



TOGETHER



we shine

Mrs. Tara Ladner
Principal

Dr. Chad Davis
Career Tech Director

Assistant Principal
Dr. Vickie Feazelle

Assistant Principal
Mr. Jason Lee

Alternative School Principal
Mr. Dennis Peterson

Athletic Director
Mr. Jamie Sisco

HANCOCK HIGH SCHOOL
7084 STENNIS AIRPORT DRIVE
KILN, MISSISSIPPI 39556
PHONE: 228-467-2251
FAX: 228-467-2689
<https://hhs.hancockschools.net>

SUPERINTENDENT'S WELCOME

Welcome to the Hancock County School District's 2020-2021 school year! Our administrators, staff and faculty are looking forward to helping students reach their full potential within the coming months. A quality education in the Hancock County School District means that we will work diligently to ensure all students receive individualized attention, whether they plan on attending college, a career-technical institution, or transitioning into the workforce after graduation. As always, we welcome the participation of parents, guardians and community members to encourage our efforts and our students' learning.

DEAR PARENTS AND STUDENTS:

It is extremely important that you take the time to sit down and read this student handbook as it contains vital information that will affect your student for the entire 2020-2021 school year. Attendance, dress code, discipline policies and procedures, medical procedures, and grading/reporting information are very important topics that need to be read and understood both by you and your student.

At Hancock High School, we value the development of the whole child and want to be partners with you in your student's education. Working together, we can help you and your student define and meet expectations that will help him or her achieve the goals they set.

We ask that after reading and discussing this handbook with your student, you and your student sign the Verification and Policy Awareness Form found at the back of the student handbook acknowledging that you have read and understand the policies set forth in the student handbook by the Hancock County School Board.

The primary function of the student handbook is to make available to students and parents the rules and policies of Hancock High School. While the handbook cannot possibly list every situation, it does provide the basic criteria necessary to convey the rules of proper conduct, the guidelines for academic and extracurricular activities, the acceptable code of dress, and the criteria for awards.

The Hancock County Board of Education reserves the right to amend, delete, add, and/or modify policies, rules, procedures, and regulations stated herein based on changes in local conditions and when current practices may dictate, especially for the sake of student health and safety. In this handbook, any reference to the parent also includes a guardian.

With Hawk Pride,
Tara Ladner

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HCSD | 2020-2021 CALENDAR

Approved 2/3/2020

4 Independence Day

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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| S | M | T | W | Th | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Dec. 23 – Jan. 4 = Christmas Holidays

Jan. 5 = PD #5

Jan. 6 = First Student Day of 2nd Semester

Jan. 18 = MLK Holiday

Aug 3 – 5 = PD Days 1, 2, 3

Aug. 6 = First Student Day

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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

7 Labor Day Holiday

Sept. 21 – Oct 2 =
Elem/Middle School TE21
Benchmark Assessment Fall Window

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| 28 | 29 | 30 | | | | |

12 Columbus Day

Oct. 7 – 8 = HHS Exams
Oct. 8 = Last day of 1st Nine Weeks

Oct. 9 and 12 = Fall Holiday

Oct. 13 = PD #4

| S | M | T | W | Th | F | S |
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11 Veterans Day

Nov. 23 – 27 = Thanksgiving Holidays

| S | M | T | W | Th | F | S |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Dec. 1 – 11 = Elem/Middle TE21 Winter Benchmark Assessment

Dec. 21-22 = HHS Exams
Dec. 22 = 60% Day & Last Day of 2nd Nine Weeks

Dec. 23 – Jan. 4 = Christmas Holidays

| S | M | T | W | Th | F | S |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| S | M | T | W | Th | F | S |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

09 Mother's Day

31 Memorial's Day

May 20 = HHS Graduation

May 26 = PD #7

May 24 – 25 = HHS Exams
May 25 = 60% Day & Last day of 4th Nine Weeks

20 Father's Day

HHS BELL SCHEDULE 2020-2021

| | |
|---|-------------|
| Students arrive on campus, pick up breakfast, and report to class | 8:00-8:25 |
| 1 st Block | 8:25-10:00 |
| 2 nd Block | 10:05-11:30 |
| 3 rd Block | 11:35-1:25 |
| 4 th Block | 1:30-3:05 |
| Dismissal | 3:05 |

HAWK PRIDE

Perseverance Respect Integrity Discipline Excellence

Perseverance: Holding to a course of action despite obstacles; stay positive; set goals; learn from mistakes

Respect: Show consideration, appreciation, and acceptance; respect yourself; respect others; demonstrate appropriate language and behavior

Integrity: Adherence to an agreed upon code of behavior; be responsible, do your own work, be trustworthy and trust others

Discipline: Managing one's self to achieve goals and meet expectations; strive for consistency, attend class daily, be on time, meet deadlines, do your homework

Excellence: Being of finest or highest quality; do your personal best, exceed minimum expectations, inspire excellence in others

HANCOCK COUNTY MISSION STATEMENT

The Hancock County School District is dedicated to the mission of ensuring a quality educational opportunity for all students of the school district. The school district is committed to the following:

- Strong instructional leadership
- High expectations for student achievement
- A safe and orderly school climate
- A systematic evaluation of student achievement

The Hancock County School District does not discriminate according to race, gender, color, national origin and/or disability. If any student or parent feels that he/she has been mistreated in accordance with the above statements, you should contact the school site principal and/or the school superintendent.

STUDENT RIGHTS

All students in the Hancock County School District (HCSD) have certain basic rights that are outlined by the HCSD policies and are in compliance with the U.S. Constitution, federal law, and the laws of the state of Mississippi.

Right to a Public Education – Students have a right to a public education and the opportunities associated with this right including access to school programs and activities.

Right to Freedom of Expression – Students have the right to express their opinions verbally or in writing as long as they do not disrupt the learning process. The extent to which student speech is protected depends on where and how it is expressed.

Right to Privacy – Students' academic and personal records are confidential and can be inspected only by eligible district personnel or others as described by law (Family Educational Rights and Privacy Act of 1974).

Right to Due Process – Students have a right to due process and to disciplinary hearings as outlined by district policy.

Right to Be Free from Unreasonable Search and Seizures – Students have the right to be free from unreasonable search and/or seizure. However, a student's person or personal effects may be searched by an employee when that employee has reasonable suspicion, at the inception of the search, that the student is in possession or control of a weapon, illegal drugs, or other materials that are illegal or in violation of school policy.

In accordance with these basic rights, students are expected to comply with the following rules during school time as well as on school-sponsored trips and activities. Students and their parents should note that administrators have authority to prescribe additional rules of student conduct in order to maintain discipline and an atmosphere appropriate for learning. Problems not specifically addressed in the Code of Conduct will be dealt with on a case by case basis.

PARENT AND SCHOOL COMMUNICATIONS

The intent of our school is to keep the line of communication open between parents and school staff. If you have any questions or concerns regarding absences, grading, or any classroom

procedure, the teacher should be contacted first. If you do not receive satisfaction with the response received from the teacher, you may contact the administration of the school. If the issue is unresolved at the school level, then contact the superintendent's office. Parents are expected to update the school when there are any changes in phone number, email address, and/or physical address as soon as the change occurs.

PARENT CONFERENCES

Parents are urged to confer with the teachers concerning their children. However, since interruptions of classes interfere with the learning process for other students, parents are asked to first contact the office to arrange an appointment with the teacher. Teachers shall refer parents to the office if an appointment has not been made for a conference. At the beginning of each course, the teacher will provide the parent with contact information, it is our recommendation that parents take a snapshot of the information and store it as a favorite.

ACTIVE PARENT and ACTIVE STUDENT

Active Parent and Active Student are web-based computer programs that allow parents and individual students the ability to view student information on course schedules, attendance, grades and discipline. Use of this program will afford parents and students alike an additional opportunity to be updated on the student's attendance, grades and discipline. It is our belief this service will allow both parties to become more involved in the student's education.

In order to access student information, parents and students must be assigned a username and password. Therefore, parents who would like to participate in this program should complete a registration form, and return it, in person, to their student's appropriate school office. Photo identification must be presented at the time of registration. Only one registration form should be completed per household. Information for each student listed on the registration form will be accessed using the same username and password. Only one username and password will be assigned to parents per student. After submission of the registration form, please allow ample time for registration to be completed and access to be made available. Students who would like access to Active Student should go to Student Services for information and instructions.

PARENT'S RIGHT TO KNOW

The parents' "Right to Know" information, as required by the No Child Left Behind Act (NCLB) of 2001, is available at our school to include:

- The professional qualifications, licensure status, and degree level and major of your child's teacher(s).
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- Level of achievement of the child in each statewide academic assessments
- Notification if the child is taught for 4 or more consecutive weeks by a teacher who is not highly qualified in a timely manner.
- The notice and information provided to parents is in an understandable and uniform format, and to the extent practicable, provided in a language that the parents can understand.

If you have questions, please call the superintendent's office at 228-255-0376.

El derecho de saber los padres, como se requiere por el No Child Left Behind (NCLB) de 2001, Título I, Parte A, la información está disponible en nuestra escuela para incluir, pero no limitado a. Las cualificaciones profesionales, las condiciones de licencia, y los niveles, de grado y las

especializaciones de los maestro de sus niños.

- b. Si se asegura al niño los servicios de paraprofesionales y si es así,, sus calificaciones.
 - c. El nivel de logros del niño en cada evaluaciones académicas en todo el estado
 - d. Notificación si el niño es enseñado por cuatro o más semanas consecutivas por un maestro que no está altamente calificado en el momento oportuno.
 - e. La notificación y la información proporcionada a los padres está en un formato comprensible y uniforme, y en la medida de lo posible, siempre en un idioma que los padres puedan entender.
- Si tiene preguntas, por favor llame a la oficina del superintendente en 228-255-0376.

TITLE I PARENTAL INVOLVEMENT

The Hancock County School District is committed to the promotion of parental involvement as a critical element in the implementation of its Title I program. To promote parental involvement, the district will:

- Adopt procedures and implement programs and activities to involve parents in all schools operating under Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA) as amended. All procedures, programs, and activities will be planned and carried out with meaningful discussion with parents.
- In accordance with section 1118, the district will collaborate with its schools to ensure that the mandatory school-level parental involvement plans fulfill the requirement of section 1118(b) of the ESEA, and include a parent-school compact consistent with section 1118(d) of the ESEA.
- Hold a district wide and/or school level annual meeting with parents of Title I schools to discuss the development of the District's annual Title I plan, as well as inform parents of their right to contribute input in the design and implementation of the Title I program.
- Allow parents the opportunity to establish systems for maintaining communication between all parties involved in the student's educational process.
- Maintain a copy of this policy on the district's website and make copies of the policy as requested for Title I parents without access to the internet.
- Provide coordination and support to assist Title I schools in carrying out effective parental involvement activities to improve student achievement and school performance.
- District Title I personnel will be available to offer assistance to schools by providing material and training with regard to parental involvement in the area of communication to parents.
- When possible, coordinate Title I parental involvement with existing programs such as Head Start and pre-k programs.

A copy of the Hancock County School District's Parental Involvement Policy is available for viewing on the district website (www.hancockschools.net) or at your child's school.

ENGLISH LANGUAGE LEARNERS

The Hancock County School District participates in an ongoing effort to identify, consider, and take action to provide English Language Learners (ELL) with a challenging core curriculum and instruction that develops proficiency in English as rapidly and effectively as possible in order to assist students in becoming productive members of our society. Procedures shall be maintained which provide for the identification, assessment and placement of English Language Learners and for their re-designation based on criteria adopted by the Hancock County School District Board of Education. To ensure the use of sound methods that effectively serve the needs of English

Language Learners, the program results, including reports of the students' academic achievement and their progress towards proficiency in English shall be monitored annually. This information is available for parents/guardians of students who are English Language learners in the educational program in a format and language you can understand upon request.

Esta información está disponible para los padres/los guardas de los estudiantes que son principiantes de lengua inglesa en el programa educativo en un formato y una lengua que usted puede entender por requerimiento.

Cette information est disponible pour des parents/gardiens des étudiants qui sont des étudiants d'anglais dans le programme éducatif dans un format et une langue que vous pouvez comprendre sur la demande.

CHILD FIND (searching for children with special needs)

The Hancock County School District seeks (through Child find efforts) to locate, evaluate, and identify and serve children who are 3-21 years of age and may have a disability. They may be physically, mentally, or emotionally disabled and need help. These children are eligible to receive a free appropriate public education (FAPE). This is available to all disabled children. The Hancock County School District provides services for the following disabilities: speech and language, autism, traumatic brain injury, learning disabilities, intellectual disabilities, visual and hearing impairments, developmental delays, orthopedic impairments, deaf-blind, multiple disabilities, other health impairments, and emotional disabilities.

The Child Find Coordinator (and Special Education Director) is Gina Shavers. Ms. Shavers can be reached via phone at 228-466-6340 or via email at gshavers@hancockschools.net. The address is 7060 Stennis Airport Rd. Kiln, MS 39556. Anyone who suspects a child has a disability can contact Ms. Shavers or Mrs. Shaw. A written request can also be sent to the principal of each school. This will be forwarded to the Office of Special Education.

SITE PRINCIPALS

| | |
|--|--------------|
| South Hancock Elementary: Ms. Maci Torres | 228-467-4655 |
| East Hancock Elementary: Dr. Stacey Lee | 228-255-6637 |
| Hancock North Elementary: Mrs. Donna Breland | 228-255-7641 |
| West Hancock Elementary: Mrs. Katie Warren | 228-586-6054 |
| Hancock Middle School: Dr. Jessica Taylor | 228-467-1889 |
| Hancock High School: Mrs. Tara Ladner | 228-467-2251 |

NON DISCRIMINATION INFORMATION

The Hancock County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, including employment and admissions, and provides equal access to the Boy Scouts and other designated youth groups. Questions and concerns about discrimination may be referred to the following employee(s) or to the U.S. Department of Education Office for Civil Rights at 214-661-9600.

Title IX Coordinator: Jamie Sisco, 7084 Stennis Airport Dr.
Kiln, MS 39556, (228) 467-2972

Section 504 Coordinator: Gina Shavers, 7060 Stennis Airport Dr.

Age Act Coordinator: Kiln, MS 39556, (228) 466-6340
Dr. Rick Saucier, 17304 Highway 603
Kiln, MS 39556, (228) 255-0376

Other: Dr. Rick Saucier, 17304 Highway 603
Kiln, MS 39556, (228) 255-0376

HOMELESS

When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431 (1), 1432 (e) (4) and 11302 (a), the school district shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432 (e) (3). For more assistance, homeless students should contact their school counselor or the Federal Programs Director, Dr. Christine Moseley, at 17034 Highway 603 Kiln, MS 39556. The email address is cmoseley@hancockschools.net and the phone is 228-255-6249.

Si usted vive bajo una de las siguientes condiciones: en un albergue, motel, vehículo, o parque para acampar, en la calle o al aire libre, en un edificio abandonado, remolque-residencia (trailer) u otro alojamiento inadecuado, comparatiendo una vivienda con otra familia o algún pariente a causa de no poder, encontrar alojamiento o por falta de recursos económicos Entonces, usted tiene ciertos derechos y protecciones bajo el Acta de Asistencia Educativa para Niños y Jóovenes Sin Hogar de McKinney-Vento (McKinney-Vento Homeless Education Assistance Act). Contact: 228-255-6249

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Schools within the Hancock County School District receive requests each year for release of class rosters. The Family Educational Rights and Privacy Act of 1974 defines “directory information” relating to a student as including the following: the student’s name, address, telephone number, date and place of birth, major field of study, participation in activities, degrees and awards received, and the most recent previous educational institutions attended by the student. Objections by parents or students to this “directory information” being released may be voiced within fourteen days from the date of this release in the office of the principal. Hancock High School, unless otherwise designated by the student, may release the following information to the public: confirmation of graduation status, honors, attendance, address, and phone number. If a student enrolls in another school system, his/her cumulative record will be sent to the school upon request. Parental written consent is no longer required according to the Federal Register, Vol. 41, No. 118, Section 99.34, (a) (1) (11).

Schools who receive public funds are required to provide student information to military recruiters. Should you wish to opt out, please call Student Services or email hhsstudentservices@hancockschools.net.

ENROLLMENT ADMISSION

Reference MS Code 37-15-9 (3)

Children of legal school age whose parents are residents of this school district are eligible to attend school. New and returning students must re-register each year. In the case of separated or divorced parents, court orders and decrees involving custody of children will be controlling. It is the responsibility of the parent(s) to provide the school with copies of custodial documents. In the case of a student living with a legal guardian who resides in the school district, the guardian must provide a certified copy of a filed petition for guardianship, if pending, and the final decree when granted.

This school board shall not recognize any legal guardianship formed for the purpose of establishing residency for school district attendance purposes. MS Code 37-15-31 (1) (d) (1991)

NEW STUDENTS

Registration at Hancock High School requires the parent to accompany the child (MS Code 37-15-11) and provide the school with the following documents:

- Certified Birth Certificate (long form only for students new to HCSD)
- Certificate of Compliance for immunizations
- Report Card from previous school attended
- Students transferring to Hancock High School with only letter grades will be assigned the following numerical grades unless the previous school has provided a grading scale: A-95, B-85, C-75, D-67, F-50.
- Name and address of previous school attended
- Legal home address of parent or guardian
- Verification of handbook receipt
- Verification of school district residency

Any new student enrolling in the Hancock County School District or any continuing student whose residence has changed will be required to verify his/her residence address as herein provided as part of the registration process. Definition of "legal resident" for school attendance purposes: The student physically resides full-time, weekdays/nights and weekends within the limits of the school district. Students who were homeschooled will be tested for appropriate placement.

Mandatory documents provided by the parent must include **ONE** of the following (a post office box as an address will **NOT** be accepted):

1. Homestead exemption application, home ownership or mortgage documents **and** a utility bill **and** one additional document from the list below.
2. Rental agreement/lease **and** a utility bill **and** one additional document from the list below.
3. Affidavit of residency (subject to personal visit by a designated school district official) and **two** additional documents from the list below. Furthermore, the homeowner/lease owner must provide either #1 or #2.

ADDITIONAL DOCUMENTS

- Current Mississippi Driver's License
- Voter precinct registration
- Automobile insurance registration
- Automobile tag receipt for that year
- Current payroll stub that has current street address
- Any other documentation that provides proof of street address

RETURNING STUDENTS

Each year students must re-register. The online portion of registration must be completed and two current documents from the list above should be provided to the school. Current is defined as within 45 days of registration. The online portion requires a unique password called a SNAPCODE which is printed for the student to take to the parent during the spring. The online portal can be accessed through the district website at hhs.hancockschools.net.

ACADEMICS

STUDENT SERVICES

The vision of the counseling program is to enable every student to graduate prepared to confront future challenges and progress confidently with the academic knowledge, career direction, and personal/social balance to successfully contribute to an ever changing society.

The mission of the Hancock High School Student Services Department is to provide a comprehensive counseling program that assists students, families, and staff as they progress towards student achievement and to honor each student's cultural, linguistic, and intellectual diversity. Student Services personnel are student advocates who aim to ensure that every student receives an equal opportunity for excellence and is prepared to graduate on time, ready for college or work in a rapidly changing global society. Visit hhs.hancockschools.net for up to date Student Services information.

Functions of the Student Services Department include:

- Comprehensive Counseling Program to include
 - Individual & group academic planning to help each student reach their academic potential
 - Course selection and review of graduation requirements
 - Multi-Tier System of Supports
 - In-school credit recovery
 - College and career awareness, exploration, and planning
 - Visit hhs.hancockhigh.net/college-prep/ for College Preparation Resources
 - Personal, Social, and Emotional Counseling
 - Support services for teen parents
 - Attendance
 - Truancy
 - Substance prevention & intervention
- Also includes services for
 - Student Records
 - Residency Verification
 - School Registration
 - Transcripts
 - Child Protective Services Support
 - 504 Accommodations
 - Foster Child and Homeless Liaisons
 - Health Services
 - Home Visitation
 - Social Work
 - Parent/Guardian Involvement

SCHEDULE CHANGES

The District has a 'no drop' policy for scheduled classes. Students will be given the opportunity to make course requests for the upcoming school year during the second semester of the current school year. Teachers are employed on the basis of students' course selections. Any schedule changes after the first four days of the course will require approval from the principal.

TEACHER SUPPORT TEAM (TST)

Hancock High School has standardized procedures to ensure that all students are provided an opportunity to succeed in the regular education program and all students receive a free appropriate public education.

The teacher support team (TST) provides a multi-step process by which assistance can be requested for any student who is “at-risk” of not succeeding. The primary purpose of the Teacher Support Team is to assess the needs of all students and determine instructional interventions and strategies for those students who demonstrate learning and/or behavior problems that interfere with their success in the classroom and in the school environment. The goal is to provide support to help all students be successful learners. The team reviews and utilizes all possible resources within the school and/or grade-level content area and develops instructional interventions and strategies in order to more effectively assist students and improve academic achievement. The standardized procedures and process will be utilized throughout the school year to resolve issues, problems, or concerns related to the performance of students as identified by the teachers, parents, guardians, and administrators.

Multi-Tiered System of Supports (MTSS) contains these essential components:

- Universal Screener in math, reading, and other content areas to help identify students who may need more support
- Research-based interventions, teaching strategies, or other methods that have been proven to be effective in addressing a student’s academic or behavioral problems that will help children learn
- Progress Monitoring of the general curriculum to see how well the student is doing in a specific skill

SPECIAL EDUCATION (SPED)

Purpose: Hancock High School will provide full educational opportunities to all students with disabilities.

Services: Special Education services are available for students that have a current eligibility recognized by the MS State Dept. of Education. Students eligible for special education (SpEd) services follow one of the following three diploma options. * Each student’s Individual Education Plan (IEP) and the year they enter 9th grade determines which track the student will follow.

- **Regular High School Diploma**
 - Students will meet the requirements for graduation.
 - Students will receive the accommodations set forth in their IEP.
 - Students must meet all the same requirements as specified for non-SpEd students for graduation, promotion, retention, MAAP, discipline, attendance, and curriculum requirements set forth by the MS Dept. of Education and Hancock County School District.
- **Mississippi Occupational Diploma (MOD)*** (For students entering 9th grade 2016-2017 or earlier.)
 - Students must meet the requirements of the **MOD** curriculum set forth by the MS State Dept. of Ed and Hancock County School District.

- Students must meet all the same requirements as specified for non-SpEd students regarding graduation, promotion, retention, discipline, and attendance.
- Special Education students may be enrolled in general education courses. However, if their IEP accommodations or modifications are such that the student doesn't follow the same curriculum or grading system, the course credit would apply towards a certificate or MOD, when applicable, rather than earning a Carnegie Unit.
- All non-SCD (Significant Cognitive Disability) SpEd students must participate in the required MAAP (state tests).
- Students are promoted, retained, and graduated based upon the mastery of their IEP objectives.

● **Certificate of Completion**

A Certificate of Completion is not a high school diploma or an Alternate Diploma, but rather an acknowledgement of the student's participation in and completion of his/her Individualized Education Program (IEP). For students entering 9th grade in 18.19 and beyond, they are eligible to receive a Certification of Completion and must fall into one (1) of the following categories:

- Students without a Significant Cognitive Disability at the end of 8th grade who:
 - Are 16 years old or older, AND
 - At least 3 or more grade levels below their peers in reading and math, AND
 - Have a signed statement from the parent that they understand that the Certificate of Completion is not a standard diploma and will not meet the requirements for entry into any career or postsecondary opportunity that requires a diploma.
- Students with a Significant Cognitive Disability at the end of 8th grade who:
 - Have extremely limited or no receptive and expressive communication skills AND
 - Have a signed statement from the parent that they understand that the Certificate of Completion is not a standard diploma and will not meet the requirements for entry into any career or postsecondary opportunity that requires a diploma.
- Students with or without a Significant Cognitive Disability at the end of their third school year of high school (6 semesters) who:
 - Have not earned at minimum 3 English credits, 3 math credits, 2 science credits, 2 social studies credits, and 5 electives, AND
 - Have a signed statement from the parent that they understand that the Certificate of Completion is not a standard diploma and will not meet the requirements for entry into any career or postsecondary opportunity that requires a diploma.
- Special Education students may be enrolled in general education courses. However, if their IEP accommodations or modifications are such that the student doesn't follow the same curriculum or grading system, the course credit would apply towards a certificate or MOD, when applicable, rather than earning a Carnegie Unit.
- All non SCD (Significant Cognitive Disability) SpEd students must participate in required state tests.
- All SCD students will meet their individual state testing requirements on the Alternate Assessment. SCD students entering 9th grade in 18.19 and after are also eligible for the diploma outlined on page 15.

*Students enrolled in the second year of a vocational course at the Hancock County Career Technical Center will be expected to take the MS-CPAS2 test based on objectives and skills

covered in Year I and Year II of the course. This is a comprehensive test that will count as their final exam grade for the second year of the course.

The regular education classroom teacher is responsible for:

- Informing the SpEd teacher of the student's progress or lack of progress during the 9 weeks.
- Carrying out the accommodations/modifications as specified in the students' IEP.

The SpEd teacher is responsible for:

- Providing the regular education teacher with the accommodations and/or modifications for each student with an IEP.
- Arranging and conducting IEP meetings.
- Consulting with the regular education teachers on the progress of the SpEd students.
- Conducting re-evaluations for SpEd students.
- Providing the parent/guardian with a yearly copy of the Procedural Safeguards Document.

Summary of Rights as established by the Individuals with Disabilities Education Act: These parental rights are not all inclusive, but are intended as an overview of the Procedural Safeguards Document:

- The right for your child to be evaluated by an Independent Evaluator not employed by the school district.
- The right for your child to have a Free Appropriate Public Education (FAPE) in his/her Least Restrictive Environment (LRE).
- The right to have written prior notice of a reasonable time before the school proposes, refuse, or changes the identification, evaluation, or educational placement of your child or if your child will not be provided a FAPE. You must be notified in the language most understood by you.
- The right to be notified prior to your child receiving SpEd services.
- The right to inspect and review all educational records with respect to the identification, evaluation, and placement of your child. The school may elect to assess a fee for copies requested.
- The right to be notified and give consent before any identifiable information regarding your child is disclosed to anyone other than officials of participating agencies that need the information to meet requirements in order to provide a FAPE.
- The right to a due process hearing if you are not satisfied with your child's services. The initial complaint must be filed with MS Dept. of Education. The child will remain in the current educational placement for the duration of the proceedings and until an agreement is reached.

If you have a question or concern regarding your child's special education services, please call your child's school and ask for the Local Survey Chairperson (LSC).

ALTERNATE DIPLOMA OPTIONS

This option is reserved for those students with a Significant Cognitive Disability (SCD) as determined by the student's IEP beginning with 9th graders in 18.19.

| Curriculum Area | Carnegie Units | Required Subjects |
|----------------------------|----------------|--|
| English | 4 | • Alternate English Elements I-IV |
| Math | 4 | • Alternate Math Elements I-IV |
| Science | 2 | • Alternate Biology Elements • Alternate Science Elements II |
| Social Studies | 2 | • Alternate History Elements (Strands: U.S. History and World History) • Alternate Social Studies Elements (Strands: Economics and U.S. Government) |
| Physical Ed | ½ | |
| Health | ½ | • Alternate Health Elements |
| Art | 1 | |
| College & Career Readiness | 1 | • Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social) |
| Life Skills Development | 4 | • Life Skills Development I-IV (Strands: Technology, Systems, Personal Care, and Social) |
| Additional Electives | 2 | |
| TOTAL | 24 | |

ADDITIONAL REQUIREMENTS:

The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma.

- All students are required to participate in the Mississippi Assessment Program Alternate Assessment (MAAP-A) with a score TBD.
- Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma.

HIGH SCHOOL DIPLOMA REQUIREMENTS

Each student's entry date into the first year of 9th grade of high school will determine the specific applicable requirements for graduation. Students who fail to meet the requirements for graduation will not receive a diploma and will not be permitted to go through graduation exercises with the exception of those students who will receive a Certificate of Completion or a MS Occupational Diploma for an Individualized Education Plan.

- Students may graduate from Hancock High School by meeting the minimum standard required by the MS Department of Education.
- Students must be enrolled in at least four credits each semester unless given special permission. Seniors may have an early release for work if they have completed all graduation requirements including state testing requirements.
- Students must meet the attendance policy criteria in order to graduate including the completion of all seat time.
- To participate in the graduation ceremony, in addition to meeting state test requirements and successfully meeting state test requirements, a student must clear all fines and remaining fees, complete all seat time and must attend graduation practice.
- A senior must attend at least Terms 3 and 4 of his senior year to graduate from Hancock High School unless the student is a December graduate.
- An ACT score is required for graduation. One ACT is offered in the spring of a student's junior year and is offered at no cost to students. Otherwise, a student is required to register for and complete the ACT on a national test day. The last test date available to meet this requirement is the April test date.

FOR STUDENTS ENTERING 9TH GRADE PRIOR TO 18.19

Students who entered 9th grade before the 18.19 school year are required to complete a diploma plan which requires 28 Carnegie units (credits).

- Twenty-eight Carnegie units will be required for graduation unless OPT Out or Career Pathways Diplomas have been approved. The availability of these options is determined by the year the student entered 9th grade.
- Carnegie units are earned by achieving a passing grade in the course AND having a minimum amount of seat-time in the course as set forth by the Mississippi State Department of Education.
- Students must be enrolled in English/equivalent all four years in high school.
- Subject Area Tests (MAAP) are exit tests required for graduation and students are expected to pass the tests or meet alternate requirements. (See the MAAP Section for details.)
- One Carnegie unit of credit earned from correspondence work may be accepted in the required credits of the Mississippi Department of Education. One additional correspondence course credit is allowed in the local requirements. These two correspondence courses must be through a college or university approved by the Mississippi Accrediting Commission and must meet the requirements of the college as well. Approval must be obtained from the school counselor and the principal before enrolling in such courses. Correspondence courses may not be used to accelerate graduation.
- Due to 4 x 4 scheduling opportunities, Hancock High School will **not** offer summer school classes, but credit recovery may be offered as funding will allow.
- Credit recovery options and online courses are available for students who meet certain criteria. Online courses may not be used to accelerate graduation without principal approval.

WORK OR EARLY RELEASE

(For students entering 9th grade 17.18 and before)

Students officially designated as seniors interested in early release/work release must have passed all state mandated testing, have no NC's for which seat time is required, be enrolled in regular academic classes, currently classified as 12th grader according to the handbook promotion policy, and receive counselor and parental approval.

| HHS Graduation Requirements (For students entering 9th grade before 18.19) | | |
|--|--|--|
| CURRICULUM AREA | CARNE GIE UNITS | REQUIRED SUBJECTS |
| ENGLISH | 4 | English classes I, II |
| MATHEMATICS | 4 | 1 Algebra I 1 Geometry or Honors Geometry 1 Algebra II, Honors Algebra II or SREB 1 credit from the following: Pre-Algebra, Transitional Algebra, Trig/Pre-Cal or Drafting I & II (1 only) |
| SCIENCE | 4 | 1 Introduction to Biology I 1 Biology I 1 Physical Science Based Course (Physical Science, Chemistry, or Physics) 1 Other Science (see course selection) |
| SOCIAL STUDIES | 4 | 1 World History 1 U.S. History ½ U.S. Government ½ Economics ½ Mississippi Studies ½ Geography |
| HEALTH | ½ | Comprehensive Health <i>or</i> Family & Individual Health |
| PHYSICAL EDUCATION | ½ | PE, JROTC, Football, Basketball, Band, Softball, Cheerleading, or Soccer |
| BUSINESS & TECHNOLOGY | 1 | 1 ICT, STEM or ½ Keyboarding & ½ Computer Apps OR Test Proficient in Keyboarding & Computer Application plus 1 Business Credit |
| THE ARTS | 1 | Art, Band, Theater, Guitar, General Music, or Ceramics I/II |
| ELECTIVES | 9 | Added with Required Classes to equal 28 credits |
| TOTAL UNITS REQUIRED | 28 | |
| STATE TESTING REQUIREMENTS | Passing Scores Algebra I, English II, Biology I, and U.S. History or meeting through an alternate method | |

*** Graduation is subject to updates from MS Department of ED.

| CAREER PATHWAY OPTION | | |
|---|-----------------------|--|
| Eligible students are those entering 9th grade 16.17 and before | | |
| Curriculum Area | Carnegie Units | Required Subjects |
| English | 4 | English I English II |
| Mathematics | 3 | Algebra I |
| Science | 3 | Biology I |
| Social Studies | 3 | U.S. History (1) U.S. Government (1/2) Mississippi Studies (1/2) |
| Health and Physical Education | ½ | Comprehensive Health (1/2), or Family and Individual Health (1/2), or Physical Education (1/2) |
| Career and Technical | 4 | (Selected from Student's Program of Study) |
| Integrated Technology | 1 | Computer Discovery, ICT II, or 9th STEM, or Computer Applications and Keyboarding |
| Additional Electives | 2 | Courses selected from the student's approved program of study |
| Total Units Required | | 21 |

***Mississippi's Institution of Higher Learning requirements differ from minimum graduation requirements for this diploma pathway.**

OPT OUT POLICY

Eligible students are those entering 9th grade in 17.18 and before

All students must earn a minimum of 28 Carnegie units as specified by the Hancock County School Board in accordance with Appendix A-2 of the Mississippi Standards. For students entering the ninth grade in 2008-2009 and thereafter, the opt out option clause in Appendix A-2 allows the school district to help individual students whose educational needs cannot be met through the requirements of Appendix A-2. Parents electing to opt out must contact the Student Services to review student eligibility policy. If the opt out option is approved, the student will be required to earn a minimum of 24 Carnegie units as specified by the Hancock County School Board in accordance with Appendix A-1.

FRESHMEN ENTERING 2018.2019 AND AFTER

Beginning with incoming freshmen of 2018-2019, Mississippi has two diploma options: The Traditional Diploma and the Alternate Diploma. The Traditional Diploma is for all students. The Alternate Diploma is an option for students with a Significant Cognitive Disability (SCD).

| TRADITIONAL DIPLOMA REQUIREMENTS | | |
|--|----------------|---|
| Curriculum Area | Carnegie Units | Required Subjects |
| English | 4 | English I English II |
| Math | 4 | Algebra I |
| Science | 3 | Biology I |
| Social Studies | 3.5 | World History (1) US History (1) Economics (1/2) US Government (1/2) MS Studies (1/2) |
| Physical Ed | ½ | |
| Health | ½ | |
| Art | 1 | |
| College & Career Readiness | 1 | <ul style="list-style-type: none"> • Taught either Junior or Senior Year or • Taught in a 4-course sequence beginning in the 9th grade |
| Technology or Computer Science | 1 | |
| Electives | 5 ½ | |
| TOTAL | 24 | |
| ADDITIONAL REQUIREMENTS: | | |
| <ul style="list-style-type: none"> • Student must identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission. • For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following: <ul style="list-style-type: none"> • Have a 2.5 GPA • Passed or met all MAAP assessments requirements for graduation • On track to meet diploma requirements • Concurrently enrolled in Essentials for College Math or Essentials for College Literacy Recommendations | | |
| Recommendations: | | |
| <ul style="list-style-type: none"> • For early graduation, a student should successfully complete an area of endorsement. • A student should take a math or math equivalent course the senior year. | | |

TRADITIONAL DIPLOMA ENDORSEMENT OPTIONS

Students pursuing a Traditional Diploma must identify an endorsement prior to entering 9th grade. There are three endorsement options: Career and Technical, Academic, and Distinguished Academic Endorsement.

| CAREER AND TECHNICAL ENDORSEMENT | | |
|----------------------------------|----------------|---|
| Curriculum Area | Carnegie Units | Required Subjects |
| English | 4 | English I English II |
| Math | 4 | Algebra I |
| Science | 3 | Biology I |
| Social Studies | 3.5 | World History (1) US Government (1/2) US History (1) MS Studies (1/2) Economics (1/2) |
| Physical Ed | ½ | |
| Health | ½ | |
| Art | 1 | |
| College & Career Readiness | 1 | Must occur in the student's junior or senior year or during 4-year sequence. |
| Technology or Computer Science | 1 | |
| CTE Electives | 4 | Must complete a four course sequential program of study. |
| Additional Electives | 3 ½ | |
| Electives | 5 ½ | |
| TOTAL | 26 | |

ADDITIONAL REQUIREMENTS:

- Earn an overall GPA of 2.5.
- Must successfully complete **one** of the following:
 - One CTE dual credit or earn articulated credit in the high school CTE course
 - Work-Based Learning experience or Career Pathway Experience
 - Earn a State Board of Education approved national credential
- For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:
 - Have a 2.5 GPA
 - Passed or met all MAAP assessments requirements for graduation
 - On track to meet diploma requirements
- Concurrently enrolled in Essentials for College Math or Essentials for College Literacy Recommendations.
- Meet eligibility for early release as outlined in the traditional diploma track option.

| ACADEMIC ENDORSEMENT | | |
|--|----------------|---|
| Curriculum Area | Carnegie Units | Required Subjects |
| English | 4 | English I English II |
| Math | 4 | Algebra I + two additional math courses above Algebra I |
| Science | 3 | Biology I + two additional science courses above Biology I |
| Social Studies | 3.5 | World History (1) US Government (1/2) US History (1) MS Studies (1/2) Economics (1/2) |
| Physical Ed | ½ | |
| Health | ½ | |
| Art | 1 | |
| College & Career Readiness | 1 | Must occur in the student's junior or senior year or during 4-year sequence. |
| Technology or Computer Science | 1 | |
| Additional Electives | 7 ½ | Must meet 2 advanced electives of the CPC requirements for MS IHL's |
| TOTAL | 26 | |
| ADDITIONAL REQUIREMENTS: | | |
| <ul style="list-style-type: none"> • Earn an overall GPA of 2.5. • Courses must meet MS IHL CPC recommended requirements. • Must have met MS IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math or SAT equivalency sub scores). • Must successfully complete one of the following: <ul style="list-style-type: none"> • One AP course with a C or higher and take the appropriate AP exam • One academic dual credit course with a C or higher in the course. • Meet eligibility for early release as outlined in the traditional diploma track option. | | |

| DISTINGUISHED ACADEMIC ENDORSEMENT | | |
|--|----------------|---|
| Curriculum Area | Carnegie Units | Required Subjects |
| English | 4 | English I English II |
| Math | 4 | Algebra I + two additional math courses above Algebra I |
| Science | 4 | Biology I + two additional science courses above Biology I |
| Social Studies | 4 | World History (1) US Government (1/2) US History (1) MS Studies (1/2) Economics (1/2) |
| Physical Ed | ½ | |
| Health | ½ | |
| Art | 1 | |
| College & Career Readiness | 1 | Must occur in the student's junior or senior year or during 4-year sequence. |
| Technology or Computer Science | 1 | |
| Additional Electives | 8 | Must meet 2 advanced electives of the CPC requirements for MS IHL's |
| TOTAL | 28 | |
| ADDITIONAL REQUIREMENTS: | | |
| <ul style="list-style-type: none"> • Earn an overall GPA of 3.0. • Courses must meet MS IHL CPC recommended requirements. • Must have met NATIONAL College Readiness Benchmarks (ACT sub scores: 18 English and 22 Math or SAT equivalency sub scores). • Must successfully complete one of the following: <ul style="list-style-type: none"> • One AP course with a B or higher and take the appropriate AP exam • One academic dual credit course with a B or higher in the course. • Meet eligibility for early release as outlined in the traditional diploma track option. | | |
| Honors Graduation Requirements for all Graduating Classes | | |
| HONORS DIPLOMA | | |
| <p>Complete all HHS requirements for graduation and follow the college prep curriculum. Please see the following link for College Prep requirements</p> <p style="text-align: center;">http://www.ihl.state.ms.us/admissions/curriculum.asp</p> | | |
| <p>Accumulate a total of 30 credits 11 of which should be electives</p> <p style="text-align: center;">Obtain a QPA of 3.50 or better with no rounding</p> | | |
| HIGH HONORS DIPLOMA | | |
| <p>Complete all HHS requirements for graduation and follow the college prep curriculum. Please see the following link for College Prep requirements</p> <p style="text-align: center;">http://www.ihl.state.ms.us/admissions/curriculum.asp</p> | | |
| <p>Accumulate a total of 32 credits 13 of which should be electives</p> <p style="text-align: center;">Obtain a QPA of 4.00 or better with no rounding</p> | | |

GRADE 9-12 PROMOTION POLICY

Students in grades 9 - 12 shall be awarded units of credit for each course in which they have maintained a passing average of 65 or better on district objectives. Students must also comply with the state and local agencies' attendance policies. Students shall advance from grade to grade when they have earned the required number of units of credit. Students are not permitted to use this policy to accelerate age-appropriate graduation date.

If a student is promoted from the eighth grade, the student will be in the NINTH grade.

If a student has earned six (6) units of credit, the student will be promoted to the TENTH grade.

If a student has earned twelve (12) units of credit, the student will be promoted to the ELEVENTH grade.

If a student has earned twenty (20) units of credit, the student will be promoted to the TWELFTH grade.

*Career Pathway/OPT Out students (18) units of credit; the student will be promoted to the TWELFTH grade.

Students will be allowed to participate in activities and opportunities according to the official grade level. This includes Homecoming, Prom, senior activities, etc.

STATE TESTING PROGRAM

Students who meet the following criteria WILL be required to take state mandated End of Course (EOC) assessments for Algebra I, Biology I, English II, and U.S. History.

If the student attempted the subject Carnegie unit at HHS.

If the student attempted the subject Carnegie unit at a non-accredited school.

If the subject was studied through homeschooling.

Students who fit the following criteria WILL NOT be required to take state mandated End of Course (EOC) assessments for Algebra I, Biology I, English II, and U.S. History.

If the student earned the subject Carnegie unit at a non-Mississippi public school

If the student earned the subject Carnegie unit at an accredited private school recognized by MS Department of Education.

All students seeking to earn a traditional diploma must pass all MDE required End of Course (EOC) assessments before their graduation or meet the requirements of other options as outlined by the current MS Department of Education standards.

Students who do not obtain a passing score on an EOC assessment may use a concordance table provided by MDE to meet the graduation requirement. Each concordance table specifies the EOC scale score required with each final course grade to meet the graduation requirement.

Students who do not obtain a passing score on an EOC assessment may also utilize another graduation option by taking the average of all EOC assessments and achieving a minimal average score of 646.

| Assessment Options | Math | Science | English | Social Studies |
|---|--|--------------------------------|-------------------------------|---------------------------------|
| ACT | 17 | 17 | 17 | 17 |
| Dual Credit/Enrollment ¹ | C or higher in College Algebra | C or higher in College Biology | C or higher in English Comp I | C or higher in American History |
| ASVAB + MS-CPAS2 OR Industry Certification ² | ASVAB (PICAT prescreen scores are not allowable) score of 36 plus one (1) of the following: 1. CPAS score that meets the attainment level assigned by Federal Perkins requirements OR 2. Earn approved Industry Certification specified in the Career Pathway's Assessment Blueprint | | | |
| ACT Work Keys + MS-CPAS2 OR Industry Certification ² | WorkKeys Silver Level plus one (1) of the following: 1. CPAS score that meets the attainment level assigned by Federal Perkins requirements OR 2. Earn approved Industry Certification specified in the Career Pathway's Assessment Blueprint. | | | |

¹The college credit option is applicable only if the student is enrolled in high school and college at the same time.

²These options are only available to Career Tech students.

Seniors who have not passed state testing requirements are not eligible for early work release. If a course is failed and the test for that course is passed, the student may be eligible for credit recovery.

STATE AND NATIONAL TEST INFORMATION

| Test | Type | Grade of Students | Given |
|--|----------------------------|---|---------------------------|
| ACT | Aptitude/College Readiness | All Juniors, Others as needed | March/April |
| ACT WorkKeys | Career Readiness | All seniors | TBD |
| PSAT/NMSQT | Aptitude | 9 th ,10 th ,11 th | September, October, March |
| ASVAB | Aptitude | 11th & 12th | January |
| CPAS | Required by State | Vocational Students | April/May |
| MAAP Algebra I Biology I English II U.S. History | Required by State | Depends on when the course is attempted | TBD |

On-Line Credit Accrual

On-line coursework is available for 9th through 12th grade students through vendors whose courses have been reviewed for alignment to the respective Mississippi Curriculum Framework and approved by MDE. On-line courses are free to students on a first-come-first served basis contingent upon availability, with seniors given priority. The student handbook shall serve as notification to parents of the on-line program. The site coordinator will monitor student progress and inform parents during the course.

Hancock High School guidelines for enrolling in on-line courses:

- Counselor recommendation
- Principal approval
- Students must have a GPA of 2.0 or higher.

- Students must follow all policies and guidelines for each course as determined by the approved vendor.
- Students must have access to the internet and a working computer with appropriate software in order to enroll in on-line classes.
- Students are responsible for contacting the site coordinator and scheduling supervised exams.
- On-line course grades are aligned to the current high school grading scale and are weighted as regular courses or AP/Dual Credit courses according to the course title.
- Students who plan to graduate from Hancock High School may not take state tested courses on-line.
- On-line course enrollment may not be used to accelerate the normal graduation year.

The following courses are available through MDE approved vendors.

Advanced Placement – Grades 10 – 12 (One Credit)

- | | |
|--------------------------------------|--|
| •AP Biology | •AP English Literature and Composition |
| •AP Calculus AB | •AP Human Geography |
| •AP Calculus BC | •AP Spanish Language |
| •AP Computer Science | •AP Statistics |
| •AP English Language and Composition | •AP U.S. History |

Language Arts (One Credit)

- CCR English III – Grade 11
- CCR English IV – Grade 12
- Foundations of Journalism – Grades 9 – 12

Math (One Credit)

- | | |
|-----------------------------|---------------------------------|
| •Algebra III – Grades 11-12 | •CCR Algebra II – Grades 9 - 12 |
| •Calculus – Grades 11 - 12 | •CCR Geometry – Grades 9 - 12 |

Science (One Credit)

- | | |
|-------------------------------------|-----------------------------------|
| •Chemistry – Grades 10 - 12 | •Physical Science – Grades 9 - 12 |
| •Earth & Space Science–Grades 9- 12 | •Physics – Grades 10 - 12 |

Social Studies (One Credit)

- World History – Grades 9 – 12

Electives (One Credit)

- | | |
|--------------------------------------|-----------------------------------|
| •Contemporary Health – Grades 9 - 12 | •Tech. Foundations -Grades 9 - 12 |
|--------------------------------------|-----------------------------------|

World Languages (One Credit)

- | | |
|--|-----------------------------------|
| •French I, II, III, IV – Grades 9 - 12 | •Latin I, II, III – Grades 9 - 12 |
| •German I, II, III – Grades 9 - 12 | •Spanish I, II – Grades 9 - 12 |

Advanced Placement – Grades 10 – 12 (Half Credit)

- | | |
|------------------------------------|---------------------------|
| •AP Government and Politics – U.S. | •AP Psychology |
| •AP Macroeconomics | •AP Environmental Science |
| •AP Microeconomics | |

Science (Half Credit)

- Environment Science – Grades 9 – 12

Social Studies (Half Credit)

- Introduction to World Geography – Grades 9 - 12
- American Government (U.S. Government) – Grades 9 – 12
- Economics – Grades 9 - 12

Electives (Half Credit)

- | | |
|--------------------------------------|-------------------------------------|
| • Personal Finance – Grades 9 - 12 | • Tech. Foundations – Grades 9 - 12 |
| • Physical Education – Grades 9 - 12 | • Cont. Health A – Grades 9 - 12 |
| • Psychology – Grades 9 - 12 | • Sociology – Grades 9 - 12 |

CREDIT RECOVERY

The purpose of credit recovery is to permit those students who have failed subjects in the Hancock County School District the opportunity to recover credits through computer assisted or direct instruction. Credit recovery is defined as a course-specific, skill-based learning opportunity based on the Mississippi Curriculum Framework for students who have previously been unsuccessful in mastering content/skills required to receive course credit or to earn promotion. Not all courses will be available for credit recovery.

Criteria for Credit Recovery Program:

- Earned a final grade point average of 60 – 64 or administrative approval
- Passed subject area test but failed the course

Once a student has been admitted to the Credit Recovery Program, a schedule of credit recovery sessions will be given and all credit recovery courses must be completed in the allotted time. After a student has mastered the objectives for the course and has met the minimum attendance requirements, the student will earn a final grade of 65. If a student fails to complete the credit recovery program in the allotted time, he/she will be required to retake the course.

CORRESPONDENCE COURSES

Principal's permission is required in order to take a correspondence course. Only one Carnegie unit by correspondence may be earned toward graduation. Required courses cannot be taken early. All correspondence courses are weighted as regular courses. Hancock County School District will not accept credit from a correspondence class for any state tested subject areas (e.g. Algebra I, Biology, English II, or US History). Seniors taking a correspondence course for graduation must have received a final grade for the course at least five (5) weeks before graduation. Consult your counselor for details.

GRADE REPORTING

There shall be four grading periods (terms) of approximately nine weeks each. Mid-term progress reports shall be provided to the parents of all students at the mid-point of each nine-week term. Report cards shall be issued at the end of each nine-week term. Dates for progress reports and report cards can be found on the district calendar.

Numerical averages will be used on report cards to report student achievement. Each term grade is computed by averaging the grades for that term. This average will be made up of 50% Major Assessments and 50% Minor Assignments. Major assessments will be tests, comprehensive tests, and special projects, presentations and/or papers as outlined in the course syllabus. Minor Assignments will be classwork, homework, projects, quizzes, written papers and/or presentations that do not meet the criteria of Major Assessments. The final grade for a course completed in a nine-week term will be the term average. The final grade for a semester course will be an average of the two terms.

In the event that instruction is provided virtually through distance or hybrid learning, Minor Assignments and Major Assessments will continue to be assigned/administered and graded. Students may complete assessments through their Google Classroom or may be required to report to the school building for proctored assessments. All grades will continue to reflect performance on academic standards. It is the hope of HCSD that parents/guardians will work with teachers to ensure that each assessment accurately measures student performance without assistance from other resources or individuals. It is essential that teachers obtain an accurate assessment of what students know and are able to do without assistance, in order to plan instruction and remediation, as necessary.

Any grade over 100 will be translated to 100. (All dual credit classes will follow the affiliated college's grading policy. See the syllabus for details.) The **GRADING SCALE** is as follows:

| Letter Grade/Code | Numerical Range | Progress |
|--------------------------|------------------------|-----------------|
| A | 90-100 | Advanced |
| B | 80-89 | Proficient |
| C | 70-79 | Basic |
| D | 65-69 | Minimal |
| F | 64 and below | Not Passing |
| NC | 0 | No Credit |

Sam Spectra GRADE REPORTING KEY

| Code | Meaning | Numerical Value | Used For |
|-------------|----------------------------|------------------------|---|
| NG | No Grade | 0 | Missed assignment that cannot be made up |
| I | Incomplete | 0 | Make-up work |
| X | Exempt | No Value | Assignments from which the student is exempt |
| NM | Not Marked | No Value | Assignments not graded and/or posted |
| XPE | Exempt Prior to Enrollment | No Value | Assignments that were assigned prior to enrollment from which the student is exempt |
| XAW | Exempt After Withdrawal | No Value | Assignments the student is exempt from after withdrawal |

QUALITY POINT DISTRIBUTION

Honor graduates and class rank are determined by the Quality Point Distribution. Most accelerated courses are defined by the course title designation of “Honors” and “Accelerated.” However, other accelerated courses also include Advanced Seminar, PSAT Prep I and II, Spanish II, III, and IV, French II, III, and IV, Algebra III, Engineering and Robotics I and II, Polymer Science I and II, Teacher Academy I and II, Health Sciences I and II, Human Anatomy, Physics, Chemistry, Microbiology, Genetics, Zoology, Historical Research, and Aquatic Science. Furthermore, a student may receive up to five (5) quality points upon successful completion of his/her third consecutive year in JROTC, Band, Theatre, Art, or Advanced P.E. Regular courses include all courses not listed above and a complete course list can be viewed on the Hancock High School website <https://hhs.hancockschools.net>. Half unit courses receive one-half the designated quality points based on course level. Quality points are computed on a semester basis. Students are encouraged to take the AP Exam in order to receive college credit by earning a qualifying score. Classes are weighted as follows:

| Grade | AP Courses and DC Course | Accelerated Courses | Regular Courses |
|-------|--------------------------|---------------------|-----------------|
| 100 | 6.0 | 5.0 | 4.0 |
| 99 | 5.9 | 4.9 | 4.0 |
| 98 | 5.8 | 4.8 | 4.0 |
| 97 | 5.7 | 4.7 | 4.0 |
| 96 | 5.6 | 4.6 | 4.0 |
| 95 | 5.5 | 4.5 | 4.0 |
| 94 | 5.4 | 4.4 | 4.0 |
| 93 | 5.3 | 4.3 | 4.0 |
| 92 | 5.2 | 4.2 | 4.0 |
| 91 | 5.1 | 4.1 | 4.0 |
| 90 | 5.0 | 4.05 | 4.0 |
| 89 | 4.9 | 3.9 | 3.0 |
| 88 | 4.8 | 3.8 | 3.0 |
| 87 | 4.7 | 3.7 | 3.0 |
| 86 | 4.6 | 3.6 | 3.0 |
| 85 | 4.5 | 3.5 | 3.0 |
| 84 | 4.4 | 3.4 | 3.0 |
| 83 | 4.3 | 3.3 | 3.0 |
| 82 | 4.2 | 3.2 | 3.0 |
| 81 | 4.1 | 3.1 | 3.0 |
| 80 | 4.0 | 3.05 | 3.0 |
| 79 | 3.9 | 2.9 | 2.0 |
| 78 | 3.8 | 2.8 | 2.0 |
| 77 | 3.7 | 2.7 | 2.0 |
| 76 | 3.6 | 2.6 | 2.0 |
| 75 | 3.5 | 2.5 | 2.0 |
| 74 | 3.4 | 2.4 | 2.0 |
| 73 | 3.3 | 2.3 | 2.0 |
| 72 | 3.2 | 2.2 | 2.0 |
| 71 | 3.1 | 2.1 | 2.0 |
| 70 | 3.0 | 2.05 | 2.0 |
| 69 | 2.9 | 1.9 | 1.0 |
| 68 | 2.8 | 1.8 | 1.0 |
| 67 | 2.7 | 1.7 | 1.0 |
| 66 | 2.6 | 1.6 | 1.0 |
| 65 | 2.5 | 1.5 | 1.0 |

AWARDS AND HONORS

An awards program will be held to recognize outstanding academic achievement, perfect attendance, and exemplary citizenship. Parents will be notified by special invitation, when possible. Otherwise, dates will be posted on the district calendar on the Hancock County School District website at www.hancockschools.net.

ATTENDANCE AWARDS

Students who are considered present for Average Daily Attendance (ADA) purposes will be eligible for the ‘Attendance Award.’ A student will be considered ‘in attendance’ if he/she is off campus formally representing the school while participating in a school-initiated activity. Perfect Attendance Awards will be given for students with no absences, early check-outs, or late check-ins.

HONOR ROLL

An honor roll list will be published after the report cards are issued following each nine-week term. To be on the Superintendent’s list, a student shall have all “A’s.” To be on the Principal’s list, a student shall have all “A’s” and “B’s.” Quarter honor rolls will be based on the quarter classes only. Semester honor rolls will be based on quarter and semester classes.

ACADEMIC HONORS

Honor student recognition is based upon the accumulated Grade Point Average (GPA= sum (grade * GPA weight * 2)/ sum (credits attempted) * 2) and Quality Point Average (QPA = sum of Quality points divided by sum of credits attempted) of all accredited courses taken in eighth through twelfth grade (by a designated cut-off time). Students must follow a college prep curriculum in order to be considered for valedictorian, salutatorian, and honor graduate. Specific requirements are as follows. A senior completing either the High Honors or Honors Diploma Requirements shall be recognized at graduation.

Valedictorian and Salutatorian

Seniors completing the High Honors Diploma Requirements who have the highest and second highest quality point average shall be valedictorian and salutatorian, respectively. These students must have followed a college preparatory curriculum and must have attended Hancock High School for their full junior and senior years. The quality point average will be compared to the nearest ten thousandth. If a tie occurs, a co-valedictorian and/or co-salutatorian will be named. The Valedictorian and Salutatorian may not be December graduates.

Graduation Regalia

The official school graduation gown colors are navy, royal blue, red, and white.

The following accessories are approved to be worn at graduation: Honors, Highest Honors, Beta Stole, all school affiliated National Honor Societies’ cords/stoles, IHL medals, vocational completer medals, MS Scholars medals, the Hawk medallion and any other accessory given at senior awards night. (Other accessories may not be worn and the graduation caps must remain in the condition they were given.)

MISSISSIPPI SCHOLARS

The [Mississippi Scholars Initiative](#) is part of a national program, operating across the country utilizing business leaders to motivate students to complete a more challenging course of study in high school. The Scholars [course of study](#) gives students the foundation they need to succeed in a

technical school, community college, university, the military or industry. Students who graduate with the Mississippi Scholars distinction can expect to become stronger candidates for scholarships financial aid, to gain opportunities for placement and future advancement with employers, and to develop advanced academic skills and prepare themselves for college. For more information, see: <http://www.msmecc.com/index.php/activities/mississippi-scholars>

PREPARING FOR COLLEGE

All students who enroll in AP courses are expected to complete the AP exam. These exams cost approximately \$90 each. Parents will be notified of the number of AP classes their student has enrolled in and given an opportunity to pay for these over time. Students who qualify for free or reduced lunch also qualify for fee waivers for AP and ACT exams. Please see your school counselor for more details. For more information about admission requirements to MS universities see <http://www.mississippi.edu/oasa/cpc.html> and information for federal and state college financial aid can be found at <http://www.mississippi.edu/riseupms>

STAR STUDENT

Each year, the Mississippi Economic Council honors the graduating student from each participating high school who has the highest ACT score. To be eligible for the STAR Student honor, a student may be a regularly enrolled senior or an approved dually enrolled student in an accredited public or private high school and/or an accredited post-secondary institution. The student must be completing his or her last year of work and must be eligible to receive a diploma in the current school year. The student must have an ACT score of at least 25 from a test taken prior to December 31st and an overall average of 93 or above in selected subjects in the ninth, tenth, eleventh, and first-semester twelfth grades. However, if there is more than one senior with an ACT of 35 or above and an average of at least 93, each will be designated as a STAR Student. In the case of a tie, it will be broken using the guidelines set forth by the Mississippi Economic Council. The Star Student will select the Star Teacher. For more information, see www.msstarstudent.org.

HALL OF FAME

Hancock High School's Hall of Fame represents a select group of senior students who have outstanding academic records, leadership skills, character, citizenship, and community service. The select group will be made up of no more than 5% of the senior class. The selection of the Hall of Fame will be by a school staff committee and all decisions will be final. In addition to the attendance record, discipline record, and academic record, selections are based primarily on the student application. Therefore, students need to give careful consideration to ensure the application is thoroughly completed and submitted by the deadline date. A single-event workshop will be provided to aid students in the application process. Applications will be available online at www.hancockschools.net and in the Student Services Office.

Eligibility Requirements for Hall of Fame:

- The student must have attended HHS their entire junior and senior years.
- The student must not have failed any subject during any high school year.
- The student must not have had more than 6 undocumented absences during the fall semester or excessive unexcused tardies.
- The student may not have had an out of school suspension during their high school years or have engaged in any action that does not exemplify good behavior or school board policy.

ATTENDANCE

ATTENDANCE POLICY

Due to ongoing decisions in light of Covid-19, student attendance at Hancock High School will be documented according to policies and standards outlined by the MS Department of Education. The Hancock County School District believes that attendance is the foundation for the learning process. Moreover, MS law requires not only a passing grade in a class, but a minimum amount of seat-time. It is our hope that all students will not only be in compliance with the requirements of the law, but will actively participate in and take full advantage of their learning opportunities.

While perfect attendance and near perfect attendance may be rewarded with special recognition and exam exemption, expectations for attendance must be set as well as consequences for excessive absences.

On this basis, students must be present for...

- 41 out of the 45** days in a quarter course,
- 82 out of 90** days in a semester course, and
- 164 out of 180** days in a year-long course.

When a student is not present for the required number of days, whether excused or unexcused, the student will be denied course credit and will receive a grade of No Credit (NC). Through written notification, parents must elect to (1) appeal to the attendance committee for review of documentation for the possibility of waiver, (2) take advantage of the opportunity to serve Seat Time hours, or (3) accept non-credit and re-enrollment in the required course. Students who elect to serve Seat Time must do so within 90 days of the time in which the NC occurred.

When a student is absent from school, whether the absence is a partial day or full day, the parent shall submit to the school upon the student's return to school proper documentation whether it be a parent note, doctor's note, legal note, etc. for any absences as defined in MS Code 37-13-91; #4, A1. It is the student's and parent's responsibility to keep a copy of all documentation for his/her own record and turn in original documentation (see list below). Depending on the information or lack thereof, the absences will be recorded one of the following ways:

- **Excused (Documented, Lawful Absence)**
 - Up to 8 absences per year may be excused with a parent note which includes
 - Student's full name
 - Date of absence
 - Parent signature
 - Day time phone number for parent
 - Health department order with documentation
 - Serious illness in immediate family with documentation from hospital or doctor
 - Death in immediate family with obituary and an explanation of relationship
 - Medical/dental appointment* with a valid doctor's excuse
 - Court appearance with a valid court excuse/summons
 - Religious holiday/event with documented parent note
 - Valid educational opportunity with valid documentation
 - 4H or Future Farmers of America (FFA) events with written prior notice from an extension agent or the FFA Advisor
 - Serve as a page at the State Capitol for the Mississippi House of Representatives or Senate

- **Unexcused (Undocumented, Unlawful Absence)**
 - No documentation received
 - Unacceptable documentation
 - Out of school suspension
 - 9th Absence and all additional absences per school year documented only by a parent note
- **SCHOOL BUSINESS** (Not counted as one of the 4, 8, or 16 absences)
 - School Sponsored Field Trips
 - MEPS Appointments (Verified by recruiter and parent)
 - Pre-Approved College Visits (1 Per semester for Juniors and 2 per semester for Seniors)

When a student is absent for ten (10) consecutive days without notifying the school office, he/she will be formally removed from class rolls. When a long term medical issue exists, the child's counselor should be notified immediately.

*Parents are urged to schedule medical and dental appointments for students after school hours or during school holidays. Parent notes will be accepted but are not considered documentation for extenuating circumstances.

**Any student who exceeds 12 unexcused absences will be referred to the school and county attendance officers. MS Code 37-13-91 authorizes law enforcement officers to investigate and file a petition against a parent or child under the provision of Mississippi Compulsory School Attendance Law. A sheriff, a deputy sheriff, and/or a municipal law enforcement officer shall be authorized to investigate all cases of nonattendance and unlawful absences of children of compulsory school age. Law enforcement officers shall be authorized to file a petition with the youth court under Sections 43-21-451 as it pertains to a parent or child for violation of this section.

CHRONIC ABSENTEEISM

According to the Mississippi Department of Education, students who miss 10 percent or more of the days enrolled, for any reason, are identified as chronically absent. This includes both excused and unexcused absences and suspensions.

When a student is absent or tardy, the learning process is interrupted for both the student and others in the classroom. Starting as early as kindergarten, chronic absence can cause the following problems:

1. Elementary students unable to read proficiently and pass the MS Grade 3 Reading Assessment required for promotion to the 4th grade.
2. Middle school students unprepared to enter high school or district career technical programs.
3. High school students unable to earn the credits necessary for graduation. Parental support in ensuring that each student makes maximum use of the class time and instruction provided is vital to ensuring academic success.

If a student is chronically absent, the chances of him/her obtaining a high school diploma and walking across the stage at graduation are significantly decreased.

SATURDAY SCHOOL (ATTENDANCE VIOLATIONS)

After the student exceeds 4, 8, 16 absences, a course grade of NC (No Credit) will be issued. Parents may be required to attend a meeting to discuss school and state consequences of attendance violations. If a parent elects that a student will take advantage of the opportunity to make up seat time hours, the student will be expected to make up the seat time within 90 days or the student will be enrolled in required courses again. Seat time is made up in assigned Saturday school. (Note: There are a limited number of Saturdays in which days can be made up.) Saturday school will begin promptly at 8 a.m. and students will not be admitted after that time. Students must provide their own transportation. All students must be picked up promptly at 12 p.m. when Saturday School is over. During Saturday School, all school rules apply and students will complete ACT/MAAP/PSAT reviews or other school related assignments. Seniors will be given special consideration as to when seat time can be made up.

APPEALS PROCESS

If the student and parents are not satisfied with the determination made by the school level attendance committee, an appeal can be filed with the Hancock County School Board. It will be at the discretion of the school board as to whether or not the appeal will be heard.

MAKE-UP WORK

Work missed during an absence must be made up in a timely manner. The time allowed for make-up work will be equal to the number of days absent plus one day. Work not completed within the allotted time may be given a grade of zero (0) and points may be deducted if late work is accepted. It is the responsibility of the student to schedule make-up work with the teacher when the student returns to school following his/her absence. It is the responsibility of the student to complete the work. At the end of a term, all incomplete grades, including an exam, will be averaged as zeros to determine the student's average for the term. If the student completes the make-up work within the time allowed, a new average will be calculated. Out of school suspension days are considered unexcused absences but students are expected to make up any missed work. Student absences resulting from officially approved school business **will not** be counted as an absence; however, all missed work must be made up. Exams not taken or missed for any reason will be assigned a grade of 0 (zero) until the exam is completed. When it is necessary for a student to miss an extended number of days, the school will provide work to parents upon request. Teachers will need a 24-hour notice prior to the parent picking up the work.

TARDY and CHECK IN POLICY

Tardy

A student will be considered tardy if the student has been counted as present at school and he/she is not in the assigned classroom when the tardy bell rings. Students are allowed five (5) minutes to transition from one class to the next and Career Tech students are given an additional amount of time to transition to the next class. If the tardy is unexcused, consequences may be assigned as stated below.

Check In

A student will need to check in if he/she arrives at school late and has not been counted as present at school or if he/she is returning to school after being checked out. If a student arrives late to school, the student should check in at the nearest office (Front, A building or C building offices). Students that check in late for school without a valid excuse will receive an unexcused check in. Unexcused check ins will be recorded and considered in the same manner as unexcused tardies including consequences (see description above). Checking in late may count as a class absence if the student misses more than 30 minutes of a class.

1st Unexcused Tardy or Check in Warning and/or Parent Contact

2nd Unexcused Tardy or Check in Detention: Detention assigned and student must return signed form to Detention monitor

3rd Unexcused Tardy or Check in Detention: Detention assigned and student must return signed form to Detention monitor

4th Unexcused Tardy or Check in Detention: Detention assigned and student must return signed form to Detention monitor

For the 5th unexcused Tardy or Check in and each unexcused Tardy or Check in after, the student is referred to an administrator for placement on the school discipline ladder. Excessive tardiness may result in additional consequences (see Driving on Campus, p. 57 of the Student Handbook) and referral to the county truancy officer.

CHECKOUT and CHECK IN POLICY

During registration, the parent or legal guardian must complete a checkout list upon which they name designees who can sign their child out of school. Designees must be at least 21 years of age. In order to sign out a student, a designee must report to the administration office and show a picture I.D. No notes or telephone calls will be accepted for the purpose of checking a student out of school. Due to the difficulty of locating students at dismissal time, student checkouts will end each day fifteen (15) minutes prior to the dismissal of school. During a severe weather or emergency situation at the school, the school has a responsibility to protect the students; therefore, parents will have to wait until the emergency situation is lifted to check out their children. Checking in late or checking out early may count as a class absence if the student misses more than 30 minutes of class.

EMERGENCY PROCEDURES

DRILLS

Fire and severe weather drills are required. Emergency procedures for these conditions shall be posted in each room. Students should move orderly and quickly when leaving the classrooms/buildings and should remain attentive to the directions of supervising teachers. Student cooperation is mandatory during drills and actual emergencies.

EMERGENCY CLOSING OF SCHOOLS

The superintendent is authorized to announce the closing of schools if prevailing or potential hazards threaten the safety and well-being of pupils and employees. The decision to close schools shall be made by the superintendent after consulting, when administratively feasible, with the president of the school board and other community agencies responsible for the safety and well-

being of the community. Public announcements and releases to news media shall be approved by the superintendent or his designee.

The superintendent of schools is hereby authorized and may close any school because of an epidemic prevailing in the school district or because of the death, resignation, sickness, or dismissal of a teacher or teachers or because of any other emergency necessitating the closing of the school. However, all such schools so closed shall operate for the required full time after being reopened during the scholastic year. MS CODE 37-13-65 (1987)

It is understood that the superintendent will take such action only after consultation with transportation and weather authorities. Parents, students, and staff members shall be informed early in each school year how they shall be notified in the event of emergency closings or early dismissals.

EXTREME WEATHER CONDITIONS

The Mississippi Gulf Coast 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 will notify the superintendent of schools and each principal. During a severe weather or emergency situation at the school, the school has a responsibility to protect the students; therefore, parents will have to wait until the emergency situation is lifted to check out their children. Pupils 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.

STUDENT CODE OF CONDUCT

STUDENT DISCIPLINE

There is a direct correlation between teaching/learning and discipline. The chief aim of any program of discipline is the development of intelligent self-control by students. Our program of discipline is also a means of ensuring an environment in the classroom which is conducive to learning. The objective of discipline within our school may be considered as follows:

- To establish and maintain favorable learning conditions, as well as teaching conditions free from distractions, disruptions, and misbehavior;
- To establish and maintain respect for authority within the school;
- To develop student ideals, interests, habits, and skills that make for self-government and good citizens.

We look upon discipline primarily as a means of building enlightened, self-control in the student, and only secondarily as a force to secure external control of the student.

GENERAL BEHAVIORAL GUIDELINES

All such rules involving appropriate and inappropriate behavior apply equally to classrooms, hallways, the school campus, buses, bus stops, and to all school functions, both on and off campus. Students are expected to abide by the following:

1. Be punctual, attend class daily, and be prepared for each class with appropriate materials and assignments.
2. Be honest.
3. Treat each other and all teachers, administrators, staff, and parents with dignity and respect.
4. Maintain a healthy personal hygiene and dress in a safe, neat, and respectable manner.
5. Help foster a safe, orderly, and educational atmosphere for learning in school and during all school functions.
6. Respect school property and the personal property of others.
7. Keep electronic devices and headphones stored and put away while walking about campus.
8. Demonstrate HAWK PRIDE at all times.
9. Remain in designated locations. (Students on work-release schedule should only be on campus during assigned class time.)
10. Obey the laws, policies, and procedures of the United States, the state of Mississippi, Hancock County, and the Hancock County School District.

CORRIDOR GUIDELINES

To better facilitate a smooth and orderly traffic flow in the hallway, students shall adhere to the following rules:

- Walk on the right-hand side of the hallway in an efficient manner to your next class being considerate of classes in session.
- Avoid unnecessary noise such as loud laughter, yelling, whistling, stomping feet, etc.
- If a teacher or visitor comes through the corridor when it is crowded, courteously move to one side and assist with doors when necessary.
- When entering and leaving a building, use the doors on your right.

- During class-time, students must have an appropriate hall pass to be in the corridors.
- Head phones and other electronic devices should be stored properly out of sight while students are in the corridors.

ELECTRONIC CIGARETTE POLICY

According to MS Code 97-32-29, the use and/or possession of tobacco in all forms is absolutely prohibited on school property by all persons. This includes electronic devices which are substituted for consuming tobacco or other substances. Any individual who is in possession of those devices will surrender the device and any related paraphernalia. The devices and paraphernalia will be considered evidence and turned over to the School Resource Officer. A report will be requested from the SRO and the owner of the confiscated items may seek their return from the Hancock County Sheriff's Department by following that department's procedures. Incidents of this nature will follow the current state law. In addition, multiple infractions of this nature may result in a request for a summons citation to be given to the student and for the student to be referred to Hancock County Youth Court according to MS Code 97-32-9.

CELL PHONES – PERSONAL ELECTRONIC EQUIPMENT

General

Hancock High School acknowledges the role that electronic devices, including cellular/smart phones and other mobile devices, play in society as a whole. The goal of this electronic device policy is to emphasize safety and responsible use. It is with these principles that this policy was developed and will be employed at Hancock High School. Any violation of the policy will be subject to possible disciplinary action according to the discipline section of the handbook.

What is allowed:

- Student use of personal cell phones/electronic devices to text, listen to music, etc in the cafeteria and commons before school, during activity break, and during lunch.
- Student use of personal cell phones/electronic devices for instructional purposes in a learning environment with express permission from the teacher/instructor.

What is NOT allowed:

- Student use of personal cell phones/electronic devices in any manner that disrupts the learning environment.
- Student use of personal cell phones/electronic devices in any manner that jeopardizes or threatens academic integrity.
- Student use of personal cell phones/electronic devices in any manner that violates the privacy of others or is otherwise used in any unlawful manner or for any unlawful purpose.

Learning Environment The learning environment is the location where students are actively engaged in learning. Distractions and off-task behavior(s) disrupt the learning environment and should be avoided.

- Electronic devices should be put away for the entire period unless the student has permission from the teacher.
- Electronic devices used for playing music are not allowed during instructional time without permission from the teacher.

- *Visible electronic devices and earbuds/headphones are not allowed in the hallways, on the sidewalks, or exterior school grounds unless part of the learning environment and with teacher permission.*

Academic Integrity Academic integrity is the moral code or ethics in an academic setting. Having academic integrity means being honest about your work and not plagiarizing the work of others.

- Student use of any electronic device as an aid during any assignment, including assessments, without permission from the teacher is not allowed.
- *Specific information concerning electronic devices in the testing environment during a state assessment is provided below.*

Privacy of Others In order to protect the privacy of everyone at Hancock High School and to make everyone feel valued and safe, certain limitations will be enforced.

- Student use of any electronic device to take pictures, videos, or voice recordings on school campus or on the bus without permission is not allowed.
- Student use of any electronic device to post or share pictures, videos, or voice recordings taken at school or on the bus to social media or through any other means without permission is not allowed.
- Student use of any electronic device to send, share, view, or possess emails, text messages, or other materials that contain or depict sexually explicit or offensive content in electronic form while at school or on the bus is not allowed.
 - *Students may face criminal charges in addition to school consequences.*

Circumstances - Confiscation

The school reserves the right to confiscate any electronic device that is a severe disruption to the learning environment or is suspected to jeopardize or threaten the safety and/or well being of any student, employee or visitor, the school, or community. Upon confiscation, a parent or guardian will be required to meet with a school administrator or designee to retrieve the phone. If it is suspected the device was used for unlawful conduct, it may be turned over to law enforcement and, in that case, the parent or guardian will contact that organization for retrieval.

Electronic Device in a State Testing Environment

The Mississippi Public Schools Accountability Standards, 2006, prohibits the possession and/or use of any electronic communication device, including cell phones and personal digital assistant devices, 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. A student having a cell phone (or other electronic device) 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 that student will be invalid; therefore, the score of any student in possession of these prohibited devices during the test administration will be invalid and therefore automatically non-passing. In addition to a non-passing score, the school discipline ladder will apply (Step 4 -7) and the device will be confiscated in one piece kept until the end of the school year.

Consequences of Electronic Device/Cell Phone Violations

Considering the teacher will have given the student explicit instructions regarding cell phone use in the classroom, cell phone violations will be considered in the same manner as any other

device/item or behavior in the classroom. To be clear, should the student refuse to follow the teacher's rules regarding the use of electronic devices/cell phones, the student will climb the teacher's discipline ladder and/or be referred to the office immediately for open defiance or disobedience. In all matters, we expect a student to follow each teacher's classroom rules.

BULLYING/CYBER BULLYING/SOCIAL NETWORKING

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

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Hancock County School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

Ref: SB 2015; Miss. Code Ann. § 37-7-301(e) STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

Students and employees in the Hancock County 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 bullying or harassing behavior form is located on the district website under public information or get it from a school administrator. The district website address is:

<http://www.hancockschools.net> Click Public Information, then click Bullying.

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.

SCHOOL SEARCHES

SEARCH OF LOCKERS

Students are responsible for what is contained in the lockers issued to them by the school. School authorities may conduct periodic general inspections at any time for any reason. Inspection of individual lockers may occur when there is a reasonable basis to do so. The search will be conducted with another adult witness present.

SEARCH OF STUDENTS' AUTOMOBILES

On campus or at any school event, when a school administrator has reasonable suspicion that illegal or unauthorized materials are contained inside a student's vehicle, the school retains authority to inspect the automobile. The student will be required to open the automobile, including the trunk, for inspection.

SEARCH OF STUDENTS

A student's person and/or personal effects including electronic devices may be searched whenever a school administrator has reasonable suspicion that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official with an adult witness 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 approval by the superintendent or his designee shall a more intrusive search be conducted. If such a search is necessary, it will be conducted in private by a school official with an adult witness present. Metal detection devices may be used if necessary.

NOTICE OF POLICY

Students will be provided notice of the School Search Policy by having the policy placed in the student handbook and distributed to all students. A copy of the policy will also be posted in the principal's office or other prominent place in the school.

Legal References:

Zamora v. Pomeroy, 639 F.2d 662 (10th Cir. 1981).

Horton v. Goose Creek Independent School District, 690 F.2d 470 (5th Cir. 1982), cert. denied, 103 S.Ct. 35 (1983).

New Jersey v. T.L.O., U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985).

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

DISCIPLINE POLICIES AND PROCEDURES

The arbitrary administration of discipline is strictly prohibited, as is discrimination based upon race, color, creed, or sex. The severity of the punishment must relate directly with the gravity of the offense or the step of discipline for students who are on probation. When behavior warrants an office referral, the disciplinary options which may be used include In School Intervention (ISI), suspension, expulsion, and placement in the alternative school. Furthermore, other disciplinary action may consist of a conference, counseling, denial of participation in school activities, probation, or any combination, including appropriate constructive assignments and school-community service, depending on the seriousness and circumstances of the offense as well as the attitude of the student.

DISCIPLINE LADDER

The procedure outlined by the steps listed below will be used in administering corrective punishment, depending on the attitude of the student and the nature of the offense. An incentive is provided for students to improve their behavior through provision of a probationary period that allows students to remove themselves from the discipline ladder by practicing good conduct.

STEP 1

Parent/Guardian Contact

Student conference with an Administrator and/or In School Intervention

Removal from ladder at the end of ten (10) school days

STEP 2

Parent/Guardian Contact

1 day of In School Intervention and/or loss of school privilege

Removal from ladder at end of twenty (20) school days

STEP 3

Parent/Guardian Contact

2 days of In School Intervention and/or loss of school privilege

Removal from ladder at end of thirty (30) school days

STEP 4

Parent/Guardian Contact

2 to 3 days of In School Intervention and/or loss of school privilege

Removal from Step 4 and placement on Step 3 after twenty (20) school days

STEP 5

Parent/Guardian Contact

1 to 3 days of Out of School Suspension and/or loss of school privilege

Removal from Step 5 and placement on Step 4 after thirty (30) school days

STEP 6

Parent/Guardian Contact

2 to 9 days of Out of School Suspension and/or loss of school privilege, referral to the attendance officer and denial of attendance at any school related activity. Parent conference with the student, parent, and principal/assistant principal prior to reinstatement to school. Removal from Step 6 and placement on Step 5 after thirty (30) school days

STEP 7

Recommendation for expulsion or placement WINZONE Alternative School. The student will be suspended out of school pending intake at the WINZONE or the discipline hearing.

-A student may be recommended for expulsion any time the Administration feels the student's actions warrant such. Any student recommended for expulsion and/or who is expelled is not allowed on school campus and is prohibited from attending all school district activities, home or away.

CAUSE FOR DISCIPLINARY ACTION

The superintendent or school principals are authorized to institute appropriate disciplinary action including immediate suspension, if warranted, of any student for disorderly conduct or disruption including, but not limited to consequences outlined in the table below.

| | OFFENSE | Consequence |
|----|---|-------------------------------|
| 1 | Commit any act otherwise punishable by law | Step 4-7 |
| 2 | Continuous or willful disobedience of school and/or class rules | Step 1-7 |
| 3 | Cell Phone Policy violation | Loss of privilege Step 2-7 |
| 4 | Dishonesty in any form, including academic dishonesty (cheating), false testimony, forgery | Step 2-7 |
| 5 | Disrespect, insubordination, or open defiance of faculty or staff | Step 2-7 |
| 6 | Disruption of the educational process | Step 3-7 |
| 7 | Dress code violations | Step 1-7 |
| 8 | Excessive horseplay | Step 3-7 |
| 9 | Failure to attend Detention/Mandatory Tutoring | Step 2-7 |
| 10 | Gambling or possession of gambling devices | Step 1-7 |
| 11 | Harassment or intimidation | Step 3-7 |
| 12 | Hazing or initiation activities | Step 3-7 |
| 13 | Improper behavior on campus or at any school event | Step 1-7 |
| 14 | Inappropriate language, writing, acts, gestures or symbols, including insults and inciting remarks pornographic materials | Step 1-7 |
| 15 | In an undesignated area; Failure to report to designated location | Step 1-7 |
| 16 | Leaving campus without authorization / truant | Step 3-7 |
| 17 | Leaving class without permission/proper pass, cutting class | Step 2-7 |
| 18 | Other behaviors as designated by administration | Step 1-7 |
| 19 | Minor physical altercation: arguing, pushing, shoving, and minor disruption of the educational process to include self-harm | Step 1-6 |
| 20 | Major physical altercation: physical assault, fighting, major disruption of the educational process to include self-harm | Step 7 Arrest |
| 21 | Profiteering – sale of goods or services on school property or at school function without administrators' permission | Step 1-7 |
| 22 | Provoking Violence and/or Civil Unrest | Step 3-7 |
| 23 | Public display of affection or inappropriate physical contact | Step 1-7 |
| 24 | Refusal to identify self correctly when requested to do so by a faculty or staff member | Step 2-7 |
| 25 | Refusal to hand over cell phone or other device/gadget when specifically asked to by a faculty or staff member | Step 3-7 |
| 26 | Sale/transfer of a counterfeit drug | Step 5-7 |
| 27 | Secret society solicitation, enrollment, membership, and/or representation | Step 4-7 |
| 28 | Tardy | Detention |
| 29 | Tardy Excessive (5 or more) | Step 1-7 |
| 30 | Theft, possession and/or sale of stolen items | Step 4-7 |
| 31 | Threatening or bullying others to include cyber bullying or cyber stalking | Step 5-7 |
| 32 | Use, sale/transfer, under the influence, or possession of alcohol, alcohol related products, potentially harmful unregulated products or a controlled substance on or near school grounds | Step 6-7 |
| 33 | Use, sale/transfer or possession of a dangerous object | Step 4-7 |

| | | |
|----|--|---|
| 34 | Use, sale/transfer, under the influence, solicitation or possession of illegal drugs (controlled substance) or drug paraphernalia | Step 4-7 |
| 35 | Use, sale/transfer or possession of fireworks of any kind | Step 4-7 |
| 36 | Use, sale/transfer or possession of over-the-counter medication | Step 2-7 |
| 37 | Use, sale/transfer or possession prescription drugs | Step 2-7 |
| 38 | Use, sale/transfer or possession of tobacco** or tobacco-related products and devices to include e liquid and any device used to ingest any foreign substance that could be harmful. | Step 3-7 |
| 39 | Use, sale, transfer, or possession of a weapon | Step 7 |
| 40 | Use or possession of a cell phone or other electronic device during the administration subject area test (see cell phone policy). | Step 4-7 Loss of Privilege Test May Be Invalidated |
| 41 | Vandalism (to include restitution*) | Step 4-7 |
| 41 | Verbal aggression/confrontation | Step 1-7 |
| 42 | | |
| 43 | Violation of vehicle safety rules or parking lot rules (Consequences may also include loss of driving privileges: see Student Parking for details.) | Step 1-7 |
| 44 | Violation of Acceptable Use Policy (computer use violation) | Step 1-5 |

*A student suspended for damage to any property belonging to the school system shall not be readmitted until payment in full has been made for such damage. (Reference MS Code 37-11-19)

** Tobacco use on all school premises is absolutely prohibited: (Reference MS Code 97-32-25)
Electronic Cigarettes/Vapor devices are not permitted on school grounds.

IN SCHOOL INTERVENTION (ISI)

In School Intervention will be used to place students in a structured classroom located on school campus in lieu of out of school suspension. The time served will be spent completing assignments made by the student's teachers or ISI Teacher. Students will be isolated from others throughout the day and will be expected to follow all rules, policies, and procedures set forth by the ISI Teacher. Students must be present for the days assigned, complete their assignments, and be in full compliance with the school dress code policy. Students who are disruptive or uncooperative in the ISI program may be suspended or assigned additional time in the ISI program.

SUSPENSION

A short-term suspension from school is defined as denial of school attendance for three days (3) or less. A conference with the student, the student's parent/guardian(s), and the principal may be required prior to the student's reinstatement. A long-term suspension is defined as denial of school attendance for four to nine days. A conference with the student, the student's parent/guardian(s), and the principal may be required prior to the student's reinstatement. A student behavior contract may be developed and signed by those in attendance at the conference.

ALTERNATIVE SCHOOL PLACEMENT

The Hancock County School District operates an alternative school program in accordance with MS. Code 37-13-92. A student may be referred to the alternative school program when it is determined that the student's continued presence in the regular school setting is disruptive to the

educational process. This action will occur upon the recommendation of the principal or principal's designee. Alternative School students are **not** permitted to attend extra-curricular activities in the school district. Students recommended for expulsion for possession of a weapon, drugs, or other felonious conduct and are considered a danger to self or others are not permitted to attend the alternative school. Students expelled from the alternative school, upon completion of their expulsion, will return to the alternative school. Students enrolling from a facility or specialized program will be required to transition through the alternative school program.

EXPULSION

General Provision and Statement of Policy

All persons concerned are hereby placed on notice that the disciplinary actions and procedures herein established and authorized are to be conducted in accordance with applicable statutes and in accordance with any memoranda, bulletins, or notices published and distributed by the superintendent and are subject, in particular, to the following controlling principles:

- Expulsion is defined as any denial of school attendance beyond nine (9) consecutive days, which may be permanent or which may terminate at the beginning of the next school year, or may terminate year-to-date after expulsion.
- The power to expel a student is vested in the Hancock County School Board of Trustees.
- The severity of punishment must reflect/correlate with the gravity of the offense.
- The punishment for any particular student should be consistent with the punishment as in other cases involving similar or identical circumstances. Uniformity of decisions and disposition among the various principals of the school district should prevail to the extent reasonably possible.
- Discrimination based upon race, color, creed, sex, or arbitrariness in the administration of discipline is strictly prohibited. Any charge of such discrimination or arbitrariness advanced by student or parent/guardian(s) shall be carefully examined under these regulations. Great care shall be taken to avoid any suggestions or implications that race, sex, or creed of the student will have any impact on the disciplinary measures ultimately taken.
- As a general rule, no student shall be expelled without clear proof that:
- The student poses a threat to the orderly operation of school programs or activities or a danger to the physical well-being of self, other students or faculty, or to school property; and,
- The parent/guardian of the student has been notified of the student's misconduct and the possibility of such expulsion and has offered opportunities to confer with the principal or other relevant faculty members regarding the student's misconduct; or,
- State law requires expulsion.
- Any student who is recommended for expulsion or is expelled is not allowed on campus and cannot attend any school district event, home or away.

Expulsion Procedures and Due Process

- Any principal who determines that a student has committed infractions justifying expulsion shall send a letter recommending such expulsion to the superintendent or his/her designee. The letter of recommendation shall contain the student's disciplinary record and the principal's recommendation. Concurrently, the principal shall mail a notice of the recommendation for expulsion to the parent/guardian(s) of the student.
- The assistant superintendent or his/her designee of the superintendent will serve as investigator, convener and administrative officer for the discipline committee. He/she shall

have no vote and shall prepare a summary of the hearing to include conclusions and recommendation of the committee. He/she shall present the cases to the Board requiring Board action. He/she shall transmit other letters or documents to proper persons following each hearing so as to bring each case to its proper conclusion.

- A Disciplinary Review Committee comprised of a minimum of three district licensed administrators, excluding the principal of the student charged, shall have the duty to review the evidence advanced by the principal in support of his/her recommendation and to hear and review any rebuttal advanced by the student, parent or guardian. Although proceedings will be conducted informally and formal rules of evidence shall not apply, the student and parent or guardians have the right to:
 - Have counsel (at their own expense) present at the hearing
 - Offer statements by the student and the parent/guardian and any other person who has information relevant to the charges advanced by the principal.
 - Hold the Disciplinary Hearing in executive session.
 - The findings and recommendations of the Disciplinary Committee will rest solely upon applicable school rules and law and only upon evidence admitted at the hearing. The Disciplinary Committee shall record all the facts considered before making the decision.
 - If action of the Board of Trustees of the District is required, the decision and recommendations shall be rendered in writing (recorded) and presented at the next regular or recess meeting of the Board. The designee of the superintendent shall attempt to contact the parent(s) of the student and the principal of the school of the Committee's decision verbally within 24 hours. The decision of the Committee will be mailed within two working days of the decision being rendered or otherwise transmitted in writing by the superintendent or his/her designee to the student, parent/guardian and to the administering principal.
 - Should the parent or guardian be dissatisfied with the findings and recommendations of the Disciplinary Review Committee, the parent or guardian may request in writing within five days of receipt of the written notice of such findings, a hearing before the Board of Trustees. The Board reserves the right to deny such hearing. If the Board rules in favor of hearing, the parent or guardian will be notified of the date, time, and place of such hearing.
 - Students who are expelled may apply for readmission at the beginning of the next school year or when the expulsion ends as required by law. A student who has been expelled from this District must apply and be approved for readmission to the regular school program. The application for readmission shall be in a form provided by the superintendent for such purpose. (Policy JDG)
 - The board may grant readmission or admission upon a documented statement showing that the student has participated in successful rehabilitative efforts including but not limited to progress in an alternative school or similar program. (Policy JDG)

Furthermore, MS Code 37-7-301 **General Powers and Duties** expands the authority of the school district to suspend, expel or change the placement of students for misconduct while not on school property or at activities other than school sponsored events and amends appraisal requirements.

- The local school board shall have authority to expel a pupil or to change placement to an alternative school or a home-bound program for misconduct in the event, or for misconduct on property other than school property or other than at a school related event when such conduct in the determination of the superintendent or principal renders the student'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.

- A student may be referred for placement into the alternative school program of a school district if the student's presence in the classroom in the determination of the superintendent or principal is a disruption to the educational environment of the school or a detriment to the best interest and welfare of the students and teacher of such class as a whole.

DUE PROCESS

Prior to any suspension the principal or his/her designee shall:

- Advise the student in question of the particular misconduct and the basis for accusation;
- Provide the student an opportunity to explain his/her version of the situation; or
- Immediately remove from the school premises without benefit of the above procedures any student whose continued presence in the school poses a danger to persons or property or poses a threat of disruption to the academic process.
- The necessary procedure shall follow as soon as practical.

If the suspension is to be ten (10) days or less, the above procedures are considered sufficient (Goss vs. Lopez, 1975). If the suspension is to be more than ten days, in addition to the above procedures, the steps below shall be followed.

- A notice in writing of the suspension and the reason thereof shall be given to the parent/guardian(s) of the student if the student is under eighteen years of age. This notice shall be provided in sufficient time (minimum of three days) to give the student an opportunity to prepare his/her defense.
- The student shall be provided with a copy of the Board's policy and administrative procedures on suspension and expulsion.
- The student shall be permitted to examine any document or record the school will use at the hearing.
- The student shall be permitted to obtain legal counsel at his/her own expense.
- The student or his/her counsel shall be permitted to cross-examine those who have primary knowledge of the facts presented at the hearing.

For procedural purposes, suspensions exceeding ten days and expulsions shall be treated alike. Unless an emergency arises, hearings shall precede the imposition of any long-term suspension or expulsion.

STUDENT LIFE

STUDENT DRESS CODE

The dress code, as outlined in this policy and in the Student Handbook, is the only acceptable form of attire, which has been approved by the Board of Trustees, to be worn by the students in this district. Any deviations are disallowed. Parent/guardians and students should refer to the Student Handbook for a complete listing of requirements and procedures of the district's Mandatory Dress Code.

All teachers will monitor student dress and send those students who, in their opinion, are dressed inappropriately, or are not in compliance with the district's dress code policy, to the school administrator. The administrator of each school will have sole responsibility for determining the appropriateness or inappropriateness of dress where a policy interpretation is required.

STUDENT SCHOOL DRESS CODE POLICY

The Hancock County School Board has defined the minimum standards of dress and grooming which will be acceptable for students in the school system. The following is a description of the clothing that students shall wear while attending school in the Hancock County School District. An effort has been made to be as specific as possible about acceptable styles and colors. When purchasing your child's clothing for school you are encouraged to purchase within the guidelines listed below. Because a certain style, etc. is not listed does not mean that it is acceptable attire that can be worn to school. If you have questions about a certain style of clothing, you are encouraged to contact the administrator of your child's school for clarification prior to the purchase of the clothing.

ALL CLOTHING MUST BE OF ACCEPTABLE CONSTRUCTION & DESIGN PURSUANT TO THIS STUDENT DRESS CODE POLICY

SHIRTS / BLOUSES / KNIT POLOS

All shirts must be of a solid required dress code color: White, Navy Blue, Red, and Royal Blue. Button closure; must have collar, long or short sleeve, with or without pockets
Plain front, no trim, lace, ruffles, pleats etc.

Trademarks and logos are allowed, but must not exceed a two-inch square.

A school logo is allowed, but limited to the following areas: pocket, collar, or sleeve and may include school name, mascot, school club or team logo, or a combination of the above.

What is not allowed even on free dress days...

- Crop tops, midriff shirts, or sleeveless shirts are not allowed.
- Showing cleavage is not allowed.
- Frayed, cut, holey, or torn clothing is not allowed.
- No clothing top shall be cut low in the front or back.

HOODIES/SWEATERS/VESTS/SWEATSHIRTS Pullover

All tops must be of solid dress code colors only: White, Navy Blue, Red, Gray and Royal Blue. Cardigan-button up, pullover-scoop or V-neck or zip up, are all allowed.

A collared shirt must be worn under the hoodie/sweater/vest/sweatshirt.

Trademarks and logos are allowed, but must not exceed a two-inch square.

A school logo is allowed and may include school name, mascot, school club or team logo, or a combination of the above.

PANTS / SLACKS / CAPRIS / CULOTTES / SKIRTS / JUMPERS / SHORTS / SKORTS

All bottoms must be of solid required dress code color: Navy Blue or Khaki (tan or beige).

Fabric must be of a non-denim, non-fleece/velour, non-spandex type material.

Length of shorts/skorts must be mid-thigh or longer.

Length of skirts/jumpers must not be higher than four (4) inches above the top of the knee.

Cuffed or uncuffed, pleated or unpleated, must be hemmed, Cargo/carpenter style bottoms are allowed.

Waistband must be worn on the waist without sagging.

Trademarks and logos are allowed, but must not exceed a two-inch square.

Length of P.E shorts and/or shorts worn for all athletic practices must be mid-thigh or longer.

Cargo/carpenter style with low-profile/flush pockets is allowed. No pleated pockets or extended pockets are allowed.

What is not allowed even on free dress days...

- Low riding clothing will not be allowed.
- Frayed, cut, holey, or torn clothing is not allowed.
- Shorts that do not meet finger-tip length.

SOCKS / TIGHTS / HOSE (Optional)

All must be solid color only: white, navy blue, red, beige/tan/khaki, black, brown.

What is not allowed even on free dress days...

- Emblems, trademarks, or logos are not allowed.
- Fish net, lace hose or similarly design items are not allowed.
- Leggings unless worn with a tunic/caftan/long top that reaches at least thumb length in both front and back.

SHOES (Required)

All shoes must be of solid color with accent color or trim.

Navy blue, white, tan, beige, brown, black, red or gray shoes are allowed.

Closed toe is required.

Boots are allowed to be worn with long pants; pants must come down over the top of the boot.

Shoe laces must match the shoe, be of the type meant to be worn with the shoe, and must be tied or fastened at all times.

What is not allowed even on free dress days...

- No platform shoes, spike heels, cleats, or skates.
- Flip-flops, sandals, and open toe shoes are not allowed.
- No skull emblems are allowed on shoes.
- House shoes (slippers) are not allowed.

BELTS

Belts must be of solid colors only: Navy blue, black, brown, or khaki/tan.

No visible emblems, brand logo or trademark are allowed; student's name only may be on the belt.

Belts may be worn with pants, shorts, etc. that have belt loops.

Belts may be cloth or leather.

What is not allowed even on free dress days...

- Large belt buckles are not allowed.

COATS / JACKETS

A jacket or coat is defined to be an outer garment used for warmth that extends to the waist or hips, having long sleeves and fastening down the front.

Coats and jackets may have hoods and may be any color.

Uniform shirts must be worn under coats, jackets, and hoodies.

Trademarks and logos are allowed.

Jackets are not to be worn tied around the waist, shoulders, or any other part of the body while inside buildings.

Hoods may not be worn on the head while inside buildings.

Coat length is limited to mid-thigh.

Trench coats are not allowed.

GENERAL EXPECTATIONS OF DRESS

In addition to the above clothing requirements, there are certain minimum standards of hygiene, sanitation and personal appearance which students are expected to follow. Student's dress and grooming shall be neat, clean, and follow the general guidelines below. Any student violating any of such regulations will be subject to appropriate disciplinary action.

What is not allowed even on free dress days...

- Head covering of any kind including hats, bandanas, scarves, hairnets, sunglasses, sweatbands, hoods are not to be worn at school unless required for religious beliefs, as part of a school issued uniform, or for school safety.
- Cologne, perfumes, and other sprays are not permitted at school due to the potential of triggering asthma in some individuals.
- Hair that covers either eye or the eyebrow is not permitted. No unnatural hair colors, wild hairstyles, spikes etc. are allowed. Notched eyebrows or designs in the hair are not allowed.
- Designer/theatrical type contact lenses are not allowed.
- Excessive or unnatural make-up and face painting are prohibited. Natural make-up colors only are allowed.
- Underwear (required) shall not be visible.
- No oversized or tight fitting clothing is allowed.
- Frayed, cut, holey, or torn clothing is not allowed.
- No see through, sheer or netting type material is allowed on any garment.
- Chains used to attach wallets or for any purpose are prohibited.
- Spiked or pointed jewelry is prohibited.
- Raingear such as boots and ponchos will not be worn inside the buildings except while waiting to exit.
- Any clothing or personal items, such as book bags, jewelry, purses, etc., cannot display images or wording that is inappropriate, immodest, suggestive, obscene, profane, alluding to illegal activity (i.e. gang affiliation, alcohol, or controlled substance), or is offensive because of reference to race, gender, ethnic group, or other groups.

DRESS FOR SUCCESS –

Business Professional and Business Casual-To promote a successful academic environment and prepare students for the future world of college and/or work, Hancock High School classes may participate in Dress for Success. Depending on the circumstance and assignment, the teacher will determine whether it should be Business Professional Dress or Business Casual. When the opportunity is presented by the teacher and the student participates, participants must adhere to the standards below. Failure to follow expectations may result in a lowered grade, loss of bonus points, and a dress code violation referral to the office.

Unless a class requires otherwise (physical education, athletics, etc.), students should remain in the Dress for Success attire for the entire school day. All attire should be in the spirit of professional dress.

| DRESS FOR SUCCESS | | |
|--------------------------|---|---|
| | Business/Professional | Business Casual |
| Shirt | Collared, long-sleeved button down shirt, muted colors (gray black, white, dark blue, etc.) with clean lines (no lace or frills). Tucked in. | Collared, button down shirt. Colors and patterns can be livelier. Tucked in. |
| Tie | Required, muted colors, subtle patterns. | Optional. Colors and patterns can be bolder. |
| Sport Coat | Required, muted colors, subtle patterns. Can be part of a suit or coordinate. | Optional. Colors and patterns can be bolder. |
| Belt | Required, black or brown leather dress belt. | Required. |
| Pants | Dress slacks. Muted colors. No jeans or denim. | Dress slacks or khakis. No jeans or denim. |
| Shoes | Black or brown dress shoes. No athletic shoes. Socks should be worn. | Black or brown dress shoes, loafers, or deck shoes. Socks are optional. No athletic shoes. |
| Accessories | Optional. Watch, tie clip, or cuff links are acceptable. | Optional. |
| Other | Clothing should be free of wrinkles. Hair and nails should be well groomed. | Clothing should be free of wrinkles. Hair and nails should be well groomed. |
| | Business/Professional | Business Casual |
| Top | Lighter-colored professional button down or blouse. Solid colored or muted patterns. Should be worn under a jacket or cardigan. Cleavage, back, or midriff should never be shown. | Blouse, plain shirt, sweater, turtleneck, or sleeveless shirt with a collar. Muted patterns are acceptable. Cleavage, back, or midriff should never be shown. |
| Bottoms | Pant suits or dress pants in muted colors. No jeans of any color. Skirts and business dresses are an option but should be knee length in the standing position. Skirts should not have high slits. | Pant suits, dress pants or khakis. No jeans of any color. Skirts are an option but should be knee length in the standing position. No sundresses. No skirts with high slits. |
| Shoes | Closed toe, flat to moderate heel (1-2 inches). Be practical with your heel choices. It's tough to look professional when you are uncomfortable or have trouble walking. Muted colors like black, brown, tan, or gray. No flip flops, chacos, athletic shoes or casual boots. | Flat to moderate heel (1-2 inches). Be practical with your heel choices. It's tough to look professional when you are uncomfortable or have trouble walking. Colors can be bolder. Dressy, modest sandals are an option. No flip flops, chacos, athletic shoes or casual boots. |
| Accessories | Keep it simple. Do not wear an excessive amount of jewelry. Simple classic bag or purse in brown or black. | Light jewelry and a purse are an option. |
| Other | Avoid heavy make-up or perfumes. Nails should be natural, clear, or a pale pink. Hair should be well groomed. | Avoid heavy make-up or perfumes. Nails can be bolder but in good taste. Hair should be well groomed. |

Inappropriate clothing items include, but are not limited to the following and should not be worn on Dress for Success Days:

- Spike heels (Heels higher than 3 inches)
- Denim
- Fleece / hoodies
- Athletic jackets
- Low cut tops (visible cleavage)
- Dresses or skirts with slits (more than four inches above the knee)

OTHER CONSIDERATIONS, EXCEPTIONS AND OPTIONAL ARTICLES OF ATTIRE

- Students enrolled in programs and organizations such as JROTC, Health Occupations, Scouts, etc. may be exempt from complying with the mandatory school dress code policy on the day(s) they are required to wear their military uniform, medical uniform or other uniform as approved by the administrator. (Skirts, shorts, etc. must meet the required length pursuant to this Dress Code Policy.)
- Members of school sponsored/sanctioned groups, e.g. clubs, choral groups, band, athletic, dance or drill teams, may be allowed, as a group, to wear on certain days or for special events, a club or group t-shirt/sweatshirt as approved by the school administrator. T-shirts, sweatshirts, etc. must all meet school dress code colors. Only t-shirts/items purchased through the school or school organizations will be allowed. Athletic jerseys are allowed on school-sponsored game days only. Prior approval of the school administrator must be obtained.
- Students may be allowed to wear suits/dress clothing for special events such as special presentations, reports or game days, as specified by the teacher or coach. Prior approval of the school administrator is required.
- Students attending field trips shall comply with this Dress Code Policy unless prior approval is granted.
- During physical education and/or athletics, practice attire may be allowed as approved by the school administrator. Length of shorts must comply with the dress code policy.
- Administrators may occasionally allow “special dress” days upon which students will be allowed to wear designated clothing that is not part of the dress code policy.

MEASURES EMPLOYED FOR STUDENTS NOT IN COMPLIANCE WITH THE DRESS CODE POLICY

Steps for non-compliance will be administered according to the district's discipline policy. In addition, a parent/guardian may be required to bring proper clothing to the school. Students new to the district and enrolling on or after the first day of school shall have five (5) school days to comply with this dress code policy.

FINANCIAL HARDSHIP

A parent or guardian who finds it difficult to comply with the requirements of the Hancock County School District's Dress Code Policy due to financial hardship may request assistance from the administrator at their child's school. The school administrator may be able to offer suggestions to the parent/guardian(s) regarding assistance from various community and civic groups or agencies. Schools are encouraged to work with their parent organizations/volunteers to sponsor a “Clothing

Swap/Contribution" at the end of each school year. This would be an effective method of aiding families with school clothing purchases.

The Hancock County School Board has adopted these standards expecting the support of parents/guardians and students in the spirit for which the standards are intended. Students are expected to dress and groom within the limits set by the standards. Students are expected to obey the rules and directions of their teachers and administrators in charge of their educational programs. Parents/guardians are requested to encourage their students in participating in the spirit intended by the standards for personal appearance and the discipline program. The Dress Code Policy will be positively enforced by teachers and administrators. The standards for dress, grooming and discipline, with appropriate methods of enforcement and appeal, have been established to provide an environment and conditions whereby the school district's educational program can be so planned, adapted, and conducted as to provide each student the training and opportunity to take his/her place in a democratic society. The Dress Code Policy has been developed to establish a standard of decency for covering the body, for improving the educational environment of the school and for enhancing school safety and the policy should be interpreted in the spirit for which it is intended.

HOOTENANNY AND PROM DRESS CODE

Formal and Semi-Formal Wear-To promote a successful social experience and prepare students for the future world of business and social interactions, Hancock High School students may participate in formal/semi-formal school dances. Students should take responsibility use good judgement when choosing attire for these events in order to meet the dress code expectations. All students and parents should be reminded these events are HIGH SCHOOL events and students should be dressed accordingly. Failure to follow expectations risks admittance to the dances. The principal or his designee will make the final decision regarding dress code and refunds will not be available for students who are not allowed into the dance.

| HOOTENANNY AND PROM DRESS CODE | | |
|--|---|---|
| | Semi-Formal: Hootenanny | Formal: Prom |
| Pant Suit/ Skirt Suit | Dress gowns (long/tea length/mid-thigh) or pantsuits or skirt suits are required. | Not allowed. |
| Dress | Cocktail dresses (long, tea length, knee length or mid-thigh), classic black dresses or elegant two piece gowns are allowed. Two piece dresses must show less than 2 inches of midriff to be worn. Dresses with spaghetti straps and strapless gowns that fit properly and are not revealing may be worn. Dresses should have full sides and not reveal the undergarments. Dresses and slits should be longer than mid-thigh. Dresses may not be cut below the bust line. | Dress gowns (long preferred) or elegant two piece gowns are allowed. Two piece dresses must show less than 2 inches of midriff to be worn. Dresses with spaghetti straps and strapless gowns that fit properly and are not revealing may be worn. Dresses should have full sides and not reveal the undergarments. Dresses and slits should be longer than mid-thigh. Dresses may not be cut below the bust line. |
| Shoes | Dress shoes (open or closed toe) are required and should be worn at all times. Athletic shoes, casual flip flops, chacos, crocs, etc. are not appropriate and cannot be worn. | Dress shoes (open or closed toe) are required and should be worn at all times. Athletic shoes, casual flip flops, chacos, crocs, etc. are not appropriate and cannot be worn. |
| Other | Hats may only be worn if they are part of the formal wear. Caps are not acceptable. | Hats may only be worn if they are part of the formal wear. Caps are not acceptable. |
| | Semi-Formal: Hootenanny | Formal: Prom |
| Suit (Jacket, tie, shirt, and slacks.) | Tuxedo, suit, and military dress uniforms are acceptable. Suits should meet professional dress or business casual requirements. | Tuxedo, suit, and military dress uniforms are preferred. Matching suits should meet business professional requirements. |
| Tie | Required, must be worn at all times. | Required, must be worn at all times. |
| Belt | Required if wearing a suit. Cummerbunds and military uniform requirements suffice when that is the attire. | Required if wearing a suit. Cummerbunds and military uniform requirements suffice when that is the attire. |
| Shoes | Black or brown dress shoes or dress boots, closed toe. No athletic shoes. Socks should be worn. | Black or brown dress shoes or dress boots, closed toe. No athletic shoes. Socks should be worn. |
| Note | Denim of any kind is unacceptable. | Denim of any kind is unacceptable. |
| Other | Hats may only be worn if they are part of the formal wear. Caps are not acceptable. | Hats may only be worn if they are part of the formal wear. Caps are not acceptable. |

SCHOOL DANCES

Dance dates that are not HHS students should complete a permission form and are required to meet all HHS dress code standards for the event and must be at least in the ninth grade and not over the age of 20. Violation of the dress code may result in refusal of admittance. Please read this carefully before selecting or planning your attire. Also, it is your responsibility to make sure that anyone who accompanies you to the dance follows this dress code. No hats, sunglasses, glow sticks or other inappropriate paraphernalia will be allowed in the building. Students will not be allowed into the dance if they are not in conformance with the required dress code. The dress code will remain in effect throughout the dance. The principal or his designee will make the final decision as to whether the dress code has been met. If there is a question about what is acceptable, please ask an administrator or a class sponsor when planning your attire.

DRESS CODE FOR SENIOR ASSEMBLY

The dress code for Senior Assembly will follow Dress for Success standards. Students who are not dressed according to those standards may not be allowed to participate in the ceremony.

DRESS CODE FOR GRADUATION

YOUNG LADIES: All outfits must be in good taste. Graduates must wear dresses under graduation gowns. Dresses should not be visibly longer than the gown. Black dress shoes must be worn. Flip flops are not allowed. You will be walking on the football field. Therefore, it is recommended that you wear wedge-heeled shoes rather than shoes with a spike heel. If a student is not properly dressed, she will not be allowed to participate in the ceremony.

YOUNG MEN: All outfits must be in good taste. Graduates are to wear a white dress shirt, a solid color tie, black pants, and black dress shoes. No athletic shoes or flip-flops may be worn. If a student is not properly dressed, he will not be allowed to participate in the ceremony.

STUDENT TRANSPORTATION

ROUTINE STUDENT DROP-OFF AND PICK-UP:

To ensure the safety of your child, no student should be dropped off before 30 minutes prior to the first bell. Students **MUST** be dropped off in front of the administration office by the flag pole and **MUST** be picked up in the Career Technical Center parking Lot.

Students are not permitted to remain on campus after school unless they are under the direct supervision of school personnel.

TRANSPORTATION FROM SCHOOL ACTIVITIES:

Students attending school functions outside of normal school hours must pre-arrange transportation. Students must be picked up promptly following the scheduled activity. Failure to be picked up in a timely manner may result in the loss of the privilege to attend future functions. Hancock County Sheriff's Dept. may be called to retrieve any student not picked up in a timely manner.

STUDENT VEHICLES

In order to maintain accountability and safety for the students and staff, all vehicles on campus must be identifiable. Any student who parks on campus for a scheduled day of learning or employment must purchase a parking decal. This decal must be displayed at all times when the vehicle is parked on campus.

It is a privilege for students to be allowed to drive their automobiles on the school campus. Decals will be available for purchase during new registration and re-registration. To purchase a decal, the following must be provided

- The student's driver's license
- Proof of insurance
- Vehicle registration and tag number
- Student Schedule
- A legible copy of the vehicle owner's driver's license
- Written permission for Athletic or Career Tech parking lots

In the event the above information changes, the student must submit these changes to the administration office. Hancock High School is not liable for any damages or violations to vehicles parked on campus.

Parking decal prices:

- Summer until the end of the second full week of school - \$10.00
- After the second full week of school - \$20.00
- Students acquiring a car or new licenses - \$10.00 within two weeks of purchase/acquisition
- Students transferring in during the school year - \$10.00 within two weeks of entering HHS

Students will park in designated areas only. All students are eligible to park in the Band Hall Parking Lot. Students must have a special decal to park in the Athletic Parking Lot, PAC Lot, or the Career Tech Parking Lot.

- PAC – Seniors may park in this lot. A student must show his schedule to purchase a parking decal for this lot. During daytime PAC events, you will be asked to park elsewhere.
- Athletic Lot – Drivers with permission from the Athletic Director. Seniors will receive first priority.
- Career Tech Lot – Drivers with permission from the Career Tech Director.

Driving on Campus

All drivers are expected to follow these rules, guidelines, and proper procedures. All vehicles are subject to search. Student drivers....

- must have a visible parking decal. Unidentified vehicles may be towed at the owner's expense or have a car boot installed.
- will park the vehicle in such a way that reversing when leaving is unnecessary.
- will park and proceed to the commons in a timely fashion.
- will park and not return to your vehicle or move it until the end of your day.
- must obey the campus speed limit of 5 miles per hour.
- must obey all personnel directing traffic.
- must not transport other individuals on the outside of the vehicle, in the bed of truck, or in trunks.
- are NOT permitted to return to any parking lot during school hours unless permission is granted by an administrator.
- must follow proper check-out procedures to leave campus early.

- may lose driving privileges if they are repeatedly tardy.
- must go directly to the vehicle and enter the car at the close of the school day. Riders may not enter the parking lot until they can be safely seated inside their vehicle.
- will lose driving privileges for reckless driving, violation of traffic regulations, or any other offense punishable by law.
- must not play music that can be heard outside of the vehicle.
- must exit the parking lot at the north end only.
- must NOT use Roscoe Turner Road as a cut through road; Travel is restricted to business traffic only for HCSD Transportation Department and other businesses on the street. (Students in violation will be subject to loss of privileges if in violation as this will be considered a safety issue.)

DISCIPLINE CONSEQUENCES FOR VEHICLE VIOLATIONS

| | |
|-----------------|---|
| First offense: | Written Warning |
| Second offense: | Loss of campus parking for one week. |
| Third offense: | Loss of campus parking for one month. |
| Fourth offense: | Loss of campus parking for remainder of year. |

BUS POLICIES

Riding a school bus is a privilege. All students are expected to behave in a manner which will guarantee safe driving conditions. School and bus rules apply on the bus and at the bus stop. If a student chooses to violate bus regulations, drivers are obligated to report the violations to a school administrator. School officials may then deny the student school bus privileges. (Legal Ref: MS Code 37-7-301, 37-9-71 and 37-41-1). **Furthermore, the severity of any violation may result in school consequences in addition to bus consequences.**

BUS REGULATIONS

A student will not be allowed to ride a school bus unless an Emergency/Student Information Card has been filled out completely and returned to the bus driver.

1. Students shall know the time the bus is due and be at the stop 5 minutes in advance. The school bus, when on time, is not required to wait or blow the horn for any pupil.
2. Students shall always look in both directions and cross in front of the bus when loading or unloading.
3. Students shall watch the driver for a signal to cross the road for loading or unloading.
4. Students shall be quiet when the bus stops at crossing roads or railroads.
5. Students shall be seated at all times while on the bus.
6. Students shall take care of the buses. Anyone who abuses or damages school buses or bus components may be suspended or expelled from the bus and/or school and their parent/guardian(s) are liable for the damages. (MS Code 37-7-301)
7. Students shall be picked up and dropped off only at the assigned stop or an administrator approved alternative.
8. Buses shall not enter private roads unless they are maintained to at least “county standards”.
9. Buses shall not leave the main route unless:
 - a. The stop is 3/10 of a mile or more off the main route and the road is safe and properly maintained.
 - b. A pupil has a physical or mental disability. Verification provided by a doctor or the county health department should be presented by the parent to the transportation office.

10. Only students, drivers, chaperones, school officials, medical and law enforcement officials are allowed to board the bus except in emergencies. In case of an emergency, with administration approval, other school employees may be granted permission.
11. Except for true emergencies, buses will stop only at approved bus stops.
12. Students may not have any items out of their book bags while riding the school bus.
13. A student that has been suspended from one bus will not be allowed to ride any other bus.
14. If any student wishes to ride another bus as a visitor, the student must submit a parent note with the following information to the A or C office before first block in the morning:

- Date
- Student's Name
- Parent Name
- Parent Signature
- Day Time Phone Numbers
- Normal Bus Number
- Visiting Student's Name
- Visiting Bus Number

Unless we are able to reach the parent, the student will not be permitted to ride on another bus as a visitor.

| BUS INFRACTION | CONSEQUENCE |
|--|-----------------|
| Cell Phone, electronic devices and inappropriate play gadgets cannot be on or in use, on the bus | Step 1-5 |
| Commit any offense otherwise punishable by law | Step 1-5 |
| Commit any other act of improper conduct | Step 1-5 |
| Consume food or beverage. | Step 1-5 |
| Engage in unnecessary, rough horseplay | Step 1-5 |
| Fight | Step 5 arrest |
| Get on or off the bus while it is in motion | Step 2-5 |
| Intimidate, harass, and/or threaten others | Step 3-5 |
| Make excessive and or distracting noise | Step 1-5 |
| Move from one seat to another while the bus is in motion | Step 1-5 |
| Participate in any hazing or initiation activities | Step 3-5 |
| Physically assault another person | Step 4-5 arrest |
| Possess and/or use dangerous objects | Step 3-5 |
| Possess and/or use weapons | Step 5 |
| Possess or use intoxicants or tobacco products | Step 2 citation |
| Possess, use, distribute or be under the influence of alcohol or a controlled substance to include illegal drugs as well as scheduled prescription drugs | Step 5 arrest |
| Show disrespect to the bus driver or substitute driver | Step 1-5 |
| Sit anywhere except an assigned seat | Step 1-5 |
| Strike or threaten the bus driver or substitute driver | Step 5 |
| Touch of self or others inappropriately | Step 3-5 |
| Use or possess fireworks | Step 3-5 |
| Use profane language or make vulgar gestures | Step 1-5 |
| Violate safety procedures (exiting emergency door, body part extended from bus window, throwing objects) | Step 2-5 |

BUS DISCIPLINE CONSEQUENCES:

Warning or Conference

- Step I 1 day bus suspension
- Step II 2 days bus suspension
- Step III 3 days bus suspension
- Step IV 4 days bus suspension
- Step V Loss of bus privileges for the remainder of the school year

In the event of lost bus privileges, parent/guardian(s) are responsible for arranging for the transportation of their child to and from school. Any student absent from school during bus suspension will be given an unexcused absence if the absence results from a transportation difficulty on the part of the student or parent. A student denied bus privileges over ten consecutive days may request in writing to meet with the superintendent or his designee to appeal the administrator's decision.

STUDENT FOOD SERVICES

VENDING MACHINES

Vending machines are connected to timers to adhere to State and Federal guidelines regarding food sales and services. They must be turned off one hour prior, during and after breakfast and lunch. Use of the vending machines is a privilege and should not be abused. Students are not permitted to purchase any goods from the machines during class time without permission.

CAFETERIA POLICIES

The school cafeteria is operated on a non-profit plan in cooperation with the State and Federal Lunchroom Program. Each meal consists of a well-balanced plate lunch and a carton of Grade A milk. Students shall adhere to the following rules and regulations of the school lunch program.

- All lunches are to be eaten in the cafeteria or another designated area at the discretion of the administrator.
- Napkins, utensils, straws, ice, condiments or any other items belonging to the cafeteria shall be taken from the cafeteria.
- Students who bring lunch from home must eat in the cafeteria and should deposit trash in the proper receptacles after eating. Liquids should be in carton, plastic, or thermos containers. No aluminum or glass containers are allowed in the cafeteria.
- Students shall not sit on tables or place feet on the chairs.
- Cafeteria chairs are not to be removed from the cafeteria without principal permission.
- Students who purchase tray lunches shall deposit trays and utensils in proper receptacles.
- Students are prohibited from breaking into the lunch line or from holding places in line for other students. Students take their position at the rear of the line and remain in the established order through the serving line.
- Students must not use other students' I.D. numbers. This is a federal offense and may result in disciplinary action.
- Each student in the cafeteria is under the authority of all duty teachers.
- Students are expected to exercise good table manners. Students shall adhere to the following:
 - Talk in normal conversational tones and avoid loud talking.
 - Avoid leaving crumbs, liquids, or portions of food on the table.
 - Recover items dropped on the floor to prevent safety hazards.
 - Report food or liquid spills to the staff that will assist in locating cleaning supplies.
 - Leave chairs and tables properly arranged.
 - Do not deface cafeteria furniture or walls.
 - Do not reserve chairs for students who are waiting in line.
 - Be courteous and respectful to the staff.

- Any foods brought into the cafeteria dining room must be placed in a generic food wrapping or container. (Ex. A Subway sandwich must be taken out of its original wrapping and placed in a plain wrapper.)
- No carbonated beverages are allowed in the cafeteria.
- No beverages other than milk, water, and 100% fruit juice shall be consumed in the cafeteria during the lunch period unless they are in an unidentifiable container. (No glass/ cans allowed.)

CAFETERIA COLLECTION PROCEDURES

To apply for free and reduced price meals for students, please visit the district website at www.hancockschools.net or complete a paper application available at the front office, cafeteria, and county office. Once the application has been processed, a parent notification letter will be sent home indicating approval status and student lunch identification numbers for all students in the Hancock County School District that were listed on the application.

Advanced payments are encouraged. Students may pay at the point of sale in the cafeteria, the county office, or online anytime at myschoolbucks.com. Cash refunds will be made only when a student withdraws from school. All requests for cash refunds shall be addressed in writing to the School Food Supervisor in the Superintendent of Education Office.

The school food service cashiers shall accept checks only for the amount of food service purchases. Parents shall not be allowed to combine payments for breakfast and lunch with other school expenses. Checks should be preprinted with writers name, complete mailing address, telephone number, driver's license and (or) social security number. No post-dated checks will be accepted. All returned checks will be assessed a twenty (\$20.00) dollar handling fee. All students are issued a lunch identification number that is used as an identifier with the cashier. Computer assigns category (Free, Reduced, and Paid) to unique numbers.

All meals to be claimed for reimbursement shall be based on daily counts at the point of service. The point of service count shall be taken after the student has made all menu item selections, and it is determined that the meal selected is reimbursable and recorded by category, free, reduced price, and paid. When automated point of service system is unavailable a manual count will be taken.

After the full meal has been served, students may purchase individual components or milk products as extra food sales. Students who bring lunch can purchase only milk and ice cream (Competitive Food EED-1994).

POLICY FOR CHARGING MEALS

Bad debts are non-allowable to expenditures of federal funds, therefore losses from delinquent meal charges cannot be made annually to record reimbursement from the general school fund to the Child Nutrition fund for any losses due to delinquent meal charges. (FNS Instruction 796-2 Rev. 3)

1. Adult purchases must be prepaid or cash in hand at the time of purchase.

2. If the student's account has an excessive negative balance and the student continues to come to school without a meal or money, after all other collection measures have been exhausted, the student may be sent to the office to call the parent/guardian.
3. For students to purchase extra food/snacks/beverages from the cafeteria, the account must be positive and is a cash-in-hand purchase only.
4. All debts must be paid by the end of the year, no matter whether the student's benefit status is paid, reduced or free.
5. Student meal accounts must be paid in full for exemption of 9 weeks exams and to participate in graduation ceremony.
6. Any student withdrawing from school will be required to pay any debt owed. Refunds will also be made for any money remaining in the students account.
7. With parent approval, money can be transferred from one child's account to another within the district.

Measures that may be taken to collect student account balances including but not limited to:

1. Notifying the parent/guardian via email, phone, and letters.
2. Forward delinquent accounts to collection agency. All fees to collect will be added to the collection amount.
3. Report the parents/guardian to the Department of Human Services in the event of suspected neglect as mandated by law MS Code section 97-5-39.

BREAKFAST AND LUNCH PRICES

| | BREAKFAST | LUNCH |
|------------------------------|------------------|--------------|
| STUDENT FULL PRICE | \$1.50 | \$2.70 |
| STUDENT REDUCED PRICE | \$0.30 | \$0.40 |
| ADULT PRICE | \$2.15 | \$3.65 |

STUDENT HEALTH CONSIDERATIONS

SCHOOL NURSE

Generally, a school nurse is on campus to treat minor illnesses and emergencies and to advise the administrators and parents during major emergencies. Students may visit the nurse with proper permission and a pass from the classroom teacher. Students who abuse visits to the nurse will have their parent(s) contacted and students may be subject to discipline consequences. In the absence of the school clinic nurse, the principal or his designee may administer routine medication. **STUDENTS MUST HAVE A SIGNED CONSENT FORM IN THE CLINIC TO RECEIVE ANY TREATMENT OR MEDICATIONS.**

MEDICATION

Ref MS Code 37-11-18. STUDENTS ARE NOT ALLOWED TO BRING MEDICINE TO OR FROM THE SCHOOL or to possess medications – prescription or over the counter medication. When medication must be administered during the school day, parents must bring the medication to school to leave with the school nurse where it can be properly stored. Prescription medication must be in a pharmacy labeled container with the student's name, medication dosage, and the time to be dispensed. The nurse cannot give any over-the-counter medications brought from home unless instructed with consent from parent or ordered by physician and labeled. The nurse can give limited types of medications such as acetaminophen, ibuprofen, or cough drops which are provided

by the school clinic. If a student has a chronic condition which may require emergency medication, parents are strongly encouraged to supply the nurse with an emergency dosage.

INHALERS

The Board of Education shall grant authority to the Superintendent to permit a student with an asthmatic condition to possess an inhaler for emergency treatment. Permission shall be granted to students on an individual basis subject to a finding by the Superintendent. These conditions must be met:

1. The inhaler must be prescribed by a medical physician and a written order indicating the necessity for the student to possess an inhaler at all times must be obtained from the physician.
2. Each year, parents must submit a written request to the principal's office asking permission for the student to possess the inhaler at all times. A copy of the physician's order must also be submitted with the request.
3. When the student is granted permission to carry the inhaler at all times, the parent(s) will be required to provide inhalers to the student, the principal or nurse, and to any extracurricular activity instructor.

No student other than the approved student will be allowed to use or possess the medication. The parent and student are hereby informed that the school district and all its employees are not responsible for any injury sustained by the student that has self-administered asthma medications.

NEBULIZED TREATMENTS

Nebulized breathing treatments can be given by the nurse if ordered by a physician. A physician's order and the medication must be brought to the school nurse. The order must include the name of the medication, the amount to be given, and the frequency of treatment. The nurse will provide a nebulizer.

SUDDEN ILLNESS OR INJURY

A student who becomes suddenly ill or injured should notify the nearest teacher who will then notify the office/nurse and then send the student for medical attention. School officials will handle minor illness or injury and the parent(s) will be notified. If the student is seriously ill or injured and cannot remain in school, school authorized personnel shall call the parent(s) notifying him/her of the child's condition. The parent(s) or an approved designee will come to the school and sign out the student. If the parent(s) cannot be contacted and the student's situation is severe, school officials will contact emergency medical personnel and any associated fees will be at the parent's expense.

COMMUNICABLE DISEASES

All individuals having a contagious condition or suspected of having a contagious condition by the school nurse or principal will not be allowed to remain in school and must present a clearance slip from the Health Department or a physician in order to be readmitted to school.

HEAD LICE (PEDICULOSIS)

Parents will be contacted to pick up their child from school if head lice or any nits (eggs) are visible. The student is not allowed to return to school until proof of treatment is obtained and all nits are removed. Your child must be checked by the school nurse or a person designated by the

principal before being permitted to ride the school bus or to return to school. A one-day excused absence will be provided for treatment of head lice. If a student has had head lice three occasions during one school year, the principal or school administrator shall notify the county health department of the recurring problem of head lice with that student.

CLUBS AND ACTIVITIES

Below is a listing of some of the current clubs offered at Hancock High School. Each club has specific membership guidelines based on either national by-laws or school criteria. Students should contact the club sponsor for information. We encourage all students to become involved.

- Beta Club
- Chess Club
- Distributive Education Clubs of America (DECA)
- Drama Club
- Family, Career & Community Leaders of America (FCCLA)
- Fellowship of Christian Athletes (FCA)
- French Club
- Future Business Leaders of America (FBLA)
- Educators Rising
- High School Students Against Cancer
- History and Government Club
- HHS News Team
- Interact
- International Thespian Society
- Mu Alpha Theta
- National Art Honor Society
- National English Honor Society
- National French Honor Society
- National Honor Society
- National Science Honor Society
- National Spanish Honor Society
- National Technical Honor Society
- Newspaper Club
- Ping Pong Club
- Quiz Bowl
- Renaissance Club
- Robotics
- Science Club
- Skills USA (VICA)
- Student Council
- Students Against Destructive Decisions (SADD)
- Technology Student Association (TSA)
- Video Production Club

REQUIREMENTS FOR HOLDING OFFICE

Students seeking the position of class officer or club officer must meet the following requirements:

- The student must pass all subjects for the previous year, continue satisfactory work, and must not be in violation of the attendance policy.
- The student must exemplify good behavior; those who require out of school suspension as a disciplinary action may be removed from office.
- Students may hold a maximum of 3 offices. Each sponsor will determine the level of each committee, club, and/or officer's position.
- Officers will be asked to sign a contract of responsibility for officer-ship. Each club and sponsor will set these guidelines.
- The student must meet any other qualifications of the organization.
- December graduates may hold office only with the express permission of the club sponsor.

BETA CLUB

The Beta Club is a service organization for academically successful students. The Beta Club is open to all students in grades 9-12 who meet these requirements. The sponsors reserve the right to dismiss any member for disciplinary, academic, or attendance reasons as stated below.

Membership Requirements:

- A member must maintain an overall A/B average.
- A member may have only one C in a school year, and no grade will be less than 75.
- A member must not miss more than 8 days in a semester.
- A member must remain below step 5 on the discipline ladder.
- A member must pay yearly dues to retain membership.
- Each member must be in attendance for the induction ceremony unless a viable excuse is provided.

Honor Requirements:

A senior Beta Club member must complete a FULL and COMPLETED service sheet designated by the club and explained to the member upon membership activation, with verification by one or both of the Beta sponsors in order to receive a graduation stole.

Officer Requirements:

In order to be an officer in the Beta Club, one must meet and uphold all Beta requirements as well as attend the state convention during the year he or she is holding an office.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is both an honor and a responsibility. Students are selected for membership by a National Honor Society HHS Faculty Council on the basis of having demonstrated the qualities of scholarship, service, leadership, and character. The National Honor Society does not discriminate according to race, color, national origin or disability.

Membership Selection

- A student must be a junior or a senior to be eligible for membership in the National Honor Society.
- A student must have a 3.5 (or above) cumulative, high school grade point average to be considered for membership.
- A student's discipline and attendance records will be considered.
- The faculty council will vote on membership based on the application and evidence above to determine membership and all decisions will be final.

Maintaining Membership

- Students must participate in two-chapter service projects and one individual service project each year as approved by the sponsor. Failure to participate may result in dismissal.
- A student who is absent from school more than eight days during one school year may be dismissed.
- Students must attend the induction ceremony or provide the sponsor with an acceptable documented reason. Failure to attend the induction may result in the assignment of an additional chapter service project. If a student's GPA falls below 3.0, the student is placed on probation. If the average is not brought up to 3.0 or above by the following semester, the student is dismissed.
- The National Honor Society faculty council reserves the right to dismiss students for disciplinary reasons.

NATIONAL SPANISH HONOR SOCIETY

(Sociedad Honoraria Hispanica)

The National Spanish Honor Society (NSHS) is available to those students who wish to advance their knowledge and appreciation of the Spanish Language. A student wishing to join the NSHS must submit an application to the club sponsor by the designated deadline. The club sponsor determines if a student meets the requirements for membership in the NSHS and those requirements are as follows:

1. Complete Spanish I and, at least, the first half of Spanish II
2. Maintain an “A” or higher grade in all Spanish classes and a “B” in all other classes.
3. Demonstrate character, leadership, seriousness-of-purpose, cooperation, honesty, service and commitment to others.
4. Be enrolled in Spanish the year of initiation.
5. Be in grades 10, 11, or 12.
6. Pay national dues.
7. Participate in all fundraisers and service projects each year. Substitutions may be allowed at the discretion of the sponsor.
8. Attend meetings throughout the year including annual initiation.

Membership may be removed at the discretion of the sponsor based on failure to maintain an “A” in Spanish classes, misconduct, insubordination, or other serious infractions. Honor cords for graduation will be given to students who comply with the rules, regulations, and requirements established by the local sponsor.

NATIONAL FRENCH HONOR SOCIETY

(Société Honoraire de Français) The National French Honor Society (NFHS) is available to those students who wish to advance their knowledge and appreciation of the French language. Invitations are sent out to students who meet the qualifications after the second term of French II. The club sponsor determines if a student meets the requirements for membership in the NFHS and those requirements are as follows:

- Complete French I and at least the first term of French II.
- Maintain an “A” average in all French classes and a “B” average in all other classes.
- Demonstrate character, leadership, seriousness-of-purpose, cooperation, honesty, service, and commitment to others.
- Be enrolled in French the year of initiation.
- Be in grades 10, 11, or 12.
- Be a member of French Club.
- Pay national dues.
- Participate in all fundraisers in service/school projects each year. Substitutions may be allowed at the discretion of the sponsor.
- Attend meetings throughout the year including annual initiation.

Membership may be removed at the discretion of the sponsor based on failure to maintain at least an “A” in French class, misconduct, insubordination, or other serious infraction. Honor cords for graduation will be given to students who comply with the rules, regulations, and requirements established by the local sponsor.

NATIONAL SCIENCE HONOR SOCIETY

The National Science Honor Society (NSHS) is available to students who wish to advance their knowledge and appreciation for science. Standards for student membership include the following. A student must:

- Be a member of the HHS Science Club.
- Be enrolled in at least one honors or upper level science course during or prior to the junior year.
- Be enrolled in at least one second year honors or upper level science class during or prior to the senior year.
- Maintain a B+ average across all science courses (3.5 on a 4.0 scale).
- Have and maintain a 3.0 grade point average (on a 4.0 scale).
- Complete the required 10 hours of community service science related commitments to wear an honor cord.

NATIONAL THESPIAN HONOR SOCIETY

A student may be awarded an honor cord at graduation if the student is a member of the International Thespian Society and Hancock High School Drama Club. To receive the cord, the student must be in good standing, must have maintained a "B" average or higher in all theatre classes, had a cumulative average of "C" or higher, earned a total of at least sixty thespian points (equal to six hundred hours of work in theatre), and be a graduating senior from Hancock High School.

NATIONAL TECHNICAL HONOR SOCIETY

Standards for student membership are as follows:

- The student must be in the second year of a vocational skill program.
- The student must have a cumulative QPA of 3.0 or higher.
- The student must have a QPA of 3.5 or higher in vocational classes.
- The student must display leadership, responsibility, good attendance, and good character.
- The student must be an active member of his/her vocational student organization.
- The student's occupational instructor must nominate the student for membership.
- The vocational director must approve the student.
- A selection committee of at least three people must approve all students for membership.

WHO'S WHO GUIDELINES

It is an honor and a privilege to be selected for Hancock High School's "Who's Who." The following guidelines will apply:

- The student must have attended Hancock High School the previous semester.
- The student must not have failed any subject the previous semester.
- The student must not have had more than six unexcused absences during the current semester.
- The student may not have had an out of school suspension in the current semester.
- Mr. and Miss HHS must have attended Hancock High School during all high school years and must not have failed any subject during all high school years.

ARMY JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC)

The Hancock High School Army JROTC is an excellent opportunity for students who enjoy challenges incorporated with learning. The mission of the JROTC is to motivate young students to be better Americans. Students may choose to select this course for a semester or for one year. While taking this course, students will increase their leadership ability and develop a sense of responsibility for the people around them. They will interact with cadets, not only from their school, but from various other schools in the United States as well. Classroom training will include drill and ceremony, basic first aid, map reading, military customs and courtesies, military history, and the proper way to wear and care for a military uniform. Students will also undergo physical training to increase their physical abilities. If students can meet these challenges, the Hancock JROTC also provides specialty teams that provide intensive training in these areas and bring students to a more competitive level. The training students receive in JROTC will improve their ability to work with others, whether they pursue a military or civilian career after high school.

LIBRARY

All students are entitled to use the school library and to check out books. The library is open throughout the school day. Students must have a hall pass signed by their teacher to be admitted into the library during class time. All students must sign in at the information desk upon entering the Library. Students must observe all rules posted in the library. Disruptive students will be dismissed from the library and may lose library privileges.

MORNING NEWS

The morning news is a forum used to relate important information to the school community regarding events, activities, and deadlines. In order to remain well informed of school events and news, all students are encouraged to give the morning news their complete attention.

FIELD TRIP POLICIES

Field trips are a supplement to the curriculum and should be planned and attended with the objective of culminating a unit of study. Permission slips must be returned signed by a parent by the given deadline. Field trips are a privilege afforded those students who have demonstrated good conduct and respect for authority. However, for students habitually referred to the office for misbehavior, a parent may be required to accompany the student in order for the student to attend a field trip. In some instances, the principal or his/her designee may exclude a student from attending a field trip based on student behavior and attitude (i.e. suspension during the current semester) as well as excessive absences to mean beyond the 4-8-16 allowed for quarter, semester, and yearlong courses.

Students, teachers, and chaperones must follow school dress code rules when attending a field trip unless permission has been obtained from the principal prior to the trip to alter dress code policy. Any changes should be specifically stated on the notice/permission form to be signed by the student and parent(s) prior to the date of the trip. Any chaperone attending a field trip must have prior approval from the principal. Students attending a field trip must ride the bus to the activity. Only a student's parents or guardians may check out a child from a field trip. Proper identification will be needed and the parent will be required to complete an early release form. The check-out will be considered an early checkout for exemption and perfect attendance during school hours. Cell phones and other electronic devices will be allowed at the teacher/sponsor's discretion and with prior approval.

COMPUTERS

It is the belief of Hancock High School that computer-aided instruction and the internet can enhance the educational experience for our students. However, students are not permitted unauthorized and/or unsupervised access to any computer. Students in violation of the Hancock County School District Acceptable Use Policy may be subject to discipline consequences and/or loss of privileges.

LOST AND FOUND ARTICLES

Students should label all personal items including book bags, notebooks, clothing, etc. Items found at school should be taken to the library. Students should not bring to school expensive personal items or more cash than is needed for the day as these types of items become targets for theft. The school is not responsible for lost or stolen items.

TELEPHONE

To help students comply with the cell phone policy, students are allowed to use the school phones to contact parents during the school day. Students needing to use office phones should get permission from their teacher and ask office staff for permission. Likewise, parents are encouraged to call the school at 228.467.2251 if it is necessary to speak to the student during the school day. After the caller has properly identified himself and explained the nature of the call, messages will be relayed or the student will be called to the phone.

FUNDRAISERS

The purpose of fundraisers is to generate funds to supplement or support school-related student activities and/or opportunities. Soliciting money or fundraising on behalf of Hancock High School without approval of the school board is not allowed. Students are responsible for returning any unsold products and/or any monies collected for the products. Any monies or products unaccounted for will become the responsibility of the student and parents. Personal-gain fundraising of any type is not allowed.

SNACKS

No eating or drinking will be allowed in any area other than the cafeteria/commons area unless approved by an administrator. Water may be consumed in the classroom at the discretion of the teacher. No glass containers may be brought on campus. No energy drinks (Red Bull, Monster, etc.) may be brought on campus. When students arrive on late buses, they may bring breakfast from the cafeteria and eat in class.

PARTIES/FOOD/CULTURAL EVENTS

Only one food/cultural event may be held per semester per class and must be pre-approved by the principal.

DELIVERIES

Deliveries of flowers, balloons, and/or other items to the school for individual students will be kept in the front office until the end of the school day. These items may not be permitted in the classroom and ARE NOT permitted on a bus. Students are not permitted to call out for deliveries of any type.

VISITORS

While HHS is open to visitors, for security purposes, all visitors must enter through the administration building and receive a visitor's pass before entering any other building. Visitors will be required to leave an ID at the front desk during their visit. Because spontaneous visits often disrupt the routine activities of the school day, visitors are requested to schedule their visits in advance. Classroom visits must be pre-approved by the principal and visitors must meet with an administrator prior to visiting the classroom.

Students from other schools are generally ineligible to visit the campus during the school day. Former students are allowed to visit with teachers if a prior appointment has been made and/or is during the teacher's planning time. Visitors are not allowed to socialize with students.

TEACHER-STUDENT RELATIONSHIP

Teachers are available to help students in both academic and non-academic areas. Hopefully, all students will take advantage of this help. With mutual attitudes of respect and cooperation, teachers and students can achieve their goals. The Hancock County School Board and Administrators wish to make it perfectly clear that teachers have the responsibility to maintain a classroom atmosphere that favors good learning situations.

The relationship between the teacher and student should remain professional at all times. All interactions between teachers and students should be professional and for school-related purposes. Relationships should be friendly and respectful; however, teachers and students cannot be friends. Interactions through personal and private means are prohibited. This extends to texting and all cyberspace social networking.

Students are to obey those in positions of responsibility inside the classrooms, throughout the school buildings, on school buses, and at school-sponsored events. The school is responsible for students during school hours. Any student who disobeys a teacher or refuses to do as directed by a teacher shall be subject to suspension or an even more severe consequence depending upon the attitude of the student.

TEACHERS' DINING/WORKROOMS

Teachers' dining rooms and workrooms are for use by employees. These areas are considered undesignated areas for students.

SCHOOL RINGS

Students have the opportunity during sophomore year to order class rings from an outside vendor. Rings are delivered during the student's junior year.

VIDEO SURVEILLANCE

Video surveillance may be used on this campus for purpose of but not limited to security and safety.

BULLETIN BOARDS/WALLS

Teachers and students are highly encouraged to display appropriate student work on the corridor walls. School related flyers and/or event announcements can be displayed with approval from the sponsoring teacher. Proper adhesives must be used. No signs should be placed on any glass windows or doors and signs must be removed in a timely manner.

VIDEOS

Students are not permitted to bring videos to school without permission from the principal.

Students are not allowed to video/record at school without permission from the principal.

DISTRIBUTION OF UNAUTHORIZED MATERIALS

Unauthorized materials (i.e. event flyers) shall not be distributed to students and/or staff members.

Any non-related materials must have administrator approval prior to being distributed or posted.

TEXTBOOKS

Hancock County School District provides textbooks free of charge to students; however, not all subjects require a textbook. It is the duty of each student and parents to care for these textbooks. Each student is encouraged to keep the book covered. All students should take pride in the upkeep of their textbooks. Students who lose or damage textbooks are required by State Law to pay for them.

DAMAGED BOOKS

Principals and/or their designees are authorized to collect for any damage to textbooks. The following chart based on a percentage of the depreciated cost of the books should be sufficient to impress upon parents and children the necessity for the proper care in the use of district-owned textbooks. If, at any time during the school year, the pupil loses a book, he may be charged the replacement cost.

| | Condition of the book when Issued and Returned | Percent of Cost Owed by Student |
|-----------|---|--|
| New | New returned Excellent | -0- |
| | New returned Good | 25% |
| | New returned Average | 50% |
| | New returned Poor | 75% |
| | New returned Unusable | Replacement Cost |
| Excellent | Excellent returned Good | -0- |
| | Excellent returned Average | 25% |
| | Excellent returned Poor | 50% |
| | Excellent returned Unusable | 75% |
| Good | Good returned Average | -0- |
| | Good returned Poor | 25% |
| | Good returned Unusable | 50% |
| Average | Average returned Poor | -0- |
| | Average returned Unusable | 25% |
| Poor | Poor returned Unusable | -0- |
| Lost | Lost Book | Replacement Cost |

**Mississippi High School Athletic Association
ATHLETIC ACADEMIC ELIGIBILITY
CHILDREN FIRST ACT OF 2009**

JUNIOR HIGH / MIDDLE SCHOOL (7TH AND 8TH GRADERS)

To be eligible, a pupil must achieve and maintain a cumulative grade point average of at least a 2.0 on a 4.0 scale each semester.

A pupil who is not eligible at the beginning of the school year may become eligible the second semester only once during the student's junior/middle school career by achieving a cumulative grade point average of at least a 2.0 on a 4.0 scale in the preceding semester.

SENIOR HIGH SCHOOL (9TH THROUGH 12TH GRADERS)

A pupil must achieve and maintain a cumulative grade point average of at least a 2.0 on a 4.0 scale each semester. Furthermore, to be eligible for athletics and activities, students must pass five credits toward graduation with one year of six credits. Eligibility will be determined on a yearly basis.

A student athlete may become eligible only once during his/her high school career if he/she fails the last semester of the previous year, by passing 5 units with a cumulative grade point average of at least 2.0 the first semester of the following year. Summer school is an extension of the second semester and a student can still achieve eligibility status by maintaining a 2.0 and passing 5 credits. This will be done in order to keep the student on track for graduation.

NOTE:

The Carnegie units increased from 20 to 24 units by the State Department of Education in 2008-09. The students are required to pass 6 units of credit during the school year with a cumulative grade point average of 2.0 or better on a 4.0 scale in order to maintain eligibility. Those students who opt out of the Mississippi school's curriculum and need 21 credits to graduate, will be required to pass five credits toward graduation to be eligible. However, they must pass six credits one of those four years of eligibility. Special education students will be academically eligible if they are making satisfactory progress according to the committees reviewing their Individual Education Plans (IEP).

If a student misses 50% of a school day, he/she cannot play in a game on that same day. Exceptions - a death in the immediate family, including grandparents, a serious illness in the immediate family, or a doctor's note. Each absence, whole or part day, will be monitored by the coach and may be reviewed by the athletic coordinator/director.

All students participating in extra-curricular activities governed by MHSAA (excluding Chorus) must have an approved medical physical, insurance consent form, and drug screen consent form turned in prior to any tryouts or activities.

RANDOM DRUG TESTING

Students may be randomly tested for drugs or other controlled substances during the course of the year. Such testing will be provided by the school district. This is a preventive measure to insure the health and welfare of our young people taking part in school-sponsored athletic activities.

INSURANCE

Students who participate in extracurricular activities and/or vocational technical programs must carry school insurance, show proof of other coverage, or provide a signed waiver. For vocational-technical students, verification forms must be returned to the instructor before shop training can begin.

SPORTSMANSHIP

Athletes, spectators, and staff members at athletic events are subject to the same rules that are observed in school. Visiting athletes, spectators, staff members, and officials should be treated with the utmost respect. Any unsportsmanlike conduct on the part of the athletes, spectators, or staff members may result in loss of the privilege to participate and/or attend any school athletic activity. Unsportsmanlike conduct may also result in the school's placement on probation.

ATHLETIC FACILITIES

Athletic facilities are under the direction of the athletic coordinator/director. Use of athletic facilities will not be permitted without the prior written permission of the athletic coordinator/director and the principal.

HANCOCK COUNTY CAREER TECHNICAL CENTER **STUDENT HANDBOOK**

Welcome to the Hancock County Career Technical Center! It is our intent to provide you with the best possible career technical training available in your chosen field. The Career Technical Center offers eleven training programs that expose students to practical experiences in the world of work. Students have the opportunity to join student organizations that enhance classroom and lab training, as well as develop leadership and competitive skills that will assist them in their career endeavors. These organizations have produced numerous district, state, and national winners in their respective fields. We hope your training with us will be pleasant and productive.

PURPOSE

The purpose of the Hancock County Career Technical Center is to provide career technical education and services as follows:

Secondary Career Technical Education: These courses are for students enrolled in Hancock, Bay, and Pass High Schools. All programs offered on this level are designed as two-year courses with the purpose of providing students with the training necessary to enter a trade or post-secondary career technical training program upon graduation from high school.

CAREER TECHNICAL PROGRAMS:

Architectural Design and Drafting
Automotive Services
Construction/Carpentry
Culinary Arts
Early Childhood Education
Engineering
Health Sciences
Polymer Science
Precision Machining
Teacher Academy
Welding

Also, Science, Technology, Engineering, and Math (STEM) and Work-Based Learning (WBL) are offered to Hancock High students.

OBJECTIVES OF CAREER TECHNICAL EDUCATION

1. To provide students with the opportunity to explore a career pathway and work on their Individual Success Plans (ISP).
2. To provide students with the opportunity for specific career skills training in selected career pathways.
3. To provide students with a general overview of the work world to enhance their ability to make informed career choices.
4. To provide students with support services which allow them to develop to their fullest potential.
5. To provide materials, supplies, and activities in each program area that will allow students to develop the basic skills needed to succeed in the modern world.

VISITORS

1. All visitors must check-in with the Career Technical Center Office and receive a visitor's pass before entering any shop, lab, or classroom.
2. Visitors are strongly encouraged to schedule visits during an instructor's planning period (2:00 p.m. to 2:45 p.m.).

MISSISSIPPI TECH MASTER SCHOLARS

Mississippi Tech Master Scholars students are preparing for their future careers. Employers are concerned with ensuring that both potential and incumbent employees have the skills necessary to thrive in today's workplace.

Current MDE Career Pathway Track - Academic Course of Study:

(4 Credits) English

(3 Credits) Math - Algebra I - Math above Algebra I (Course has to be related to program of study.)

****Geometry Mandatory**

(3 Credits) Science – Biology I and 2 courses above Biology I

(3 Credits) Social Studies – American History, Government, and MS Studies

(1 Credit) Computer

(½ Credit) Health or PE

(2.5 Credits) Electives of your program of study

(4 Credits) CTE in the same area of study (non-negotiable)

Must have a minimum of 21 credits - Students may go the 21 or 24 credit route allowing time for internship.

Additional Requirements for Recognition of Mississippi Tech Master Scholars Listed Below:

- 40 hours of community or volunteer service during high school for Class of 2021; 80 hours for Class of 2022 and later
- Minimum composite score (overall score) of 18 on ACT for Class of 2021; 19 for Class of 2022 and later OR
- Minimum score of 36 on ASVAB (Armed Services Vocational Aptitude Battery Test) OR
- Silver level or above on ACT Work Keys
- 2.5 High School GPA
- 95% school attendance during high school years

- No out-of-school suspensions
- Must attain a passing score, as established by the Mississippi Department of Education (MDE), on the Mississippi Career Planning and Assessment System (CPAS) or MDE-approved industry certification assessment

Mississippi Tech Master Scholars must complete any remaining state-mandated high school graduation requirements. Dual credit courses are acceptable.

PRCC CAREER TECHNICAL SCHOLARSHIP

For graduates of participating schools, full tuition and half tuition scholarships to Pearl River Community College will be awarded to entering freshmen who meet the following qualifications:

- ✓ Earned a high school diploma
- ✓ Completed a two-year career technical program in high school within the state of Mississippi
- ✓ Must be accepted into PRCC within one calendar year following high school graduation
- ✓ Must be enrolled in a minimum of 9 credit hours per semester in the program's core curriculum at PRCC
- ✓ Full tuition scholarships require an overall GPA of 3.5 or higher on a 4 point scale or 90 or higher on a 100 point scale upon high school graduation.
- ✓ Half tuition scholarships require an overall GPA of 3.0 or higher on a 4 point scale or 80 or higher on a 100 point scale upon high school graduation.

SAFETY

1. A general safety test will be given to all incoming students. This test will provide evidence that the student understands and can demonstrate basic safety skills. Each student will be required to retest if necessary, until he/she makes 100% on the test. Career technical safety and insurance forms signed by parents must be returned. **After three safety test attempts and remediation, a student who has not scored 100% on the safety test will be removed from the career technical program.**
2. **All students, teachers, staff, and visitors are required to wear safety glasses at all times when operating or observing the operation of equipment in shop buildings, except when wearing other eye protection such as safety goggles, safety shields, or welding shields. A violation of this rule by a student will result in disciplinary action. Continuous violations could result in removal of the student from the career technical program and loss of credit for that year. (See MS Code 37-11-49 in the legal reference section of handbook.)**
3. All shops/labs/classrooms are equipped with the most up-to-date (modern) equipment available. The equipment is very dangerous and could cause **severe injury or death** if used improperly. **Everyone** in a shop/lab (instructor, students, visitors, etc.) will follow good safety practices.
4. All students must be properly trained, and it must be documented by the instructor before students are allowed to operate certain pieces of equipment. Students are to use only the equipment they have been instructed to use, and they are to use it as instructed.

ACCIDENTS

Report all accidents, **regardless of how minor**, immediately to your instructor. Fill out the necessary accident form with your instructor.

DISCIPLINE

Students attending classes at the Hancock County Career Technical Center must adhere to the policies and rules of the Hancock County Career Technical Center. Bay High students will be referred to Bay High School Administration and Pass High students will be referred to Pass High Administration for disciplinary action. Hancock High School students will be assigned disciplinary actions in accordance to the disciplinary procedures in the Hancock High School Handbook.

GRADING, CREDIT, & COURSE SELECTION

1. Students will be graded on manipulative skills (shop and lab), tests, class work, as well as work ethics.

Hancock County Career Technical Center Grading Formula:

*8% Class Work
8% Work Ethics
34% Test
30% Lab
20% Nine Weeks Exam*

In Year I and II classes, the MS-CPAS or MDE-approved industry certification assessment score will

count as the final exam grade.

2. Career technical programs are 2 credit (full year) classes. In order to receive these credits, students must complete

the entire year. No partial credit will be given.

3. A student must complete his/her chosen program but may take an additional program if credits allow and with

approval of Career Technical Administration.

4. **Year I Course Selection enrollment requirements:** A student must:

- Complete a Career Technical Center application.
- Meet Mississippi Academic Assessment Program (MAAP) scores when tested in eighth grade:
Engineering, Health Sciences, Polymer Science, and Teacher Academy:
 - Performance Level 3 (PL3) in ELA, Math, and Science.

All other CTC classes:

- Performance Level 2 (PL2) in ELA, Math, and Science.
- Have good school attendance.
- Have a lack of discipline referrals.
- Complete prerequisite classes, if applicable.
- Be approved by Career Technical Administration.

5. **Year II Course Selection enrollment requirements:** A student must:

- Complete a Career Technical Center application.
- Not have a NC (no credit) for Year I.
- Have a final average of 70 or higher in Year I.
- Score 55% or higher on Year I MS-CPAS or MDE-approved industry certification assessment.

- Have good school attendance.
- Have a lack of discipline referrals.
- Be approved by Career Technical Administration.
- Successfully complete all National Center for Construction Education Research (NCCER) Core Modules in Construction I and Welding I.

CAREER TECHNICAL GUIDANCE SERVICES

The Guidance Counselor's Office is open to all students needing assistance in the formulation of educational or career technical plans. Any career technical student having problems that affect school progress or the attainment of goals should seek assistance from the Career Technical Counselor.

RESOURCE LEARNING LAB

1. **All** students enrolled in a career technical program will be tested during the first year of the program in order to identify those who need related studies training in math or reading.
2. **All students scheduled for the resource learning lab must attend regularly in order to receive credit for their career technical program.**
3. **Once a student enters the resource learning lab program, he/she remains in the program until his/her career technical training is complete (unless student's removal is approved by Career Technical Administration).**
4. **Any** career technical student may take advantage of the services offered in the resource learning lab.

PROJECTS

Personal projects, or working on **any project** brought into the school by a non-profit community or governmental agency or group, will only be allowed when the project can be utilized in a learning situation and is directly related to the module upcoming or presently in progress, unless approved by Career Technical Administration. **Before** work begins on any of these projects, a work order shall be completed, and the instructor and director must give approval in writing. After permission is granted, the student, or other agency, will be required to either furnish or purchase materials for such projects. Before the project is started, the student, or outside agency, must also furnish a drawing or sketch to the instructor.

LEAVING CLASS / SHOP / LAB AREA

1. Students are not allowed to visit other shops, labs, or classes.
2. Students are not allowed to leave a class at the Career Technical Center to go to Hancock High School without permission from Career Technical Administration. Students are not allowed to leave a class at Hancock High School to come to the Career Technical Center without approval from the High School Administration. Abuse of this rule will result in disciplinary action.
3. Vending machines must only be used in the building where your class meets, at the appropriate time, and under your teacher's supervision.

SHOP LOCKERS

Shop students will be assigned lockers with a combination lock. The Career Technical Center will not assume responsibility for items lost or stolen. Therefore, your locker should be locked at all times. Keep your locker and the locker area clean.

TRANSPORTATION

1. All Bay High and Pass High students will ride the school bus to the Career Technical Center.
2. Under certain situations, and in advance, a student must have the CTC Permission to Drive Form properly completed with all required signatures from his/her parent/guardian, Bay High or Pass High Administration, and Career Technical Center Administration before driving to the Career Technical Center.

CAREER TECHNICAL CENTER PARKING

1. Students must have approval from Career Technical Administration.
2. Hancock High students must obtain a Career Technical parking decal from the Career Technical Center Office.
3. Due to limited spaces, students with a Career Technical decal will be allowed to park along the back row.
4. Student vehicles must remain in the Career Technical Center parking lot until the end of the student's day.

LEGAL REFERENCES

MA CODE 37-7-301. General Powers and Duties.

The school boards of all school districts shall have the following powers, authority and duties in addition to all others imposed or granted by law, to wit: ...
(e) To suspend or to expel a pupil for misconduct in the school or on school property, as defined in Section [37-11-29](#), on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the school superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils of such class as a whole, and to delegate such authority to the appropriate officials of the school district;...

MS CODE 37-11-18. Expulsion of student possessing controlled substance or weapon or committing violent act on school property.

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

SOURCES: Laws, 1994, ch. 595, 9; 1995, ch. 423, 1; 1996, ch.534, 2, eff from and after July 1, 1996.

MS CODE 37-11-19. Suspension or expulsion of student damaging school property; liability of parent or custodian.

If any pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property he shall be liable to suspension or expulsion and his parents or person or persons in loco-parentis shall be liable for all damages.

SOURCES: Codes, 1942, 6216-04; Laws, 1953 Ex Sess, ch. 26, 4, eff from and after July 1, 1954.

MS CODE 37-11-20. Intimidation, threatening or coercion of students for purpose of interfering with attendance of classes.

It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend such classes.

SOURCES: Codes, 1942, 6216-05.5; Laws, 1972, ch. 383, 1, 2, eff from and after passage (approved April 26, 1972).

MS CODE 37-11-21. Abuse of superintendent, principal, teacher, or bus driver.

If any parent, guardian or other person shall abuse any superintendent, principal, teacher or school bus driver while school is in session or at a school-related activity, in the presence of school pupils, such person shall be guilty of a misdemeanor.

SOURCES: Codes, 1942, 6216-05; Laws, 1953, Ex Sess, ch. 26, 5; 1970, ch. 351, 1; 1992, ch. 431, 1 eff from and after July 1, 1992.

MS CODE 37-11-23. Disturbing public school sessions or meetings.

If any person shall willfully disturb any session of the public school or any public school meeting, such person shall be guilty of a misdemeanor.

SOURCES: Codes, 1942, 6216-05; Laws, 1953, Ex Sess, ch. 26, 5; 1970, ch. 351, 1, eff from and after passage (approved April 1, 1970).

MS CODE 37-11-43. Public high school fraternity, sorority, or secret society; duties of boards of trustees.

All boards of trustees of public high schools shall prohibit fraternities, sororities, or secret societies in all high schools under their respective jurisdiction. It shall be the duty of said boards of trustees to suspend or expel from said high schools under their control, any pupil or pupils who shall be or remain a member of, or shall join or promise to join, or who shall become pledged to become a member, or who shall solicit or encourage any other person to join, or be pledged to become a member of, any such public high school fraternity, sorority or secret society, as defined in section 37-11-37.

SOURCES: CODES, 1942, 6486-01; Laws, 1946, ch. 427, 1-7; 1962, ch. 358.

MS CODE 37-11-49. Wearing of approved eye protective devices required during participation in certain vocational, industrial arts, and chemical-physical laboratory courses of instruction.

- Each student and teacher in schools, colleges, universities, or other educational institutions, while participating in or observing any of the following courses of instruction:
 - Vocational, technical, industrial arts, chemical, or chemical-physical, involving exposure to:
 - Hot molten metals, or other molten materials;
 - Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
 - Heat treatment, tempering, or kiln firing of any metal or other materials;
 - Gas or electric arc welding, or other forms of welding processes;
 - Caustic or explosive materials; or
 - Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated;
 - Is required to wear an appropriate industrial quality eye protective device at all times.
- For purposes of this section unless the context indicates otherwise “Industrial quality eye protective device” shall mean a device meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc.
- Such devices may, at the discretion of the individual school, be
 - Furnished for all students and teachers;
 - Purchased and sold at cost to students and teachers;
 - Or made available for a moderate rental fee.
 - Furnished to all visitors to such shops and laboratories.
- The state superintendent of education shall prepare and circulate to each public and private educational institution in this state instructions and recommendations for implementing the eye safety provisions of this section.

Sources: Laws, 1974, ch. 386, eff from and after passage (approved March 21, 1974.)

MS CODE 37-13-91 Compulsory school attendance requirements general; Enforcement of law. This section shall be referred to as the "Mississippi Compulsory School Attendance Law."

1. The following terms as used in this section are defined as follows:
 - a. "Parent" means the father or mother to whom a child has been born, or the father or mother by whom a child has been legally adopted.
 - b. "Guardian" means a guardian of the person of a child, other than a parent, who is legally appointed by a court of competent jurisdiction.
 - c. "Custodian" means any person having the present care or custody of a child, other than a parent or guardian of the child.
 - d. "School day" means not less than five (5) and not more than eight (8) hours of actual teaching in which both teachers and pupils are in regular attendance for scheduled schoolwork.
 - e. "School" means any public school in this state or any nonpublic school in this state which is in session each school year for at least one hundred eighty (180) school days, except that the "nonpublic" school term shall be the number of days that each school shall require for promotion from grade to grade.
 - f. "Compulsory-school-age child" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year.
 - g. "School attendance officer" means a person employed by the State Department of Education pursuant to Section 37-13-89.
 - h. "Appropriate school official" means the superintendent of the school district or his designee or, in the case of a nonpublic school, the principal or the headmaster.
 - i. "Nonpublic school" means and institution for the teaching of children consisting of a physical plant, whether owned or leased, including a home, instructional staff members and students, and which is in session each school year. This definition shall include, but not be limited to, private, church, parochial and home instruction programs.
1. A parent, guardian or custodian of a compulsory-school-age child in this state shall cause the child to enroll in and attend a public school or legitimate nonpublic school for the period of time that the child is of compulsory school age, except under the following circumstances:
 - a. When a compulsory-school age child is physically, mentally or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation.
 - b. When a compulsory-school -age child is enrolled in and pursuing a course of special education, remedial education or education for handicapped or physically or mentally disadvantaged children.
 - c. When a compulsory-school-age child is being educated in a legitimate home instruction program, the parent, guardian or custodian of a compulsory-school-age child described in this subsection, or the parent, guardian or custodian of a compulsory-school-age child attending any nonpublic school, or the appropriate school official for any or all children attending a nonpublic school shall complete a "certificate of enrollment" in order to facilitate the administration of this section.

The form of the certificate of enrollment shall be prepared by the Office of Compulsory School Attendance Enforcement of the State Department of Education and shall be designed to obtain the following information only:

- i. The name, address, telephone number and date of birth of compulsory-school age child.

- ii. The name, address and telephone number of the parent, guardian or custodian of the compulsory-school-age child;
- iii. A simple description of the type of education the compulsory-school-age child is receiving and, if the child is enrolled in a nonpublic school, the name and address of the school; and
- iv. The signature of the parent, guardian or custodian of the compulsory-school-age child or, for any or all compulsory-school-age child or children attending a nonpublic school, the signature of the appropriate school official and the date signed.

The certificate of enrollment shall be returned to the school attendance officer where the child resides on or before September 15 of each year. Any parent, guardian or custodian found by the school attendance officer to be in noncompliance with this section shall comply, after written notice of the noncompliance by the school attendance officer, with this subsection within ten (10) days after the notice or be in violation of this section. However, in the event the child has been enrolled in a public school within fifteen (15) calendar days after the first day of the school year as required in subsection (6), the parent or custodian may at a later date enroll the child in a legitimate nonpublic school or legitimate home instruction program and send the certificate of enrollment to the school attendance officer and be in compliance with this subsection.

For the purpose of this subsection, a legitimate nonpublic school or legitimate home instruction program shall be those not operated or instituted for the purpose of avoiding or circumventing the compulsory attendance law.

1. An “unlawful absence” is an absence during a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance. Days missed from school due to disciplinary suspension shall **not** be considered an “excused” absence under this section. This subsection shall not apply to children enrolled in a nonpublic school.

Each of the following shall constitute a valid excuse for temporary nonattendance of a compulsory-school-age child enrolled in a public school, provided satisfactory evidence of the excuse is provided to the superintendent of the school district or his designee:

- a. An absence is excused when the absence results from the compulsory-school-age child’s attendance at an **authorized school activity** with the prior approval of the superintendent of the school district or his designee. These activities may include field trips, athletic contests, student conventions, musical festivals and any similar activity.
- b. An absence is excused when the absence results **for illness or injury** which prevents the compulsory-school-age child from being physically able to attend school.
- c. An absence is excused when isolation of a compulsory-school-age child is **ordered by the county health officer**, by the State Board of Health or **appropriate school official**.
- d. An absence is excused when it results from **the death or serious illness of a member of the immediate family** of a compulsory-school-age child. The immediate family members of a compulsory-school-age child shall include children, spouse, grandparents, parents, brothers and sister, including stepbrothers and stepsisters.
- e. An absence is excused when it results from **a medical or dental appointment** of a compulsory-school-age child where an approval of the superintendent of the school district or his designee is gained before the absence, except in the case of emergency.
- f. An absence is excused when it results from the attendance of a compulsory-school-age child at the **proceedings of a court or an administrative tribunal** if the child is a party to the action or under subpoena as a witness.
- g. An absence may be excused if the religion to which the compulsory-school-age child or the child’s parents adheres, requires or suggests the **observance of a religious event**. The approval of the absence is within the discretion of the superintendent of the school

- district or his designee, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.
- h. An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district or his designee that the purpose of the absence is to take advantage of a **valid educational opportunity** such as travel including vacations or other family travel. Approval of the absence must be gained from the superintendent of the school district or his designee before the absence, but the approval shall not be unreasonably withheld.
 - i. An absence may be excused when it is **demonstrated to the satisfaction of the superintendent of the school district or his designee** that conditions are sufficient to warrant the compulsory-school-age child's non-attendance. However, no absences shall be excused by the school district superintendent or his designee when any student suspension or expulsions circumvent the intent and spirit of the compulsory attendance law.
1. Any parent, guardian or custodian of a compulsory-school-age child subject to this section who refuses or willfully fails to perform any of the duties imposed upon him or her under this section or who intentionally falsifies any information required to be contained in a certificate of enrollment, shall be guilty of contributing to the neglect of a child and, upon conviction, shall be punished in accordance with Section 97-5-39.

Upon prosecution of a parent, guardian or custodian of a compulsory-school-age child for violation of this section, the presentation of evidence by the prosecutor that shows that the child has not been enrolled in school within eighteen (18) calendar days after the first day of the school year of the public school which the child is eligible to attend, or that the child has accumulated twelve (12) unlawful absences during the school year at the public school in which the child has been enrolled, shall establish a *prima facie* case that the child's parent, guardian or custodian is responsible for the absences and has refused or willfully failed to perform the duties imposed upon him or her under this section. However, no proceedings under this section shall be brought against a parent, guardian or custodian of a compulsory-school-age child unless the school attendance officer has contacted promptly the home of the child and has provided written notice to the parent, guardian or custodian of the requirement for the child's enrollment or attendance.

MS CODE 73-51-1 through 73-51-5. **Body Piercing**

SECTION 1

1. For the purposes of this section, the term "body piercing" means the creation of an opening in any part of the human body, other than the outer perimeter of lobe of the ear, for the purpose of inserting jewelry or other decorative object, or for some other non-medical purpose.
2. No person shall perform body piercing upon any person for compensation within the State of Mississippi without first registering with the State Department of Health. The facility or premises in which body piercing is to be performed shall be specified in the registration, and the registered person shall be authorized to perform body piercing only in the specified facility or premises. Registrations shall be valid for one (1) year, and each person registered under this section shall pay an annual registration fee to the department in an amount set by the department, but not to exceed One Hundred Fifty Dollars (\$150.00), which fee shall be uniform for all registered persons.
3. The State Board of Health shall promulgate rules and regulations relating to:
 - a. Health, cleanliness and general sanitation of the facilities or premises in which body piercing is performed or to be performed;

- b. Sterilization of body piercing apparatus and safe disposal of body piercing apparatus;
 - c. Procedures to prevent the transmission of disease or infection during or relating to body piercing procedures, specifically including, but not limited to, transmission of Hepatitis B and the human immunodeficiency virus (HIV); and
 - d. Such other administrative provisions as may be necessary to protect public health or properly administer the requirements of this section.
1. Representatives of the department may visit any facility or premises in which body piercing is performed at any time during business hours to ensure compliance with the requirements of this section and the rules and regulations promulgated under this section. Representatives of the department shall visit each facility or premises in which body piercing is performed not less than once each year to inspect for such compliance. The department may suspend or revoke the registration of any person found to be violating any of the rules or regulations promulgated under this section.
 2. It shall be unlawful for any person to perform body piercing upon any person under the age of eighteen (18) years.
 3. Any person who performs body piercing for compensation without first registering with the department or after his registration has been suspended or revoked by the department, or any person who performs body piercing upon any person in violation of subsection (5) of this section, is guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (\$500.00).
 4. The department is authorized to bring action for an injunction under the provisions of Sections 73-51-1 through 73-51-5 to prohibit any person who is required to be registered under this section from performing body piercing without first registering with the department or after his registration has been suspended or revoked by the department.
 5. This section shall not apply to physicians licensed to practice medicine in Mississippi in the performance of their professional duties.

SECTION 2: This act shall take effect and be in force from and after July 1, 2000.

MS Code 97-32-9 The Mississippi Adult Tobacco Use on Educational Property Act of 2000.

- No person shall use any tobacco product on any school property. Violators shall be subject to a warning for the first conviction, \$75.00 for a second conviction and a fine not to exceed \$150.00 shall be imposed for subsequent violations.
- For the purposes of this Act, school property means any public school building or bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by a local school board, school, or directors for administration of any public educational institution or during a school related activity. Sixteenth section land or lieu land without school facilities or school related activities is exempt from this Act.
- This Act does not include property owned or operated by the state institutions of higher learning or public community or junior colleges.
- Anyone convicted under this Act shall be recorded as being fined for a civil violation and not for violating a criminal statute.

A pupil suspended for damage to any property belonging to the school system shall not be readmitted until payment in full has been made for such damage. (Mississippi Code 62-16-84)

MS CODE 97-3-85 Threatening letters, punishment

If any person shall post, mail, deliver, or drop a threatening letter or notice to another, whether such other be named or indicated therein or not, with intent to terrorize or to intimidate such other,

he shall, upon conviction, be punished by imprisonment in the county jail not more than six months, or by fine not more than five hundred dollars, or both.

MS CODE 97-29-47 Public profanity or drunkenness

If any person shall profanely swear or curse, or use vulgar and indecent language, or be drunk in any public place, in the presence of two (2) or more persons, he shall, on conviction thereof, be fined not more than one hundred dollars (\$100.00) or be imprisoned in the county jail not more than thirty (30) days or both.

MS CODE 97-32-9 Purchase by juvenile; possession on school property

No person under eighteen (18) years of age shall purchase any tobacco product. No student of any high school, junior high school or elementary school shall possess tobacco on any education property as defined in Section 97-37-17, Mississippi Code of 1972.

MS CODE 97-35-11 Disturbance by abusive language or indecent exposure

Any person who enters the dwelling house of another, or the yard or curtilage thereof, or upon the public highway, or any other place near such premises, and in the presence or hearing of the family or the possessor or occupant thereof, or of any member thereof, makes use of abusive, profane, vulgar or indecent language, or is guilty of any indecent exposure of his or her person at such place, shall be punished for a misdemeanor.

MS CODE 97-35-13 Disturbance in public place

Any person who shall enter any public place of business of any kind whatsoever, or upon the premises of such public place of business, or any other public place whatsoever, in the State of Mississippi, and while therein or thereon shall create a disturbance, or a breach of the peace, in any way whatsoever, including, but not restricted to, loud and offensive talk, the making of threats or attempting to intimidate, or any other conduct which causes a disturbance or breach of the peace or threatened breach of the peace, shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not more than five hundred dollars (\$500.00) or imprisoned in jail not more than six (6) months, or both such fine and imprisonment

MS CODE 97-35-15 Disturbance of the peace

Any person who disturbs the public peace, or the peace of others, by violent, or loud, or insulting, or profane, or indecent, or offensive, or boisterous conduct or language, or by intimidation, or seeking to intimidate any other person or persons, or by conduct either calculated to provoke a breach of the peace, or by conduct which may lead to a breach of the peace, or by any other act, shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not more than five hundred dollars (\$500.00), or by imprisonment in the county jail not more than six (6) months or both.

MS CODE 97-35-45 False Alarm of Fire

It shall be unlawful for any person to report a fire to another by any means, knowing that such report is false. Any violation of this section shall be punishable by imprisonment not to exceed one year or by fine not to exceed \$500 or both.

MS CODE 97-37-19 Deadly weapons; exhibiting in rude, angry, or threatening manner. dirk-knife, sword, sword-cane, or any deadly weapon, or other weapon, the carrying of which concealed is prohibited, shall, in the presence of three or more persons, exhibit the same in a rude, angry, or

threatening manner, not in necessary self-defense, or shall in any manner unlawfully use the same in any fight or quarrel, the person so offending, upon conviction thereof, shall be fined in a sum not exceeding five hundred dollars or be imprisoned in the county jail not exceeding three months, or both. In prosecutions under this section it shall not be necessary for the affidavit or indictment to aver, nor for the state to prove on the trial, that any gun, pistol, or other firearm was charged, loaded, or in condition to be discharged.

MS CODE 97-37-21 Explosives; false report of placing.

It shall be unlawful for any person to report to another by any means that a bomb or other explosive has been or is to be, placed or secreted in any public or private place, knowing that such report is false. Any person who shall be convicted of a violation of this section shall be fined not more than five thousand dollars (\$5,000.00) or shall be committed to the custody of the department of corrections for not more than five (5) years, or both.

MS School Safety Act of 2001 (Senate Bill No. 2239)

Amendment to MS Code Sections 37-3-81, 37-3-83, 37-11-54, 37-11-53, and 37-11-55An act entitled the “Mississippi School Safety Act of 2001”; to amend Sections 37-3-81 and 37-3-83, Mississippi Code of 1972, Safety Center to provide technical and crisis assistance to school districts, to require local school districts to adopt comprehensive school safety plans, and to authorize school safety grants to local school districts to finance certain programs to provide school safety; to establish a school crisis management program within the State Department of Education, to provide for a team of professional individuals to respond to traumatic or violent situations that impact students and faculty in the public schools, to provide procedures for the operation of the program and to authorize funding for the program; to amend Section 37-11-54, Mississippi Code of 1972, as created by Senate Bill No. 2390, 2001 Regular Session, which requires that State Board of Education to develop conflict resolution and peer mediation models and curricula for the public schools; to require the automatic expulsion of a student who is 13 years of age or older on the third occurrence of habitually disruptive behavior during a school year; to define the terms “Disruptive Behavior” and “Habitually Disruptive”; to amend Section 37-11-55, Mississippi Code of 1972, to require a School’s Code of Student Conduct to be made available to students and to prescribe additional policies that must be included in codes of student conduct; to amend Section 37-11-53, Mississippi Code of 1972, to require certain provisions relating to automatic expulsion to be incorporated into each school district’s Discipline Plan and Code of Student Conduct at the next legal audit of such plan and to authorize school districts to allow a parent to accompany their child to school as an alternative to the child’s suspension; and for related purposes.

ACCEPTABLE USE COMPUTER POLICY

Hancock County Public School District (HCSD) is pleased to offer students and staff members access to the district's computer resources including the Internet. The use of technology is an integral part of the mission of HCSD. The use of information technology will assist staff and students with academic success, preparation for the workplace, and life-long learning. HCSD provides a wide range of information technology to support learning and communicating with others. Information technology will be used to increase communication, enhance student engagement, and assist staff and students in acquiring new skills. Such technology will play an integral part in the education of the district's students, but, this use should follow the agreed rules and guidelines to prevent classroom disruption, student misuse, and teacher difficulties.

HCSD has taken available precautions, which are limited, to restrict access to controversial materials. A staff member will supervise while students are using the school's Internet resources. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this world-wide network far outweighs the possibilities that users may procure material that is not consistent with the educational goals of this school district. HCSD will use such available tools as "firewalls" and tracking software in an effort to keep inappropriate material from being obtained on the Internet.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines require efficient, ethical, and legal utilization of the network resources. HCSD will be in compliance with the Children's Internet Protection Act by the following terms and conditions. If HCSD students or staff users willfully violate any of these provisions, immediate access with the school district will be terminated, future access may be denied, and disciplinary action will result.

TERMS AND CONDITIONS FOR USE OF INTERNET

- 1. Acceptable Use--**The purpose of the Internet is to support research and education among academic institutions by providing access to unique resources and the opportunity for collaborative work.
 - a. The use of the Internet must be in support of education and research and consistent with the educational objectives of the Hancock County School District.
 - b. Use of other organization's networks or computing resources must comply with the rules appropriate for that network.
 - c. The use of Internet resources may not be used in violation of any federal, state, or local regulation.
 - d. Internet resources may not be used to upload, download, or distribute pornographic, obscene, sexually explicit, or threatening material.
 - e. The Internet resources may not be used to infringe on copyright or to plagiarize materials.
 - f. The Internet resources may not be used for sending and receiving personal instant messages or e-mail during instructional time.

- 2. Privileges--**The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.
 - a. Based on the acceptable use terms and conditions outlined in this document, administrators will deem what is inappropriate use and their decision is final.
 - b. Administrators may deny Internet access at any time. Faculty and staff may request denial, restriction, or suspension of Internet access.
 - c. Students will receive instruction in proper use of the Internet.
 - d. Students and their parents/guardians are required to sign a contract indicating their understanding and acceptance of the district's guidelines.
 - e. Students are responsible for their exploration of the Internet subject to the consequences of the district discipline policy.
- 3. Student and Employee Expectations for the Use of the Internet--**Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school district. Students and staff are to abide by the general accepted rules of network etiquette. Students and staff shall...
 - a. Be courteous and respectful in messages to others.
 - b. Use appropriate language. Students and staff are not permitted to swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
 - c. No unauthorized disclosure, use, and dissemination of personal information regarding minors.
 - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system, administrators, and teachers do have access to all mail. Messages relating to or in support of illegal or improper activities will be reported to the authorities.
 - e. Always try to write to the best of your ability, by proofreading and editing all messages.
 - f. Send personal messages directly to the person for whom it is intended. Students and staff are not permitted to post anonymous messages or personal messages on bulletin boards or list servers.
 - g. Take into account the rights of others. Students and staff are not permitted to use the network in such a way that would disrupt the use of the network by other users.
 - h. Handle all communications and information accessible via the network as private property.
 - i. Use internet for educational purposes only. Students are not permitted to participate in social media on a school network.
- 4. Security--**Security on any computer system is a high priority, especially when the system involves many users. The following policy is for the correct use of the Hancock County School District Computers and Network:
 - a. No one shall attempt to access software on a computer that is not directly related to the classroom assignment for that day.
 - b. All users must use their own login and password. No student or staff member is allowed to use another's login. STUDENTS and STAFF ARE NOT PERMITTED TO TELL ANYONE THEIR PASSWORD.
 - c. Students and staff may be monitored while on district computers through

- tracking software.
- d. Students may save appropriate files in their folders on the network and in folders as authorized by their teachers.
 - e. Violation of these rules or other deliberate acts that result in damage to software, hardware, and/or related equipment will result in appropriate disciplinary action and financial restitution paid by the student and/or parent/guardian according to MS Code 37-11-53 (4).
 - f. Users may not use the network to send threatening or harassing e-mail. No chain letters will be tolerated.
 - g. Student users may not send mass-mail to more than 5 people at a time unless it is part of a class assignment by teachers.
 - h. Harassing other users by interfering with their screen display or similar denial of service attacks will not be allowed.
 - i. Cracking, hacking, or otherwise breaking into accounts without authorized access, on this system or any other, is not allowed. Possessing and/or running encryption/decryption/cracking/security analysis scripts or binaries, or any other tools used to expedite the process of information on this network will not be permitted.
 - j. Users may not at any time or for any reason possess a copy of the system password file, or any portion thereof. Attempts to log in as any other user or as a system administrator will result in disciplinary action correlated to the school discipline ladder and cancellation of user privileges.
 - k. Any user identified as a security risk or having a history of problems with other computer systems or equipment will be denied access to the network and to the equipment.
 - l. Purchasing of goods or services via the Internet is strictly prohibited.
- 5. Students will not respond to unsolicited online contact.**
- 6. Students will not use their educational email addresses for any social media accounts.**
- 7. Vandalism--**Vandalism will result in cancellation of privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of other users or other networks connected with the Hancock County School District or the State Regional Hub Site. This includes, but is not limited to, the uploading or creation of computer viruses.
- 8. List servers or News Groups--**Students will not be allowed to subscribe to list servers or news groups.
- 9. Hancock County School District will not be liable for**
- a. Information stored on school district google drives, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources.

- 10.** All employees are warned against posting any social media content that creates a perceived hostile environment or situation, interferes with learning, or breaches confidentiality.

MOBILE PHONES AND DIGITAL DEVICE POLICY AND GUIDELINES

Parents should be aware of and accept the potential disadvantages of mobile devices being allowed at school.

1. Mobile devices may be damaged, lost or stolen.
2. Students can be bullied by text messaging or other means.
3. Mobile devices can be used to access, store and communicate inappropriate material.
4. They can disrupt the learning environment.
5. Students with mobile devices that have cellular access plans have the capability of accessing an unfiltered internet while at school.
6. Camera functions can lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.
7. In some instances, data or usage fees on mobile devices may increase.

In an effort to prevent the disadvantages and to provide a safe learning environment for the student, the Hancock County School District has developed and will enforce the following Acceptable Use Policy of Mobile Devices (AUPMD). Parents should read the following policy and discuss it with their child prior to allowing them to bring a mobile device to school.

ACCEPTABLE USE POLICY OF MOBILE DEVICES

1. The term mobile device in this policy denotes mobile phones, laptops, iPods, tablets, smart watches or any similar mobile device that can access the Hancock County School District's network.
2. Students, their parents or guardians must read and sign the Acceptable Use Policy for Mobile Devices.
3. Use of a mobile device must adhere to the District's AUPMD.
4. The AUPMD also applies to students during school excursions, camps and extracurricular activities.
5. Parents are reminded that in cases of emergency, the campus office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
6. File storage on the network or google drive from personal mobile devices is limited to school work only. Anything not directly related to school work can be removed by the Technology Department.

RESPONSIBILITY OF STUDENTS AND PARENTS

1. It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in this document. Failure to follow these guidelines may

- subject the student to the district's Code of Conduct or loss of use of the device.
2. The decision to provide a mobile device to their children should be made by parents or guardians and they should be aware if their child takes a device to school.
 3. Permission to have a mobile device at school while under the school's supervision is contingent on parent/guardian permission in the form of a signed copy of this policy.
 4. In case of illness, students should follow the proper campus procedure for contacting parents and checking out of school through the office. Failure to do so may result in the action being subjected to the Student Code of Conduct.
 5. In the event a mobile device is brought to school without a signed agreement by the parent, the student by the fact of bringing the device onto a campus implies agreement to accept the rules governing mobile devices.
 6. Responsibility for the mobile device rests with the student and the district accepts no financial responsibility for damage, loss or theft. The student should keep the mobile device secure and locked away when not in use.
 7. All costs for data plans and fees associated with the mobile devices that they brought are the responsibility of the student.

ACCEPTABLE USE OF MOBILE DEVICES

1. Each teacher has the right to allow or disallow the use of mobile devices that support student achievement during instructional time as appropriate. Each teacher has the right to determine whether mobile devices must be stored out of sight or placed on student's desk in plain sight when not used for instructional purposes.
2. Mobile devices with Internet Access capabilities will access the internet only through the school's filtered network while on school property during school hours.
3. Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the class/school.

UNACCEPTABLE USE OF MOBILE DEVICES

1. Any use of a mobile device that interferes with or disrupts the normal procedures of the school or classroom is prohibited. This prohibition extends to activities that occur off school property and outside of school hours if the result of that activity causes a substantial disruption to the education environment.
2. Unless express permission is granted, mobile phones should not be used to make calls, send text messages, surf the internet, access social media sites, take photos or use any other application during school lessons and other educational activities, such as assemblies.
3. Using mobile phones or devices to bully and threaten other students is unacceptable and will not be tolerated.
4. Pictures and videos must not be taken of students, teachers or other individuals while on campus or on the bus. No pictures or video that may denigrate and/or humiliate another student or that constitutes "sexting" or that are lewd may be taken.

5. Uploading pictures or videos of another student, teachers or other individuals to social media will result in a disciplinary action.
6. The use of vulgar, derogatory, or obscene language while using a mobile device will not be allowed and will face disciplinary action.
7. Mobile devices are not to be taken into restroom areas and used in a manner that does not comply with the AUPMD.
8. Students with severe or repeated infractions of the AUPMD may face increased disciplinary actions, including loss of mobile device privileges.
9. Any student/s caught using a mobile device to cheat in exams or assessments will face disciplinary action.
10. Any use of the mobile device that is deemed a criminal offense, will be dealt with as such by the district.

2020-21 School Year

Hancock County School District Acceptable Use Computer Policy and Internet Access Agreement

I have read the District Acceptable Use Computer Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules, I will be subject to disciplinary action in accord with District Policies/Personnel Policies.

I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my misuse of, the District system.

INTERNET ACCESS AGREEMENT

In order for a student to gain access to the Internet, the student and student's parent(s) / guardian(s) must sign an Internet Access Agreement.

The superintendent is authorized to amend or revise the following board-approved initial administrative procedure as he/she deems necessary and appropriate consistent with this policy. The superintendent is further authorized to amend or revise the Internet Network Access Agreement with the advice of board counsel.

It must be understood by all concerned that the global and fluid nature of the Internet network's contents make it extremely difficult for the board to completely regulate and monitor the information received or sent by students. As such, the board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications. Reference Board Policy IJ-R

Student Signature _____

Parent Signature _____

Date _____

PUBLIC NOTICE

Please be informed by this notice that all school buildings in the Hancock County School District have been inspected and re-inspected for asbestos. A management plan has been developed and approved by the Department of Education. A copy of the inspection results and the management plan may be viewed at each participant's office as well as the County Office, Hancock High School, Hancock Middle, North Hancock Elementary, East Hancock Elementary, West Hancock Elementary, South Hancock Elementary, and the Alternative School have been inspected and are free of asbestos.

This handbook belongs to:

Name: _____

Address: _____

City/Town: _____ Zip: _____

Phone No: _____

Student No: _____

HANDBOOK VERIFICATION

1. By signing below, you verify that you and your child have received and understand the 2020-2021 Student Handbook.
2. By signing below, you verify that you and your child understand that no one other than the parent may check a student out of school for any reason unless an authorization check-out form has been completed in the administration office. You must be 21 years old or older to check-out any student

COMPUTER USE POLICY

I have read and agree to terms of Hancock County School District Acceptable Use Computer Policy.

ATTENDANCE POLICY

I have read the Attendance Policy in the Student Handbook and am aware that excessive absences from school may jeopardize my child's opportunity for course credit.

PRESS RELEASE (Initial below in the appropriate space.)

- My child's name and picture may be released to the press.
 I do not want my child's name or picture released to the press.

YEARBOOK

- My child's name and picture may be included in the school's yearbook.
 I do not want my child's name or picture included in the school's yearbook.

SCHOOL, HOMECOMING, and PROM Dress Codes

I have read and agree to the dress codes of this handbook. I realize that dress code is an issue that can cause disciplinary action including denial of privileges and an office referral.

STATEWIDE TESTING REQUIREMENTS

The Subject Area Test Program (SATP/MAP) includes exit tests which required for graduation. Any student who fails a SATP/MAP test and passes the course may retake the test during the next test administration. If the test is passed and the course is failed, the test is counted and the student does not have to repeat the test.

I have read in the student handbook and understand the policies indicated above.

Student Name: _____

Parent/Guardian Signature: _____

Student Signature: _____

Grade Level: _____ Date: _____

Return this page to your first block teacher on the next day of school!

HCSD Compact Parent-Guardian/Student/Teacher

Student's Name _____ **Grade** _____

The Hancock County School District supports the idea of families and schools working together to help students achieve high academic standards. Through a partnership with teachers, families, and students, the following roles and responsibilities were identified as essential in supporting student success.

Parent Responsibilities:

- See that my child attends school regularly, well rested, and dressed appropriately.
- Support my child in developing positive behaviors and attitudes toward school.
- Establish a designated time and environment for homework to be completed.
- Encourage my child's efforts and be available for parent/teacher/administrator conferences.
- Communicate regularly with my child's teacher and monitor my child's academic success.
- Encourage my child to read and be a role model by reading with my child.

Student Responsibilities:

- Attend school regularly and on time.
- Come to school ready to learn and work hard.
- Be prepared for school each day with the necessary supplies and assignments.
- Complete all assignments on time.
- Respect the school, staff, and families.
- Follow classroom rules and obey all rules in the student handbook.

Staff Responsibilities:

- Provide meaningful, challenging, and appropriate lessons and homework that promote student achievement.
- Provide a classroom environment that is safe, inviting, and conducive to learning.
- Communicate regularly with parents regarding student progress.
- Maintain high student expectations and help each student realize his or her full potential.
- Enforce classroom rules consistently and fairly.
- Demonstrate professional behavior and a positive attitude at all times.
- Respect the school, students, staff, and families.

PLEASE READ AND SIGN THE SCHOOL-PARENT-STUDENT COMPACT AND RETURN TO THE SCHOOL.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Teacher Signature _____ Date: _____