

Hancock County Schools
"Educational Opportunity, Imagination, and Progress"
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Welcome to the Hancock County School District 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, joining the military 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.

The Hancock County School District Policy Manual governs all policies and procedures of the district, including the student handbook. A copy of the Hancock County School District policy manual is available for review online. The website address is: <http://www.hancockschools.net/school-board>

THE MIDDLE SCHOOL CONCEPT

The mission of Hancock Middle School is to provide the educational environment and opportunities that will help all students become lifelong learners and good citizens. Striving to meet the needs of early adolescents, Hancock Middle School selects educational goals, curriculum, and classroom instruction that will best serve the distinctive and diverse characteristics of these students. Recognizing that the middle school experiences of these early adolescents will influence their entire lives, Hancock Middle School models the following qualities of a true middle school concept:

- ✓ Focus on the nature and developmental needs of the adolescent.
- ✓ Recognition of the risks faced by the middle school student intellectually, physically, psychologically, socially, morally, and ethically.
- ✓ Creation of learning environments where students can learn by doing and by using a variety of techniques.
- ✓ Emphasis on relevant, interdisciplinary learning.
- ✓ Establishment of structure and standards for students to prepare them for life's demands.
- ✓ Provision of a loving and supportive atmosphere that accepts adolescents as they are and helps them appreciate and understand themselves.

HANCOCK COUNTY DISTRICT MISSION STATEMENT

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

1. Strong instructional leadership
2. High expectations for student achievement
3. A safe and orderly school climate
4. A systematic evaluation of student achievement

The primary function of the student handbook is to make available to students and parents the rules and policies of Hancock Middle 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 extra-curricular activities, the acceptable code of dress, and the criteria for awards, etc.**

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 when current practices may indicate.

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:	Kelly Schwartz, 7060 Stennis Airport Dr. Kiln MS, 39556, (228) 466-6340
Age Act Coordinator:	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

For the purpose of this handbook, any reference to the parent also includes guardian and/or custodian.

PARENT AND SCHOOL COMMUNICATION

Our goal at HMS is to keep the line of communication open between parents and the school staff. If you have any questions or concerns regarding absences, grading, curriculum, or classroom procedures, the teacher should be contacted first. If the response is not satisfactory, you may contact the administration of the school. If the issue remains unresolved, then the superintendent's office should be contacted. Parent may sign up for **ACTIVE PARENT** in the front office.

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. 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 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)

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

1. Certified birth certificate
2. Certificate of Compliance for immunizations
3. Withdrawal form and report card from previous school attended
4. Name and address of previous school attended
5. Legal home address of parent or guardian
6. Verification of school district residency
7. Verification of handbook receipt

Any new student enrolling in the Hancock County District, or any continuing student whose residence has changed, will be required to verify his/her residential 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, at a place of abode located within the limits of the school district.

The parent of a student seeking to enroll **must** provide the Hancock County School District with the following as address verification, except that any document with a post office box as an address will not be accepted.

- Filed Homestead Exemption Application Form OR
- Rental agreement/apartment lease OR
- Mortgage documents or property deeds (with physical address)

AND two of the following:

- Utility bill OR
- Driver’s license OR
- Voter precinct identification OR
- Automobile registration OR
- Other approved documentation

When an Affidavit of Residency is used, the parent/legal guardian must present two proofs of residence in his/her name in addition to the affidavit. The Affidavit must present the two required proofs of residency in his/her name, as listed above.

NON-RESIDENT PUPILS

No minor child may enroll in or attend any school except in the school district of his residence, unless such child be lawfully transferred from the school district of his residence to a school in another district in accord with the statutes of this state now in effect or which may be hereafter enacted. However, those children whose parent(s) or legal guardian(s) are instructional personnel or certificated employees of a school district may at such employees’ discretion enroll and attend the school or schools of their parents’ or legal guardians’ choice, regardless of the residence of the child.

REFERENCE MS Code 37-15-29 (1991)

HOMELESS CHILDREN

When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431 (1), 11432 (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).

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.

ATTENDANCE

Reference MS Code 37-13-91

School attendance greatly impacts the extent to which students’ benefit from the developmental programs offered at Hancock Middle School. Students are expected to attend all day, every day of the school term (180 days). Policies involving attendance are as follows:

1. Parents are urged to schedule medical appointments and dental appointments for students after school hours or during holiday periods.
2. 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, etc. for any absence as defined in MS Code 37-13-91; . (A-I). The documentation must include the following:
 - a. Student’s Full Name
 - b. Grade Level
 - c. Homeroom Teacher’s Name
 - d. Date(s) of Absence
 - e. Reason for Absence
 - f. Parent/Guardian Signature
 - g. Daytime Telephone Number for ParentIt is the responsibility of the student to submit the documentation to the homeroom teacher three days after returning to school.
3. Any student who exceeds 12 unexcused absences in a class will be referred to the school and county attendance officers.
4. Student absences resulting from officially approved school business will not be counted as an absence.
5. A student is allowed 12 parent notes per year, whether the absence is partial day or full day.
6. Any student who exceeds four absences each nine weeks will not be allowed to attend the next dance.

MS Code 37-13-91 authorizes law enforcement officers to investigate and file a petition against a parent or child under the provisions of Mississippi Compulsory School Attendance Law.

- Sheriffs, deputy sheriffs, and municipal law enforcement officers 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 petition with the youth court under section 43-21-451 as it pertains to a parent or child for violation of this

section.

- If a student has been absent for 10 consecutive days without notifying the school office, he/she will be formally removed from the student roll. The school attendance officer will be notified.
- If your child has a long-term medical issue, please notify a school counselor immediately.

MAKE-UP POLICY

Teachers will provide assignments weekly through an on-line learning environment. Students who are absent may access assignments at home or when they return to school. Work missed due to absences must be made up in a timely manner. Work not completed within the allotted time will be assigned a grade of zero (0).

The time allowed for make-up work will be equal to the total number of days absent from school.

It is the responsibility of the student to request and complete make-up work when he/she returns to school following an absence. It is the responsibility of the teacher to provide and schedule the make-up work with the student once it has been requested. Please give teachers 24-hour notice before picking up missing assignments.

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. Individual schools may designate a special honor to students who have attended school all day, every day.

CHECK IN POLICY

In order for a late check-in to be excused the proper documentation and/or parent sign in is required. Students who have 12 or more check-ins will be referred to the county attendance officer.

CHECK OUT POLICY

A parent must come to the administration office of the school to complete a Checkout Card to designate to whom the school may release his/her child. In order for an early check-out to be excused a doctor's note is required. Students who have 12 or more checkouts will be referred to the county attendance officer.

The following applies:

- Designees must be at least 21 years of age.
- A designee must report to the administration office and show a picture I.D. to check a student out of school.
- No notes or telephone calls will be accepted for the purpose of checking a student out of school.
- Checking in late or checking out early will count as a class absence in unattended classes.
- Due to the difficulty of locating students at dismissal time, student checkouts will end each day 15 minutes prior to the dismissal of school.
- During severe weather or an emergency situation at the school, the school has the responsibility to protect the students; therefore, parents will have to wait until the emergency is lifted to check out children.

GRADING/REPORTING

Numerical averages will be used on report cards to report student achievement. The grading scale is as follows:

Letter Grade	Numerical Range	Progress
A	90-100	Advanced
B	80-89	Proficient
C	70-79	Pass
D	65-69	Basic
F	64 and below	Not Passing

SAM 7 GRADE REPORTING KEY

Code	Meaning	Numerical Value	Used For
NG	NO GRADE	0	Missed assignments 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

Due to HCSD policy, any grade of over 100 will be translated as a 100.

Assignments will be graded according to the following grade weights:

- Minor Grades (daily, homework, quizzes) 50%
- Test/Major Projects 50%

A minimum of 3 major grades/maximum of 5 major tests/projects will be given each 9 weeks. A minimum of 7 minor grades /maximum of 14 minor grades will be given per 9 weeks. For a total of a minimum of 10 grades/ maximum of 19 grades per nine weeks.

Mid-term progress reports shall be provided to all students at the mid-point of a grading period and are required to be signed by the parent and returned to the teacher.

There shall be four grading periods of approximately nine weeks each. Report cards shall be issued at the end of each nine-week period. The average posted on the report card will be based upon daily class work, daily and chapter tests, individual/group projects, and outside assignments.

A grade of "incomplete" will not be given. Students will receive an average based upon completion of assigned work.

8TH GRADE MATH, ICT

Eighth grade Math and ICT are Carnegie unit credit for Graduation.

In the event that instruction is provided virtually through distance or hybrid learning, daily work, homework, quizzes (Minor Grades), as well as tests and major projects (Major Grades) 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.

PROMOTION, RETENTION, AND TRANSFER OF STUDENTS

For promotion from sixth grade to seventh grade, from seventh grade to eighth grade and from eighth grade to ninth grade, a student must show combined proficiency in each core courses: math, language arts, reading, science and history. Students must comply with the district's attendance policy.

The superintendent, principal, and teachers will consider special exceptions to the promotion/retention policy. Transfer of regular education students shall be done only upon recommendation of the principal and approval of the superintendent. Such transfers shall only be made in situations involving unusual circumstances.

TEACHER-STUDENT RELATIONSHIP

Reference MS Code 37-11-55

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 will achieve their goals. The Hancock County School Board and administrators recognize the teacher as the authority in classroom matters and support that teacher in any decision in compliance with the written discipline code of conduct.

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 receive consequences up to expulsion depending upon the violation and attitude of the student.

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 requested 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.

AWARDS AND HONORS

An awards program will be held to recognize outstanding academic achievement, perfect attendance, and exemplary citizenship.

HONOR ROLL

An Honor Roll list will be published after the report cards are issued following each nine-week term and end-of-year 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."

REQUIREMENTS FOR HOLDING OFFICE

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

1. The student must pass all subjects for the previous year, continue satisfactory work and be in regular attendance.
2. The student must exemplify good behavior; those who are placed on the discipline ladder may be removed from office.
3. Students may hold a maximum of 3 offices, none of which should be equivalent. Each sponsor will determine the level of each committee, club, and/or officer's position.
4. Officers will be asked to sign a contract of responsibility for officer-ship. Each club and sponsor will set these guidelines.
5. The student must meet any other qualifications of the organization.

GUIDANCE DEPARTMENT

The Guidance Department exists to aid the growth and development of students as they progress through school. It strives to provide opportunities for students to develop an understanding of themselves and their abilities and to base future academic, vocational, and personal decisions upon this knowledge. The counselor aims to help students profit as much as possible from their school experience, to assist students to mature as individuals, to understand their responsibilities for making decisions, and to live with the consequences of their decisions.

Students or their parents, who are seeking special assistance with academic, attendance, personal, or interpersonal problems may contact the school's guidance counselors. The services provided by the guidance department are as follows:

1. Student registrations and transfers
2. Individual counseling according to the area of need
3. Group counseling with students who have a common need
4. Peer tutoring programs
5. Teacher-Parent conferences
6. Weekly reports of student progress based upon individual needs
7. Daily tracking sheets, upon recommendation from the teacher and counselor
8. Individual student contracts
9. Referrals to support agencies
10. Assist with career plans

A student wishing to go to the Guidance Office must have a pass from his/her teacher or an administrator. **Students wishing to speak to a counselor should sign in with the guidance secretary to obtain an appointment.** Students will be called to the Guidance Office for their appointments, after being called students must sign in with the receptionist and wait only in the reception area.

HANCOCK MIDDLE SCHOOL TEACHER SUPPORT TEAM

The purpose of the Teacher Support Team (TST) is to identify and assist students who are demonstrating difficulty or sudden change in the areas of behavior, attendance, health, or academic performance and to direct these students to appropriate school-based or community-based services. Referrals to TST may be initiated by school personnel, the student's parent or legal guardian, or another person involved in the education or care of

the student. Parental involvement in the TST process is vital for student success. Additional information about TST may be obtained from the Guidance Department.

EXTRACURRICULAR PROGRAMS AND SERVICES

Extracurricular activities are defined as those school-related activities, which are governed by the Mississippi High School Activities Association. The extracurricular activities provided at the middle school level include the following:

1. Band
2. Cheerleading
3. Competitive Sports
4. Dance Team
5. Choir

ATHLETIC ACADEMIC ELIGIBILITY

To be eligible only for middle/junior high activities, a student must have passed any four courses (that meet the equivalent of 250 minutes per week and meet MDE requirements) with a 2.0 average for the preceding semester (computed numerically or by GPA). The year-end average for the spring semester will be used to compute averages for the fall semester. Students must be on track to be promoted to be eligible.

To be eligible for high school activities, the middle/junior high school student must have passed the four core courses (English, math, science, and social studies) with a 2.0 average for the preceding semester (computed numerically or by GPA). The year-end average for the spring semester will be used to compute averages for the fall semester. Students must be on track to be promoted to be eligible.

Summer school or extended school year grades will replace the grade for a failed course in the spring semester GPA.

The head coach and/or the athletic director can assist all students and parents with information regarding any MHSAA issues.

ATHLETIC ATTENDANCE ELIGIBILITY

If a student misses any part of a day of school, he/she cannot play in a game on that same day, unless the absence is approved and documented. Each absence, whole or part day will be monitored by the coach and may be reviewed by the athletic coordinator.

ATHLETIC MEDICAL REQUIREMENTS

All students participating in extracurricular activities must have an approved medical physical prior to any tryouts.

ATHLETIC 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 must carry school insurance, show proof of other coverage, or provide a signed waiver.

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. Use of athletic facilities will not be permitted without the prior written permission of the athletic coordinator and the principal.

If a student misses 50% of a school day, he/she cannot play in a game on that same day. Exceptions are 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.

CODE OF CONDUCT

GENERAL BEHAVIORAL GUIDELINES

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 Hancock district 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 to foster a safe, orderly, and educational atmosphere for learning in school and during school functions.
6. Respect Hancock County School District property and the personal property of other people.
7. Obey the laws of the United States, the state of Mississippi and the rules of the Hancock County School District, including district policies, this *Code of Conduct* and classroom rules.

STUDENT RIGHTS

All students in the Hancock County School District have certain basic rights that are outlined by the Hancock County School District policies and are in compliance with the United States Constitution, federal laws, and the Constitution and 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 (the 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 Seizure.

Students have the right to be free from unreasonable search and /or seizure. 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.

DISCIPLINE POLICIES AND PROCEDURES

Students are expected to conduct themselves in a responsible manner and to respect the rights and property of others. Students shall abide by the laws of the State of Mississippi and of the United States. To ensure parental and student understanding of school policies and rules, parents and students are required to sign the Handbook Verification form.

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 have a responsibility to report physical, verbal, and emotional harassment, threats, and/or intimidation to the appropriate school staff member. Students are encouraged to use staff members as resources to assist with the day to day matters as well as safety issues, which are of significance to the individual student or general welfare and safety of any other person. Students should report unresolved matters to a school administrator. Disciplinary actions and procedures are subject to the following controlling principles:

1. The arbitrary administration of discipline is strictly prohibited, as is discrimination based upon race, color, creed, or sex.
2. The severity of punishment must relate directly to the gravity of the offense or the step of discipline for students who are on probation.

When behavior warrants an office referral, the following disciplinary options may be used:

AFTER SCHOOL DETENTION/TUTORING

(for 1 hour; to start 5 minutes after school is dismissed)
Students assigned to after school detention must prearrange transportation and be promptly picked up at the designated end time of detention. Students who are picked up more than 15 minutes late will lose the option of detention. Students who miss After School Detention will serve In-School Suspension the following day.

IN-SCHOOL INTERVENTION

In-School Intervention is defined as an administrative option that may be used for behavioral or academic management. In-School Intervention (ISI) will also be used for dress code

violators. Repeated dress code violations will be dealt with in accordance with the Student Discipline Ladder. Any student placed in In-School Intervention will be denied attendance at school related activities.

SUSPENSION

The Superintendent or his designee shall report student suspension and student expulsion to the School Attendance Officer. Suspension from school is defined as temporary denial of school attendance. A conference with the student, the student’s parent(s), and the principal is required prior to the student’s reinstatement.

ALTERNATIVE SCHOOL PROGRAM

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.

Any student who is suspended, recommended for expulsion or placed in an alternative setting for disciplinary reasons cannot attend any school district event at home or away.

DUE PROCESS

Prior to any suspension the principal or his designee shall:

1. Advise the student in question of the particular misconduct and the basis for accusation; and
2. Provide the student an opportunity to explain his/her version of the situation; or
3. 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 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.

1. A notice in writing of the suspension and the reason thereof shall be given to the parent of the student.
2. The student shall be provided with a copy of the Board's policy and administrative procedures on suspension and expulsion.
3. The student shall be provided with the names of individuals who have primary knowledge of the facts forming the basis for the suspension or expulsion. This will permit the student to present the case in a more meaningful manner.
4. The student shall be permitted to examine any document or record the school will use at the hearing.
5. The student shall be permitted to obtain legal counsel at his/her own expense.
6. The student and/or his/her counsel shall be permitted to cross-examine those who have primary knowledge of the facts presented at the hearing.

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

EXPULSION

I. 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:

- A. Expulsion is defined as any denial of school attendance beyond nine 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.
- B. The power to expel a student is vested in the Hancock County School Board of Trustees.
- C. The severity of punishment must vary directly with the gravity of the offense.
- D. 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.
- E. 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 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.
- F. As a general rule, no student shall be expelled without clear proof that: The student poses a threat to the orderly operation of the school programs or activities or a danger to the physical well-being of self, other students or Faculty or to school property; AND
- G. The parent of the student has been notified of the student's misconduct and the possibility of such expulsion and has been offered opportunities to confer with the principal or other relevant faculty members regarding the student's misconduct: OR,
- H. State law requires expulsion. (See Appendix C)
- I. **Any student who is recommended for expulsion or is expelled cannot attend any school district event, home or away.**

II. Expulsion Procedures

- A. Any principal who determines that a student has committed an infraction or infractions justifying expulsion shall send a letter recommending such expulsion to the superintendent or his 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 recommendation for expulsion to the parent/guardian of the student.

- B. The assistant superintendent or other designee of the superintendent will serve as investigator, convener and administrative officer for the committee. He/she shall have no vote and shall prepare a summary of the hearing to include conclusions and recommendations 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.
- C. A Disciplinary District Committee comprised 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 the parent or guardian shall have the right to:
 - 1. Have counsel (at their own expense) present at the hearing.
 - 2. Offer statements by the student and parent or guardian and any other person who has information relevant to the charges advanced by the principal.
 - 3. Hold the Disciplinary Hearing in executive session.
 - 4. Cross examine witnesses (if applicable) and present your statement of the occurrence.
- B. The findings and recommendations of the Disciplinary District Committee will rest solely upon applicable school rules and law and only upon evidence admitted at the hearing. The District Disciplinary Committee shall review all the facts before making a decision. If action of the Board of Trustees of the District is required, the District discipline committee 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 designee to the student, parent and to the administering principal.
- C. Should the parent or guardian be dissatisfied with the findings and recommendations of the District Disciplinary 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 the hearing, the parent will be notified of the date, time, and place of such hearing.
- D. Students who are expelled may apply for readmission at the beginning of the next school year, or until such time as the expulsion ends as required by law.

DISCIPLINE LADDER

The following procedure will be used in administering consequences for violation of school rules/regulations, depending on the attitude of the student and the nature of the offense.

In-School Intervention (ISI) consists of restricted campus access, a review of handbook policies, and the student's classroom assignments for the duration of placement. In-School Intervention (ISI) may be used at the administrators' discretion.

Students on Step 5 or higher will not be allowed to attend or participate in designated school activities.

A student may be recommended for placement in In-School Intervention, or other approved alternative placement, any time the administration feels the student's actions warrant such.

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 exhibiting 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 in-School Suspension
Removal from ladder at end of twenty (20) school days
- Step 3 Parent/Guardian Contact
2 days in-School Suspension
Removal from ladder at end of thirty (30) school days
- Step 4 Parent/Guardian Contact
2 to 3 days in-School Suspension
Removal from Step 4 and placement on Step 3 after twenty (20) school days
- Step 5 Parent/Guardian Contact
1 to 3 days out of School Suspension
Removal from Step 5 and placement on Step 4 after thirty (30) school days
- Step 6 Parent/Guardian Contact
2 to 9 days Out of School Suspension, 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 to 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 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 activities, home or away.

Written discipline reports will be sent home with the child indicating the nature of the offense and the disciplinary action taken. Discipline notices are to be signed by a parent and returned to the teacher/administrator within two days after having been issued. If there is no parent response, the school will consider that the parent understands the action and consequence.

The school district expands the right 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 student or to change the 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 to 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 teachers of such class as a whole.

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 the following:

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. Defacing or otherwise damaging property that belongs to the school district or an individual (to include restitution*)	Step 4-7
4. Dishonesty in any form, including academic Dishonesty (cheating) false testimony, stealing, Possession of stolen item, 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 or verbal aggression that results in a physical confrontation	Step 3-7
9. Failure to report to teacher, office or other designated location	Step 2-7

		drugs not approved by the administration	
10. Gambling or possession of gambling devices	Step 1-7		
11. Harassment, intimidation, threat, or bullying to include cyberbullying, cyberstalking, taking pictures, videos and/or posting on a social network	Step 3-7	33. Use, sale/transfer or possession of tobacco** or tobacco-related products at school or in the immediate vicinity of school shall result in citation, e-cigs, vapor devices	Step 3-7
12. Hazing or initiation activities	Step 3-7	34. Use, sale/transfer or possession of a weapon	Step 7
13. Improper behavior on campus or at any school event	Step 1-7	35. Use or possession of a cell phone or electronic Device	Step 2-7
14. In an undesignated area	Step 1-7	36. Use or possession of cell phone or other electronic device during the administration subject area test.	Step 4-7
15. Inappropriate language, writing, acts, gestures or symbols, including insults and inciting remarks, pornographic material	Step 1-7		
16. Inappropriate writing on school materials, including book bags	Step 1-7	*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)	
17. Leaving campus without authorization / truant	Step 3-7	Other disciplinary action may consist of a conference with a counselor or administrator, denial of participation in school activities, probation, or a combination of any two or more such actions, including appropriate constructive assignments, depending on the seriousness and circumstances of the offense and the attitude of the student.	
18. Other behaviors as designated by administration	Step 1-7		
19. Out of room without proper pass/cutting class	Step 2-5		
20. Physical altercation: pushing, bumping, shoving (minor disruption of the educational process)	Step 1-6		
21. Fighting with students, faculty or other school personnel (major Physical Assault: disruption of the educational process)	Step 6-7	When suspended, a student is not allowed on the campus, nor is he/she allowed to attend any school district function.	
22. Provoking civil unrest and/or provoking violence	Step 3-7	** Tobacco use on all school premises is absolutely prohibited: (Reference MS Code 97-32-25)	
23. Profiteering – sale of goods or services on school property or at school function without administrators’ permission	Step 1-7	Electronic Cigarettes/Vapor devices are not permitted on School Grounds by anyone (students, staff, or adult).	
24. Public display of affection or inappropriate physical contact	Step 1-7	<ul style="list-style-type: none"> 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 are 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. 	
25. Refusal to identify self correctly when requested to do so by a faculty or staff member	Step 2-7		
26. Secret society solicitation, enrollment, membership, and/or representation	Step 4-7		
27. Use, sale/transfer, under the influence, or possession of alcohol, alcohol related products, or a controlled substance on or near school grounds	Step 6-7		
28. Sale/transfer of a counterfeit drug	Step 5-7		
29. Use, sale/transfer or possession of a dangerous object	Step 4-7		
30. Use, sale/transfer or possession of drug paraphernalia	Step 4-7		
31. Use, sale/transfer or possession of fireworks of any kind	Step 4-7		
32. Use, sale/transfer, under the influence, or possession of over-the-counter or prescription	Step 2-7		

STUDENT TRANSPORTATION ROUTINE STUDENT DROP-OFF AND PICK-UP

Students will not be allowed to ride a bus to the high school or walk to the high school unless they have prior permission and will be under the direct supervision of an adult on the high school campus.

Parent(s) or designated individuals must drop students off and pick them up in front of the administration building, near the flagpole. Students should arrive between 7:20 a.m. and 7:45

a.m. Students should depart from school between 3:10 p.m. and 3:30 p.m. **Students are not permitted to remain on campus or return to campus after 4:00 p.m. unless they are under the direct supervision of a teacher or other adult on the school campus. Violation of this policy may result in placement on the discipline ladder.**

Due to the difficulty of locating students at dismissal time, student checkouts will end each day 15 minutes prior to the dismissal of school.

PICK UP FOR AFTER SCHOOL ACTIVITIES –

Students must prearrange transportation and be promptly picked up at the designated end time of activity.

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 department may be called to retrieve any student not picked up in a timely manner.

STUDENT VEHICLES

Middle school students will not be allowed to drive vehicles on campus.

BUS POLICIES AND THE BUS STOP

Drivers are empowered to enforce the regulations by reporting all violations to a school administrator. If any student disobeys any of the rules and regulations of good conduct, school officials may deny privileges of riding the school bus. (Legal Ref: MS Code 37-7-301, 37-9-71 and 37-41-1). Any student in violation of the rules and regulations may be referred to an administrator and administered consequences based upon the nature of the incident and the attitude of the student. Furthermore, the severity of any situation may result in school consequences in addition to bus consequences.

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 driver in a timely manner.

Pupils while riding a school bus or at bus stop shall follow all school rules and shall not:

1. Possess or use intoxicants or tobacco products
2. Fight
3. Engage in horseplay
4. Physically assault another person
5. Intimidate, harass, and/or threaten others
6. Strike or threaten the bus driver or substitute driver
7. Possess and/or use weapons
8. Possess and/or use dangerous objects
9. Commit any offense otherwise punishable by law
10. Use or possess fireworks
11. Get on or off the bus while it is in motion
12. Commit any other act of improper conduct
13. Show disrespect to the bus driver or substitute driver
14. Use profane language or make vulgar gestures
15. Make excessive and/or distracting noises
16. Violate safety procedures (exiting emergency door, body part extended from bus window, throwing objects)
17. Participate in any hazing or initiation activities
18. Touch self or others inappropriately
19. Possess, use, distribute, or be under the influence of alcohol or a controlled substance, to include illegal drugs as

- well as scheduled prescription drugs
20. Possess electronic devices or play gadgets
21. Sit anywhere except an assigned seat
22. Move from one seat to another while the bus is in motion
23. Consume food or beverage
24. Cell phone violation (cell phone cannot be on)

Items marked with an * may result in automatic bus suspension or denial of bus privileges depending upon the attitude of the student and the nature of the offense.

Severity of any situation may result in school consequences, in addition to bus consequences.

BUS DISCIPLINE CONSEQUENCES

Warning(s) by driver or administrator

Step One	One day bus suspension
Step Two	Two days' bus suspension
Step Three	Three days' bus suspension
Step Four	Four days' bus suspension
Step Five	Bus suspension for the remainder of the school year

In the event of lost bus privileges, parent(s)/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 the Superintendent's office, a due process hearing.

BUS REGULATIONS

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 is making stops, 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 is liable for the damages. (MS Code 37-7-301)
7. Students shall be picked up and dropped off only at their assigned stops or an administrator approved alternate stop.
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.
11. Except for bona fide emergencies, buses will stop only at approved bus stops.
12. If any student wishes to ride another bus as a visitor, the student must submit a parent note with the following

information to the office during homeroom
 Date Day Time Phone Number
 Student's Name Normal Bus Number
 Parent Name Visiting Student's Name
 Parent Signature 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.

13. Students may not have any items out of their book bags while riding the school bus.
14. A student that has been suspended from one bus will not be allowed to ride any other bus.

CAFETERIA POLICIES

Vending machines are in operation in accordance with federal lunch guidelines, and the times may change throughout the year.

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.

1. All lunches are to be eaten in the cafeteria or another designated area at the discretion of the administrator.
2. Napkins, utensils, straws, ice, condiments or any other items belonging to the cafeteria shall not be taken from the cafeteria without permission.
3. Students who bring lunch from home must eat in the cafeteria or other designated area 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.
4. Students shall not sit on tables or place feet on the chairs.
5. Students who purchase tray lunches shall deposit trays and utensils in proper receptacles.
6. Students are prohibited from breaking into the lunch line or from holding places in line for other students.
7. Students establish their position at the rear of the line and remain in the established order through the serving line.
8. Students must not use other students' I.D. numbers. This is a federal offense and may result in disciplinary action.
9. Each student in designated eating areas is under the authority of all duty teachers.
10. 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 or floor.
- Recover items dropped on the floor to prevent safety hazards.
- Report food or liquid spills to the cafeteria staff, who will assist in locating cleaning supplies.
- Do not move chairs from one dining table to another.
- 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 and fellow students.

CAFETERIA COLLECTION PROCEDURES

Each student shall be issued a household application for free and reduced-priced meals the first day of school. It is only necessary for one application per household to be returned.

To apply for free and reduced price meals for students, please visit the district website at www.hancockschools.net or fill out a paper application available at the school or cafeteria or 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.

All students are issued a lunch identification number that is used as an identifier with the cashier. All students whether reduced or paid, may pay in advance. These funds will be deposited into the student's lunch account.

Way to Pay Meal Accounts:

1. At the Point of Sale – cash or check
2. At the superintendent's office, Child Nutrition Department – cash check or card
3. Online at myschoolbucks.com
4. Mail check to 17304 Hwy 603, Kiln, MS 39556

The child nutrition department will accept checks only for breakfast and lunch meal purchases. Meal payments cannot be combined with other school expenses. No cash will be given for a check. Checks must include the student's lunch number and should be preprinted with writer's name, complete mailing address, telephone number, driver's license and (or) social security number. No postdated checks will be accepted. All returned checks will be assessed a \$40.00 handling fee.

Cash refunds will be made only when a student withdraws from school. All requests for a cash refunds shall be addressed in writing to the Child Nutrition Director in the Superintendent of Education Office.

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.

BREAKFAST AND LUNCH PRICES

STUDENT FULL PRICE	\$1.50	\$2.70
STUDENT REDUCED PRICE	\$0.30	\$0.40
ADULT PRICE	\$2.25	\$3.75

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). All extra sale items are paid with cash at the time of sale.

EXTRA SALE PRICES

ENTRÉE	\$1.75
VEGETABLE/FRUIT	\$0.75
BREAD	\$0.25
MILK	\$0.50
JUICE/WATER	\$0.50 /1.00

ICE CREAM \$0.75/1.00

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 chargers. (FNS Instruction 796-2 Rev.)

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 the student to purchase extra food/snacks/beverages, in the cafeteria, the account must be positive and is a cash in hand only purchase.**
4. **All debts must be paid by the end of the year, whether the student's benefit status is paid, reduced or free.**
5. **Student meal accounts must be paid in full for exemption of 9-week exam 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 parent/guardian to the Department of Human Services in the event of suspected neglect as mandated by law MS CODE section 97-5-39.

CORRIDOR GUIDLINES

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.
- ◆ Do not run in the halls.
- ◆ Avoid excessive noise such as loud laughter, yelling, whistling, stomping feet, etc.
- ◆ If a teacher or a visitor comes through the corridor when it is crowded, courteously move to one side and assist with doors when necessary.
- ◆ Do not block classroom doors or doors leading into the buildings.
- ◆ Be considerate of classes in session.
- ◆ Do not loiter in the halls.
- ◆ Do not take food or drinks into the hallways during the school day. These items will be confiscated and not returned.

Students shall not be permitted to leave class unless an appropriate hall pass has been completed by the teacher and the student has signed the "Out of Class" log.

VIDEO TECHNOLOGY

Video surveillance is used on this campus for purposes including, but not limited to, security and safety.

SCHOOL SEARCHES

SEARCH OF DESKS AND LOCKERS

Desks and lockers are school property and remain at all times

under the control of the school. However, students are responsible for whatever is contained in desks and lockers issued to them by the school. School officials may conduct periodic general inspections at any time for any reason related to school administration. Inspection of individual lockers or desks may occur when there is a reasonable basis to do so.

SEARCH OF STUDENTS

A student's person and/or personal effects may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. 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 a more intrusive search is necessary, a school official will conduct it in private with an adult witness present. Metal detection devices may be used if necessary.

NOTICE OF POLICY - SEARCHES

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 Ref:

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

Horton v. Goose Creek Independent School District, 690 F.2d 70 (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)

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. Any and all medication that must be administered to students during the school day must be kept in the nurse's office. Student may visit the nurse if they have their picture I.D. badge and a signed planner from their classroom teacher. Students who abuse visits to the nurse will have a parental contact made and 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.**

SUDDENT 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 will be notified.

If the student is seriously ill or injured and cannot remain in school, school authorized personnel shall call the parent notifying him/her of the child's condition. The parent or an approved designee will come to the school and check the student out. If the parent cannot be contacted and the student's situation is severe, school officials will contact 911 and/or

emergency medical personnel.

Students who abuse visits to the nurse will have parental contacts made.

INHALERS

The Board of Education shall grant authority to the superintendent or his/her designee to permit a student with an asthmatic condition to possess an inhaler for emergency treatment. The superintendent shall grant permission to students on an individual basis subject to the following conditions.

1. A written request from the parent requesting the student be granted permission to possess the inhaler must be on file in the principal's office. No student other than the approved student will be allowed to use or possess the medication.
2. A medical physician must prescribe the inhaler and a written order from said physician indicating the necessity for the student to possess an inhaler at all times must be on file in the principal's office and the nurse's office.
3. The parent will be required to provide inhalers to be distributed as follows:
 - A. Student
 - B. Principal's office/Nurse's office
 - C. Extracurricular activity instructor (where applicable)

NEBULIZED TREATMENTS

The nurse can give nebulized (breathing) treatments, with permission given in a note from the physician. The note must include the name of the medication, the amount to be given, and the frequency of treatment. The nurse keeps a nebulizer in the clinic.

MEDICATION

Reference MS Code 37-11-18. Emergency medication shall be administered to students with chronic conditions such as asthma, diabetes, and/or violent allergy reactions. Prescription medication shall be administered to students with hyperactivity, provided the policies and procedures listed below are followed at all times. **NO STUDENT WILL BE ALLOWED TO BRING MEDICINE TO OR FROM SCHOOL.** Parents may bring medication to school to leave with the school nurse. Medication must be in a properly labeled container with the student's name, medication dosage, and the time to be dispensed. The nurse can give medications labeled by a pharmacist if a parent consent form is on file in the clinic.

Procedure for administering medication:

1. The parent must submit a written request with written instructions from the physician.
2. All medication shall be kept in a locked storage area in the principal's/nurse's office.
3. A record shall be kept of all medication issued, including amount.

COMMUNICABLE DISEASES

Individuals having a contagious condition must present a clearance slip from the Health Department or a physician upon returning to the school. If the school nurse suspects a contagious condition in a student and informs the parents, parents must have the child checked by a physician. A note from the physician will be required for the student to return to school.

HEAD LICE (PEDICULOSIS)

If a student in any public elementary or secondary school has had head lice three consecutive occasions during one school year while attending school, or if the parent of the student has been notified by school officials that the student has had head lice on three consecutive occasions in one school year, as determined by the school nurse, public health nurse or a physician, the principal or administrator shall notify the county health department of the recurring problem of head lice with that student. **Parents will be contacted to pick up a child from school if head lice or nits are visible.** The school principal or administrator shall not allow the child to attend school until proof of treatment is obtained.

A child may return to school as soon as they have been properly treated and all eggs (nits) are removed. The child must be checked by the school nurse or a person designated by the principal before being permitted to ride the school bus or return to school. Proof of treatment must be provided to the school. A one-day excused absence will be provided for treatment of head lice.

LIBRARY

All students are entitled to use the school library and to check out books. Students must have a hall pass signed by their teacher to be admitted into the library during a class period. Students will be asked to return to their class at any sign of disturbance and will not be permitted to use the library for one week. Students must observe all rules posted in the library.

GENERAL POLICIES

FIELD TRIPS

Teachers and students may plan field trips as an individual class activity, a grade level activity, and/or an organization enrichment project. Field trips are a supplement to the curriculum and should be planned and attended with the objective of culminating a unit of study. However, field trips are a privilege afforded those students who have demonstrated good conduct and respect for authority. Students on Step 5 or higher will not be allowed to attend or participate in designated school activities.

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 prior to the date of the trip. Any visitor attending a field trip must have prior approval from the principal.

“Take Our Daughters to Work Day” – “Take Our Sons to Work Day”

The Hancock County Board of Education recognizes the educational benefits for parents and children to participate in the nationally recognized “Take Our Daughters to Work Day” and Take Our Sons to Work Day.” The nationally scheduled days are Daughter's Day scheduled the fourth (4th) Thursday in April and Son's Day scheduled the first (1st) Thursday in May. The Board of Education reserves the right to designate alternate days of observance based on state-wide testing or other district conflicts. Students who wish to take advantage of the educational opportunity will be given an excused absence in accordance with MS Code 37-13-91 (4) (h). The absence must be approved by an administrator, in writing, prior to the date.

ELECTRONIC EQUIPMENT/PLAY GADGETS

Students should bring only school-related items to school.

Students are not allowed to bring radios, tape/CD players, cameras, laser devices, electronic games, or play gadgets to school. Included in this list are all types of trading cards, tapes, CD's, beepers, game pieces, fingerboards etc. Students who fail to comply will have their items confiscated. For the first offense, the item may be picked up by the parent and the student warned. For the second offense, the item will be kept for one week prior to parent pick up. For the third offense, the item will be kept for two weeks and a week added for each additional offense. The parent must obtain the confiscated items from the school. The school, administrators, faculty, and staff are not responsible for lost, stolen or confiscated items. All students should be aware that the theft of these items is a major problem at all schools.

COMPUTERS

Students are not permitted unauthorized and/or unsupervised access to any computer internet services.

LOST AND FOUND ARTICLES

Any student who loses an article of value should notify the office immediately. Items found at school should be taken to the office. Students should not bring expensive personal items to school. These become targets for theft. The wearing of expensive jewelry, jackets, and shoes is strongly discouraged. Students should mark all personal items including book bags, notebooks, clothing, etc.

TELEPHONE

A telephone is provided in the main office for student use. Students are allowed to use the school telephone after obtaining permission to do so. Students will be called to the telephone to accept a call only in an emergency and when the caller has properly identified himself and explained the nature of the call. The school telephone is for business only. No other telephones may be used by students on campus.

CELLULAR PHONES/COMMUNICATIOIN DEVICE

Students are not allowed to use cell phones on school campus during school hours. **Cell phones and apple watches/texting devices must be kept in a book bag and in the "powered off" position. Use of cell phone, smart watches, and texting devices will result in placement on the discipline ladder.**

If there is use, suspicion of use, or if the cell phone is in plain view, it will be confiscated. A student who refuses to give a cell phone to a faculty member will be referred for disciplinary action. A confiscated cell phone must be picked up by the student's parent. The school, administrators, faculty, and staff are not responsible for lost, stolen or confiscated items.

First offense – cell phone held in office and returned to parent at the end of the school day;

Second Offense – cell phone held in office for three school days and a parent or guardian is required to retrieve the device.

Third offense – cell phone held in office for five school days and a parent or legal guardian is required to retrieve the device. Disciplinary based on nature and severity of the incident.

Fourth offense – cell phone held in office for ten school days and a parent or legal guardian is required to retrieve the device. Disciplinary based on nature and severity of the incident.

The Mississippi Public Schools Accountability Standards, 2006, prohibit the possession and/or use of any electronic

communication device, including cell phones and personal digital assistance devices, by students during the administration of scheduled statewide tests. Student possession of any such device, even if it is not being used, is a violation of state policy. The consequence of this testing violation is invalidation of the student's test; therefore, the student's score will be automatically non-passing. In addition to receiving a non-passing score, the student will be referred to the school administrator for disciplinary action.

FUND RAISERS

Private fundraisers or fundraisers for other schools are not permitted. Requests for fundraisers must be submitted by the organization's sponsor in writing to the principal for approval. After approval, the sponsor is the only person permitted to place orders for items sold. Items that are purchased through school-approved fundraisers automatically become property of the school. Superintendent/School Board approval.

SNACKS

No eating or drinking will be allowed in any area other than the cafeteria/commons area unless approved by an administrator. No glass containers may be brought on campus.

BEVERAGE CONTAINERS

Beverage containers will only be allowed during the lunch period or at other designated times at the discretion of the administrator. Beverage containers must remain in the student's lunch bag or book bag.

PARTIES

All school parties must be pre-approved by the principal.

ACTIVITIES

Activities are occasionally scheduled during and after the school day that are intended to enhance a sense of school community, to showcase student talent and to provide entertainment. Attendance at these activities is a privilege. Students may be denied attendance based upon behavior, attendance, and/or work ethic (i.e. repeated office referrals; absences beyond the 4-6-12 allowed for quarter, semester, and year-long classes; and/or repeated failure to complete assignments).

DELIVERIES

Deliveries of flowers, balloons, and/or food items to the school for individual students are not permitted.

VISITORS

All visitors must have approval from the principal to visit the school. Visitors must enter through the Administration Building and receive a "visitor's pass" before entering any other building. Parent/grandparent/visitors eating lunch with student (s) must be pre-approved through office and should sit in a designated area with their child/grandchild.

Adults: Adult visitors are certainly welcome in the school since visitation usually expresses wholesome interest in the school's efforts to maintain a quality program. Intended visits should be cleared in the principal's office so that proper guides may be available. Because spontaneous visits often disrupt the routine activities of the school day, visitors are requested to schedule their visits.

Students: Students from other schools are generally ineligible

to visit the campus. Such students are often unexcused from the school in which they are enrolled and do not have a legitimate purpose for visiting the school. Students who may be out of school because of a difference in the schedule of holidays are not authorized to visit the school.

No student is to socialize with any person who is not a student or an employee in the Hancock County School District while on campus unless permission is granted by the principal. To “socialize” means to talk to, to get in the car with, or to accept food items from.

RESTITUTION

Any student who owes fines/restitution will not be allowed to attend dances.

BULLETIN BOARDS/WALLS

Nothing is to be placed on bulletin boards or walls without permission from the principal. No signs should be placed on any windows or doors.

VIDEOS

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

DISTRIBUTION OF UNAUTHORIZED MATERIALS

Unauthorized materials shall not be distributed to students and/or staff members.

TEACHERS’ LOUNGES/WORKROOMS Students are not allowed in the teachers’ lounges/workrooms before, during, or after school.

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.

If a student enrolls in another school system, his/her cumulative record will be sent to the school upon request. Parental consent is no longer required according to the Federal Register, Volume 41, Number 118, Section 99.34 (a) (1)(11).

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 the supervising teachers. Student cooperation is mandatory during all 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 superintendent shall

make the decision to close schools after conferring, when administratively feasible, with the president of the school board and other community agencies responsible for the safety and well-being of the community. The superintendent or his/her designee shall approve public announcements and releases to news media.

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 closed shall operate for the required full time after being reopened during the scholastic year 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. Children will be retained in tornado drill until it is deemed safe to dismiss them, unless they are picked up by their parents. 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.

TEXTBOOKS

Hancock County School District provides textbooks free of charge to students; however, not all subjects require textbooks. It is the duty of each student to care for these textbooks to the best of his/her ability. Students who lose or damage textbooks are required by State Law to pay for them. Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced it.

LOST BOOKS

If at any time during the school session a student loses a book, he/she shall be charged the replacement cost.

CLUBS/ORGANIZATIONS

Clubs/Organizations at Hancock Middle School offer many exciting opportunities to make new friends and participate in fun, community-minded activities.

Clubs/Organizations at HMS include:

Beta Club	Earth Club
WHMS News Team	Yearbook Staff
Robotics	Art Club
Hatch Club	Student Council
Performing Arts	Show Choir
Students Against Destructive Decisions (SADD)	
Future Business Leaders of America (FBLA)	
Fellowship of Christian Athletes (FCA)	

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 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 worldwide 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 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 HCSD.
 - a) 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 email 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 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 are not permitted to pose 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 privilege 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 diskette, 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.**

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

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 messages 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 extra-curricular 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 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 a 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 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 educational 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 students caught using a mobile device to cheat on 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.

LEGAL REFERENCES

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 97-37-12, 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 forces 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 37-11-53. Conference Attendance

A Parent shall be guilty of a misdemeanor and upon conviction fined of to \$250 for failure to attend a notified conference.

HB 1530 – School Attendance and Absenteeism
This law provides that a compulsory -school age child who is absent more than 37% of the instructional day must be considered absent the entire day. This law will become effective on July 1, 2013. Our school district is awaiting response from the MS Department of Education on implementation of this law. More information will be forthcoming as it becomes available.

MS CODE 37-13-91. Compulsory school attendance requirements general; enforcement of law.

- 1(1) This section shall be referred to as the “Mississippi Compulsory School Attendance Law.”
2(2) The following terms as used in this section are defined as follows:
1(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.
2(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.
3(c) “Custodian” means any person having the present care of custody of a child, other than a parent or guardian of the child.
4(d) “School day” means no less than five (5) and no more than eight (8) hours of actual teaching in which both teachers and pupils are in regular attendance for scheduled schoolwork.

5(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.

6(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.

7(g) “School attendance officer” means a person employed by the State Department of Education pursuant to Section 37-13-89.

8(h) “Appropriate school official” means the superintendent of the school district of his designee or, in the case of a nonpublic school, the principal or the headmaster.

9(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.

3(3) 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:

1(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.

2(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.

3(c) When a compulsory-school-age child is being educated in a legitimate home instruction program.

4The parent, guardian or custodian of 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 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.

5The 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 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.

(4) 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 of 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 sisters, 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.

(5) 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 37-15-11. Parent must accompany a child to enroll in school.

Whenever any minor child seeks or applies to enroll or gain entrance to any public school in this state, and the child is not accompanied by an adult or is accompanied by an adult who is not the child’s parent, guardian, if a legal guardian has been appointed for the child, or legal custodian, the school official or officials or teacher to whom the child applies or reports for enrollment or admission may delay consideration of the enrollment or enlistment of the minor child and require the child’s parent, legal guardian or legal custodian to accompany the child and apply for enrollment and admission into the school for and on behalf of the minor child.

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.
4. 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.
5. It shall be unlawful for any person to perform body piercing upon any person under the age of eighteen (18) years.
6. 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 the section, is guilty of a misdemeanor and, upon convictions, shall be punished by a fine of not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (500.00).
7. 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.
8. This section shall not apply to physicians licensed to practice medicine in Mississippi in the performance of their professional duties.

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 by imprisonment in the county jail not more than six (6) months, or both.

MS CODE 97-35-15 Disturbance of the peace

(1) 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 97-37-19 Deadly weapons; exhibiting in rude, angry, or threatening manner

If any person, having or carrying any dirk, 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 the 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 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 97-45-15. "Cyberstalking"; penalties.

(1) It is unlawful for a person to:

(a) Use in electronic mail or electronic communication any words or language threatening to inflict bodily harm to any person or to that person's child, sibling, spouse or dependent, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from any person.

(b) Electronically mail or electronically communicate to another repeatedly, whether or not conversation ensues, for the purpose of threatening, terrifying or harassing any person.

(c) Electronically mail or electronically communicate to another and to knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct of the person electronically mailed or of any member of the person's family or household with the intent to threaten, terrify or harass.

(d) Knowingly permit an electronic communication device under the person's control to be used for any purpose prohibited by this section.

(2) Whoever commits the offense of cyberstalking shall be punished, upon conviction:

(a) Except as provided herein, the person is guilty of a felony punishable by imprisonment for not more than two (2) years or a fine of not more than Five Thousand Dollars (\$5,000.00), or both.

(b) If any of the following apply, the person is guilty of a felony punishable by imprisonment for not more than five (5) years or a fine of not more than Ten Thousand Dollars (\$10,000.00), or both:

(i) The offense is in violation of a restraining order and the person has received actual notice of that restraining order or posting the message is in violation of an injunction or preliminary injunction.

(ii) The offense is in violation of a condition of probation, a condition of parole, a condition of pretrial release or a condition of release on bond pending appeal.

(iii) The offense results in a credible threat being communicated to the victim, a member of the victim's family, or another individual living in the same household as the victim.

(iv) The person has been previously convicted of violating this section or a substantially similar law of another state, a political subdivision of another state, or of the United States.

(3) This section does not apply to any peaceable, nonviolent, or nonthreatening activity intended to express political views or to provide lawful information to others. This section shall not be construed to impair any constitutionally protected activity, including speech, protest or assembly.

MS School Safety Act of 2001 (Senate Bill No. 2239)
Amendment to MS Code Sections 37-3-81, 37-11-54, 37-11-53, and 37-11-55

An 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.

MANDATORY DRESS CODE POLICY

INTRODUCTION

The Hancock County Board of Education finds it appropriate to implement a mandatory school dress code policy for the following reasons:

- Promote a more effective climate for learning with fewer discipline referrals
- Improve safety and security
- Foster school unity and pride
- Reduce status competition
- Ensure appropriate attire

POLICY

With these purposes in mind, all schools within the Hancock County School District shall implement a mandatory student dress code for all students in grades K-12 beginning with the 2004-2005 school year.

All due process procedures provided in Mississippi Code § 37-7-335 shall be followed in the administration of this policy.

INFORMATION DISSEMINATION

The Superintendent, or designee, is hereby directed to disseminate approved administrative procedures and general guidelines necessary to implement this policy. The administration shall review this policy at the end of the scholastic year for each of the next three years to assess the effectiveness of the policy in promoting the expressed purposes of the policy and to report such finding to the Board of Trustees

for review.

It is the responsibility of district and school support staffs to communicate information to parents regarding the requirement of the mandatory school dress code, including, but not limited to: (a) types and colors of clothing; (b) optional articles of attire, if any; and (c) compliance measures to be employed. The means by which the information is communicated shall include one or more of the following: newsletters, parent forums, telephone communication, media, posters, or registration materials.

STUDENT DRESS CODE

The dress code, as outlined in this policy and in the Student Handbooks, 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. Parents 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 and Red. Additional colors may be worn by these schools: EHE (Hunter Green), SHE (Light Blue), WHE (Gold), HNCE, HHS & HMS (Royal Blue). Button closure and 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
School-sponsored team and club shirts/t-shirts must meet dress code color requirements
All undershirts must be solid, dress code color, crew-neck style t-shirts, turtleneck type shirts, or school-sponsored team/club

shirts

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

1. Crop tops or midriff shirts, are not allowed.
2. Showing cleavage is not allowed.
3. Cut, holey, or torn clothing is not allowed.
4. No clothing top shall be cut low in the front or back.

HOODIES/SWEATERS / VESTS / SWEATSHIRTS / PULL OVER OR ZIP-UP - All tops must be of "solid dress code colors" only: White, Navy, Gray, Blue or Red.

Additional colors may be worn by these schools: EHE (Hunter Green), SHE (Light Blue), WHE (Gold), HNCE, HHS & HMS (Royal Blue). Cardigan button up, pullover-scoop or V-neck or zip up, are all allowed A collared shirt must be worn under the sweater / vest / sweatshirt / hoodie and must be visible. 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/skort 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 un-cuffed, pleated or un-pleated, 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...

1. Bottoms made of stretch material/spandex fabric, velour or fleece not allowed.
2. Low riding clothing will not be allowed.
3. Cut, holey, or torn clothing is not allowed.

SOCKS / TIGHTS / HOSE (Optional)

Solid color only – White, navy blue, red, beige/tan/khaki, black, brown
No visible emblem, trademark or logo

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

1. Fish net, lace hose or similarly design items are not allowed.
2. Leggings must be worn with a tunic/caftan/long top.

SHOES (Required)

Solid colors with accent color or trim.
Navy blue, white, tan, beige, brown, black, red or gray.
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...

1. No platform shoes, spike heels, cleats, or skates.

2. Flip-flops and opened toed/no backed shoes are not allowed.
3. Croc-style shoes are not allowed.
4. No skulls
5. House shoes (slippers) are not allowed.

BELTS

Solid colors only – Navy blue, black, brown, khaki/tan (Solid colors only)

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

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...

1. Large belt buckles are not allowed.

COATS / JACKETS

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

Trademarks and logos are allowed. Not to be worn tied around the waist, shoulders, or any other parts of the body while inside buildings. Hooded coats/jackets are allowed; hoods may not be worn on the head while inside buildings. Trench coats are not allowed. Coat length is limited to mid-thigh. Coats and jackets may have hoods and may be any color.

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.

GENERAL EXPECTATIONS OF DRESS

Students must meet adequate standards of hygiene and decency, as well as sanitation and personal appearance.

Student's dress and grooming shall be neat and clean.

All clothing must fit and be worn properly.

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

1. Hats are strictly prohibited at school, will be confiscated, and can be picked up by a parent.
2. Colognes, perfumes, and other sprays are not permitted at school due to the potential for triggering asthma in some individuals.
3. Scarves worn on the head, sweat bands, bandanas, sunglasses, or any other inappropriate headwear is not allowed.
4. Hair should not cover any portion of the eyes
5. No unnatural hair colors will be permitted. Wild hairstyles, colors, spikes etc. are not allowed. Designs in hair are not allowed.
6. House shoes (slippers) are not allowed.
7. Designer/theatrical type contact lenses are not allowed.
8. Excessive or unnatural make-up and face painting are prohibited. Natural make-up colors only are allowed.
9. Any piercing jewelry that is not in the ears is not allowed and must be removed. Simply covering said jewelry is not allowed.
10. Underwear (required) shall not be visible.
11. No over-sized or tight fitting clothing is allowed.
12. Frayed, cut, holey, or torn clothing is not allowed.
13. No see through, sheer or netting type material is allowed on any garment.
14. Tattoos cannot be visible and must be covered.
15. Chains used to attach wallets or for any purpose are prohibited.

16. Spiked or pointed jewelry is prohibited.
17. Rain gear such as boots and ponchos will not be worn inside the buildings except while waiting to exit.
18. 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.
19. No notched eyebrows
20. Sleeveless shirts must be two inches.

Any student violating any of such regulations will be subject to appropriate disciplinary action.

OTHER CONSIDERATIONS, EXCEPTIONS AND OPTIONAL ARTICLES OF ATTIRE

1. 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.)
2. 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. 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.
3. 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.
4. Students attending field trips shall comply with this Dress Code Policy unless prior approval is granted.
5. 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.
6. Administrators may occasionally allow "special dress" days upon which students will be allowed to wear designated clothing that is not

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, parents 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

Parent(s) who find 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(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 spirit for which it is intended.

The Hancock County School Board has adopted these standards expecting the support of parents 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 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

ENGLISH LANGUAGE LEARNER COMPLIANCE PLAN

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 develop proficiency in English as rapidly and effectively 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 for their re-designation based on criteria adopted by the Hancock County Board of Education.

The district's program shall be based on sound instructional theory and shall be adequately supported so that English Language Learners can achieve results at the same academic level as their English-proficient peers. To ensure the use of sound methods that effectively serve the needs of English Language Learners, the program results, including reports of the student's academic achievement and their progress towards proficiency in English shall be monitored annually. The Superintendent shall ensure that schools compile data on programs for English Language Learners in order to help determine program effectiveness.

Students who are English Language Learners shall be provided services through the use tutors in the Extended Day Program, teacher assistants during the school day, through the use of computers in the computer lab, and in the classroom until the student has acquired reasonable level of English proficiency as measured by the state - designated assessments.

Esta informacion esta disponible para los padres/los guardas de los estudiantes que son principiantes de lengua glesa en el programa educativo en un format y una lenguea que usted puede entender por requerimiento. Cette information est disponible pour des parents/gardiens des etudiants qui sont des etudiants d'anglais dans le programme educatif dans un format et une langue que vous pouvez comprendre sur la demande.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The Stewart B. McKinney Act Provides funding for a wide range of homeless assistance, including emergency shelter, transitional and permanent housing, as well as an array of supportive services. If you would like more information, please contact the Federal Programs Director, at (228) 255-0376.

EVERY STUDENT SUCCEEDS ACT “RIGHT TO KNOW”

As a part of a student in the Hancock County School District, you have the right to know:

1. The professional qualification, licensure status, and degree level and major of your child’s teacher(s) and paraprofessional(s).
2. Level of achievement of your child in each statewide academic assessment.
3. If language assistance is needed, the school will make reasonable effort to assist.
4. 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.
5. The policies regarding student participating in any mandated assessment, including the parental right to opt the child out of such assessment, where applicable.

TITLE I MEETING

At the beginning of each year, the office of Federal Programs will host a meeting for parents to explain what the Title I Program is and how Title I students will be assessed as required by “Every Student Succeeds Act.”

Parents have a right to be involved in the Title Program. This meeting may be held in conjunction with Open House and/or Parent Teacher Organizations (PTO) when possible.

SCHOOL WIDE PLAN

The School Wide Plan is an instrument to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on state academic achievement standards. This plan is developed by school administrators, teachers, parents, and personnel, opportunities for parent involvement, and material selection for students to achieve success. For more information, please see your child’s school principal.

Hancock County School District
Office of Special Education
17304 Highway 603
Kiln, MS 39556
228-466-6340
FAX 228-466-6452

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 Kelly Schwartz. Mrs. Schwartz can be reached via phone at 228-466-6340 or via email @ kschwartz@hancock.k12.ms.us The Address is 7060 Stennis Airport Rd. Kiln, MS 39556. Anyone who suspects a child has a disability can contact either Mrs. Schwartz 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

East Hancock Elementary: Dr. Stacey Lee	(228) 255-6637
Hancock North Central Elementary: Ms. Donna Breland	(228) 255-7641
South Hancock Elementary: Mrs. Maci Torres	(228) 4674655
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

**Hancock Middle School Compact
Parent-Guardian/Student/Teacher
2020-2021**

Student's Name _____ **Grade** _____

The Hancock County School District is dedicated to the mission of ensuring that every child receives a quality education and the opportunity for growth. At Hancock Middle School we strive to reach this goal by providing each student with the tools necessary to become lifelong learners and good citizens....

To accomplish this, parents, teachers and students need to work together. We ask that you promise to do this by completing and signing the part of this agreement that applies to you. Please initial each objective.

Parent/Guardian Responsibilities

I will do my personal best to:

- _____ See that my child attends school regularly and on time.
- _____ 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 conference.
- _____ Communicate regularly with my child's teacher and stay aware of my child's learning.
- _____ Encourage my child to read and be a role model by reading with my child.

Parent's/Guardian's Signature _____ **Date** _____

Student Responsibilities

I will do my personal best to:

- _____ Attend school regularly
- _____ Be prepared for school each day with pencils, paper, and other necessary tools
- _____ Complete and return, on time, all homework assignment, class projects, graded papers, etc.
- _____ Respect myself, peers, teachers, faculty, and community.
- _____ Follow classroom rules and obey all rules in the student handbook.

Student's Signature _____ **Date** _____

Teacher Responsibilities

I will do my personal best to:

- _____ Provide an environment conducive to learning.
- _____ Help each child grow to his/her fullest potential.
- _____ Provide meaningful and appropriate class work and homework activities and projects.
- _____ Enforce school and classroom rules fairly and consistently.
- _____ Maintain open lines of communication with each student and his/her parents/guardians
- _____ Demonstrate professional behavior and positive attitude at all times.
- _____ Follow and abide by all rules in the employee handbook and the Mississippi Teacher Code of Ethics.

Teacher's Signature _____ **Date** _____

BULLYING OR HARASSING BEHAVIORS

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.

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