

Name \_\_\_\_\_

School \_\_\_\_\_

Grade Level \_\_\_\_\_

Homeroom \_\_\_\_\_

Class Schedule

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

**DESTINATION GRADUATION!**

**PASCAGOULA  
SCHOOL DISTRICT**

# Student Handbook

**2013  
thru  
2014**



# **SECONDARY EDITION**

**DESTINATION GRADUATION!**

GAUTIER MIDDLE • GAUTIER HIGH • OPPORTUNITY CENTER • PASCAGOULA HIGH

**Pascagoula  
School District**

**STUDENT  
HANDBOOK**

**2013 – 2014**

**The Pascagoula School District will  
create global educational opportunities  
to challenge the mind of every student,  
inspiring a passion for learning and a  
legacy of innovative thinking.**

## TELEPHONE NUMBERS

### ELEMENTARY SCHOOLS

Arlington Elementary.....	938-6552
Beach Elementary.....	938-6428
Central Elementary .....	938-6559
Cherokee Elementary .....	938-6549
College Park Elementary .....	522-8829
Eastlawn Elementary .....	938-6431
Gautier Elementary .....	522-8824
Jackson Elementary.....	938-6554
Lake Elementary .....	938-6422
Martin Bluff Elementary.....	522-8850
Singing River Academy.....	522-8835
Trent Lott Academy.....	938-6465
Attendance Office .....	938-6462
Guidance Office .....	938-6469

### SECONDARY SCHOOLS

Colmer Middle .....	938-6473
Attendance Office .....	938-6474
Guidance Office .....	938-6475
Gautier Middle.....	522-8806
Sixth Grade Academy .....	522-8812
Attendance Office .....	522-8807
Guidance Office .....	522-8808
Gautier High .....	522-8783
Attendance Office .....	522-8780
Guidance Office .....	522-8790
Pascagoula High.....	938-6451
Attendance Office .....	938-6449
Guidance Office .....	938-6452
Applied Technology Center.....	938-6579
Attendance Office .....	938-6574
Guidance Office .....	938-6581
Community Education .....	938-6577
Opportunity Center.....	938-6222

### DISTRICT ADMINISTRATION

Administration Building .....	938-6491
Jackson County Exceptional School.....	762-1457
Maintenance.....	938-6530
School Health Services .....	938-6417
Stadium .....	938-6568
Transportation .....	938-6565
Bus Barn – Gautier .....	522-8828

Dear Parents,

As we begin the 2013-2014 school year, I would like to welcome you to a new opportunity to participate in your child's education. First, we want you to review the student handbook and tell us what you think. We will provide you with an opportunity to submit handbook suggestions this spring.

Second, we are facing a new curricular challenge this school year with the new Common Core Curriculum. As a district, we will focus our full attention to conquering this new challenge by exposing our students, teachers and parents to the expectations we will all have to meet in public education in the State of Mississippi.

Third, we are embracing a new teacher evaluation system called MSTAR (Mississippi Statewide Teacher Appraisal Rubric). This evaluation system calls for teachers to communicate with parents about the progress of the students in their classroom. Teachers will be evaluated, not only by their administrators, but also by their students' performance. We would like for teachers and parents to make communication a constant part of our culture so that your child will have the best educational outcomes.

Finally, this handbook represents the guidelines by which our school district is governed. We want to create a safe and rigorous environment where your children are challenged daily through our academics, arts, and athletics programs. We want the best from your children in our classroom, and we want you as parents to demand the best from us. This goal can be reached if we work together to improve the quality of our children's education.

Thank you for choosing the Pascagoula School District!

Sincerely,

Wayne Rodolfich  
Superintendent



## PASCAGOULA SCHOOL DISTRICT 2013-2014 School Year

Student Registration .....	July 18 & 19, 2013
Teachers Report .....	August 2, 2013
Professional Development/Teacher Work Days .....	August 2, 5, 6, & 7 2013
Students Report – First Day of School .....	August 8, 2013
Labor Day Holiday .....	September 2, 2013
State Subject Area Test Retesters .....	September 16-20, 2013
First Term Progress Reports .....	September 17, 2013
First Term Examinations .....	MS - October 8, 9, & 10....HS- October 9 & 10, 2013
Second Term Begins .....	October 11, 2013
Fall Break-Students /Teachers.....	October 14, 2013
State Subject Area Test; English II Writing Retest(HS).....	October 22, 2013
First Term Report Cards Issued .....	October 22, 2013
CPAS2 (ATC).....	November 11-14, 2013
Second Term Progress Reports .....	November 19, 2013
Thanksgiving Holidays.....	November 25-29, 2013
State Subject Area Testing; Eng. II, Alg. I, US History, Bio. I (HS).....	December 3-9, 2013
First Semester Examinations.....	MS - December 18-20.....HS- December 19-20, 2013
Last Day of First Semester (60% Day).....	December 20, 2013
Christmas Holidays/New Years (Students) .....	December 23 - January 7, 2014
Professional Development/Teacher Work Days.....	January 6-7 2014
Students Report/Second Semester Begins .....	January 8, 2014
First Semester Report Cards Issued .....	January 14, 2014
Martin L. King, Jr., Holiday.....	January 20, 2014
State Subject Area Testing; English II Writing Retest(HS) .....	February 4, 2014
Third Term Progress Reports Issued .....	February 18, 2014
Mardi Gras Holiday.....	March 3-4, 2014
Third Term Examinations.....	MS - March 12-14 .... HS - March 13 & 14, 2014
Fourth Term Begins .....	March 17, 2014
State Subject Area Test Retesters (Seniors Only).....	March 17-21, 2014
Third Term Report Cards Issued .....	March 25 2014
Spring Break/Easter Holiday.....	April 14-18, 2014
MS Career Planning & Assessment System - Applied Technology Center.....	April 22 & 23, 2014
Fourth Term Progress Reports Issued.....	April 29, 2014
GLTP; Grade 5 & 8, MS Science Test Online.....	Grade 8-Apr. 28-May 1/ Grade 5-May 5-8, 2014
State Subject Area Testing; US History, Alg. I, Eng. II, Bio. I (MS & HS) .....	May 5-9, 2014
MCT 2 - Grade Level Testing Program; Grades 3-8,.....	May 13, 14, 15, 2014
Senior Examinations .....	May 15 & 16, 2014
Second Semester Exams - .....	MS - May 21-23 .... HS - May 22 & 23, 2014
Graduation, Gautier High School .....	May 22, 2014
Graduation, Pascagoula High School .....	May 23, 2014
Last Day for Students (60% Day), Report Cards .....	May 23, 2014
Memorial Day/Teacher Holiday.....	May 26, 2014
Professional Development/Teacher Workday .....	May 27, 2014
Final Report Cards Mailed (HS) .....	May 27, 2014

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## **INTRODUCTION**

This student handbook has been prepared to provide information concerning the policies and procedures of the Pascagoula School District. Every effort has been made to create the best possible learning environment for all students. The school is in need of your help and cooperation. It is important that each student understands the conduct requirements and is encouraged by his/her parents to follow the rules and regulations of the district. Please read and discuss the handbook provisions with your child.

Prohibited activities, offenses, violations, and misbehavior described in this handbook shall pertain to any student who is on school property, on the school bus, at the bus stop, on the way to and from school, or who is in attendance at school or at a school-sponsored activity. School-sponsored activities include, but shall not be limited to, practices, rehearsal, participation or spectator, on and off school property, within and outside the school district.

## **ADMISSION OF STUDENTS TO THE BUILDING**

Each attendance center administrator will establish specific procedures to be followed for students entering buildings on the campus. However, during inclement weather, students may report to specific areas designated by each attendance center. Students who need to go to the office before school should enter the building through the door nearest the office.

## **ADDRESS/TELEPHONE NUMBER CHANGE**

It is a parent's responsibility to report any change of address or telephone number to the office immediately. This should be done in writing; the note could be mailed to the school or brought to the office by the student. Two proofs of residency shall be required and be presented by the parent at the main office of the school when the address changes.

A current phone number where a parent/guardian can be reached in case of an emergency must be on file. If a student's mode of transportation is changed in any way, the change must be made in writing to the school office.

## **ANNOUNCEMENTS**

Announcements that are made by students must be approved by the principal.

## **ATTENDANCE POLICY (JBD)**

A student benefits from good school attendance and promptness to classes. Those benefits include: (1) opportunity to expand present knowledge; (2) opportunity to learn more; (3) more opportunity to practice under the guidance of a professional; (4) opportunity to interrelate with peers; and (5) opportunity to participate in one-time unique experiences.

Absences from school result in loss of "time on task", and each student's absence lowers average daily attendance resulting in a loss in state funding. The right to attend the public schools places accompanying responsibility upon students and their parents to strive for perfect attendance.

Tardiness, absences, dismissals, and suspensions are all problems which require action by school officials because each of these results in a loss of "time on task." Because student attendance affects student learning, a parent conference may be required if a student has excessive absences, regardless of whether the absences are excused or unexcused.

### **SECTION I: ABSENCES**

**In the elementary, academy, and middle schools (K-8)**, the limit of absences shall be six (6) days of unexcused absences per semester or ten (10) days total (includes excused and unexcused) per semester. On day seven (7) for unexcused absences and day eleven (11) for the total number absences, the grade for the semester goes to 65/F or actual grade, whichever is lower.

**In the high schools (9-12)**, the limit of absences shall be four (4) absences per period per forty-five (45) day term or eight (8) days per period per ninety (90) day term. On the fifth (5) absence from a forty-five (45) day period and the ninth (9) absence from a ninety (90) day period, the course grade for the term goes to 65/F or actual grade, whichever is lower. Senior students may miss up to two (2) days during the school year to interview for scholarships and take placement or entrance exams if documentation is provided in advance of the absence. These absences will not count against the number of days allowed to miss under the attendance policy.

In the middle schools and high schools, students must be present 75% of the class period in order to be counted present that period.

**Excused absences** are those absences for (1) personal illness; (2) death in the family or serious illness; (3) observance of religious holidays of a student's own faith; (4) school-related field trip or educational activities approved by the district and/or building administrator; and (5) special circumstances, such as court summons, family emergencies, weather extremes, etc., which require immediate action and that the school principal deems necessary.

In order for any absence (except number four (4) above) to be excused, the parent/guardian must call the school office before 2:00 p.m. on the day of the absence or the student must submit a note signed by a parent/guardian stating the reason for the absence for any of the above. The student must submit this written excuse to the proper school official by 10:00 a.m. on the day the student returns to school. Students may have only four (4) call-ins per semester toward "excused" absences.

**Repeated absences may require a medical excuse.**

If no excuse is presented, the absence(s) shall be considered unexcused.

A student must be in attendance 60% of the day to participate in any school-related activity on that day. In the case of a weekend and/or holiday activity, the student must be in school 60% of the preceding Friday and/or last school day prior to the activity.

**Appeal Procedure:**

An appeal may be made for students who have missed more than the allotted number of total days/periods. The following steps must be followed:

- A. Within five (5) school days after receiving notification that the student has exceeded the allotted number of absences, a letter requesting a policy waiver must be submitted by the parent or guardian to the principal. Attached to this letter should be copies of documentation verifying the reason(s) for the absences.
- B. The principal will decide to approve or disapprove the request and notify the parent/guardian in writing of the decision. At the principal's discretion, a teacher/administrator committee may review each case and make a nonbinding recommendation to the principal.
- C. Request not approved by the principal may be appealed by the parent/guardian to the Attendance Review Committee by submitting a letter, within two (2) school days of receiving notification that the request was denied, to the Assistant Superintendent of Student Services. The committee will be comprised of a central office administrator and two school-level administrators.
- D. Requests not approved by the Attendance Review Committee may be appealed to the superintendent by submitting a letter, within two (2) school days of receiving notification that the request was denied, to the office of the Superintendent.
- E. Decisions made by the Superintendent, may be appealed to the Board of Trustees through the superintendent's office by submitting a letter within two (2) school days of receiving notification that the request was denied, to the office of the superintendent.

NOTE: If a waiver is granted in regard to the attendance policy for students who have missed more than the allotted number of total days/periods, all unexcused absences shall still carry the grade penalty as specified in Section III: NO CREDIT.

**SECTION II: ALLOWABLE CREDIT/MAKE-UP WORK**

Initiative must be taken by the student to consult with the teacher about make-up work. For excused absences or dismissals, 100% of the grade will be given as credit for make-up work required by the teacher, provided that work is completed and submitted within two (2) school days. At the end of the two (2) school days, if assignments are due

(including pre-announced tests) the day they return from an excused absence, the assignments and/or tests will be required to be completed that day. Principals may specify a longer period of make-up time for students who experience an extended period of excused absences.

**SECTION III: NO CREDIT**

When a student misses class time because of truancy, or for other unexcused absences, he will be allowed to make up work, but NO PERCENT OF CREDIT FOR A DAILY GRADE will be given. A grade of zero (0) will be recorded for any daily grade given during this time. The student will be allowed to make up tests, nine week exams and/or semester exams and will receive the actual grade earned.

**SCHOOL DAY SCHEDULES**

School	Begin Day	End Day
Elementary	7:30	2:45
Academy	7:40	3:00
Middle School	8:05	3:25
High School	8:07	3:28

**SECTION IV: TARDIES**

**High School Students:** Students who are tardy for school but arrive prior to 8:35 a.m. will be admitted without the presence of a parent/guardian or guardian designee provided:

- A. The parent/guardian or guardian designee calls before the student arrives, “call ins” are limited to two (2) per nine weeks.
- B. Tardies to first period do not exceed four (4) per 90-day term; after two (2) tardies student will be assigned to ISI.

ISI will be issued when the student does not have a prior call or when tardies to first period exceed two (2) per 45-day term. Upon receiving four (4) unexcused tardies, driving privileges to school may be suspended. Tardies to individual classes, other than first period, shall be dealt with on a school-by-school basis.

**Middle School Students:** Students who have a parent/guardian or designee call in will be excused if tardies do not exceed three (3) per nine (9) weeks. The fourth tardy, and each one thereafter, will result in a disciplinary referral. Tardies to individual classes, other than first period, shall be dealt with on a school-by-school basis.

**Academy Students:** For every sixth (6) tardy, the student will receive an unexcused absence. Unexcused absences will be reported to the attendance officers. Parents will be notified when the tardies equal an unexcused absence. Academy students are tardy if they arrive after 7:40 a.m., and must be signed into school by student’s parent, guardian, or designee on student information form. Students who receive an unexcused absence will not be eligible for perfect attendance awards.

**Elementary Students:** For every sixth (6) tardy, the student will receive an unexcused absence. Unexcused absences will be reported to the attendance officers. Parents will be notified when the tardies equal an unexcused absence. Elementary students are tardy if they arrive after 7:30 a.m., and must be signed into school by student's parent, guardian, or designee on student information form. Students who receive an unexcused absence will not be eligible for perfect attendance awards.

#### **SECTION V: DISMISSALS – CHECK-OUTS**

Once a student arrives at school, the student, regardless of age, should remain the entire day. Early dismissals and check-outs could possibly affect grades. Students who check-out and then want to check back in the same day must have a medical/legal excuse. Students must follow the check-out procedure as outlined below with no exceptions:

- A. For a check-out, a student's parent/guardian, or designee on the Student Information Form, must personally sign the student out in the attendance office. Photo ID will be required.
- B. For a pre-arranged check-out, the parent or designee may come by the attendance office up to a week in advance to sign the student out. (Secondary)
- C. For medical appointments, the student may present a doctor or dental appointment card to the attendance office prior to 8:15 a.m. on the day he or she is to check out. The attendance office will verify the appointment by phone or require the student to present verification from a doctor upon his/her return to school. Failure to present verification from a doctor when required will result in a two-hour detention issued for a one-period absence and a three-hour detention issued for absence of more than one period. (Secondary)
- D. In order to maintain an environment conducive to testing, all students must remain in the classroom for the entire exam period.
- E. Check-outs the last half-hour of the day are not permitted except for emergency reasons only.
- F. Elementary/Academy Students (K-6): For every sixth (6) check-out, the student will receive an unexcused absence. Unexcused absences will be reported to the attendance officers. Parents will be notified when the check-outs equal an unexcused absence. Students who receive an unexcused absence will not be eligible for perfect attendance awards.

Classes missed due to check-outs count as absences and will be treated as excused or unexcused according to the guidelines established above.

## **SECTION VI: CHECK-INS**

Students must follow the check-in procedure as outlined with no exceptions:

- A. See "TARDIES", SECTION IV, above.
- B. Secondary Schools: For a check-in (arriving at school after 8:35 a.m.), a student's parent, guardian, or designee on the Student Information Form must personally sign the student in through the attendance office. A student who arrives at school without someone to sign him/her in will be admitted to class. However, detention hours will be issued as per Truancy Policy listed under District Discipline Plan (JCD-I.B). These hours will be deleted provided the parent/guardian or designee signs the student's check-in no later than 4:00 p.m. the following attendance day.
- C. For a pre-arranged check-in, the parent or designee may come by the attendance office up to a week in advance to sign the student back into school.
- D. For medical appointments, the students must present a medical appointment card to the attendance office when they return to school.
- E. During examination days, students may not check-in during an examination. Once an examination has begun, no student will be admitted.

All students must follow check-in and check-out procedures as outlined above. Any student who fails to do so will be subject to suspension.

If a parent or guardian designates someone to sign students out or in, the parent must verify and sign the student's information form in the presence of a school staff member in the school office.

## **ALCOHOL AND OTHER DRUG POSSESSION AND USE (JCBJ) PROHIBITED ACTIVITIES**

It shall be against school policy for any student who is on school property, on the school bus, on the way to and from school, in attendance at school, or at a school-sponsored activity:

- A. To sell, supply, give, or attempt to give to any person any of the substances listed or described in this policy or what a student represents or believes to be any of the substances listed or described in this policy.
- B. To possess, procure or purchase, or attempt to possess, procure, or purchase, to be under the influence of (legal intoxication not required), or to use or consume, or attempt to use or consume, the substances listed or described in this policy or what is represented by, or to, the student to be any of the substances listed in this policy, or what the student believes is any of the substances listed or described in this policy.
- C. To possess drug paraphernalia.

## **PROHIBITED SUBSTANCES AND PENALTIES**

Any student engaging in prohibited activities “A”, “B”, or “C” (see Prohibited Activities above) with prohibited substances as described in this policy, shall be immediately suspended 9 days out of school and reassigned to the Opportunity Center (Alternative School) of the Pascagoula School District for up to a calendar year. Students attending the Opportunity Center who violate this policy shall be suspended 9 days and recommended for expulsion from all schools. (See District Discipline Plan/Student Code of Conduct – JDA)

### **Prohibited Substances:**

- A. Alcohol or alcoholic beverages.
- B. Any abuse of prescription or non-prescription drug(s).
- C. Any controlled substance (drug, substance, or immediate precursor described in, but not limited to, Schedule I through V of Sections 41-29-121 of the Mississippi Code) including, but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, or “look-alike” drug or counterfeit substance represented to be, or believed to be, any of the substances aforementioned or described in this policy.
- D. Any usable glue, aerosol paint, or any other chemical substance including, but not limited to, lighter fluid and duplicating fluid for inhalation.

Parents/Guardians shall expect their child to be placed in the custody of the appropriate law enforcement agency if the situation warrants. If any prohibited substance is found on one’s person or in any vehicle of a person, the appropriate law enforcement agency will be immediately notified and charges may be filed. MS Code 37-11-29

### **DRUG SCREENING OF ATHLETES/CO-CURRICULAR (JCBJC)**

The Pascagoula School District conducts a random mandatory drug-testing program for student athletes and students enrolled in co-curricular activities regulated by the Mississippi High School Activities Association (MHSAA). Each student wishing to participate in any interscholastic athletic program and/or co-curricular activity and the student’s custodial parent or legal guardian shall consent, in writing, to drug testing, pursuant to the school’s drug testing program. No student will be allowed to participate in any interscholastic program absent such agreement.

The purpose of this policy is as follows: 1. to provide for the health and safety of all student athletes and students enrolled in co-curricular activities; 2. to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and 3. to encourage students who use drugs to participate in drug treatment programs. A copy of the drug screening policy requirements may be obtained from the building principal, athletic director, sponsoring coach or teacher.

**TOBACCO/OR LOOK ALIKE – POSSESSION AND/OR USE  
(K-12) (JCBK)**

Possession and/or use of tobacco or “look-alike” (electronic cigarettes) on school property, at school sponsored activities, and/or on school vehicles is strictly prohibited. Consequences shall be as follows:

1 <sup>st</sup> Offense	2-Day Out-of-School Suspension
2 <sup>nd</sup> Offense	3-Day Out-of-School Suspension
3 <sup>rd</sup> Offense	5-Day Out-of-School Suspension
4 <sup>th</sup> Offense	Referral to Disciplinary Review

Also, in accordance with the city ordinance (law) of the City of Pascagoula (Ordinance Number 12-1998) and the city ordinance (law) of the City of Gautier (Ordinance Number 111-99), a student violating either ordinance will be placed in the custody of the appropriate law enforcement agency/official as the situation warrants.

**BILLS, DUES, AND FEES**

It is the parent’s responsibility to pay student debts such as charged lunches, workbooks, driver education fees, lost or damaged textbooks or library books, or damage to school property. Failure to do so may result in legal action being taken against parents.

**CERTIFICATION OF BIRTH REQUIRED FOR STUDENT  
ENROLLMENT (JBCA)**

Students enrolling in the district’s schools for the first time are required to present certification of birth. By state law, the following evidence shall be used regarding the date of birth that is required for a child to enroll in kindergarten or first grade. If the first prescribed evidence is not available, the next evidence obtainable, in the order set forth below, shall be accepted:

- A certified birth certificate;
- A duly attested transcript of a certificate of baptism, showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by a parent, grandparent, or custodian;
- An insurance policy on the child’s life which has been in force for at least two years;
- A bona fide contemporary Bible record of the child’s birth, accompanied by an affidavit sworn to by a parent, grandparent, or custodian;
- A passport or certificate of arrival in the United States showing the age of the child;



- A transcript of record of age shown on the child's school record for at least four years prior to application stating date of birth; or
- If none of these can be produced, an affidavit of age sworn to by a parent, grandparent, or custodian.

Schools shall not retain original birth certificates. They shall be returned to parents immediately after recording the necessary birth data.

The state and local requirement regarding verification of birth dates may be met when the student's permanent school record includes a verified birth date and all other required information relative to birth date and place. It shall be the responsibility of the principal of each school to enforce the requirements for a certification of birth date for each pupil prior to enrollment.

All students entering Kindergarten or Grade One who have not been enrolled in schools in this or any other district before, shall present certification of birth date upon enrollment. Students in grades 2-12 transferring into the district whose records do not provide the information required above must supply a certification of birth date within sixty (60) days of enrollment. Students transferring into the district in grades 2-12 for whom date of birth has not been certified within the above established sixty (60)-day period shall be suspended until in compliance.

The building level administrator shall be responsible for appropriately communicating with parents or guardians as needed to ensure full policy compliance. MS Code 37-15-1

#### **BOOK BAGS**

Students in grades K-12 may utilize book bags for the purpose of carrying school books and materials. Students may be required to leave book bags in lockers during the school day.

#### **BULLETIN BOARD, POSTER AND SIGN DISPLAY**

Bulletin boards and posters are an integral part of student activities. Posters and signs shall be placed on glass or other non-painted surfaces after being approved by the sponsor. Posters and signs should be removed as soon as they become outdated.

#### **BUS CONDUCT/REGULATIONS (JCBI)**

##### **LOADING AND UNLOADING:**

- Be at your assigned loading zone on time.**
- If you must walk to the bus stop and there are no sidewalks, face the traffic so that drivers can see you and you can see them.
- Do not play on or near the road while waiting for the bus.
- If you must cross the road, do not cross until the bus arrives and the safety patrol has given you the signal to cross. Look both ways before crossing.

- E. When crossing the road, always cross at least six (6) feet in front of the bus.
- F. Wait until the bus comes to a complete stop before trying to load or unload.
- G. Use handrail while loading or unloading.
- H. Never get under a bus for any reason.
- I. When leaving the bus, move away from the loading zone as soon as possible, but do not run.
- J. There will be no loading or unloading at any place other than the school or the student's regular bus stop, except by parental request and permission from the transportation supervisor.
- K. If a parent needs his/her child to ride a bus other than the one to which the student is assigned, the parent must make arrangements before 1:00 p.m. of the day the parent wishes this to occur. The parent should write a note to the building principal requesting that he/she (building principal) contact the transportation office to see if the request can be honored. The note may be sent by the student, but the note must be received in the office before 1:00 p.m.

**WHILE EMERGENCIES DO ARISE, PLEASE UNDERSTAND THAT ALL BUSES ARE USUALLY FULL, ALLOWING FOR LITTLE OR NO COURTESY RIDES.**

- L. Student seating may be assigned by the driver.

**WHILE ON THE BUS:**

- A. Do not talk to the driver or distract the driver's attention except in an emergency.
- B. Do not make unnecessary noise.
- C. Keep head, hands, and articles inside the bus.
- D. If you must stand while riding the bus, get someone to hold your books and hold on to the back of the seat.
- E. Do not bring unauthorized articles onto the bus.
- F. Be courteous to the driver and fellow passengers.
- G. Follow instructions of the driver and safety patrol.

**The bus is an extension of the classroom. Any violation of school rules while on the bus will be handled as if the student were in school.**

Riding the school bus is a privilege that can be lost if proper conduct is not followed. Students should not jeopardize this privilege by failing to conduct themselves in a proper and reasonable manner.

**SEVERE BUS OFFENSES: POLICY VIOLATIONS/THREATS TO SAFETY**

The District Discipline Plan and all its rules and regulations will be enforced on school buses. Students who commit suspendable violations on the bus, at the bus stop, or to and from the bus stop will be suspended from school and suspended from riding the school bus under the Severe Bus Offenses section. For example, students who fight on the bus or at a bus stop will be suspended from school, as well as suspended from riding the school bus. Failure to obey the bus driver and

failure to obey the student code of conduct will also be considered as severe bus offenses.

**First Report of Misbehavior:** Suspended from riding the bus for one week or removal for remainder of semester or year, depending upon severity of incident. (Parent conference required.)

**Second Report of Misbehavior:** Suspended from riding the bus for two weeks or removal for remainder of semester or year, depending upon the severity of incident. (Parent conference required.)

**Third Report of Misbehavior:** Suspended from riding the bus for the remainder of semester or school year. (Parents will be notified.)

Major offenses may result in immediate suspension for the remainder of the semester or year.

**MINOR BUS OFFENSES:**

**First Report of Misbehavior:** Conference with student to inform him that a second report of misconduct will result in a three-day suspension from riding the bus.

**Second Report of Misbehavior:** Student will be suspended from riding the bus for three (3) days, and the parent will be notified with a copy of all written conduct reports by drivers.

**Third Report of Misbehavior:** Student will be suspended from riding the bus for five (5) days, and a conference with the parents will be required before the student may ride the bus.

**Fourth Report of Misbehavior:** Student will be suspended from the bus for ten (10) days with parent notification.

**Fifth Report of Misbehavior:** Student will be suspended from the bus for the remainder of the semester or school year. Parents will be notified.

**CAFETERIA/CHILD NUTRITION (JGH)**

The Child Nutrition Department provides meals that meet federal nutrition guidelines in all school cafeterias. Breakfast and lunch are available daily in all cafeterias. To comply with federal and state regulations, the following regulations are established:

- I. No food items will be sold on the school campus for one (1) hour before the start of any meal service period and until after the last meal service period. No food deliveries from fast food commercial establishments will be received or consumed in the cafeteria dining room during serving periods as defined in the previous sentence.
- II. Food items offered for extra food sales by the Child Nutrition Program shall be only those foods which are components of the approved federal meal patterns being served and milk products.
- III. With the exception of milk products and water, a student may purchase individual components of the meal and extra food items only if the full meal unit also is being purchased.
- IV. Foods of minimal nutritional value are not allowed in the cafeteria during meal service periods. These foods include, but are not

limited to carbonated drinks and frozen desserts that contain less than 100% full strength juice.

- V. Vending machines are allowable on school campuses at the discretion of the school principal provided these machines are not in competition with the Child Nutrition Program and are operated in compliance with federal, state, and local regulations.

In addition, students are expected to follow conduct rules for the cafeteria and to be responsible for returning trays and throwing away paper products. Food is not to be taken out of the cafeteria. Elementary students can refuse to eat lunch only with a note from a parent. A maximum of three (3) charged meals are allowed for elementary students. Middle school students will be allowed one charge. Charge letters will be sent home with the student twice a week. These charges must be paid before the student may charge again. No charges are allowed for high school students and adults. We encourage all students to prepay their lunches. This will eliminate the student having to remember lunch money each day. It also helps the students move through the line faster so they will have more time to eat.

#### **CHEATING/PLAGIARISM**

Definition of cheating: Giving or receiving information by any means in a testing situation, classroom work, or homework. Definition of plagiarism: Passing off the ideas or words of another as one's own without crediting the source including, but not limited to, text copied from the internet or books of any kind. This includes the writing of answers from a person's own test or quiz which could be given to other persons. Cheating/plagiarism will be penalized by giving a zero on the work. Parents will be contacted.

#### **CHEERLEADERS – GRADES 7 – 12**

Cheerleaders will be selected according to eligibility and approved procedures as outlined in the Athletic Handbook. A copy of the eligibility requirements and procedures may be obtained from the building principal and/or cheerleader sponsor.

#### **POSSESSION AND/OR USE OF COMMUNICATION DEVICES (CELL PHONES, PAGERS, ETC.) IN SCHOOL (JGFBB)**

Students shall not possess a communication device (cell phone, iPhone, pager, iPod, PSP, gaming device, etc.) while on school property or while attending a school-sponsored activity during regular school days/hours, including time on campus prior to convening and after dismissal. Communication devices (cell phone, iPhone, pager, iPod, PSP, gaming device, etc.) are also prohibited during school detention and Saturday detention.

Communication devices (cell phone, iPhone, pager, iPod, PSP, gaming device, etc.) may be allowed at extra-curricular activities outside of those times described in the preceding paragraph. Area of use may be designated by the building principal or his/her designee. Phones are available at all schools for student use for emergency needs.

Failure to adhere to this policy will result in a disciplinary referral. The communication device (cell phone, iPhone, pager, iPod, PSP, gaming device, etc.) will be confiscated and the parent/guardian will be contacted.

**First Offense:** The cell phone/electronic communication device will be confiscated and secured by the administrator for a total of 45 school days. A parent must meet with the principal to request the return of the cell phone on the 45<sup>th</sup> day.

**Second Offense:** The cell phone/electronic communication device will be confiscated and secured by the administrator for the remainder of the school year. At the conclusion of the school year, the parent/guardian may recover the communication device (cell phone, iPhone, pagers, iPods, PSP's, gaming device, etc.) upon submitting a written request to the principal.

We acknowledge the potential seriousness of "sexting" and forbid any use of devices such as a cell phone that could cause a distraction in school.

Any items that are not picked up by May 31<sup>st</sup> will be donated to a non-profit organization.

#### **Student Notification of Prohibition of Electronic Communication Devices during Statewide Tests**

- *The Mississippi Public Schools Accountability Standards 2010, Standard 22*, prohibits the possession and/or use of any electronic communication device, included but not limited to an iPod, MP3 Player, Bluetooth device, iPhone, Cell Phone, and/or other personal digital assistance device, by students during the administration of scheduled statewide tests.
- Possession of any such device, even if it is not being used, is a violation of State Policy. Example: A student having a cell phone in his/her possession anywhere on his/her person during the test administration is a testing violation.

- The consequence of this testing violation is that the test results for the student will be invalid: therefore, the score of any student in possession of these prohibited devices during the test administration will be invalid. No score is reported for an invalid test; therefore resulting in a non-passing score for any state test (MCT2, MST, SAPT2, CPAS, WIDA).

### **COMMUNICABLE DISEASES (JGCC)**

The principal and school nurse have a specific responsibility for control of communicable diseases in this district. When the school determines that a problem exists, the administrator or school nurse will advise the parent of the required action to be taken per Board Policy JGCC. Chicken pox, head lice, impetigo, measles, mumps, pink eye, and ringworm are among the more common diseases requiring action. Frequently, exclusion from school is required. Some instances may require a written statement from the family doctor or the public health department for a student to return to school.

**HEAD LICE (JGCE):** When it is determined by examination that a student has head lice and/or nits, Pascagoula School District principals will exclude from school and refer for treatment any student with known infestation of head lice. A letter will be sent to notify the student's parent/guardian that the student must receive proper treatment before the student may return to school. The treatment must be an approved medical treatment and not a home remedy. The students will be allowed to return to school on the following conditions:

- a) When the parent/guardian provides evidence of treatment, such as an empty container of the appropriate product with the label intact;
- b) A copy of the notification letter with a parent/guardian signature to verify receipt;
- c) No live lice shall be visible on examination by school staff, i.e., school nurse, principal, or principal's designee. Nits may still be seen even in an adequately treated child. This is not evidence of continuing infestation if the child has been properly treated and no adult lice are present.

**Important:** A second treatment shall be completed within the seven (7) to ten (10) days following the first treatment: no sooner than seven (7) days, no later than ten (10) days. The parent/guardian shall be required to furnish evidence of a second treatment.

If a student is found to have head lice on three (3) occasions during one (1) school year as determined by the school nurse, public health nurse, or physician, the principal or administrator will notify the county health department of the recurring problem. An approved form will be used to refer the student to the health department. The health department will be notified that the student is to be expected.

The parent/guardian will take the completed form and the student to the health department. The school nurse will follow-up with the health department and the parent for release to return to school.

#### **COMPULSORY SCHOOL ATTENDANCE (JBA)**

Compulsory school attendance is mandated by state law (MS Code 37-13-91). Every child who has attained the age of six (6) years, but is not the age of seventeen (17) years on or before September 1 of the current school year, shall attend school. If a compulsory school-age child is not enrolled in a school within fifteen (15) calendar days after the first day of the school year, or accumulates five (5) unlawful absences, the principal shall report such absences to the school attendance officer of the Mississippi Department of Education.

#### **COMPUTERS AND TECHNOLOGY; ACCEPTABLE USE POLICY (IFBDAA)**

It is the primary goal of the Pascagoula School District to provide a quality educational program for all its students. One means to that end is to enlist the use of technology in the form of networked services, electronic information, computer-driven academic software, and telecommunication services. Our efforts in achieving that goal will give students an opportunity to acquire the knowledge, skills, abilities, and values needed to prepare themselves for personal satisfaction and workplace success in the twenty-first century. Students will be allowed access to those services and resources for the purpose of conducting research, communicating academically with others, and enhancing their own learning. With student ability to access district technology comes responsibility in its use. The district network administrator(s) and supervisors shall report student network or other computer misconduct to the student's school administrator who will take appropriate disciplinary action. Violations of district-established procedures may result in, but are not limited to, a loss of access privileges, disciplinary action by the school and/or district administration, and/or contact of law enforcement agencies.

Each student will be given copies of the school board policy governing network and computer conduct, the procedures for access and use of the network and computers, and a statement of assurance for parent and student signature and return to their designated teacher or supervisor/administrator. Each school will have its own set of rules or procedures unique to its situation and setting. Students are expected to follow those rules or procedures as well. The guidelines for that use can be found in the ACCEPTABLE USE POLICY (IFBDAA). As per the policy, misuse may result in loss of use/privileges. Acceptable Use Policy internet link – <http://goo.gl/A70Xp>

### **CONDUCT/DISCIPLINE REPORTS**

Written conduct reports will be sent home as soon as possible indicating the nature of the offense and any disciplinary action taken. Conduct reports are to be signed by a parent and returned to the principal's office within two (2) days after having been issued. If there is no parent response, the school will consider the parent in agreement with the report/action.

### **COUNSELING SERVICE/GUIDANCE PROGRAM (IG)**

Guidance services shall be available for every student. These services shall include, at appropriate levels, assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school, and/or social concerns, and/or any questions the student or his/her parents may feel they would like to discuss with the counselor.

The aim of the school personnel, through counseling service and instructional programs, is to help each student grow and develop educationally through his school experiences and to assist in plans for employment or further education study after completing his K-12 school program. Principals, teachers, counselors, and other professionals are available to discuss with each student and/or parent any problems or questions arising relative to the educational programs. Parents are invited to contact the guidance secretary in secondary schools to schedule teacher and/or counselor/social worker conferences when school problems arise and when help may be desired. In the elementary schools, parents are invited to contact the school secretary at the elementary schools to schedule teacher and/or counselor/social worker conferences when school problems arise and when help may be desired.

The counselors are available as follows:

- A. To help with personal problems.
- B. To help select and schedule a program of study.
- C. To help students participate fully in the school program.
- D. To identify abilities, interests, and special aptitudes by use of standardized tests and other sources of information.
- E. To improve social and academic adjustments.
- F. To encourage good attendance in school.
- G. To obtain information about college entrance requirements and available scholarships, awards, and financial aid.
- H. To help the student establish future educational and/or vocational plans.

### **CREDIT RECOVERY (IDCI)**

The Pascagoula School District may provide a Credit Recovery program for the purpose of permitting students in grades 9-12 that are significantly behind in their accumulation of course credits the opportunity to recover credits through online instruction.



Credit Recovery is defined as the successful completion of coursework not completed, for which the student received an incomplete or for the students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion, offered through online instruction over the Internet. Classes are scheduled through the high school guidance counselors after written permission for credit recovery has been obtained from the school principal with parental consent.

More than one course (semester) may be taken during the school year but only one course (semester) may be taken at a time; this is, before the student may enroll for a second credit recovery course (semester), the first credit recovery course (semester) must have been completed. (Online credit recovery is available in grade 9 after the first semester has been completed.) Students shall not remain in a credit recovery course for more than one year.

All testing associated with online credit recovery instruction will be conducted in the presence of certified instructional personnel designated by the school principal. Courses taken for the purpose of credit recovery must be successfully completed prior to May 1 of the school year in which the student enrolled in the credit recovery course. Credit recovery, at the discretion of the administration, may be available during a summer session.

Legal Ref.: State Board Policy – 2905

#### **DEAD DATES/DAYS (NON-ACTIVITY DAYS) FOR STATE ASSESSMENT PROGRAMS AND DISTRICT EXAMS**

There will be no co-curricular (interscholastic athletic events, cheerleading, performing arts groups, school clubs or organizations, drill or rifle teams, etc.) competitions and/or performances scheduled the day prior to each 45-day term exam or 90-day term exam day(s) or the day prior to or the night of those days designated as state assessment days for each respective grade configuration of schools.

#### **DISTRICT DISCIPLINE PLAN/STUDENT CODE OF CONDUCT (JDA)**

One of the characteristics of an effective school district is a safe, orderly climate conducive to teaching and learning. Students, as well as all staff members, share the responsibility for creating and supporting a positive school climate. The degree to which students accept their responsibility to demonstrate the type of behavior that promotes a learning climate also has a definite effect on their academic achievement.

The general rules of conduct for the school district are:

- A. Perform well academically.
- B. Be respectful of the rights and property of others and of the school.
- C. Be safe.

- D. Be responsible.
- E. Maintain etiquette and good manners (includes no inappropriate public display of affection).

Each school in the district has developed specific procedures to implement these general rules of conduct. In addition, teachers develop procedures to implement these rules in their classrooms. Consequences for both positive and negative behavior are also a part of the district-wide discipline plan.

The first two days of school each year are used to teach the rules, procedures, and consequences to all students. Every student receives a copy of the school discipline plan to share with his parents. Parents are asked to sign a form stating that they have received/reviewed the plan.

Parental responsibilities include, but are not limited to, the following:

- A. A parent, guardian, or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his or her minor child's destructive acts against school property or persons.
- B. A parent, guardian, or custodian of a compulsory-school-age child enrolled in the school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph A of this subsection, or for any other discipline conference regarding the acts of the child.
- C. Any parent, guardian, or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph A of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference.
- D. Any parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

**DISTRICT GUIDELINES:**

- I. Detentions – Before or After School:
  - A. Teacher or Administrator Detentions (Elementary and Secondary)
    - 1. Teachers or administrators may issue detentions to be served in the classroom before or after school.
    - 2. Students notified of a classroom detention will not have to serve until the following day in order for them to have an opportunity to inform their parents or to make transportation arrangements.
    - 3. If the student cannot report at the assigned time, parents must contact the teacher or administrator prior to the time the student is to report, stating the reason. The teacher will

make the decision as to the validity of the excuse and assign the student a time to report.

4. Secondary students who do not report to a teacher or administrator upon request will be issued one (1) hour toward Saturday detention.
5. The number of detentions received in a classroom shall be a consideration in determining the student's conduct grade.

**B. School Detentions (Secondary Only) – Saturday Detention**

School detentions are implemented with the intent of deterring unacceptable behavior and promoting acceptable behavior. Students will serve in detention hall no more than six (6) times during each semester.

1. For failure to observe these regulations, students may be issued detentions to include, but not limited to, the following:

<b><u>Infraction</u></b>	<b><u>Hours</u></b>
Misconduct	1
Littering	1
Tardy	1
In Hall Without a Pass	1
In Unauthorized Area	1
Failure to Return School Document	1
Failure to Report to a Teacher	1
Minor Class Disruption	1
Possession of Candy/Food/Gum	1
Administrative Detentions	(Hours to be Determined)

2. A student accumulating three (3) hours of detention will be required to report to Saturday detention hall (8:00 a.m.-11:00 a.m.). A student may be excused from the first three (3) hours of detention by repeating Pascagoula School District's Mission Statement from memory to a Pascagoula School District Administrator.
3. Students failing to report to detention hall on the required day will be suspended or assigned to ISI unless valid reason is provided to the administration by the parent prior to the detention date. This will delete three (3) hours from the student's balance of detention hours.
4. The only permitted activity in detention hall shall be study/homework; students not so involved will be immediately removed and suspended.
5. After a student has received (18) hours detention, or has been assigned to detention hall six (6) times in a semester, he/she will be suspended thereafter each time he/she receives three (3) additional hours of detention:

- 1<sup>st</sup> Suspension - 1 days
- 2<sup>nd</sup> Suspension - 2 days
- 3<sup>rd</sup> Suspension - 3 days
- 4<sup>th</sup> Suspension - 4 days
- 5<sup>th</sup> Suspension - 5 days

- 6. A detention record will be kept in the school office and will be available for parents to check. Students with two detention hours or less will have these hours removed from their record at the end of the first semester.
- 7. First offense of **TRUANCY** (JBDB) will result in a minimum of one (1) day in-school-isolation or five (5) hours detention. The student and parent will be informed that the student will be suspended for any further trancies as follows:

- 1<sup>st</sup> Offense – In-School-Isolation or Five (5) Hours Detention
- 2<sup>nd</sup> Offense – 1 Day Out-of-School Suspension or 2 Days ISI
- 3<sup>rd</sup> Offense – 2 Days Out-of-School Suspension or 3 Days ISI
- 4<sup>th</sup> Offense – 3 Days Out-of-School Suspension or 5 Days ISI

II. Suspensions: (K-12)

- A. The superintendent and building administrator shall have the power to suspend any student from school for good cause.  
(Ms Code 37-9-71)
- B. Students may be immediately suspended and/or recommended for expulsion, if warranted, for disorderly conduct and/or misconduct including, but not limited to, the following:
  - 1. Fighting: K-8, MINIMUM of three (3) days out of school suspension, and subject to arrest.  
9-12, MINIMUM of five (5) days out of school suspension, change of placement to the Opportunity Center, and subject to arrest.
  - 2. Harassment (intimidation, threats, bullying, etc.)  
Proper authorities will be notified, as appropriate.
  - 3. Continued truancy.
  - 4. Insubordination, disobedience, disrespect to teachers, administrators, or staff members.
  - 5. Insulting language, behavior, and/or gestures.
  - 6. Obscene language, behavior, gestures and/or profanity.
  - 7. Accumulation of detentions or refusal to serve detentions.
  - 8. Failure to report to teacher/office.
  - 9. Possession/use of matches, lighters, tobacco, or "look-alike" (electronic cigarettes).
  - 10. Stealing/possession/selling of stolen property.
  - 11. Possession/use/transferring of weapons and/or ammunition.
  - 12. Possession/use/transferring of any prohibited substance, as per Policy JCBJ.

13. Possession of drug paraphernalia.
  14. Vandalism/graffiti (Costs will be assessed to parent for misuse/damages of school property and/or equipment/building).
  15. Indecent exposure.
  16. Possession of pornographic material.
  17. Inappropriate display of affection.
  18. Excessive tardiness.
  19. Repeated violation of school rules and regulations.
  20. Student giving/using false name or refusing to give name.
  21. Possessing or detonating of fireworks in building, on, or near the school campus.
  22. Gambling/possession of gambling paraphernalia.
  23. Assault (may include where more than one person attacks an individual, subject to arrest).
  24. Any threat, real or perceived, to a student, teacher, administrator, or staff member. Proper authorities will be notified and charges filed as appropriate.
  - 25. Any action which is deemed disorderly conduct or misconduct.**
- C. Notification of suspension with a statement of action which led to the student's suspension shall be filed with the superintendent. Student and parent shall be informed of charges.
  - D. Students who have been suspended, expelled, or assigned to the Opportunity Center (alternative school) from any school of the Pascagoula School District are prohibited from attending or participating in any Pascagoula School District extracurricular or co-curricular activity during the period of suspension, expulsion, or reassignment.
  - E. When the secondary principal deems it appropriate and space is available the student may be assigned to the in-school isolation program (ISI), in lieu of suspension from school.
  - F. Students, parents, teachers, and administrators should recognize that the listing of certain offenses in the "District Discipline Plan" is not intended to, and does not restrict the power, authority, and duty of the teachers and administrators to carry out their statutory duties of maintaining order and taking disciplinary action.
  - G. Days of suspensions not completed by the last regular day of school shall be served by the students returning to the school after the last day of school until all days of suspension have been served. Graduating seniors shall not receive a diploma until all days have been served.
- III. Expulsions:
    - A. Expulsion of students shall be according to law, and such action requires the recommendation of the superintendent and approval of the Board of Trustees in all cases.

- B. Upon written parent request, the student shall be provided a private due process hearing prior to action upon expulsion of a student.
- C. The constitutional rights of individuals assure the protection of due process of law; therefore, a system of constitutionally and legally sound procedures has been developed with regard to the administration of discipline.
- D. The following procedural guidelines will govern an expulsion due process hearing which shall be conducted by the Disciplinary Review Committee:
  - 1. Written notice of charges against a student shall be supplied to the student and his/her parent.
  - 2. The parent shall be present at the hearing.
  - 3. The student/parent may be represented by legal counsel at their expense.
  - 4. The student shall be given an opportunity to give his version of the facts and their implications. He/She shall be allowed to offer the testimony of other witnesses and other evidence, if it qualifies as a new finding.
  - 5. The student shall be allowed to observe all evidence offered against him.
  - 6. The hearing shall be conducted in an impartial manner, and the determination shall be solely upon the evidence presented at the hearing.
  - 7. A record shall be kept of the hearing.
  - 8. Within a reasonable time after the hearing, the committee shall make findings as to whether the student is guilty of the conduct charged and its decision as to disciplinary action.
  - 9. The findings shall be reduced to writing and sent to the student and his parent.
  - 10. The student and his parent shall be made aware of their right to appeal the decision to the superintendent and, ultimately, to the Board of Trustees.
  - 11. If appeal is taken, the superintendent and Board of Trustees will act only upon the record from the hearing.

#### **IN-SCHOOL ISOLATION**

Secondary students may be assigned for attendance in an In-School Isolation (ISI) program in lieu of suspension from school. Students who commit violations of the drug/alcohol policy, weapons policy, and/or fighting will not be assigned to ISI. Also, any other serious violations whereby the principal deems it inappropriate for assignment to ISI will be subject to out-of-school suspension.

In the ISI program, the student will be counted as present for the day, required to complete school work for credit, and complete all work assigned by the ISI teacher.

Students assigned to ISI must complete their assigned number of days. To remain in ISI for the specified time, students must display a cooperative attitude, a willingness to work, and excellent behavior. Students who fail to follow the rules and regulations of ISI may be issued additional days of ISI or suspended out of school. Once the student returns from out-of-school suspension, he/she must complete their assigned days of ISI.

Students serving ISI will be allowed to attend and participate in extra-curricular activities. Students will be given ISI regulations which they and their parents/guardians must agree to adhere to before they are placed in the ISI program.

### **DUE PROCESS PROCEDURE (SUSPENSIONS AND REASSIGNMENTS)**

Disciplinary decisions should be resolved at the school level. **The guidelines listed below provide the means to appeal decisions when parents have reason to believe school and district policies or procedures have not been followed.** All appeals shall be made in writing and submitted to each level within two (2) school days of receiving the decision.

In cases involving weapons, or when the student is considered to possibly be dangerous to himself or others, or when the student is recommended for expulsion for violation of the School Safety Act of 2001, the parent's only avenue of appeal is through the Disciplinary Review Committee hearing.

1. Written appeals of principal's decisions submitted to the appropriate assistant superintendent.
2. Written appeals of assistant superintendent's decisions submitted to superintendent.
3. In all disciplinary decisions, other than those which involve an out-of-school suspension of ten (10) or more days, and/or a recommendation for expulsion, the superintendent's decision shall be final, subject to review and approval or disapproval by the Board of Trustees of those decisions which are appealed.

### **SCHOOL SAFETY ACT OF 2001**

The School Safety Act of 2001 provides a procedure for disciplining students whose behavior, as determined by the principal or designated administrator of each school, seriously interferes with the school environment as defined by the Act. The superintendent is authorized to develop and implement this procedure in the Pascagoula School District. These provisions of the School Safety Act of 2001 are cumulative and in addition to existing district discipline procedures.

1. Policies and procedures recognizing the teacher as the authority in classroom matters, and supporting that teacher in any decision in compliance with the written discipline code of conduct. Such recognition

shall include the right of the teacher to remove from the classroom any student who, in the professional judgment of the teacher, is disrupting the learning environment, to the office of the principal or assistant principal. The principal or assistant principal shall determine the proper placement for the student, who may not be returned to the classroom until a conference of some kind has been held with the parent, guardian or custodian during which the disrupting behavior is discussed and agreements are reached that no further disruption will be tolerated. If the principal does not approve of the determination of the teacher to remove the student from the classroom, the student may not be removed from the classroom, and the principal, upon request from the teacher, must provide justification for his disapproval;

§ 37-11-55. (d)

2. The term "disruptive behavior" means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher;

§ 37-11-18.1. (a)

3. The term "habitually disruptive" refers to such actions of a student which cause disruption in a classroom, on school property or vehicles or at a school-related activity on more than two (2) occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption. However, no student shall be considered to be habitually disruptive before the development of a behavior modification plan for the student in accordance with the code of student conduct and discipline plans of the school district.

§ 37-11-18.1. (b)

4. Every behavior modification plan written pursuant to this section must be developed by utilizing evidence-based practices and positive behavioral intervention supports. The plan must be implemented no later than two (2) weeks after the occurrence of the disruptive behavior.

§ 37-11-18.1. (2)



5. Any student who is thirteen (13) years of age or older for whom a behavior modification plan is developed by the school principal, reporting teacher and student's parent and which student does not comply with the plan shall be deemed habitually disruptive and subject to expulsion on the occurrence of the third act of disruptive behavior during a school year. After the second act of disruptive behavior during a school year by a student, a psychological evaluation shall be performed upon the child. § 37-11-18.1. (3)

## **STUDENT DRESS CODE (JCE)**

### **INTRODUCTION**

For some time, a trend has been developing across the nation for public school districts to implement policies regarding mandatory school uniforms for students. In September 1997, the members of the Superintendent's Parent Advisory Committee, which meets monthly, raised the question regarding the possibility of the school district utilizing mandatory school uniforms. The Parent Advisory Committee members, through the various parent organizations in each school, surveyed parents throughout the district to get their input. At each school, the survey results demonstrated that parents were overwhelmingly in favor of mandatory school uniforms.

The Board of Trustees of the Pascagoula School District finds that it is appropriate to implement a mandatory school dress code for the purposes of enhancing school safety, improving the educational environment, promoting self esteem and discipline among the student population, decreasing violence among students, preventing the use of "gang" insignias at schools, and assisting students and their parents in resisting peer pressure.

### **POLICY**

With these purposes in mind, all schools within the Pascagoula School District shall implement a mandatory student uniform dress code for all students in grades K-12. All students shall be required to comply with the school district approved dress code.

It shall be the responsibility of district and school support staffs to communicate information to parents regarding the requirement of the mandatory school dress code, including, but not necessarily limited to: (a) types and colors, (b) optional articles of attire, and (c) compliance measures to be employed.

All due process procedures shall be followed in the administration of this policy.

The superintendent, or designee, is hereby directed to disseminate approved administrative procedures and general guidelines necessary to implement this policy.

## APPROVED DRESS CODE

### I. WHAT IS THE MANDATORY DRESS CODE? THIS DRESS CODE OUTLINES THE ONLY ACCEPTABLE FORM OF ATTIRE APPROVED TO BE WORN BY STUDENTS IN THIS DISTRICT.

**REQUIRED DRESS CODE:** Every component of the student attire should be appropriate in length and/or size. Appropriate is defined as that which properly covers the body and which is in good taste.

The principal shall have the final decision about the appropriateness of the length/size of clothing. **All teachers will monitor student dress and send those students who are dressed inappropriately, to the principal at the beginning of the day.**

The approved dress code is as follows (NO COMPONENT MAY BE OF DENIM MATERIAL):

**NOTE: Undershirts must be plain white, red, or navy blue with no writing/pictures. They may be long or short sleeve.**

#### BUTTON-UP SHIRTS

Solid color; white, navy blue, or red (U.S. flag red, or close)  
Oxford (pointed collar) or  
Peter Pan (rounded collar)  
Long or short sleeve  
With or without pocket  
No ruffles, pleats, lace, trim, etc.  
No visible emblem, trademark, logo, etc.

#### KNIT POLO SHIRTS

Solid color; white, navy blue, or red (U.S. flag red, or close)  
Collar  
Plain front  
Polyester/Cotton  
2 or 3 button closure  
Long or short sleeve  
With or without pocket  
No ruffles, pleats, lace, trim, etc.  
No visible emblem, trademark, logo, etc.

#### TURTLENECKS

Solid color; white, navy blue, or red (U.S. flag red, or close)  
Plain front  
Polyester/Cotton  
Long or short sleeve

With or without pocket  
No ruffles, pleats, lace, trim, etc.  
No visible emblem, trademark, logo, etc.

#### SWEATSHIRTS

Solid color; white, navy blue, or red (U.S. flag red, or close)  
Pullover or cardigan  
With or without pockets/hood  
No ruffles, pleats, lace, trim, etc.  
No visible emblem, trademark, logo, etc.;with the following exception:  
    May have site approved logo; must be sold  
    by school, PTA, or PTO.  
May not be worn around the neck, waist, or shoulders, etc.

#### SWEATERS

Solid color; white, navy blue, or red (U.S. flag red, or close)  
Plain front  
Cardigan or Pullover  
Sweaters must be worn over a regulation shirt.  
Scoop-Neck, V-Neck, or Turtleneck  
Long sleeve or sleeveless  
With or without pockets  
No ruffles, pleats, lace, trim, etc.  
No visible emblem, trademark, logo, etc.

#### JACKETS/COATS

Must zip or button up from bottom to top.  
No pullover jackets, coats, windbreakers, anoraks, etc., are permissible.  
No trench coat style jackets are permissible.  
Must not advertise or exhibit any likeness of alcohol, drugs, tobacco, etc., or be in any way lewd, profane, obscene, suggestive, vulgar, or in any way harass, threaten, intimidate, or demean other groups, or in any way display illegal merchandise or contraband, or in any way be distractive to the educational process.  
May not be worn tied around the neck, waist or shoulders, etc.

**Grades Five (5) to Twelve (12) – students may not wear jackets/coats in the building unless the principal so designates on cold days. While on campus, in the building, or on the bus, jackets/coats must be open (unzipped, unbuttoned, etc.)**

#### PANTS

Solid color; navy blue, or khaki (tan)  
Any brand  
Cuffed or uncuffed  
Pleated or unpleated  
With or without elastic (refer to "belt" section)  
The construction shall be of uniform quality, wash-n-wear or permanent press fabric.  
No denim, stretch fabric, bell bottoms, cargo pants, carpenter pants, hiphuggers, etc.

#### WALKING SHORTS/SKORTS

Solid color; navy blue, or khaki (tan)  
Any brand  
Cuffed or uncuffed  
Pleated or unpleated  
With or without elastic (refer to "belt" section)  
The construction shall be of uniform quality, wash-n-wear or permanent press fabric.  
No denim, stretch fabric, cargo pants, or carpenter, etc.  
Length: close to knee length or longer.  
The principal shall have the final decision about the appropriateness of the length/size of the clothing.

#### SKIRTS

Solid color; navy blue, or khaki (tan) or Plaid – Royal Park No. 37  
Styles: Box Pleat, Kilt Style, Knife Pleat, Regular/Straight (without slits)  
The construction shall be of uniform quality, permanent press, wash-n-wear fabric.  
Length: close to knee length or longer.  
The principal shall have the final decision about the appropriateness of the length/size of the clothing.

#### JUMPER

Solid color; navy blue, or khaki (tan) or Plaid – Royal Park No. 37  
Styles: Round, square, V-Neck; straight, A-Line, pleated  
The construction shall be of uniform quality, permanent press, wash-n-wear fabric.  
Length: Grades K-4 – close to knee length or longer  
Grades 5-12– close to knee length or longer  
The principal shall have the final decision about the appropriateness of the length/size of the clothing.

#### BELTS (REQUIRED 5-12)

Brown or black

No visible emblem, trademark, logo, metal studs, oversized belt buckle, etc.

If belt loops exist, belt is mandatory.

NOTE: If belt loops are removed, the article of clothing is not permissible.

#### SOCKS (REQUIRED WITH ALL SHOES)

Solid color; white, navy blue, or red (U.S. flag red, or close), Khaki (tan), brown, or black

Ankle, crew, knee highs, tights/hose (must be able to be seen)

No visible emblem, trademark, logo, etc.

#### SHOES: GRADES K-4

Must be closed toe and closed heel.

No lights, music, wheels, spikes/cleats, etc. on shoes

#### SHOES: GRADES 5-12

Navy blue, white, brown, gray, or black (loafer or lace-up)

**Solid only** Tennis Shoes (navy blue, white, brown, gray or black)

Closed toe

Black and white saddle oxfords (girls)

No boots are allowed.

Shoe laces must be black, brown, navy blue, white or gray

#### LOGO

Each site may approve one logo to be used on approved t-shirts/sweatshirts only.

#### OTHER CONSIDERATIONS

1. Oversize clothing is prohibited. "Sagging" and/or "low-riding" is prohibited. Purposefully cutting of clothing is prohibited.
2. Students are prohibited from wearing additional "patches", pins, earrings, jewelry, or any other item that may be considered lewd, profane, obscene, suggestive, or vulgar which may harass, threaten, intimidate, or demean other groups, or which displays illegal merchandise or contraband **or any item which may distract from the educational process, including hair styles (i.e. Mohawk), shavings, and/or coloring (which is not a natural hair color) which may be distracting.** Visible body piercing is not allowed. Headgear, e.g., caps, hats, bandannas,

“do” rags, wash cloths, or any “gang” paraphernalia, is prohibited. Exceptions to any head gear may include a hair net or cap required where long hair poses a health or safety threat near open flames, moving machines, or in food preparation classes.

3. Any heavy type chains used to attach wallets or as decorative use are prohibited.
4. Shirts are to be worn tucked into pants, skirts, slacks, or shorts/skorts, with belt visible.
5. Tattoos cannot be visible; they must be covered.
6. Designer/theatrical contact lens/glasses may not be worn, whether prescription or not; sunglasses/shades/colored lenses may not be worn.

## **II. WHAT OPTIONAL ARTICLES OF ATTIRE SHOULD BE CONSIDERED?**

Students enrolled in the NJROTC program shall be exempt from wearing the mandatory school dress on the day(s) they are required to wear their military uniform.

The principal may designate occasional special dress days. Members of the cheerleading or athletic team, dance or drill team, choral group, and band shall be exempt from wearing the mandatory school dress on the day(s) they wear pre-game/pre-performance attire, e.g., Friday dress attire. Students in health classes at the Applied Technology Center may wear the approved dress for that class on days approved by the administration. Pre-game/pre-performance attire must conform to the district’s dress code and must be approved by the school administration prior to purchase.

T-Shirts must be worn with the following restrictions:

1. T-SHIRTS MUST BE PURCHASED FROM THE SCHOOL, ITS PTA, PTO, PTSA, PTSO, ETC.
2. The approved solid color(s) may be white, navy blue, or red (U.S. flag red, or close) and only one (1) other solid color of the school’s choice. Each site shall decide limitations within the above option if desirable, including limiting to one color t-shirt for the site. An undershirt must meet these requirements.
3. T-shirts must have the site approved logo.
4. Any variations regarding the logo will be for the purpose of differentiating among various school organizations (clubs, teams, etc.), and the variation shall not be the logo itself.
5. T-shirts must have a crew neck (no collar, no V-neck), no buttons.

6. T-shirts may be short sleeve or long sleeve.
7. T-shirts must be a solid color (see item 2 above).
8. T-shirts are not permitted at the Opportunity Center (district alternative school).

**III. WHAT CRITERIA ARE USED TO DETERMINE HARDSHIP STATUS?**

Students who are homeless, for example, children who live in a family shelter or orphanage, may be eligible for hardship status.

A family filing for hardship status may be required to complete a form listing all sources of family revenue and major expenditures, and provide the school a copy of the most recent federal/state income tax form. An evaluation, on a case-by-case basis by school officials, determines if a hardship exists.

Any family seeking assistance (based on hardship) in implementing the policy shall contact the building principal where the student is enrolled.

**IV. WHAT COMPLIANCE MEASURES WILL BE EMPLOYED?**

Students new to the district and enrolling on or after the first day of school will have five (5) calendar days to comply with the dress code. Principals may exercise discretion for grades K-three (3) on the first day of school only. The administration at each school shall confer with the parent of each student who fails to comply with the dress code in an effort to ascertain the reason(s) for non-compliance.

Steps for non-compliance are as follows:

**GRADES K-6**

1. First Offense – Parent required to meet with school administrator
2. Second Offense – One (1) Day Suspension, which will be revoked upon compliance (during the suspension period)
3. Third Offense – One (1) Day Suspension
4. Fourth Offense – One (1) Day Suspension
5. Fifth Offense – One (1) Day suspension

**AFTER THE SECOND OFFENSE, THE SUSPENSION MUST BE SERVED.**

**GRADES 7-12**

1. First Offense – Three (3) Days Out-of-School Suspension. The remainder of the suspension will be revoked upon compliance (during the suspension period).
2. Second Offense – One (1) Day Out-of-School Suspension or ISI
3. Third Offense – Three (3) Days Out-of-School Suspension or ISI

4. Fourth Offense – Four (4) Days Out-of-School Suspension or ISI
5. Fifth Offense – Five (5) Days Out-of-School Suspension or ISI

ONLY WITH THE FIRST OFFENSE MAY THE SUSPENSION BE REVOKED; FOR REPEATED OFFENSES, THE SUSPENSION/ISI MUST BE SERVED.

Appropriate attire may be purchased from any retailer; if there is a question about an item being appropriate, check with the school principal prior to purchasing.

#### **DRIVER EDUCATION FEE**

A fee of thirty dollars (\$30.00) is charged to all driver education students. Many insurance companies give reduced rates for students completing the course.

#### **ELIGIBILITY: ATHLETIC/CO-CURRICULAR ACTIVITIES (JH) (Secondary Students Only)**

##### **I. ACTIVITIES AFFECTED**

- A. Interscholastic athletic events
- B. Cheerleading
- C. Extra-curricular activities involving performing arts (band, choral, speech, drama, debate, etc.)
- D. Extra-curricular activities involving school clubs and organizations
- E. NJROTC drill and rifle team

##### **II. STANDARDS**

- A. State academic rules for students participating in activities:
  1. To be eligible for participation a student must meet the minimum scholastic requirements below at the end of each semester if the pupil is to be eligible for the next semester.
  2. To be eligible a student must, at the end of each semester, be able to demonstrate normal progress toward the earning of Carnegie units required for graduation.
  3. Students on the block system who complete four units in a semester are required to pass three to be eligible.
  4. Students in grades six (6) through eight (8) must meet promotion requirements to be eligible for participation.
- B. Local Rule
  1. Beginning with the first eligibility check, students must have maintained a "C" average (grade point of 2.0 overall) and may have no more than one grade of "F".



2. At the end of eligibility check, students must have maintained conduct at a standard to achieve no grade of "U" and/or more than two (2) grades of "N".
3. A student who fails to meet the requirements shall be placed on WARNING "Probation Week", student shall be eligible to participate during five (5) school days of probation.
4. At the end of the probation week another eligibility check will place the student on either "Eligible" or "Ineligible".
5. When a student is declared ineligible at the end of the fifth week or at the end of a nine-week grading period, eligibility will be checked weekly by the sponsor of the activity until the next major check period or until the student has met eligibility criteria. The student may participate in practice sessions during this ineligible session.
6. Students suspended from school are ineligible for participation in co-curricular activities or practice during the time of suspension.

**III. MONITORING SYSTEM**

The procedure for monitoring will be for sponsors to check eligibility for students in their particular activity and to submit data to the principal for verification. Eligibility verifications will be based on the report cards at the end of the nine-weeks and on report card sheets to be distributed by the sponsor for the fifth week of the nine-week period. Dates of eligibility check and probation weeks are:

September 13.....	Eligibility Check
September 16-20 .....	Probationary Week
October 18 .....	Eligibility Check
October 21-25 .....	Probationary Week
November 8.....	Eligibility Check
November 11-15 .....	Probationary Week
January 10 .....	Eligibility Check
January 13-17 .....	Probationary Week
February 14.....	Eligibility Check
February 17-21.....	Probationary Week
March 14 .....	Eligibility Check
March 17 – 21 .....	Probationary Week
April 11 .....	Eligibility Check
April 14-18.....	Probationary Week

**EMERGENCY CLOSING (EBBD)**  
**(Extreme Weather Conditions)**

Our area is noted for severe unpredictable weather conditions. If a severe weather warning, such as a tornado warning, is issued by the United States Weather Bureau, local Civil Defense officials notify the superintendent of schools and each principal. Children will be retained in tornado drill until it is deemed safe to dismiss them, unless they are picked up by their parents. Students will not be allowed to use the telephone during severe weather warnings except in cases of emergency. Parents and their children should have an arrangement worked out in advance with regard to transportation during extreme weather conditions.

**EMERGENCY DRILLS (EBBC)**

Unannounced emergency drills will be held monthly. Instructions will be given to the students by each of their teachers during the first week of school.

**EXAMINATIONS AND EXEMPTIONS (IHA)**

Examinations in high schools are administered at the end of each term. Students must take examinations at the regularly scheduled time. Any exception must be approved in advance by the principal. Request for exceptions must be made by the parent/guardian coming to the school for a conference with the principal. Only in emergency situations will exceptions be made.

**Senior Exemptions:**

Seniors who maintain high academic achievement, good attendance, and proper conduct will be exempt from the December and/or May final exams. In cases of courses which are 45 days only, exemptions will be determined by the second/fourth term average.

Seniors who are eligible for exemptions may choose to take their exams to try and improve their grade. To be eligible for exemption, students must meet the following criteria:

1. Any senior who has not been absent for any reason, including doctor excuses, more than three (3) days per 90-day term or two (2) days per second/fourth term 45-day class and who has an "A" average in a subject, will be exempt from taking his/her December and/or May examination in that subject provided he has no record of misconduct in the principal's office.
2. Any senior who has not been absent for any reason, including doctor excuses, more than two (2) days per 90-day term or one (1) day per second/fourth term 45-day class and who has a "B" average in a subject, will be exempt from taking his December and/or May

examination in that subject provided he has no record of misconduct in the principal's office.

3. Any senior who has not been absent for any reason, including doctor excuses, more than one (1) day per 90-day term or zero (0) absences per second/fourth term 45-day class and who has a "C" average in a subject will be exempt from taking his December and/or May examination in that subject provided he has no record of misconduct in the principal's office.

- NOTE:
1. Office referrals, truancy, in-school suspension, and out-of-school suspension are all considered misconduct.
  2. Seniors may use two (2) days for official college visits that will not count as absences. The principal has the authority to approve increasing that number for any student being actively recruited by a college/university for academic, athletic, or leadership scholarships.

**Advanced Placement Exam Exemption:**

Students currently enrolled in Advanced Placement classes who take the AP exam are exempt from the final exam for the class. Students who are failing the class or who have exceeded their absences are excluded from being exempt. This exemption policy for AP courses is separate from the exam exemption policies for seniors, and only the above rules will apply for AP exemptions.

**SATP Exam Exemption:**

Students in Algebra I, Biology I, English II, and U.S. History will take a district practice SATP test at the end of the semester. Students in Algebra I or U.S. History who score an 85% or higher on the SATP practice test will be exempt from the final exam for the class. Students in English II or Biology I who score 80% or higher will be exempt from the final exam in English II or Biology I. Students who are failing the class or who have exceeded their absences are excluded from being exempt.

**FUNDRAISING BY STUDENTS (JKA)**

Students in grades kindergarten through six (6) shall not participate in school related door-to-door campaigns. Fund-raising projects in the secondary schools, in which students sell candy or other materials to the public off the school grounds, may be sponsored by the Student Council, classes, or other such school-sponsored student organizations. Any such plan must have the approval of the principal, as well as the approval of the Board of Trustees, and all funds shall be deposited and distributed through school activity accounts.

The purpose of the fund-raising project shall be explained to students and parents, and participation shall be voluntary with written parental consent.

Fund-raising projects sponsored by parent organizations shall be governed by this policy when student participation is coordinated by school district personnel.

Students are not permitted to sell any item(s) at school for personal gain.

### **GIFT DELIVERY TO STUDENTS**

In order to protect valued instructional time, delivery of gifts to students at school during the school day is not permissible. This includes, but is not limited to flowers, balloons, and other presents of any kind. If gifts are brought to the school, the person making the delivery will be informed that the school cannot accept the item and asked to make arrangements to deliver to the students at an appropriate address.

### **GRADING SYSTEM (IHA)**

The school year is divided into two (2) semesters. Each semester is further divided into two (2) nine-week terms. Grades are placed on report cards each nine-week term.

#### **A. KINDERGARTEN TO GRADE SIX (6)**

Nine-week grades are obtained by averaging all grades at one time, placing test grades down twice. District Assessments are counted as two grades. Semester grades are obtained by averaging the two nine-week grades. A minimum of nine (9) grades per subject is required per nine weeks except in Science and Social Studies.

#### **B. GRADES SEVEN (7) AND EIGHT (8)**

Nine-week grades are obtained based on a number of grades and percentage weights. There are two scales:

##### Core classes

- 40% Tests (district assessments will count; a minimum of 4)
- 40% Quiz/Graded Classwork (a minimum of 10)
- 20% Homework/Participation/Bellwork/Lab (a minimum of 10)

##### Elective classes

- 70% Participation (a minimum of 10)
- 20% Tests (a minimum of 4)
- 10% Quiz (a minimum of 4)

The semester grade is the average of the two (2) nine-week grades. Elective teachers will have the option of using either of the above grading scales.

C. GRADES NINE (9) TO TWELVE (12)

The four-by-four schedule includes a change in terminology regarding segments of the year. A “term” is defined as the length of time in a 45-day course. For example, government will be one (1) term course, while Algebra I will be a two (2) term course. A school year is composed of four (4) terms with two (2) terms before Christmas and two (2) terms after Christmas.

Term grades are obtained as follows:

1. Average of daily grades and unit tests count 4/5 of the term grade. Weight of daily grades and unit tests will be the option of each department as approved by the building principal.
2. Term exam counts 1/5 of the term grade
3. For weighted courses (AP) the average will be multiplied by 1.1 to determine the term grade.

Final grades for courses lasting more than one term are obtained by averaging the terms.

D. Grading Symbols and Numerical Equivalent for Academic Grades:

A	90-100		
B	80-89	INC	Incomplete
C	75-79	NG	No Grade
D	70-74		
F	Below 70		

“O” Outstanding (elementary schools only)

“G” Good (kindergarten only)

“S” Satisfactory

“N” Needs Improvement

“U” Unsatisfactory

**GRADUATION REQUIREMENTS (IHF)**

Graduation requirements for a regular diploma reflect state requirements. The specific course credits and total credits are listed below. State assessment requirements are outlined in the chart labeled “**Assessment Based Graduation Requirements**”.

For students entering grade nine 2009-2010 and after, the graduation requirements will be:

**Total Carnegie Units Required for Core Diploma – 24**

<b>SUBJECT</b>	<b>CREDITS</b>
English .....	4
Mathematics.....	4
(Must include Algebra I & 2, Geometry, and 1 math elective)	
Science .....	4
(Must include physical science, biology, and 2 science electives)	
Social Studies .....	4
(Mississippi Studies, geography, world history, U. S. History, U. S. Government, economics)	
Health.....	½
Physical Education.....	½
Fine Art.....	1
Business/Tech.....	1
Electives* .....	5

*\*For students to meet admissions standards for Mississippi Universities, students must have some additional credits.*

**Total Carnegie Units Required for Standard Diploma – 28**

<b>SUBJECT</b>	<b>CREDITS</b>
English .....	4
Mathematics.....	4
(Must include Algebra I & 2, Geometry, math elective)	
Science .....	4
(Must include biology, chemistry and 2 science electives)	
Social Studies .....	4
(Mississippi Studies, geography, world history, U. S. History, U. S. Government, economics)	
Health.....	½
Physical Education.....	½
Fine Art.....	1
Business/Tech.....	1
Electives* .....	9

*\*For students to meet admissions standards for Mississippi Universities, students must have some additional credits.*

**Total Carnegie Units Required for Advanced Diploma – 30**

<b>SUBJECT</b>	<b>CREDITS</b>
English .....	4
Mathematics.....	4
(Must include Algebra I & 2, Geometry, and Trig/Adv. Algebra)	
Science .....	4
(Must include biology, chemistry, and 2 science electives)	
Social Studies .....	4
(Mississippi Studies, geography, world history, U. S. History, U. S. Government, economics)	

Health.....	1/2
Physical Education.....	1/2
Fine Art.....	1
Business/Tech.....	1
Foreign Language.....	2
Electives* .....	9

*\*Advanced Diploma Must include Four Advanced Placement Credits.*

Entering Freshman 2012-2013

**Total Carnegie Units Required for Career Pathway Option – 21**

<b>SUBJECT</b>	<b>CREDITS</b>
English .....	4
(English I, English II)	
Mathematics.....	3
Science .....	3
(Must include Biology I and 2 science electives)	
Social Studies .....	3
(Must include U. S. History, U. S. Government, Mississippi Studies)	
Health.....	1/2
(Must include 1/2 Comprehensive Health or 1/2 Family and Individual Health)	
Physical Education.....	1/2
Technology Education .....	2
(Computer Discovery or ICT II or Tech Discovery or STEM or Computer Applications and Keyboarding)	
Career & Technical Education .....	3
(From student's program of studies)	
Electives.....	2
(From Student's Program of Study)	

**ASSESSMENT BASED GRADUATION REQUIREMENTS**

**Subject Area Test**

- U. S. History
- English II
- Biology I
- Algebra I

State accreditation standards prohibit the district's allowing students who do not meet all requirements for graduation from participating in graduation exercises. State regulations require that students earn the last two (2) credits at the school issuing the diploma.

Students may earn no more than one (1) unit to count toward graduation by completion of correspondence courses approved by the

principal. Students enrolled in summer school are limited to earning one (1) unit of credit during the summer school session.

### **GRADUATION REQUIREMENTS – SPECIAL EDUCATION (IHG)**

Special education students have three (3) options to complete their high school education. The following options are open to them:

1. Regular Diploma – Follow regular course of studies and receive a regular high school diploma after successfully completing the regular course of studies and passing the state Subject Area Tests.
2. Occupational Diploma – Follow an occupational course of study and receive an occupational diploma. Students choosing to participate in this occupational course of study must have 20 course credits, career/technical requirements, and an approved portfolio containing a collection of evidence of the student's knowledge, skills and abilities related to the occupational core curriculum. The primary postgraduate goal for these students is competitive employment. The decision regarding participation in this program will be made by the student's Individualized Education Program (IEP) team, which must contain a school counselor. Program and diploma options are to be reviewed annually by the IEP team and revisions made as necessary.
3. Certificate – Follow a special education course of studies and receive a special education certificate.

### **GRIEVANCE POLICY (NON-DISCIPLINE)**

The Pascagoula School District recognizes and willingly accepts individual and system-wide accountability for its actions to parents, students, and all school patrons. Procedures for solving student/teacher differences not related to disciplinary action are:

- A. Conference with teacher/counselor/employee
- B. Principal conference
- C. \*Appeal to principal
- D. \*Appeal to assistant superintendent
- E. \*Appeal to superintendent
- F. \*Appeal to the Board of Trustees

\*Steps C, D, E, and F require written appeal within two (2) school days of receiving the decision.

### **HOMEWORK**

Students are required to have assignments completed on the date due unless additional time is granted by the teacher. It is the responsibility of the student to contact the teacher regarding homework make-up assignments. If a student in grades five (5) to twelve (12) has missed two (2) or more consecutive days of school, homework assignments may be obtained through the guidance office.



In Grade K-4, homework assignments may be obtained through the principal's office.

#### **HONOR ROLL**

The published honor rolls will be a reflection of a student's academic performance.

All A's	Superintendent's Honor Roll
All A's and B's	Principal's Honor Roll
All B's	Honor Roll

K-4 must have "O" or "S" in academic courses.

#### **IMMUNIZATION – STATE LAW (JGCB)**

Students in grades K-12 must present an Immunization Certificate of Compliance Form to the school before they are allowed to enter school. This form may be secured from the health department or a private physician. If the student has a record of having received the required inoculations, no further inoculation will be necessary to receive the certificate. MS Code 41-23-37 and 37-7-301 (i)

#### **INSURANCE PROGRAM (EGB)**

Students participating in varsity athletics shall be required to submit a statement signed by the parent indicating that the school is not to be held responsible for injuries sustained during participation in the varsity sport. The student shall purchase accident insurance and shall present a statement signed by his/her parent or guardian that the family has such coverage.

Students shall not be allowed to participate in school sponsored activities where there is reasonable risk of injury or death without parent/guardian furnishing a signed statement certifying that health/accident insurance coverage exists on such student.

#### **INVITATIONS**

Occasionally, parents of students send party invitations to school to be distributed by the child. To avoid the possibility of a child getting his feelings hurt, party invitations of any kind must be distributed to the entire class or not at all.

#### **MARRIED STUDENTS ATTENDANCE (JBCAC)**

The Board of Trustees, believing that married and/or pregnant students have the same privileges and carry the same responsibilities as other students, sets forth the following provisions:

1. Married students are asked to report their marriage to their guidance counselor so that the school records can be kept up-to-date.
2. Pregnant students are asked to notify their guidance counselor as soon as the condition has been determined.

3. A student's marital status will not affect eligibility for participation in educational or extracurricular programs, including athletics.
4. Pregnancy, as well as any other temporary physical impairment, may affect participation in activities as dictated by the form completed by the physician.

### **MEDIA/STUDENTS**

The school district will publish the name and/or picture of a student in school publications or school-related articles or include students in other school-related news media programs unless prior requests have been made to the principal by a student's parent/guardian for exclusion of his/her child's name or picture from such publications or news media programs.

### **MEDICATION ADMINISTRATION STUDENT HEALTH SERVICE – MEDICATION (JGCD)**

Please be aware that a request to administer medicine to a student should only be made when a physician specifically prescribes a dosage be given during school hours. Routinely, most medications can be given at home where it is much less disruptive than when administered in the school setting. When it is absolutely necessary that medication be administered at school, all reasonable safeguards will be followed.

All students who require prescription or over the counter medication during school hours must do the following:

1. Present a copy of the medication authorization form completed by a physician, dentist, or nurse practitioner and signed by a parent or guardian.
2. Prescription medication must be in the original prescription bottle, properly labeled by a legally registered pharmacist. The label must include the name of the medication, the dosage, and when the medication is to be given.
3. Over the counter medications must be received in the original container with the student's name clearly labeled on the container and will be administered according to the doctor's written instructions.
4. All medication must be delivered by a responsible adult. No medication is to be carried by a student. Exception: high school students may possess one day's dosage of nonprescription medication, if parent approval is provided on Enrollment Form. Note: must be in compliance with Alcohol and Other Drug Possession and Use Policy.
5. A student may carry and self-administer inhaled asthma medication and emergency allergy/anaphylaxis medication (Epi-Pen) on school property, on school transportation, and at school-related events. Students must additionally have the Medication Authorization Form for Self Administration completed and signed

by a physician, dentist, or nurse practitioner and parent or guardian on file in the office. (MS Code 41-79-31)

Medication will be kept in a secure area in the school office and shall be administered by designated school personnel. A record will be kept for all medication administered at school.

### **OPPORTUNITY CENTER**

The Opportunity Center is an alternative educational setting operated and maintained in connection with the regular programs of the Pascagoula School District. The following categories of compulsory-school-age students are eligible for admission:

- A. Any compulsory-school-age child who is referred to the Opportunity Center by the Dispositive Order of a chancellor or youth court judge, with the consent of the principal of the child's school.
- B. Any compulsory-school-age child who has been suspended from school, except for any student expelled for possession of a weapon, sale of illegal substance, or other felonious conduct.
- C. Any compulsory-school-age child referred to the Opportunity Center based upon a documented need for placement in the alternative program by the parent, legal guardian, or custodian of a child due to disciplinary problems. Final determination of placement is the responsibility of the administration.
- D. Any compulsory-school-age child referred to the Opportunity Center by the principal of the child's school.

Any compulsory-school-age child who becomes involved in any criminal or violent behavior shall be removed from the Opportunity Center and charges filed with the appropriate law enforcement agencies. Students assigned to the Opportunity Center are **not** allowed to be present on any other school campus or property of the Pascagoula School District and are **not** allowed to attend any co-curricular or extra-curricular activity or event (this includes all district athletic events) during the time of their assignment, without the written permission of the Opportunity Center principal and the superintendent. Students who violate this rule will be immediately removed from the school property, activity or event and will be subject to arrest, suspension and possible expulsion from all schools of the Pascagoula School District.

Students who are assigned to the Opportunity Center may still earn a diploma if they meet all graduation requirements. The Opportunity Center policies may vary from the regular school setting as per the Opportunity Center regulations issued at time of admittance to the Opportunity Center.

### **PASSES**

In schools which require hall passes, a student must have a written pass when in the hall except during regularly scheduled class changes.

### **PATRIOTIC CEREMONIES**

All students are encouraged to participate in patriotic ceremonies unless participation is in direct violation of their personal or religious beliefs. Proper decorum is required. Anyone objecting shall be excused from participating without penalty. (Refer to policy IKDA, IKC)

### **PERSONAL PROPERTY/VALUABLES**

Personal valuables should not be brought to school. The school does not accept responsibility for the safekeeping of student's instructional or personal property. Lockers are provided at secondary schools upon parent request. No money should be exchanged by students for any lunch, ice cream, etc.

### **PROGRESS REPORTS**

Progress reports will be given to all students on the dates scheduled and shown on the calendar in this student handbook. Teachers have the option of sending additional progress reports at any point they deem necessary throughout the academic year. Progress reports are to be signed by a parent/guardian and returned to the teacher within two (2) school days after having been issued.

### **PROMOTION AND RETENTION (IHE)**

#### **GRADES K-6**

Student promotion in grades K-6 will be based on satisfactory performance.

**Kindergarten:** Kindergarten students will be promoted or retained based on performance on district assessments and mastery of kindergarten objectives as established by the district. Students must receive a passing grade of at least an N (needs improvement).

**1<sup>st</sup> and 2<sup>nd</sup> Grade:** Students must receive a passing grade of 70 in reading and math which reflects mastery of grade-level objectives for each of these subjects, as established by the district.

**3<sup>rd</sup> Grade:** Students must receive a passing grade of 70 in reading, math, and language which reflects mastery of grade-level objectives for each of these subjects, as established by the district.

**4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> Grade:** Students must receive a passing grade of 70 in reading, math, language, and either science or social studies which reflects mastery of grade-level objectives for each of these subjects, as established by the district.

Teachers will keep parents informed of the child's progress. Once a decision to retain a student has been made, the student's teacher will schedule a conference with the parent.

#### **GRADES 7-8**

Student promotion in the middle school will be a decision made by a team of teachers and will be based upon student performance in all subjects.

Students who fail more than two core (History, Math, English, or Science) courses will be retained in their current grade.

### **High Schools (Grades 9-12)**

Promotion in grades 9-12 is based on the number of Carnegie Units the student has earned. Students in grades 9-12 are required to enroll for a minimum of eight (8) units per year. The maximum number of units earned during the regular school year may be no more than the number of periods in a day.

Beginning with students entering the 9<sup>th</sup> grade 2009-2010 (graduating seniors of 2013)

<b>Classification</b>	<b>Credits</b>
9 <sup>th</sup> Grade	0-3 ½
10 <sup>th</sup> Grade	4-9 ½
11 <sup>th</sup> Grade	10-15 ½
12 <sup>th</sup> Grade	16 and Above

### **RADIOS, MP3 PLAYERS, EAR BUDS, HEADPHONES, VIDEO GAMES, TOYS, NOISE MAKERS, LASER POINTERS, ETC.**

All items which are disruptive to the educational process are not to be brought to the school. **These items will be taken up by the teacher or principal.** At the end of the school day, the item may be picked up from the teacher or in the principal's office. Any item not reclaimed within two (2) weeks will be given to a charitable organization. Cell phones and other communication devices are covered under a separate policy.

### **REPORT CARDS (IHA)**

Report cards will be issued after the end of each nine weeks and/or term. The report, signed by the parent, should be returned to the teacher within two (2) days.

The parent's signature does not necessarily mean endorsement of the grades, but merely indicates the card has been reviewed by the parent.

### **SCHEDULE CHANGE PROCEDURE (SECONDARY) (IHAE)**

Secondary students are provided with information and adequate time for planning and selecting courses each year. Based upon student requests, the master schedule is constructed and staff is hired. Schedule changes will not be permitted unless there is a proven extenuating circumstance such as failing a prerequisite or required course or an administrative necessity. Approval of the building principal is required before any schedule change can be made.

A student cannot enroll in a new course that has met more than five (5) times.

- A. If a schedule change is warranted under extenuating circumstances, the person requesting the change secures a Schedule Change Request form from the building principal.
- B. Notice of the decision is given in writing to parent/guardian.

### **SCHOOL SEARCHES (JCAB)**

Circumstances will arise where searches of students' persons, possessions, lockers, desks, and vehicles will be necessary. Administrators have the authority and obligation to exercise discretion in the implementation of this policy, balancing the District's responsibility to maintain discipline, order, and a safe environment conducive to education with the students' legitimate expectations of privacy.

NOTICE: Only school administrators and/or school law enforcement may conduct a search.

A student's person and/or personal effects may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Metal detectors may be used by school personnel whenever a school authority believes the situation warrants their use.

If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex with an adult witness of the same sex present.

It will be an extremely rare situation that requires a more intrusive search of a student's person than a pat-down. Only if extreme emergency conditions exist, and only upon prior approval by the principal, shall a more intrusive search be conducted. If such a search is necessary, it will be conducted in private by a school official of the same sex present.

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

#### NOTICE OF POLICY

Students will be provided notice of School Search Policy by having the policy placed in the student handbook and distributed to all students.

#### SEARCHES PERMITTED

Searches are permitted as follows:

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

- B. **DESKS, OTHER SCHOOL PROPERTY:** Desks and lockers are school property and remain at all times under the control of the school. However, students are responsible for whatever is contained in desks and lockers issued to them by the school. School authorities may conduct periodic general inspections at any time for any reason related to school administration. Inspection of individual lockers or desks may occur when there is a reasonable basis to do so and in those cases, the student or a third party shall be present.
- C. **VEHICLES:** Vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a reasonable suspicion of a violation exists, a more intrusive search of the vehicle may be conducted at the direction of the administrator/law enforcement officer.
- D. **CANINE SEARCHES:** The district may at any time utilize canines to search vehicles, possessions not on the student's person, desks, lockers and other school property, with or without reasonable suspicion and a more intrusive search may be conducted at the direction of the administrator/law enforcement officer.
- E. **GROUP SEARCHES:** Caution shall be exercised when a search involving a number of students is conducted. In most instances, in order to justify a search, the district's reasonable suspicion must be particularized to an individual student. Exceptions to this requirement are appropriate only where the intrusiveness of the search is minimal, such as canine searches of lockers, desks or bookbags or automobile searches, etc.
- F. **STRIP SEARCHES:** No student shall be subjected to a strip search except where an emergency situation exists and with pre-approval by the superintendent or his designee. No student shall be asked to remove any article of clothing in the presence of a member of the opposite sex or of other students.

**DISCIPLINARY ACTION**

If a search reveals grounds for a reasonable belief that a violation of a district policy, school rules or regulations or the law has occurred, the student will be subject to disciplinary action as provided by district policy.

**POLICE SEARCHES**

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

Legal Ref.: New Jersey v. T.L.O., 469 U.S. 325 (1985); Horton v. Goose Creek Independent School Dist., 690 F.2d 470 (5<sup>th</sup> Cir. 1982), cert.denied, 103 S. Ct. 35 (1983); Tarter v. Raybuck, 742 F.2d 977 (6<sup>th</sup> Cir. 1984), cert.denied, 105S. Ct. 1749 (1985)

**SECRET ORGANIZATIONS, SORORITIES, FRATERNITIES, AND  
GANG ACTIVITIES OR ASSOCIATIONS (JHCAA)**

It shall be unlawful for any pupil attending the public schools of this state to become a member of, belong to, advocate, promote, or participate in the activities of any high school fraternity, sorority, or secret society as defined in Section 37-11-37.

Gangs and gang-related activities are considered contrary to school environment and educational objectives. Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which may symbolize gang membership, shall be subject to serious disciplinary action.

This Board of Trustees shall prohibit fraternities, sororities, or secret societies in all high schools under its jurisdiction. It shall be the duty of said Board of Trustees to suspend or expel from the schools under its control, any pupil or students who shall be or remain a member of or shall join or promise to join, or be pledged to become a member of, any public high school fraternity, sorority, or secret society, as defined in MS Code 37-11-37.

It shall be unlawful for any person not enrolled in high school to solicit any pupil enrolled in high school, to join or pledge himself or herself to become a member of any high school fraternity, sorority, or secret society, or to solicit any pupil to attend a meeting thereof or any meeting where the joining of any such high school fraternity, sorority, or secret organization shall be encouraged.

Any person, firm or corporation violating any of the provisions of this section shall be guilty of a misdemeanor and upon a conviction thereof shall be fined not less than twenty-five dollars (\$25.00) nor more than one hundred dollars (\$100.00) for each and every offense.

Student behavior that harasses or threatens other students or school personnel will not be tolerated. This district shall treat hazing as defined in MS Code 97-3-105 and stalking, as defined in MS Code 97-3-107, as serious offenses subject to criminal prosecution.

Legal Ref: MS CODE, as cited.

**LAW ENFORCEMENT OFFICERS AND POLICE**

Students are expected to cooperate with law enforcement officers employed by the school district and/or public law enforcement officers placed on school property to assist in maintaining a safe educational environment conducive to teaching and learning. Failure to do so will result in appropriate disciplinary action.

**SEXUAL HARASSMENT (JBP, JBPA)**

The Pascagoula School District believes in, and is committed to, providing and maintaining a work-learning environment free of sexual harassment. The school district will not tolerate any form of sexual harassment. It shall be a violation for any student or employee of the Pascagoula School District to harass a student or employee through



conduct or communication of a sexual nature. Violations shall result in disciplinary action against any employee or student involved, including possible termination of the employee and possible expulsion of the student. Students or parents should discuss any incident(s) of sexual harassment with their principal or other licensed staff members and complete a Title IX Report form pursuant to Policy JBPA. Title IX Report forms will be available at the principal's office and from the Title IX Coordinator (Assistant Superintendent of Curriculum and Instruction at the Central Office). The procedures for processing a complaint are listed in Board Policy JBPA, which can be accessed through the District's website at [www.psd.ms](http://www.psd.ms).

### **SPECIAL EDUCATION/GIFTED (IDD)**

Special education programs are provided for those children whose appropriate education requires services by special education licensed teachers and/or therapists. This school district offers special education programs for the handicapped: specific learning disabled; emotionally, physically, or educationally handicapped; and hearing, vision, speech, or language impaired.

To participate in any special education program, a student must be comprehensively assessed to determine eligibility for placement in accordance with state guidelines. Programs for the gifted/talented are provided in grades 2-8.

### **STAFF PROTECTION**

The Pascagoula School District will be vigorous in its protection of all employees from physical, verbal, and/or psychological abuse. Personnel are also protected by Section 37-11-21 of the Mississippi Code. The Board of Trustees interprets this statute to include any striking, assaulting, or physical attack, as well as verbal abuse or insult.

### **STUDENT ACTIVITY CONDUCT**

Students are reminded that they are under the jurisdiction of the school when attending ball games or any other school activity, even though the activity or game is conducted after school hours or off campus.

"M" applies to middle school games. "H" applies to senior high games.

- A. (M) Students are to sit in the home stands on the "home" side of the stadium/gym.
- B. (M) Except for designated areas for the band or pep squad, there are no reserved seats.
- C. (M/H) Students may be instructed to leave the stadium/gym for the following reasons:
  1. Running in or on the stadium/gym premises
  2. Throwing paper, ice, cups, liquids, popcorn boxes, confetti, streamers, or any other product

- 3. Standing in the portals or doorways
- 4. Pushing or shoving
- D. (M/H) Students should sit in the stands or bleachers and watch the game rather than stand along the fence or sidelines.
- E. (M/H) Students leaving the stadium/gym may not return except by purchasing a ticket. No passes to leave the stadium/gym will be issued.
- F. (M/H) Students are not to visit the opposite stands of the visiting team or the areas where the visiting spectators are gathered.

Students not observing these rules, as well as accepted rules of good conduct, will be asked to leave the stadium/gym and may be subject to disciplinary action or police custody.

Assembly Conduct:

- A. Enter the auditorium or meeting area in an orderly fashion.
- B. Be seated as quickly as possible.
- C. Refrain from disruptive actions such as loud and unnecessary talking, whistling, clapping, or yelling.

### **STUDENT BULLYING POLICY (JCD)**

The Pascagoula School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct 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 Pascagoula School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior.

The District encourages anyone who has witnessed or has reliable information that a student or school 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 the District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Pascagoula 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. MS Code Ann. § 37-11-67, 37-11-69

#### **STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR**

Students and employees in the Pascagoula School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

##### **I. Definitions**

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when

it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

## II. Procedures for Processing a Complaint

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 the 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 meetings 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 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 appeal. The superintendent shall provide a written decision to 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 appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. 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 appearance before the Board.

### **STUDENT RECORDS (JR)**

Permanent records and cumulative folders for individual students contain all required data and are collected, maintained, and disseminated in compliance with state laws, the Family Educational Rights and Privacy Act. (*Mississippi Public School Accountability Standards and the Manual of Directions for Using Mississippi Cumulative Folders and Permanent Records, Revised Edition.*) Transcripts of courses and grades may be furnished when requested by the parent or guardian or eligible pupil as prescribed in the Family Educational Rights and Privacy Act of 1974.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- ◆ **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U. S. Department of Education:
  - (1) Political affiliations or beliefs of the student or student's parent;
  - (2) Mental or psychological problems of the student or student's family;

- (3) Sex behavior or attitudes;
  - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
  - (5) Critical appraisals of others with whom respondents have close family relationships;
  - (6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - (7) Religious practices, affiliations, or beliefs of the student or parents; or
  - (8) Income, other than as required by law to determine program eligibility.
- ◆ **Receive** notice and an opportunity to opt a student out of:
    - (1) Any other protected information survey, regardless of funding;
    - (2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
    - (3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - ◆ **Inspect**, upon request and before administration or use:
    - (1) Protected information surveys of students;
    - (2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    - (3) Instructional material used as part of the educational curriculum.

Pascagoula School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Pascagoula School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Pascagoula School District will also directly notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- ◆ Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- ◆ Administration of any protected information survey not funded in whole or in part by ED.

- ◆ Any non-emergency, invasive physical examination or screening as described above.

### **SUBSTITUTE TEACHERS (GBRJ)**

Substitute teachers will be responsible for all duties of the teacher replaced and for following all rules of the handbook in order to facilitate the learning process. Students shall respect and follow instructions of substitute teachers according to lesson plans left by the teachers. Failure to do so will result in disciplinary actions.

### **VIDEO/AUDIO SURVEILLANCE (JDAA)**

The Board authorizes the use of audio/visual monitoring equipment in classrooms, hallways, buildings, grounds, and buses for the purpose of monitoring school disciplinary problems.

Because of FERPA and confidentiality concerns, only authorized school personnel or law enforcement officials will be permitted to review surveillance records. Video cameras may be used in locations as deemed appropriate by administrators.

Video/audio monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy. Signage will be posted in areas where video/audio surveillance may be in use.

### **TELEPHONE**

Office telephones are not for student use. In case of emergency or illness, calls for students are made through the office.

### **TESTING PROGRAM**

The school district's testing program is designed to provide information relative to the achievement and abilities of individual students and to the district's instructional program. The Mississippi Grade Level Testing Program consists of three parts:

- ◆ Writing Assessment Program (Grades 4 & 8)
- ◆ Mississippi Curriculum Test, Second Edition (MCT2) in Reading/Language, and Mathematics in Grades 3-8;
- ◆ Elementary/Middle Grades (Grades 5 & 8) Science Test.

The Mississippi Subject Area Testing Program (SATP) consists of end-of-course tests in four subject areas: Algebra I, Biology I, English II, and U.S. History from 1877. The subject area tests assessment results are used to determine high school graduation eligibility.

Results of standardized tests are sent home with report cards and progress reports or with individual students as the district receives results.

### **TEXTBOOKS**

The district furnishes the textbooks which are issued to students. Each student is responsible for the upkeep and return of each book. Before students can be issued books, parents are required to sign book

cards assuming full responsibility for the books and their return at the end of the course of study.

For each book issued, the subject teacher records the name of the student and the date issued. Students must not write in books. When the book is returned to the teacher at the end of the course of study, it will be re-evaluated. Parents must pay for any books that are lost, damaged, or destroyed.

### **TRANSCRIPTS**

The school will furnish, for official use to educational or business institutions, two (2) transcripts for each student at no charge. A fee of one dollar (\$1.00) will be charged for each additional transcript. Requests must be made to the counselor's office in advance in order to be accommodated on time.

### **TRANSPORTATION**

Students may walk, ride bicycles, school buses, or motor vehicles or their parents may provide transportation to school. No student is to disturb or drive a bicycle, motor bike, or automobile belonging to someone else. Students who drive motor vehicles to school and/or on school property are required to have a valid Mississippi driver's license.

Only high school students are allowed to drive motor vehicles to school.

### **Automobiles-High Schools**

Parking on all campuses is restricted to faculty, visitors, and service vehicles, except where designated as student parking areas. Students driving motor vehicles must file a vehicle registration form at the office, and show a valid drivers license and proof of insurance during registration.

In order to minimize traffic and eliminate hazards for students, parents are asked not to block the streets or bus lanes while delivering or picking up students.

A student may not sit in a parked automobile at any time after his arrival at or near the school campus. Quick starts or speeding will not be tolerated in school zones. Violation of these regulations will result in severe disciplinary action. Student vehicles parked in teacher/staff parking areas, blocking other vehicles, and/or parked illegally are subject to being towed at the student's/owner's expense.

### **Bicycles**

Bicycles are to be used for transportation to and from school and parked in designated areas.

Parking areas are off-limits to students during school hours. The privilege of bringing bicycles to school will be taken away if safety practices are not followed.



### **UNAUTHORIZED VISITATION TO OTHER SCHOOLS**

Unauthorized visitation by individual students to other schools to attend school functions conducted during the school day shall not be permitted.

### **USE OF SCHOOL FACILITIES**

No individual student or students, school clubs, or organizations are permitted to use the school facilities, including gymnasiums/stadium, unless a teacher/administrator is in charge and present.

The use of all school facilities after regular school hours must be scheduled in advance through the principal's office.

### **VANDALISM (JCBD)**

If any pupil shall willfully destroy, cut, deface, damage, or injure any building, equipment or other school property, he shall be liable to suspension and possible expulsion and his parents, in loco parentis, shall be liable for damages. Parents/Guardians will be notified in writing of a student's destruction of school property. MS Code 37-11-19

### **VISITORS (KM)**

All visitors must report to the administrative office of each school. Student visitors will not be allowed in the classroom.

### **VISITS TO THE OFFICE**

All necessary student business should be conducted in the office before school, during the student's lunch period, or after school.

### **WEAPONS POLICY (JDA)**

#### **Guns**

Any student who has in his possession any type of firearm or air/gas powered gun (pellet, BB, etc.), operable or inoperable, while he is in school, on school property, on the school bus, at a bus stop, on the way to and from school, or at any school function or activity, shall immediately be suspended and recommended for expulsion for no less than one calendar year from the school district.

Students who possess other types of "guns" (stopper guns, cap guns, water guns, etc.) shall be suspended from school for up to nine (9) days. A second offense of such possession shall constitute a nine-day suspension with a recommendation for expulsion. Students who possess and use such "guns" to threaten, intimidate and/or otherwise disrupt the school environment shall immediately be suspended and recommended for expulsion.

Such recommendation will be initiated by the principal of the school where the violation occurred and/or the principal of the school to which the offending student is assigned.

Guns in student possession shall be seized and turned over to a law enforcement officer of the school district. Appropriate law enforcement authorities and the superintendent shall be notified of each violation of this policy.

In elementary schools, principals will have the discretion to issue punishment for possession of items which could be considered "toy guns" or look-alike weapons, and in cases where such "toy guns" or look-alike weapons were not being used to threaten, intimidate, and/or otherwise disrupt the school environment. Students should be counseled and may receive detention time or minimal suspension time. The parents of the students shall be contacted and informed of the seriousness of the infraction.

**Other Weapons-Use of**

Any student who uses or threatens to use any hard or sharp object, regardless of its original purpose, for a weapon while he is in school, on school property, on the school bus, at a bus stop, on the way to and from school or any school function or activity will immediately be suspended and recommended for expulsion for a period of up to one calendar year. Examples of such weapons, include but are not limited to; knife, billy club, brass knuckles, ammunition, throwing stars, pipe club, brick, bat, chain, razors, box cutters, etc.

Weapons used by a student shall be seized and turned over to a law enforcement officer of the school district. Principals shall exercise their own discretion in each instance concerning the necessity of the notification of the appropriate law enforcement authorities.

**Other Weapons-Possession of**

Possession, by a student, of any hard or sharp object, regardless of its original purpose, that may be considered a weapon while he is in school, on school property, on the school bus, at a bus stop, on the way to and from school or any school function or activity, shall be considered in violation of this policy. Students who possess these objects may immediately be suspended and recommended for expulsion for a period of up to one calendar year.

Students who violate this policy shall be afforded all due process rights and procedures provided by any and all policies of the school district. However, suspensions awarded by the provisions of this policy shall not be delayed or postponed because of tests and/or examinations.

NOTE: Any student who discovers he has accidentally brought any hard and/or sharp object (knife, box cutter, razor, etc.) to school and immediately turns such object over to school personnel will not be subject to a recommendation for expulsion. This exception shall not apply to any type firearm. MS Code 37-11-18

### **WITHDRAWAL FROM SCHOOL**

Parents should give the school at least two (2) days notice prior to withdrawing a student from school. This will allow adequate time to properly process all paperwork. It is extremely important, when a student withdraws, to withdraw officially through the school office. If the record is not clear in the office, the student may encounter difficulties in acquiring transcripts and/or enrolling in another school. The withdrawal is not complete until all library books have been returned, textbooks have been checked in and all fees have been paid.

### **NON-DISCRIMINATION**

The Pascagoula School District advocates a policy of equal educational and employment opportunity without regard to race, sex, color, creed, religion, handicap, or national origin. This policy extends to all programs and activities of the school district.

Inquiries regarding compliance with Title IX requirements should be directed to:

Peggy Feinberg, Title IX Coordinator  
Pascagoula School District  
1006 Communny Avenue/P. O. Box 250  
Pascagoula, MS 39568-0250  
Telephone: 938-6498

Inquiries regarding compliance with Section 504 of the Rehabilitation Act of 1973 should be directed to:

Polly Sumrow, Director of Special Education  
Pascagoula School District  
1006 Communny Avenue/P. O. Box 250  
Pascagoula, MS 39568-0250  
Telephone: 938-6487

For brevity and with no intent to discriminate, the pronoun "he" is used generically for both sexes. Also, the noun "parent" is used for parent/guardian.

**Name** \_\_\_\_\_

**School** \_\_\_\_\_

**Grade Level** \_\_\_\_\_

**Homeroom** \_\_\_\_\_

**Class Schedule**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_