Panola School Handbook. I agree to encourage my child to abide by the information, guidelines, codes of conduct, discipline policies and rules contained within.

We further acknowledge: Notification of Asbestos and Lead Paint Inspections, Acceptable Use Policy for Technology

Parent/Guardian's Signature: _____

Student's Signature: _____

APPENDIX D: DISCIPLINARY REFERRAL

Student Name: Date: Time/Period:
Person Reporting: Grade: Location:

DISCIPLINARY INFRACTION

Level 1:

- ☐ Tardiness
- ☐ Running/Excessive Noise
- ☐ Public Display of Affection
- ☐ In an Unauthorized Area
- ☐ Dress Code Violation
- ☐ Electronic Device
- ☐ Loitering in Halls, Restrooms, etc.
- ☐ Disruptive Behavior
- ☐ Refusing to do Classwork

Level 2:

- ☐ Skipping Class *(did not leave school grounds)*
- ☐ Defiance/Insubordination
- ☐ Disrespect
- ☐ False Information *(dishonesty, lying)*
- ☐ Gambling
- ☐ Tobacco Use/Possession *(including electronic cigarettes)*
- ☐ Possession of Cigarette Lighter
- ☐ Minor Defacing School Property *(no repairs needed)*
- ☐ Abusing the Rights of Others *(arguing, pushing, hitting, horse-playing, being confrontational)*

Level 3:

- ☐ Disruption of Normal School Day
- ☐ Fighting
- ☐ Provoking a Fight
- ☐ Assault
- ☐ Theft
- ☐ Bullying
- ☐ Violation of No Contact Contract
- ☐ Vandalism *(property damage)*
- ☐ Gang Activity
- ☐ Leaving Campus w/o Permission
- ☐ Major/Diract Profanity
- ☐ Threatening *(verbal, physical, or electronic threats)*
- ☐ Sexual Harassment/Misconduct
- ☐ Possession/Use of Illegal Drugs or Alcohol
- ☐ Possession of Weapons
- ☐ Other:_____

Level 1 Interventions & Date

(2 are required)

- ☐ Conference with Student
  Date: _____
- ☐ Changed Seating Assignment
  Date: _____
- ☐ Writing Assignment
  Date: _____
- ☐ Parent Contact
  Date: _____
- ☐ Other: _____

Description of Infraction/Incident:

_____

_____

_____

_____

_____

_____

_____

Disciplinary Action Taken:

- ☐ Warning
- ☐ Administrative/Student Conference
- ☐ Referred to Guidance Counselor
- ☐ Parent Conference
- ☐ ALS
- ☐ OSS
- ☐ Conditional Suspension *(Required:*
- ☐ *Parent Conference)*
- ☐ Corporal Punishment

Administration Comments:

_____

_____

_____

_____

_____

Witness: _____ **Counselor:** _____

Parent: _____ **Student:** _____

Administrator: _____

APPENDIX E: CORPORAL PUNISHMENT

Student's Name: _____

Teacher: _____

POPE SCHOOL

South Panola School District uses corporal punishment as a means to correct behavior as stated in the 2025-2026 Student Handbook. Please mark below:

_____ South Panola School District Administration has my permission to use corporal punishment as a means to correct behavior. Prior to issuing corporal punishment, a phone call will be made to the parent/guardian.

_____ South Panola School District does **NOT** have my permission to use corporal punishment as a means to correct behavior.

Parent/Guardian's Signature: _____

Date: _____

Phone Number

Home: _____

Work: _____

Cell: _____

Email: _____

APPENDIX F: PHOTO CONSENT FORM

PHOTO/ VIDEO

I authorize Pope School (including its related entities) to photograph and/ or video my child to use for educational or promotional purposes in school related media. I understand that I will not be paid or rewarded for providing this authorization.

Mark ONE choice below

_____ Yes, I do give authorization for photos and videos for educational purposes.

_____ No, I do not give authorization for photos and videos for educational purposes.

Child's Name: _____ **Grade:** _____

Parent Signature: _____ **Date:** _____

Please return to the Pope School office.
1110 Main Street, Pope, Mississippi 38658

APPENDIX G: ENROLLMENT REQUIREMENTS

Terminology:
Parent – Biological or adoptive parent
Guardian – Legal guardian as documented through
Court Proceeding Custodian – Appointed by a court or governmental agency

A biological or adoptive parent may enroll a child with two (2) proofs of residency for the SPSD. If a custody agreement exists from a divorce, only the custodial parent may enroll the student. In the case of parenthood with no marriage or custody agreement, and both parents are listed on the birth certificate, each has parental rights to enroll a child.

A legal guardian of a child is only recognized when a court order exists naming the guardian for the minor child. Notarized personal statements are not legal guardian documents.

A person may register a child if they have been appointed the custodian of a child by a court or governmental agency. Consideration will be given due to deployment for military service.

The overlying goal is to make sure that there is a responsible adult with authority concerning the welfare of children in the district. Questions regarding residency should be forwarded to the Department of Personnel and Pupil Services at the district office.

Residency must be filed yearly and with each child inside the South Panola School District.

RESIDENCY POLICY

A student enrolling in or entering the school district will be required to provide documentation of the residency address as a part of the registration process in accordance with Mississippi State Department of Education Policy Rule 68.1.

All enrolling students must register annually which includes providing an updated residency address.

Any new student enrolling or entering the school district or any continuing student whose residence has changed will be required to verify his or her residence address as herein provided as a part of the registration process.

Any change of address by an existing student requires updated residency documents to be submitted. **Students are not legally enrolled until the documentation is provided and verification of residence has been completed.**

Except for those students who have been legally transferred, each student must establish his or her residency in the following manner:

The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two of the items numbered (a) through (k) below as verification of their address, except that a document with a post office box as an address will not be accepted.

a. Filed Homestead Exemption Application form
b. Mortgage documents or property deed
c. Apartment or home lease

d. Driver's license
e. Voter precinct identification
f. Automobile registration
g. Affidavit and/or personal visit by a designated school district official
h. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district
i. Certified copy of filed petition for guardianship if pending and final decree when granted
j. Cellphone of telephone bill
k. Utlility bills

In addition to the residency proofs, Parents/Legal Guardians of students entering South Panola Schools for the first time will have to provide:

- Student's final report card and a transcript of courses completed if the student is in high school
- Certified Birth Certificate
- Record of Immunizations transferred to a Mississippi 121 Form (Can be obtained from the Health Department or found online at: https://msdh.ms.gov/msdhsite/_static/14,0,71,969.html)
- Students from schools or programs (including correspondence, tutorial, or home study) that are not accredited by a state or regional agency must undergo standardized achievement tests and/or teacher-made special tests to determine; (1) the grade level to which the elementary transfer student should be assigned or (2) the number and validity of the Carnegie units the secondary transfer student has earned.

Please Note: If any of the requested proofs of residency are not available for any reason, a separate affidavit must be completed, notarized, and presented to the school. The affidavit must be accompanied by separate alternative proofs deemed acceptable. Failure to complete these requirements prior to the date assigned by the administration of the district will result in your child not being issued a schedule or assigned a teacher.

THE SCHOOL WILL NOT ACCEPT INCOMPLETE PACKETS OF PROOFS

WITHDRAWING A STUDENT

Parents who decide to withdraw students from South Panola Schools must:

- Return all books and clear all debts or fines.
- Notify the guidance office of the withdrawal and the new school's name and location.
- Parents may pick up copies of medical documentation, etc., with a 24-hour prior notice.

A withdrawal from the South Panola School District must be completed before enrolling in another school district. Please note that transcripts can be held until all books and fines are returned and paid. This includes cafeteria fines.

SOUTH PANOLA SCHOOL DISTRICT

2026 CHROMEBOOK POLICY & CHECKOUT ACCEPTANCE FORM

Student Info:

First Name:_____ Last Name:_____

Grade:_____ MSIS#:_____

South Panola School District (SPSD) strives to provide opportunities for all students to experience success in a safe and healthy learning environment. With this in mind, educators may provide online or digital instruction for students. For students to participate in these instructional activities a device (such as a Chromebook) is needed.

SPSD will allow a student the opportunity to **check out** a Chromebook for instructional use, with the understanding that the student and parent/guardian will assume responsibility for the device. The Chromebook (power supply and/or accessories) are property of SPSD, and any activity on the device may be monitored and/or recorded. The Chromebook and accessories will be returned to SPSD at the end of the school year, and/or in the event a student un-enrolls from SPSD and/or immediately upon the request of SPSD.

I understand that I will be held responsible and that I and/or my parent/guardian will pay for damage or loss of the Chromebook/accessories issued to me. I understand I am responsible for the device regardless of where the damage occurs.

Any damage to the device will be charged as follows:

1st Offense/Breakage: $ No Charge
2nd Offense/Breakage: $ 40
3rd Offense/Breakage: $ 100
4th Offense/Breakage: $ 300

Offense/breakage is defined as physical damage incurred, if accidental.
Examples include broken or missing keys, a damaged trackpad, a gouged or broken screen, a cracked and/or broken case, and water and/or liquid damage.

A power supply is issued with each Chromebook; if lost or stolen a replacement unit will be charged as follows: $10 for the first unit, and $20 for any additional units.

I and/or my parent/guardian will be held responsible for the full cost ($300) of a lost or stolen Chromebook unless a police report is filed and a copy of the report is provided to SPSD.

Chromebook #	Date Issued	Date Returned	Comments

Check-out agreement terms are accepted by:

Parent/Guardian:_____ Signature:_____ Date:_____

Student Name:_____ Signature:_____ Date:_____

SPSD Representative:_____ Signature:_____ Date:_____