

Hancock County School District  
**ELEMENTARY**  
**STUDENT and PARENT**  
**HANDBOOK**

**2019-2020**

**EAST HANCOCK  
ELEMENTARY**  
4221 Kiln Delisle Road  
Kiln, MS 39556  
(228) 255-6637



**Home of the Gators**

**HANCOCK NORTH CENTRAL  
ELEMENTARY**  
6122 Cuevas Town Road  
Kiln, MS 39556  
(228) 255-7641



**Home of the Hawks**

**SOUTH HANCOCK ELEMENTARY**  
6590 Lakeshore Road  
Bay St. Louis, MS 39520  
(228) 467-4655



**Home of the Dolphins**

**WEST HANCOCK ELEMENTARY**  
23350 Highway 43  
Picayune, MS 39466  
(228) 586-6054



**Home of the Wildcats**



## Superintendent’s Welcome

Welcome to the 2019-2020 school year in Hancock County School District! Our administrators, faculty and staff work diligently to ensure that every child is given an opportunity to reach his/her full potential. As always, we welcome and value the input and participation of community members, parents and guardians. As we work together toward our common goal of the success and well-being of our students, I look forward to another wonderful school year and the daily accomplishments of our students and staff.



### HANCOCK COUNTY SCHOOL DISTRICT MISSION STATEMENT

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

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

### VISION STATEMENT

The Hancock County School District, in partnership with parents and community, envisions all students as lifelong learners, problem solvers, and responsible members of a global society.

### IMPORTANT TIMES

Car riders are allowed to arrive on campus beginning	7:00 a.m.
Breakfast begins	7:00 a.m.
Breakfast ends	7:20 a.m.
Classes begin	7:25 a.m.
Students are tardy	7:26 a.m.
Students are dismissed	2:25 p.m.
Students must be picked up	2:35 p.m.

- For the purpose of this handbook, any reference to the parent also includes legal guardian and/or custodian.
- The primary function of the student handbook is to make available to the students and parents the applicable rules and policies of Hancock County elementary schools. 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 and when current practices may dictate.
- The Hancock County School District does not discriminate on the basis of race, gender, national origin, religion, age, or disability.

## **ELEMENTARY SCHOOL-PARENT-STUDENT COMPACT**

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

### **Parent Responsibilities:**

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

### **Student Responsibilities:**

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

### **Staff Responsibilities:**

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

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

You may sign one compact per family.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Date: \_\_\_\_\_

**NEWS, Electronic and Social Media/YEARBOOK**

I agree that my child’s name and/or picture may be published in: Circle yes or no.

News Media (Newspaper/Television): Yes or No

Electronic Media (Websites & Electronic Newsletters): Yes or No

Social Media (Facebook, Twitter, Instagram): Yes or No

Yearbook: Yes or No

**ATTENDANCE POLICY**

----- (Initial) I have read the Attendance Policy on page 17 of the Student Handbook, and I am aware that excessive absences from school may jeopardize my child’s promotion to the next grade level.

**COMPUTER USE POLICY**

----- (Initial) I have read and agree to the terms of the Hancock County School District Acceptable Use Computer Policy.

**VERIFICATION OF HANDBOOK**

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 United States and the State of Mississippi, the rules and policies of Hancock County School District, and those of the classroom teacher. 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 the 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 safety issues, which are of significance to the individual student or general welfare and safety of any other person. To ensure parental and student understanding of school policies and rules, parents and student are required to sign the handbook Verification form.

This is to verify that I have received a read the Student Handbook for the 2019-2020 school year and I understand the policies and procedures explained in this handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**PLEASE SIGN AND RETURN TO YOUR CHILD’S TEACHER BY THE NEXT SCHOOL DAY**

HANCOCK COUNTY SCHOOLS  
"Learning today, Leading tomorrow"  
17304 Highway 603  
Kiln, MS 39556  
Phone: (228) 255-0376 Fax: (228) 255-0378  
www.hancockschools.net

SUPERINTENDENT OF EDUCATION..... MR. ALAN DEDEAUX  
ASSISTANT SUPERINTENDENT OF EDUCATION..... DR. RICK SAUCIER

## BOARD OF EDUCATION

DISTRICT NO. 1..... MR. RICHARD LOPER  
DISTRICT NO. 2..... MRS. TAMMY GARBER  
DISTRICT NO. 3..... MR. BILLY THOMAS  
DISTRICT NO. 4..... DR. JENNIFER SEAL  
DISTRICT NO. 5..... MRS. DANITA HOLLADAY

## ADMINISTRATION

ALTERNATIVE SCHOOL/WINZONE  
PH: 228-466-6563 FAX: 228-466-8942  
Principal: Mr. Dennis Peterson

EAST HANCOCK ELEMENTARY  
PH: (228) 255-6637 FAX: (228) 255-8372  
Principal: Dr. Stacey Lee  
Assistant Principal: Mrs. Alison McCraw

HANCOCK COUNTY CAREER-  
TECHNICAL CENTER  
PH: (228) 467-3568 FAX: (228) 467-4944  
Director: Dr. Chad Davis

HANCOCK HIGH SCHOOL  
PH: (228) 467-2251 FAX: (228) 467-2689  
Principal: Mrs. Tara Ladner  
Assistant Principal: Mrs. Gina Shavers  
Assistant Principal: Mr. Jason Lee  
Athletic Director: Mr. Jamie Sisco

HANCOCK MIDDLE SCHOOL  
PH: (228) 467-1889 FAX: (228) 467-2812  
Principal: Dr. Jessica Taylor  
Assistant Principal: Mr. Steven Covington  
Assistant Principal: Mrs. Vanesa Martinez

HANCOCK NORTH CENTRAL  
ELEMENTARY  
PH: (228) 255-7641 FAX: (228) 255-1580  
Principal: Mrs. Chrissy Cuevas  
Assistant Principal: Mrs. Donna Breland

SOUTH HANCOCK ELEMENTARY  
PH: (228) 467-4655 FAX: (228) 467-0618  
Principal: Mrs. Rose Jenkins  
Assistant Principal: Mr. Thomas Mallini

WEST HANCOCK ELEMENTARY  
PH: 228-586-6054 FAX: 601-749-9489  
Principal: Mrs. Katie Warren

## FOREWARD

This book is provided to help keep students, parents and school employees informed concerning the rules and regulations of the Hancock County School District. This district adheres to the philosophy that students can be successful when there is a joint, cooperative effort made between the school and the home.

The objectives of this school district can only be achieved if order prevails. For this reason, policies and procedures have been developed by the administration and adopted by the Hancock County Board of Education. The board serves as policy maker for the district. It is the duty of the superintendent, school administrators, teachers and staff to enforce the policy. The intent is to have policy fairly and consistently applied from school to school, class to class, and student to student.

The Hancock County Board of Education reserves the right to amend, delete, add, and/or modify policies, rules, procedures, and regulations stated herein based on changes in local conditions and as practices may require. Academic success is the goal for all students of the Hancock County School District. Parents are urged to support the district's efforts by stressing the importance of daily school attendance, except in the case of serious illnesses.

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 at every school site and the Superintendent's office.

## HANCOCK COUNTY SCHOOL DIRECTORY

Department	Person	Phone Number
Attendance/Truancy Officer, Hancock County	Mrs. Susan Thigpen	466-4166
Child Nutrition Director	Mrs. Karen Albrecht	255-0376
Community Education Contact	Mrs. Kim Necaise	255-0376
Federal Programs Director English Language Learners Coordinator Language Curriculum Director	Dr. Christine Moseley	255-0376
Gifted Contact/Psychometrist	Mrs. Shawn Ladner	466-6340
Case Manager	Mrs. Teri Breland	466-6340
Public Relations/Parent Contact	Mrs. Joan Seals	255-0376
Special Education Director	Mrs. Kelly Schwartz	466-6340
Special Education Administrator	Mrs. Sherree Shaw	466-6340
Technology Coordinator	Mr. Dominic Palisi	255-0376
Student Teacher Coordinator Math and Science Curriculum Coordinator Testing Coordinator	Mrs. Kim Saucier	467-2251
Transportation Director	Mr. Michael Ladner	255-7141

Dr. Christine Moseley, Federal Programs Director and Homeless Liaison  
17304 Highway 603  
Kiln, MS 39556  
E-mail: [cmoseley@hancockschools.net](mailto:cmoseley@hancockschools.net)

Jamie Sisco, Athletic Director and Title IX Director  
7084 Stennis Airport Drive  
Kiln, MS 39556  
Phone: 228-467-2972  
E-mail: [jsisco@hancockschools.net](mailto:jsisco@hancockschools.net)

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 U.S. Department of Education Office for Civil Rights at 214-661-9600.

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

Section 504 Coordinator: Kelly Schwartz, 7060 Stennis Airport Drive  
Kiln, MS 39556 (228) 466-6340

Age Act Coordinator: Dr. Rick Saucier, 17304 Highway 603  
Kiln, MS 39556

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

# General Information

## CHILD FIND (searching for children with special needs)

The Hancock County School District seeks (through Child Find efforts) to locate, evaluate, 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 in need of 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, mental retardation, visual and hearing impairments, developmental delays, orthopedic 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 at [kschwartz@hancockschools.net](mailto:kschwartz@hancockschools.net).

Anyone who suspects a child has a disability can contact either Mrs. Schwartz or Mrs. Sherree Shaw ([sshaw2@hancockschools.net](mailto:sshaw2@hancockschools.net)). A written request can also be sent to the principal of each school. This will be forwarded to the Office of Special Education and a meeting will be scheduled.

### SITE PRINCIPALS/ADMINISTRATORS

East Hancock Elementary	Dr. Stacey Lee	228-255-6637
Hancock High School	Mrs. Tara Ladner	228-467-2251
Hancock Middle School	Dr. Jessica Taylor	228-467-1889
Hancock North Central Elementary	Mrs. Chrissy Cuevas	228-255-7641
South Hancock Elementary	Mrs. Rose Jenkins	228-467-4655
West Hancock Elementary School	Mrs. Katie Warren	228-586-6054

### EVERY STUDENT SUCCEEDS ACT: PARENT'S RIGHT TO KNOW

Parents of students in Title I schools are guaranteed annual notification of their "Right to Know" about the teacher qualifications of the student's classroom teachers, including (a) whether or not a teacher is state certified; (b) whether or not a teacher is teaching under emergency or other provisional status; (c) the baccalaureate degree major of a teacher and any other graduate degree major or certification; (d) whether or not the child receives services from a professional, in if so, his or her qualifications; and (e) policies regarding student participation in any mandated assessment, including the parental right to opt the child out of such assessment, where applicable.

### HOMELESS CHILDREN AND YOUTH

The McKinney-Vento Homeless Assistance Act provides funding for a wide range of homeless assistance and support services in the event a family experiences sudden unexpected homelessness due to a fire or weather related circumstance. Homeless students in the district will have access to equitable educational services and other services needed to ensure them the opportunity to meet the same educational standards to which all students are held. The district will provide notification in



writing to parents concerning any placement decisions. Parents have the right to appeal the decision at the school and district levels. The district designates a liaison for students in homeless situation to carry out responsibilities as outlined by the McKinney-Vento Homeless Assistance Act.

Any child who is considered homeless is eligible for free breakfast/lunch. To qualify, a student must submit a completed lunch application with “homeless” indicated on the proper section of the form.

## **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 Program Director, at (228) 255-0376.

## **TITLE I PARENTAL INVOLVEMENT**

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

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

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

## **SCHOOL WIDE PLAN**

The School Wide Plan is an instrument used 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 community stakeholders. The plan helps guide professional development to ensure highly qualified personnel, opportunities for parent involvement, and material selection for students to achieve success. For more information, please see your child's school principal.

## **DISTRICT ENGLISH LANGUAGE LEARNER'S POLICY**

### **LIMITED ENGLISH PROFICIENCY INSTRUCTION**

THIS POLICY COMPLIES WITH THE REQUIREMENTS OF EVERY STUDENT SUCCEEDS ACT OF 2015.

The Hancock County School District Board of Education will provide a program of language instruction to students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary and requires written parental permission.

### **IDENTIFICATION**

Students who meet any one or more of the following criteria shall be identified as being limited in English proficiency. A student who:

1. was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant; or
2. is a Native American or Alaskan Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on the student's level of English language proficiency; or
3. is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant; and
4. who has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

## REQUIREMENTS

If this district receives federal funding for Limited English Proficient (LEP) Programs, the following will be provided:

1. Parents will be notified of their student's placement in a language program and their options associated with that placement. Notification will include the reasons for identifying the child as LEP and the reasons for placing the child in the specified program.
2. Students will participate in regular assessments in a manner that will yield an accurate assessment. Test waivers may be granted on a case-by-case basis for LEP students who demonstrate unusual and unique circumstances; however, students who have been educated in the United States for three years are required to participate in reading/language arts assessment in English.
3. Certification that teachers in the program are fluent in English as well as other languages used in instruction (if the district receives sub-grants).
4. Evaluation of the program and the academic success and language achievement of the students in the program. Parents will be notified of:
  - a. Their child's level of English proficiency and how such a level was assessed.
  - b. The status of their child's academic achievement.
  - c. The method of instruction used in the program in which the child is placed, and the methods of instruction used in other available programs.
  - d. Information as to how the program will meet their child's educational strengths, assist him/her to learn English, and meet age-appropriate academic achievement standards.
  - e. Exit requirements for the program.
  - f. If the child has a disability, a statement as to how the LEP will meet the objectives of the child's IEP.

Consequences of inadequate yearly progress include notification of parents, development of improvement plans, and restructuring of programs or the district will lose federal funds. For non-English speaking parents, the district will arrange to provide translations of this information in their native language

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

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

These rights are:

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

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records re-quest unless it states in its annual notification that it intends to forward records on request.]

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **ADMISSION**

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. Any legal guardianship formed for the purpose of establishing residency for school district attendance purposes shall not be recognized by this school board. 37-15-31 (1) (d) (1991). A student may be temporarily enrolled before the transcript is received provided the student can present evidence that he/she has officially withdrawn from the previous school. No pupil shall be permanently enrolled in a school in the State of Mississippi who formerly was enrolled in another public or private school within the state until the cumulative record of the pupil shall have been received from the school from which he transferred.

To be admitted to Hancock County Schools, students must be accompanied by parent(s) who shall provide the school with the following:

1. Certified Birth Certificate (new students to the system)
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. Verification of handbook receipt
6. Verification of residence
7. Correct home address of the legal parent or guardian.

### **REGISTRATION**

Any new student enrolling in the Hancock County School District, or any continuing student whose residence has changed, will be required to verify his/her legal residence address as herein provided as part of the annual registration process. The definition of "legal resident" for school attendance purposes is the student physically resides full-time, weekdays/nights and weekends, at a place of abode located within the limits of the school district.

The parents or legal guardians of a student seeking to enroll must provide the school district with the following information as address verification. A document with a post office box as an address will not be accepted. Homeless students are addressed under the McKinney-Vento Assistance Act on page 10. To successfully register, the parent must provide:

**One (1) of the following for NEW students:**

Filed Homestead Exemption Application form OR

Current rental agreement/apartment lease OR

Mortgage documents or property deed (with physical address)

**AND**

**And two (2) of the following for NEW and RETURNING students:**

(1) *Current* Utility bill

(2) Driver's License

(3) Voter precinct identification

(4) Automobile Registration

(5) Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district

## **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 parents or legal guardians are instructional personnel or certificated employees of a school district may at such employee's discretion enroll and attend the school or schools of their parents' or legal guardians' choice, regardless of the residence of the child. 37-15-29 (1991)

# **Academics**

## **STUDENT GRADING, REPORTING, PROMOTION AND RETENTION**

The school board of Hancock County School District believes that a well-planned and competently administered student evaluation program is an essential component of the district's instructional program. The board further believes that the regular and effective reporting of student progress toward attainment of academic goals and objectives is imperative. The board realizes that the primary function of the district's student evaluation program is to measure, as accurately as possible, each student's progress toward the attainment of academic goals as established in the state curriculum. In order to ensure a structured procedure for all student evaluation and grade reporting which complies with all Mississippi State Department of Education accreditation standards and school laws, the following procedures shall be implemented.

### **Grading**

- A. There shall be four grading periods of nine weeks each in an academic year.
- B. All grades awarded regular education students shall be based on formative and summative assessments of grade level standards. Grades awarded to Significant Cognitive Disability (SCD) students enrolled in Special Education classes shall be based upon the student's attainment of goals and objectives established in the student's Individual Educational Plan (IEP). Grades awarded to Inclusion/Resource students shall be based on formative and summative assessments of grade level standards.
- C. While participation, homework, and attendance lay the foundation for positive academic achievement, student grades will reflect student performance on academic standards.
- D. Verbal, written, computerized, and performance assessments based on the Mississippi Department of Education Curriculum and Hancock County School District Pacing Guides, when applicable, will be administered to students. Academic screeners will be administered periodically and the results will be used to measure student growth and inform student placement and instruction. (See page 16 concerning grading for special education students.)

### **Reporting**

The Board believes that one of the most critical responsibilities of the school district is the clear and accurate reporting of student progress to the student and his/her parents. The administration and faculty of the Hancock County School District are encouraged to share through every means possible the grading policy of the district and to hold conferences with parents to answer any questions which they may have concerning the evaluation of their child. All students' cumulative records shall be completed and kept on file in compliance with all Mississippi State Department of Education regulations.

Report cards and progress reports are issued to parents on an established date on the school calendar. Parents are encouraged to schedule conferences with their child's teachers as needed.

Semester grades shall be the average of the two nine-weeks grades earned by the student in each semester. The yearly grade shall be the average of the two semesters. Numerical averages will be used on report cards for grades 1 - 5 to report student achievement.

A chart providing information for converting numerical grades to letter grades will be printed on each report card as follows:

90 - 100	=	A Advanced
80 - 89	=	B Proficient
70 - 79	=	C Basic
65 - 69	=	D Minimal
64 or below	=	F Not Passing
I	=	Incomplete
NG	=	No Grade Given

Any grade of over 100 will be translated as 100.

Children will be given E (Excellent), S (Satisfactory), N (Needs Improvement) or U (Unsatisfactory) for Science and Social Studies in 1<sup>st</sup> and 2<sup>nd</sup> grades and in all grades for P.E. and Fine Arts.

### **Promotion, Retention and Transfer of Students**

- A. Students will be recommended for retention in kindergarten if the child has not reached a level of readiness which would provide a reasonable chance for success in the first grade.
- B. Grades 1 - 2: In order to be promoted to the next grade level, a student must have a passing year-end average in reading, mathematics, and language arts.
- C. Grades 3 - 5: In order to be promoted to the next grade level, a student must have a passing year-end average in reading, mathematics, and language arts, science, and social studies.
- D. Special exceptions to the promotion/retention policy will be considered by the superintendent, principal, and teacher. Transfers of regular education students shall be done only upon recommendation of the principal and approval of the superintendent

### **Third Grade Reading Requirement**

Senate Bill 2347 also known as the Gateway Law that mandates that beginning with the 2014-2015 school year all students who are not reading on grade level by the end of 3<sup>rd</sup> grade will be retained rather than promoted to 4<sup>th</sup> grade. Grade level is defined as students who score at the lowest two achievement levels in reading on the established state assessment for 3<sup>rd</sup> grade will not be promoted to 4<sup>th</sup> grade unless the student meets the good cause exemption for promotion.

## **GIFTED PROGRAM INFORMATION**

The gifted program mission is to create a learning environment that facilitates and encourages thinking, creativity, meta-cognition, healthy relationships, appropriate expectations, understanding of self, and the development of communication skills through self-directed learning for students in grades two through six who have been identified as intellectually gifted.

### **Homework and Make-up Work Policy**

- It shall be the policy of the school district to comply with the guidelines of the Mississippi Department of Education for the Gifted/Talented Program. Therefore, the following procedures will be used for the students in the Gifted/Talented program.
- The regular classroom teacher will not test when a gifted student assigned to their class is in the gifted class. If a daily grade is taken during that time, an “X” will be placed in the grade book. No penalty is given for an “X” rather than a grade. The total number of grades actually taken then determines the student’s average grade.
- When the regular classroom teacher introduces new materials while the student is in the gifted class, the teacher will provide the student with appropriate handouts and explanation of new materials. The gifted student must accept the challenge of reviewing and learning the information given to him or her. The student must be responsible for checking with the teacher for the information and handouts. The student must learn this information independently, as he or she will be responsible for the mastery when the content is tested.
- Class work done while the student is in his or her gifted class will not be required to be turned in by the gifted student. The student is also not required to complete homework that is assigned, nor will the student be penalized in any way as a result of their attending gifted class.

### **Testing Information**

Students may be referred and tested on an annual basis. Students will not be tested more than two times in grades two through six. More information may be obtained from individual schools or by calling 228-466-6340.

## **ATTENDANCE**

### **PHILOSOPHY**

Regular and punctual school attendance is a vital aspect of developing and maintaining a successful educational experience. Regular and punctual attendance promotes a sense of responsibility, ensures educational continuity, facilitates academic growth, and prepares the student for his/her future career. Furthermore, daily attendance is important to both the school and the community in that it is the measure by which state funds are allocated to the school. While it is our belief that students have the primary responsibility for regular and punctual attendance to all classes, we recognize that parents, teachers, administrators, and other school personnel share in that responsibility.



## **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 student unable to read proficiently and pass the MS Grade 3 Reading Assessment required for promotion to the 4<sup>th</sup> 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 POLICY**

The Mississippi Legislature enacted HB153, effective July 1, 2013, which states the formula for calculating a school day (full day, check-ins and check-outs) will change for the upcoming school year. When the Mississippi State Board of Education approves these regulations, parents will be notified how this law will affect your child's attendance.

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

### **I. EXCUSED\***

- A. Up to eight absences per year may be excused with a parent note which includes:
  - i. Student's full name
  - ii. Date of absence
  - iii. Specific Reason for Absence
  - iii. Parent signature
  - iv. Day time phone number for parent
- B. Health department order with documentation
- C. Serious illness in immediate family with documentation from hospital or doctor
- D. Death in immediate family with obituary and an explanation of relationship
- E. Medical/dental appointment\* with a valid doctor's excuse
- F. Court appearance with a valid court excuse/summons
- G. Religious holiday/event with documented parent note
- H. Valid educational opportunity with valid documentation (Must be pre-approved by administrator based on student attendance prior to request.)

### **II. UNEXCUSED\*\***

- A. No documentation received
- B. Unacceptable documentation

- C. Out of school suspension
- D. Ninth absence and all additional absences per year documented only with a parent note.

### **III. SCHOOL BUSINESS**

- A. Field Trips
- B. Approved Academic Competitions

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

\*\* A student may not be absent, unexcused, more than 12 times per school year. Once a student has five and ten unlawful absences, they will be reported to the truancy officer as per state law. MS Code 37-13-91 and 43-21-451 authorizes law enforcement officers to investigate and file a petition against a parent or child under the provision of Mississippi Compulsory School Attendance Law. A sheriff, a deputy sheriff, and/or a municipal law enforcement officer shall be authorized to investigate all cases of nonattendance and unlawful absences of children of compulsory school age.

Any student absent for more than 10 consecutive days will be dropped from the roll unless the legal guardian/parent advises the principal that the student has legitimate reason for an extended absence. The principal will determine the course of action to be followed concerning a student's progress and placement following the extended absence.

#### **MAKE-UP WORK**

All work missed during an absence must be made up within the time allowed by the "one day plus" rule. For example, if a student misses school on Wednesday, all make up work is due Friday of the same week (1 day + 1 day missed). If a student misses Wednesday and Thursday, then all make up work is due the following Wednesday (1 day + 2 days missed). If an assignment is made prior to the student's absence and is due on the day the student returns, the "one day plus" rule will not apply and work must be submitted on the assigned day. Additional time may be granted for prolonged absences at the discretion of the principal. It is the student's responsibility to make up work due to an absence. Not completing an assignment is NOT an OPTION. Work requested prior to an absence may be provided as time and resources allow.

## **COMPULSORY SCHOOL ATTENDANCE LAW FOR KINDERGARTEN STUDENTS**

The Compulsory School Attendance Law shall apply to five year olds who have enrolled in full day public school kindergarten program.

### **TARDINESS**

Tardies and early checkouts cause the student to miss valuable instructional time. Students may begin arriving on campus at 7:00 and when staff are present for supervision. After the tardy bell, 7:25 am, or when no personnel is on duty in the car rider line, students must be accompanied to the office for a tardy slip before reporting to class.

A tardy may be excused if a doctor's note or other official documentation is provided. Excessive absences, tardiness, and early check-outs will be reported to the Attendance Officer. A parent conference may be required with principal on the fifth unlawful tardy before the student is admitted to class. Tardiness may also affect school wide reward programs. Checking in late or out early will prevent students from receiving perfect attendance awards. The perfect attendance award is for students who have true perfect attendance.

Consequences for tardiness:

- Loss of privilege (school activity)
- Loss of option for perfect attendance
- Parent/Student/Principal conference

### **CHECK-OUT POLICY**

Early check-outs cause students to miss valuable class and closure time. The entire class and the teacher are disturbed and instructional time is interrupted to see that your child has the instructions and materials to go home. If it becomes necessary to check a child out, please follow the following check-out procedures to help us provide the best welfare of each student and the school.

At registration, parents/guardians must complete a form listing all adults, **“must be 21 or older”** (brothers, sisters, aunts, uncles, grandparents, friends, etc.) who may sign the pupil out in emergencies. Parents may add or remove names from this form by coming to the school office and making the appropriate changes. For the safety of the students, school personnel will require a picture I.D. of any person wishing to check out a student. Under no circumstances will the student be permitted to leave school with anyone not on the sign out sheet. Notes and phone calls requesting this will not be accepted. No student may leave campus during school hours without being properly checked out through the office. To preserve instructional time and ensure the safety of our students, **no student may be checked out after 2:00 p.m.** Students may not be released for early check-out during severe weather conditions. Please advise any person listed on the sign out sheet of these procedures.

### **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. Checking in late or out early will prevent students from receiving perfect attendance awards. This award is for students who have true perfect attendance.

### **HONOR ROLL AWARDS**

To be on the Superintendent's List, a student shall have all "A's" for the term and be on grade level. To be on the Principal's List, a student shall have all "A's and/or B's" for the term and be on grade level. Honor roll for the year will be determined by the final average in each subject and follow the same guidelines given for Superintendent's and Principal's Lists. Children identified under IDEA (individuals with Disabilities Education Act) will be eligible to receive honor roll recognition based on achievement of their IEP goals.

### **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 living with the consequences of their decisions.

Students or parents who are seeking special assistance with academic, attendance, personal, or interpersonal problems may contact the school's guidance counselor. A student wishing to go the Guidance Office must have permission from his/her teacher or an administrator.

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. Teacher-Parent conferences
5. Individual student contracts
6. Referrals to support agencies

### **TEACHER SUPPORT TEAM (TST)**

The Teacher Support Team (TST) is a school based problem-solving team in every Hancock County School. The purpose of the TST is to assist students who may be "at risk" or who may be experiencing academic, behavioral, or attendance difficulties. Each school-based team meets regularly to support teachers, parents, and students in identifying possible solutions to student difficulties that are considered roadblocks to school success. Parents, teachers, and/or administrators may make student referrals to the TST. Parents are strongly encouraged to participate in the TST process. More information pertaining specifically to your child's school-based Student Intervention Team can be obtained by contacting the TST chairperson at your child's school.

### **HOME-SCHOOL PARTNERSHIPS**

The general goal of the district is to foster relationships with parents that encourage cooperation between the home and school in establishing and achieving common educational goals for

students. The key factor in the home-school partnership is the relationship between the teacher and the parent. Teachers are professionals who manage a variety of instructional resources and parents are an essential resource in the learning process of their children.

As always we like to keep the line of communication open between parents and the school. If you have any questions concerning absences, grading, or any classroom procedures, the teacher should be contacted first. If a conference is necessary, the parent should arrange a meeting at least one day in advance. If there are issues that cannot be resolved with the teacher, please contact your child's principal. As with other visits to the school, parents must sign in at the office and receive a pass before attending any conference.

## **SCHOOL VISITS**

Visitors are certainly welcome in our schools since visitation usually expresses wholesome interest in our efforts to maintain a quality educational program. While the Hancock County School District values and honors our home-school partnership, student safety is priority. Therefore, safety procedures must be in place to ensure a safe atmosphere. All visits to the classroom must be pre-arranged. Upon arrival, parents and other visitors must report to the office and may be asked to leave a driver's license or picture ID to obtain a visitor's pass. Lunch visitors must follow individual school procedures. All visitors should be appropriately dressed.

## **VOLUNTEERS**

Volunteers are essential to meeting the vision and mission of the school in order to maintain a Quality educational program. While the Hancock County School District values and honors our volunteers, student safety is priority. Adults interested in volunteering must complete a packet and chaperones and volunteers must complete a form for a background check through the local law enforcement agency. They may also be required to attend a volunteer training program. Volunteer assignments will be made by the principal.

## **ACTIVE PARENT ON-LINE**

The school district has implemented Active Parent On-Line. This is a web-based computer program that allows parents the ability to view student information on course schedules, attendance, grades and discipline. It is our belief that this use of technology will allow parents to become more involved in their child's education. Parents who would like to participate in this program should complete one registration form per household and return it in person to any school office. A picture I.D. must be presented at the time of registration. Parents will be assigned a user name and password that will allow access to each student's information in the household. After submission of the registration form, please allow ample time for registration to be completed and access to be made available.

## **AFTER SCHOOL EVENTS**

In order to qualify to attend after school events, a student must be in attendance the full day or have a doctor's note, funeral, or court order.

## **FIELD TRIP GUIDELINES**

Field trips are for the purpose of enhancing and reinforcing the curriculum and offer the opportunity for students to be engaged in a way that cannot be duplicated in the classroom. Attending field trips is considered a privilege. Students not attending a field trip will be assigned appropriate educational activities for that day on campus. Before leaving campus, students attending a field trip must submit a permission slip signed by a parent or guardian. Check outs from a field trip are allowed by parents or guardians only. This will be considered an early checkout for perfect attendance. Teachers prefer that younger siblings NOT accompany parent chaperones on the field trips in order to monitor the students they are watching.

1. Students and school personnel may ride the school bus. Parents will provide their own transportation.
2. All students will remain with their class during the field trip.
3. Parents are asked to follow the classroom teacher's procedures for field trips.
4. Official chaperones are parents who have been assigned direct supervision of a group of students and these persons must have an approved volunteer application on file.
5. Participation in a field trip can be limited or prohibited based upon student attendance and/or conduct at the principal's discretion.

### **BALLOONS, FLOWERS, and GIFTS**

Balloons, flowers, and gifts sent to students will not be allowed in the classrooms or on the bus.

### **SNACK and PARTY POLICY**

Each homeroom class is permitted to have two parties during the school year. The principal must authorize ALL parties. For safety reasons, homemade baked items are not permitted. All food items must remain in the commercially-sealed package or container. Money may not be collected from students for any parties or for any gifts.

### **ASSEMBLIES**

The objectives of assembly programs are to provide opportunities for students to share interests and experiences, to develop proper audience habits and attitudes, and to provide an opportunity for students to cooperate with others in creating, directing, and participating. The nature of an assembly is public. Appropriate student behavior should reflect politeness, respectfulness, and appreciativeness. Presenters at assemblies are guests of the school and should be treated with respect and dignity.

Students should enter the assembly area quietly, under faculty supervision, and be seated. Students should be courteous by listening attentively to the speaker or performance and applauding politely. At the end of assemblies, students should leave in an orderly fashion avoiding loud talking, whistling, loitering, running, and crowding. Disturbing the audience by talking or failing to comply with other standards of acceptable behavior may result in the student's removal from the assembly.

### **PERSONAL PROPERTY and ELECTRONIC DEVICES**

Students shall not bring gum, toys, jewelry, card collections, computer games, radios, music players. Cell phones, ipods, tablets, and like devices must be "off" and in the book bag. If these items are brought to school without approval from the principal, they will be confiscated and the parent must pick them up from the principal's office. (See the discipline section for consequences.)

Students should not bring unnecessary personal items of value to school. The school is not responsible for any damaged, lost, or stolen personal items. However, the school will keep a lost and found. Students and parents are encouraged to check the lost and found for missing items. Any items not claimed by the end of the year may be donated to charity.

### **AUTOMATED CALL OUT SYSTEM**

The AIMS system (parent telephone call-out) will be used to notify parents of important information relating to your child's school activities. This system will also be used for emergency contacts. Therefore, it is vitally important that your current contact number is on file in the office.

## **BUS NOTES**

When it is necessary for a student's transportation status to change, the parent must submit in writing a request for change in transportation. The signed note requesting the change should be turned in to the office in the morning with a current day time telephone number where the parent/guardian can be reached. Telephone requests for changes of transportation will not be accepted. Faxed or emailed requests may be accepted prior to 1:30 pm with the proper identification, signature and phone number. In case of an emergency faxed and emailed requests should be followed with a phone call to ensure the message was received.

## **SCHOOL TELEPHONES**

Students will be permitted to use the school telephone for emergency purposes with permission of the teacher.

## **SCHOOL PROPERTY**

All buildings and their contents are provided at great expense by parents and other taxpayers of this county. As good citizens, everyone should take pride in his/her school and help take care of the buildings and grounds. Anyone who defaces school property is subject to restitution and/or prosecution by state law. Hancock County School District supports our community by allowing use of our facilities. Appropriate paper work must be obtained from the school, completed, and approval granted before the facility can be used.

## **SALES**

Sales on campus may occur only with permission from the principal and school board approval.

## **FIRE, TORNADO, AND LOCKDOWN DRILLS**

The district has planned procedures to ensure the safety of students in the event of an emergency. Drills are held periodically during the year to improve speed and efficiency in getting children to places of safety. Teachers will explain, review and practice the following procedures.

### **EMERGENCY DRILLS**

When there is a **fire or bomb threat or drill**, a designated signal or announcement will be made over the intercom system or by vocal announcement from an administrator or school employee, and each student under the direction of their teacher will:

1. Line up at the door.
2. Proceed with the class, walking single file, to the closest exterior exit and on to a safe area outdoors away from the building.
3. Remain in class group and await instructions.
4. When authorized, return to class in an orderly fashion and resume class.

When there is a **tornado threat or drill**, a designated signal or announcement will be made over the intercom system or by vocal announcement from an administrator or school employee, and each student under the direction of their teacher will:

1. Line up at the door.
2. Proceed with class, walking single file, to the closest interior hallway or other designated area. Portable classrooms, outdoor classes, and the Field House should be evacuated to the main buildings.
3. In the case of direct impact from a tornado or funnel cloud, students will be advised to use their hands to protect the skull.
4. When authorized, return to class in an orderly fashion and resume class.



When there is a **lockdown threat or drill**, a designated signal or announcement will be made over the intercom system or by vocal announcement from an administrator or school employee, and each student under the direction of their teacher will:

1. Move to the nearest classroom where a teacher is present.
2. Identify himself/herself to the teacher, including which class he or she is assigned to be in at that time.
3. Remain in the secure location until an announcement of “all clear” has been given.

In the event of an emergency, parents are asked to tune to the local media for school announcements and instructions. Parents are encouraged not to come to the school or to phone the school during an emergency unless directed to do so by the local media announcements. This is to minimize confusion and to enable the staff to effectively carry out our predetermined emergency procedures. In the event of a Fire Disaster Drill (not a practice drill), students will NOT be allowed to check out of school until the appropriate time for release is given. Our primary goal is to ensure the safety of each student.

### **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 students and employees. The decision to close school shall be made by the superintendent after collaboration, when administratively feasible, with the president of the school board, and other community agencies responsible for the safety and well-being of the community. Public announcements and releases to news media shall be approved by the superintendent or his authorized designee.

The superintendent of schools is hereby authorized and may close any school because of an epidemic prevailing in the school district or because of the death, resignation, sickness or dismissal of a teacher or teachers or because of any other emergency necessitating the closing of school. However, all such schools so 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 should listen to a local radio or television station (WLOX Channel 13, FOX 25 Television, K99 FM, Kicker 108) concerning emergency closing or early dismissals. The Hancock County School District Call Out System will be used to relay emergency situations when the appropriate details are available. Parents are encouraged to follow the directions carefully to ensure the safety of all stakeholders, including students, staff and parents/guardians.

### **EXTREME WEATHER CONDITIONS**

Our area is noted for severe unpredictable weather conditions. In such cases, children will remain in school until it is deemed safe to dismiss them. It is advisable for parents not to pick up their children while severe weather conditions persist. Students will NOT be dismissed or checked out if the severe weather exists at school dismissal time; however, parents/guardians may enter the building and report to the Visitor’s Area to seek shelter.

Should it become necessary for the Superintendent of Education to dismiss school early due to an emergency situation, it is highly recommended that parents have a plan of action in place in case their child arrives home alone. Parents should make certain that their child knows what to do and where to go if no one is at home.

## **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. Students may visit the nurse with proper permission and pass from the classroom teacher. 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.

## **HEAD LICE (PEDICULOSIS)**

If a student in any public elementary or secondary school has had head lice three (3) consecutive occasions during one (1) 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 (3) consecutive occasions in one (1) school year, as determined by the school nurse, public health nurse or a physician, the principal or designee 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 student will not be allowed to attend school until the child has been properly treated and all eggs (nits) have been removed. The student must be checked by the school nurse or a person designated by the principal before being permitted to ride the school bus or to return to school. A (1) day excused absence will be provided for treatment of head lice.

## **NEBULIZED TREATMENTS**

Nebulized breathing treatments can be given by the nurse with written permission 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.

## **INHALERS and ASTHMATIC CONDITIONS**

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

1. A written request from the parent(s) 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. The request is good for the current school year only. The documentation process must be repeated each year.
2. The inhaler must be prescribed by a medical physician 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(s) will be required to provide inhalers to be distributed as follows:
  - A. Student
  - B. Principal's/Nurse's office
  - C. Extracurricular activity instructor (if applicable)

The parent and student are hereby informed that the school district and all its employees are not responsible for any injury sustained by the student that has self-administered asthma medications.

## **SUDDEN ILLNESS OR INJURY**

A student who becomes suddenly ill or injured should notify the nearest teacher who will then notify the office/nurse and then send the student for medical attention. School officials will handle minor illness or injury and the parent(s) will be notified. If the student has fever, is seriously

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

If the injury or illness warrants emergency medical attention and the parent cannot be contacted, or chooses not to transport the student themselves to an appropriate hospital or facility, the school may call upon the local ambulance service. The school district does not assume financial responsibility or liability for emergency treatment rendered by persons not employed by the Hancock County School District.

### **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 stating that the student is not contagious will be required for the student to return to school.

### **MEDICATION**

If a student is taking medication for a non-routine illness, he/she should remain at home or the parent may come to the school to administer the medication. When it is necessary for the nurse to administer medication for chronic conditions, the parent must bring the medication, in the original prescription bottle, to school. Students may not bring medication of any kind to school. All medication will be kept under lock and key in the principal's office or nurse's office. A record shall be kept showing the time when the medication was given to the student, by whom, and the date and this record will be kept in a permanent place for documentation. Any student who requires medication to be administered at school must comply with the school district policy for the administration of medication.

### **TEXTBOOKS**

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

### **DAMAGED BOOKS**

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

### **BOOK FINE ASSESSMENT CHARTS**

<b>Condition of the book when Issued and Returned</b>		<b>Percent of Cost Owed by Student</b>
<b>New</b>	New returned Excellent	-0-
	New returned Good	25%
	New returned Average	50%
	New returned Poor	75%
	New returned Unusable	Replacement Cost
	Excellent returned Good	-0-

Excellent	Excellent returned Average	25%
	Excellent returned Poor	50%
	Excellent returned Unusable	75%
Good	Good returned Average	-0-
	Good returned Poor	25%
	Good returned Unusable	50%
Average	Average returned Poor	-0-
	<u>Average returned Unusable</u> <u>Writing/Drawing/Highlighting/Scribbling in book</u> <u>Excess Wear/Damaged Spine/Damaged Cover</u>	<u>25%</u> <u>\$1 per page</u> <u>25% of book cost</u>
Poor	Poor returned Unusable	-0-
	Water Damaged, but usable	25%
Lost	<u>Lost Book</u> <u>Missing Pages</u> <u>Cover Missing</u> <u>Water Damaged – Not Usable</u> <u>Vulgar words or pictures</u>	Replacement Cost

### WELLNESS POLICY

The Hancock County School District adopted a school wellness policy with commitments to nutrition, physical activity, comprehensive health education, marketing, and implementation. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture. A copy of the policy is available for review in the Superintendent of Education's Office or on the website at : <http://www.hancockschools.net>, under child nutrition.

### CAFETERIA EXPECTATIONS

The school cafeteria is operated on a non-profit plan in cooperation with State and Federal Lunchroom Programs. Meals consist of a well-balanced plate lunch and carton of grade "A" milk. Due to State Department Guidelines for School Food Services, parents are asked not to bring in outside food for students when they come to eat in the cafeteria. This could affect the funding our school cafeterias receive from the State Department. The following guidelines apply.

1. All lunches are to be eaten in the cafeteria or another designated area at the discretion of the administrator.
2. No competitive foods are allowed in the school cafeteria dining room. (Example: A Subway sandwich should be taken out of its original container and placed in plain wrapping.)
3. No carbonated beverages are allowed in the cafeteria.
4. No beverages other than milk, water, and 100% fruit juice shall be consumed in the cafeterias during the lunch period except in an unidentifiable container. Glass and can containers are not allowed.

5. 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). Students may also purchase an additional meal at the adult price of \$3.25.
6. All extra sales must be paid for at the time of purchase.
7. Napkins, utensils, straws, ice, condiments or any other items belonging to the cafeteria shall not be taken from the cafeteria without permission.

<b>BREAKFAST AND LUNCH PRICE</b>		
	Breakfast	Lunch
Student Full Price	\$1.50	\$2.70
Student Reduced Price	\$0.30	\$0.40
Adult Price	\$2.15	\$3.65

<b>EXTRA SALE PRICES</b>			
Extra	Cost	Extra	Cost
Entrée	\$1.75	Milk	\$0.50
Vegetable/Fruit	\$0.75	Juice	\$0.50
Bread	\$0.25	Ice Cream	\$0.75/\$1.00
Water	\$1.00		

**\*Prices are subject to change**

### **SPECIAL DIET REQUIREMENTS**

Regulations permit substitutions for children with special needs. A statement from a physician supporting a student’s condition and prescribed substitution must be submitted to the Child Nutrition Department as soon as a diagnosis is made. A medical statement for food allergies is required for each school year.

### **FREE AND REDUCED MEAL PROGRAM**

The Hancock County Nutrition Department encourages every family to complete the free and reduced lunch form. One application per family should be completed either on paper or online by all families at the beginning of the school year regardless of income. The paper form can be returned to the child’s school. 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. Please visit the district website at [www.hancockschools.net](http://www.hancockschools.net) or fill out a paper application available at the school, cafeteria, or county office.

Students who qualified the previous year for free or reduced meals will have a grace period of 15 days at the beginning of the next school year to complete a new application. After the grace period, benefits will be discontinued and the parent will be expected to pay full price for student’s meal. Any charges incurred after that grace period will be the responsibility of the parent even if the child later qualifies for free or reduced lunch.

## **POLICY FOR CHARGING MEALS**

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

1. Adult purchases must be prepaid or cash in hand at the time of purchase.
2. If the student's account has an excessive negative balance and the student continues to come to school without a meal or money, after all other collection measures have been exhausted, the student may be sent to the office to call the parent/guardian.
3. For 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 weeks exams and to participate in graduation ceremony.
6. Any student withdrawing from school will be required to pay any debt owed. Refunds will also be made for any money remaining in the students account.
7. With parent approval, money can be transferred from one child's account to another within the district.

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

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

## **CAFETERIA PAYMENT PROCEDURES**

All students are issued a lunch identification number that is used as an identifier with the cashier. The computer assigns a category (Free, Reduced, and Paid) to unique numbers. All students, whether paid or reduced, may pay at serving time, or payment may be made in advance at breakfast or in the lunch line. These funds will be deposited into the student's lunch account.

The school food service cashiers shall accept checks only for the amount of food service purchases. One check per child is required and breakfast and lunch 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 post-dated checks will be accepted. All returned checks will be assessed a \$20.00 dollar handling fee.

Cash refunds will be made only when a student withdraws from school. All requests for cash refunds should 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 count 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, or paid. When automated point of service system is unavailable a manual count will be taken.

### **CAFETERIA VISITATION PROCEDURES**

Parents/Guardians/Grandparents/Visitors who eat with the student should sit at the designated table for visitors with the child they are visiting.

### **STUDENT DRESS CODE**

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 the spirit for which it is intended.

### **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. A style, logo, etc. that is not listed in the policy does not necessarily 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 an 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**

COLORS: White, Navy Blue and Red. Additional school colors: EHE (Hunter Green), SHE (Light Blue), WHE (Gold), HNCE, HHS & HMS (Royal Blue).

School sponsored teams may use ash gray or school colors. Club t-shirts may relate to state or national affiliation color on special club days.

STYLE: Button closure and must have collar; long or short sleeve; with or without pockets; plain front with no trim, lace, ruffles, pleats etc.

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

The logo is 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.

UNDERSHIRT: 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, midriff shirts, or sleeveless shirts
2. Showing cleavage
3. Frayed, cut, holey, or torn clothing
4. Tops cut low in the front or back

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

COLORS: Solid Navy Blue or Khaki (tan or beige)

STYLE: Fabric must be of a non-denim, non-fleece/velour, non-spandex type material; Cuffed or uncuffed, pleated or unpleated, must be hemmed; Cargo/carpenter styles are allowed with low-profile/flush pockets; Waistband must be worn on the waist without sagging

LENGTH: Length of shorts/skortts must be mid thigh or longer. Length of skirts/jumpers must not be higher than four (4) inches above the top of the knee; Length of **P.E shorts** and/or shorts worn for all athletic practices must be mid-thigh or longer

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

1. Bottoms made of sweatshirt type, stretch material/spandex fabric, velour or fleece
2. Low riding clothing
3. Frayed, cut, holey, or torn clothing
4. Pleated pockets or extended pocket cargo/carpenter styled pants

**SWEATERS / VESTS / SWEAT SHIRTS / HOODIES (Optional)**

COLORS: Solid White, Navy Blue or Red. Additional colors may be worn by these schools: EHE (Hunter Green), SHE (Light Blue), WHE (Gold), HNCE, HHS & HMS (Royal Blue).

STYLE: Cardigan-button up, pullover-scoop or V-neck are all allowed. A dress code collared shirt must be worn under the sweater / vest / sweatshirt and must be visible.

LOGOS: 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.

**SHOES**

STYLE: Closed toe and enclosed back is required; Boots are allowed to be worn with an appropriate pant/skirt;

LOGOS: Trademarks and logos are allowed.

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

1. Platform shoes, spike heels, cleats, skates or house shoes
2. Flip-flops and sandals
3. Boots or laced-up shoes above the calf of the leg

**COATS / JACKETS (Optional)**

COLORS: Any color jacket is allowed.

STYLE: Mid-length or shorter; leather, fleece, sweater, nylon, etc. materials are allowed; hooded or not hooded are allowed

LOGOS: Trademarks and logos are allowed.

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

- 1) Coats and jackets worn tied around the waist, shoulders, or any other parts of the body while inside building(s).
- 2) Hoods worn on the head while inside building(s).
- 3) Trench coats



**SOCKS / TIGHTS / HOSE**

**COLOR:** Solid White, Navy Blue, Red, Beige/Tan/Khaki, Black, Brown. Additional colors may be worn by these schools: EHE (Hunter Green), SHE (Light Blue), WHE (Gold), HNCE, HHS & HMS (Royal Blue).

**STYLE:** Full length leggings are allowed; cuffed or uncuffed socks; low-profile socks are acceptable

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

**What is not allowed even on free dress days:**

- 1. Fish net, lace hose or similarly design items
- 2. Leggings worn as the primary bottom

**BELTS (Optional)**

**COLORS:** Solid Navy Blue, Black, Brown, Khaki/Tan

**STYLE:** Cloth or leather that may be worn with pants, shorts, etc. that have belt loops.

**What is not allowed even on free dress days:**

Large belt buckles

Appropriate Dress Examples:



Polo Shirt

Vest

Sweatshirt

Cargo Pant

Pant



Belt



Tennis Shoes



Casual Shoe



Casual Shoe



Athletic Shoe

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

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

1. Hats may not be worn inside the building unless special permission has been granted. Hats worn inside may be confiscated, and can be picked up by a parent.
2. Scarves worn on the head, sweat bands, sunglasses, or any other inappropriate headwear are not allowed.
3. Unnatural hair colors, wild hairstyles (like Mohawks or spikes), notched eyebrows or designs in the hair are not permitted.
4. Designer/theatrical type contact lenses are not allowed.
5. Excessive or unnatural make-up and face painting are not allowed.
6. Cologne, perfumes, and sprays are not permitted at school due to the potential of triggering asthma in some individuals.
7. Any piercing jewelry that is not in the ears is not allowed and must be removed. Simply covering said jewelry is not allowed.
8. Underwear (required) shall not be visible.
9. Oversized or tight fitting clothing is not allowed.
10. Frayed, cut, holey, or torn clothing is not allowed.
11. See through, sheer or netting type material on any garment is not allowed.
12. Tattoos cannot be visible and must be covered).
13. Chains used to attach wallets or for any purpose are prohibited.
14. Spiked or pointed jewelry is prohibited.
15. Raingear such as boots and ponchos will not be worn inside the buildings except while waiting to exit.
16. Any clothing or personal items, such as book bags, jewelry, purses, etc., displaying 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 is not allowed.

**MEASURES IN USE 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.

**OTHER CONSIDERATIONS, EXCEPTIONS AND OPTIONAL ARTICLES OF ATTIRE**

1. Students enrolled in programs and organizations may be exempt from complying with the mandatory school dress code policy on the day(s) they are required to the organization uniform. (Skirts, shorts, etc. must meet the required length of 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.
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. Administrators may occasionally allow “special dress” days upon which students will be allowed to wear designated clothing that is not part of the dress code policy.

#### **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, counselor, and/or school social worker may be able to offer suggestions to the parent(s) regarding assistance from various community and civic groups or agencies.

## **Discipline Code of Conduct**

### **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.

- 1) Right to a Public Education. Students have a right to a public education and the opportunities associated with this right.
- 2) 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.
- 3) 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).
- 4) Right to Due Process. Students have a right to due process and to disciplinary hearings as outlined by district policy.
- 5) 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 and witness with administrator’s approval 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**

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, 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.

## **GENERAL BEHAVIORAL GUIDELINES**

### **Generally, students are expected to:**

- 1) Be punctual, attend class daily, and be prepared for each class with appropriate materials and assignments.
- 2) Be honest.
- 3) Treat one another 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.

## **CITIZENSHIP**

The students attending Hancock County Schools should have a statewide reputation for being ladies and gentlemen and for displaying exemplary conduct both at school and away from school. Excellence in competitive activities, as well as, social propriety is a source of pride for the administration, staff, and students.

## **RESTRAINT/SECLUSION POLICY**

The Restraint/Seclusion Policy is available on the district website at [www.hancockschools.net](http://www.hancockschools.net).  
School Board Policy JCBA.

## **BULLYING OR HARASSING BEHAVIOR**

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 education 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 places 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 communications, or any act reasonably perceived as being motivated by an 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" complain form which shall include the name of the reporting person, the specific nature and date of the misconduct, the name 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.

### **BUS POLICIES and REGULATIONS**

The privilege of transportation on a school bus carries with it responsibilities on the part of the student and the student's parents. Drivers are expected to keep order and discipline on the bus, but their primary responsibility is safe operation of the bus. A student's failure to conform to acceptable standards of behavior and courtesy will result in appropriate disciplinary action. Student, their parents, and guardians are expected to comply with the following regulations:

- 1) While loading and unloading the bus, the student shall:
  - a) Know the time the bus is due and be at the stop 10 minutes in advance. The bus driver, when on time, is not required to wait or blow the horn for pupil.
  - b) Always look in both directions and cross in front of the bus.
  - c) Watch the driver for a signal to cross the road.
  - d) Students shall be picked up and dropped off only at their assigned stops or an administrator approved alternate stop.
- 2) While on the bus, the student shall:
  - a) Follow the instructions of the bus driver.
  - b) Not distract the driver except in an emergency.
  - c) Sit in the seat assigned by the driver.
  - d) Speak in conversational tones and refrain from making excessive or distracting noise.
  - e) Stay quiet when the bus is making stops, crossing roads or railroads
  - f) Remain seated at all times.
  - g) Keep their entire body and possessions inside the bus.
  - h) Leave all items in their book bags for safety and security reasons.
  - i) Use the emergency door only in a true emergency.
  - i) Use the emergency door only in a true emergency.
  - j) Take care of the bus. Students who abuse or damage school buses may be suspended or expelled from the bus and/or school. Parents can be held liable for the damages. (Mississippi Code 1943 §37-7-301)
- 3) A student must have a completed "Emergency/Student Information Card returned within 5 school days or may lose transportation privileges.
- 4) To request a change in transportation, a parent must submit in writing a bus note for the student. The notes will be sent to the office in the morning. Telephone requests will not be honored.
- 5) Buses shall not enter private roads unless they are maintained to at least "county" standards.
- 6) Except for emergencies, buses will stop only at approved bus stops.
- 7) Buses shall not leave the main routes unless:
  - a) The stop is 3/10 of mile or more off the main route and the road is safe and properly maintained.
  - b) A student has a physical or mental disability. Verification provided by a doctor or the county health department should be presented by parent(s) to the transportation office.
- 8) Parents may not board a bus to conference with a driver. When a conference is necessary, parents should call the school or the transportation department to schedule a conference.
- 9) Only students, drivers, chaperones, school officials, medical and law enforcement officials are allowed to board the bus except in emergencies. In cases of emergencies, with administration approval, other school employees may be granted permission.
- 10) A student who has been suspended from one bus will not be allowed to ride any other bus.
- 11) While riding the bus, a student shall not:
  - a) Violate safety procedures.\*
    - i) Put head, hands, or objects of out the bus window.
    - ii) Get on or off bus while it is in motion
    - iii) Move seats or stand while the bus is in motion or out of assigned seat.
    - iv) Throw objects
    - v) Fight
    - vi) Tussle
    - vii) Strike or threaten the bus driver or others.

- viii) Participate in any hazing or initiation activities.
- ix) Possess or use intoxicants or tobacco
  - x) Carry deadly weapons or dangerous objects
  - xi) Use or possess fireworks
- b) Eat, drink or chew gum
- c) Use profane language or make vulgar gestures\*
- d) Possess electronic devices or play gadgets, unless approved by administrator and/or bus driver.
- e) Commit any other act of improper conduct\*
- f) Commit any offense otherwise punishable by law\*
- g) Make unnecessary noise
- h) Disrespect to bus driver

**BUS DISCIPLINE CONSEQUENCES**

Drivers are empowered and required to enforce the bus policies and regulations. Any student in violation of the rules and regulations outlined above may be referred to an administrator and administered bus and/or school consequences based upon the nature of the incident and the attitude of the student. Items above marked with an asterisk (\*) may result in automatic bus suspension or recommendation for bus expulsion depending on the attitude of the student and the nature of the offense. School officials may deny privileges of riding the school bus according to Mississippi Code §37-7-301, §37-9-71, §37-4-41. In the event of lost bus privileges, parents are responsible for arranging for the transportation of their child to and from school. Any student absent from school due to bus suspension will be given an unexcused absence if the absence results from a transportation difficulty on the part of the student or parent. If a student is denied bus privileges over ten consecutive days, the parent may request in writing a hearing before the Disciplinary Committee. Transportation concerns should be directed to the Director of Transportation at (228) 255-7141. Bus consequences are outlined below.

Conference (Warning)

- 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 year

**CAUSE FOR ADMINISTRATIVE DISCIPLINARY ACTION**

<b>Infraction</b>	<b>Level of Disciplinary Offense</b>
Behaviors considered by the administration as inappropriate, unsafe, or disruptive	Levels 1-7
Bullying or cyber-bullying other students	Levels 3-7
Cell phone or electronic device possession - 1 <sup>st</sup> offense	parent pick-up
Cell phone or electronic device possession - 2 <sup>nd</sup> offense	office keeps one week
Cell phone or electronic device possession - 3 <sup>rd</sup> offense	office keeps two weeks
Cell phone or electronic device possession - 4 <sup>th</sup> offense OR Offense during State Testing Situations	office keeps for remaining school year
Commit any act otherwise punishable by law	Levels 5-7



Dress Code Violations	Levels 1-7
Defiance or disrespect	Levels 2-7
Defacing or otherwise damages property that belong to the school district (may include restitution for damages*)	Levels 1-7
Disruption of the education environment of the school (MS Code §37-7-301)	Levels 3-7
Excessive horseplay/Unnecessary roughness or verbal aggression that contributes to physical confrontation	Levels 3-7
Failure to report to designated class	Levels 2-7
Gambling or possession of gambling devices at school	Levels 1-7
Gang-related conduct, gestures, symbols, etc	Levels 3-7
Habitual Misconduct: (K-2) more than five (5) referrals	Levels 3-7
Habitual Misconduct: (3-5) more than three (3) referrals	Levels 3-7
Harassment, intimidation or threatening students	Levels 3-7
Improper behavior on school property during school or any school-sponsored activity	Levels 1-7
Inappropriate physical contact (hugging, kissing, and/or public display of affection	Levels 1-7
Inappropriate use of products that may cause harm to self or others (including aerosols, rubber cement, liquid correction fluid, etc)	Levels 1-7
Leaving campus without authorization	Levels 2-7
Profanity or vulgarity (includes acts, gestures, symbols, writing, or drawings)	Levels 2-7
Physical fighting	Levels 4-7
Possession or use of tobacco or tobacco related products at school or in the vicinity of the school	Levels 4-7
Possession, distribution, and/or under the influence of alcohol	Level 7
Possession and/or distribution of Over the Counter Medication	Levels 4-7
Possession, distribution, and/or illegally under the influence of prescription medication	Levels 5-7
Refusing to identify oneself properly when requested to do so by a faculty or staff member	Levels 1-7
Sexual misconduct	Level 3-7
Shoving, pushing, bumping and/or similar contact.	Levels 1-7
Skipping or cutting class	Levels 1-7
Stealing or dishonesty	Levels 1-7
Threat of use, use, or possession of weapons or imitation weapons	Levels 4-7
Threats of use and/or possession of dangerous object	Levels 3-7
Threatening a teacher or other staff member	Levels 3-7
Undesignated area	Levels 1-7
Use or possession of fireworks	Levels 2-7
Use, sale, or possession and/or distribution of illegal drugs	Level 7
Verbal Aggression towards another student	Levels 2-7

A student suspended for damage to any property belonging to the school system may not be re- admitted until payment in full has been made for such damage.

### **DISCIPLINARY CONSEQUENCES FOR OFFICE REFERRALS**

Classroom teachers will be permitted to assign loss of social time as a classroom consequence for minor misconduct. Classroom teachers are responsible for contacting parent as to the misconduct. School level consequences are outlined below.

<b>LEVEL 1</b>	Student conference Parent notification Administrative warning
<b>LEVEL 2</b>	Student conference Parent notification In-school intervention
<b>LEVEL 3</b>	Student conference Parent notification In-school intervention Loss of school privileges
<b>LEVEL 4</b>	Student conference Parent notification In-School Suspension (ISS) one (1) to five (5) school days Loss of school privileges Positive behavior plan
<b>LEVEL 5</b>	Student conference Parent notification Out-of-School Suspension one (1) to three (3) school days Loss of school privileges Positive behavior plan
<b>LEVEL 6</b>	Student conference Parent notification/conference Out-of-School Suspension four (4) to nine (9) school days Loss of school privileges Positive behavior plan and/or Functional Behavior Assessment (FBA) Parent must accompany student to school for conference before student may return to class
<b>LEVEL 7</b>	Student conference Parent notification/conference Suspension with recommendation for expulsion

### **DUE PROCESS**

If the suspension is to be ten (10) days or less, the following procedures are considered sufficient (Goss v. Lopez, 1975). Prior to the suspension, the principal or his designee shall:

1. Advise the student in question of the particular misconduct and basis for accusation.
2. Provide the student an opportunity to explain his version of the situation.
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 any ongoing threat of disruption to the academic process and, when necessary, the procedure shall follow as soon as possible.

If the suspension is to be more than ten (10) days, in addition to the above procedures, the following steps shall be used.

1. A notice in writing of the suspension and the reasons there of shall be given to the parents of the student suspended if the student is under eighteen years of age. This notice shall be provided in sufficient time (minimum of three (3) days ahead) to give the student a chance to prepare his defense.
2. The student (and parents if he is under eighteen) shall be provided with a copy of the Board's policy and administrative procedures on suspension and expulsion.
3. Students shall be permitted to examine any document or record the school will use at the hearing or which will aid him in his defense.
4. The student shall be permitted to obtain legal counsel at their own expense.

For procedural purposes, suspension exceeding ten (10) day and expulsion shall be treated alike. Unless there is an emergency, the hearing shall precede the imposition of any long-term suspension or expulsion.

### **EXPULSION**

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.

1. Expulsion is defined as any denial of school attendance beyond ten (10) consecutive days, which may be permanent or which may terminate at the beginning of the next school year, or may terminate one year after expulsion.
2. The power to expel a student is vested in the Hancock County School Board of Trustees.
3. The severity of the punishment must vary directly with the gravity of the offense.
4. 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.
5. Discrimination based upon race, color, creed and sex, and arbitrariness advanced by the student, parents shall be carefully examined under these regulations. Great care shall be taken to avoid any suggestions or implication that race, sex, or creed of the student will have any impact on the disciplinary measures ultimately taken.
6. It is the firm policy of the school district to resort to expulsion only as a last resort. As a general rule, no student shall be expelled without clear proof that:
  - a. He/she poses a threat to the orderly operation of school programs or activities or a danger to the physical well-being of other students or faculty, or to school property; and,
  - b. 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
  - c. Expulsion is required by State law. (See Appendix A)
7. Should the parent be dissatisfied with the recommendation of the principal, they may request a hearing before the Superintendent or Board of Trustees. The request shall be made in writing, within five (5) days of receipt of the written notice of recommendation.
8. Students who are expelled may apply for re-admission at the beginning of the next school year, or until such time as the expulsion ends as required by law.

9. Any student who is suspended, recommended for expulsion, or expelled shall not attend any school-related function or be allowed on any school district premises.

### **EXPULSION PROCEDURES AND DUE PROCESS**

1. Any principal who determines that a student has committed 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 or guardian of the student.
2. The assistant superintendent or his/her 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.
3. A Disciplinary Review Committee comprised of a minimum of three district licensed administrators, excluding the principal of the student charged, shall have the duty to review the evidence advanced by the principal in support of his/her recommendation and to hear and review any rebuttal advanced by the student, parent or guardian. Although proceedings will be conducted informally and formal rules of evidence shall not apply, the student and the parent or guardian has the right to:
  - a. Have counsel (at their expense) present at hearing.
  - b. Offer statements by the student and parent or guardian and any other person who has information relevant to the charges advanced by the principal.
  - c. The Disciplinary Hearing shall be held in executive session.
  - d. The student, parent, and/or counsel has the right to cross examine witnesses for the school district and vice versa.
4. The findings and recommendations of the committee will rest solely upon applicable school rules and laws and only upon evidence admitted at the hearing. The Disciplinary Review Committee shall record all the facts considered before making the decision. If action of the Board of Trustees of the District is required, the decision and recommendation 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 verbally contact, within 24 hours, the parent or guardian and the administering principal of the committee's decision. The decision of the committee will be mailed within two (2) working days of being rendered or otherwise transmitted in writing by the superintendent or his/her designee to the student's parent or guardian and to the administering principal.
5. Should the parent or guardian be dissatisfied with the findings and recommendations of the Disciplinary Review Committee, the parent or guardian may request in writing within five days of receipt of the written notice of such findings, a hearing before the Board of Trustees. The Board reserves the right to deny such hearing. If the board rules in favor of hearing the case, the parent or guardian will be notified of the date, time, and place of such hearing.
6. Students who are expelled may apply for readmission at the beginning of the next school year, or at such time as the expulsion ends as required by law.

## **INTERVIEWS AND SEARCHES BY SCHOOL OFFICIALS**

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

### **1) REQUIREMENTS**

- a) All searches must be pre-approved by the superintendent, principal, assistant principal or acting principal. No other district employee may authorize a search except where an emergency situation exists.
- b) At least two district employees must be present while a search is conducted. If, in the discretion of the administrator or employee conducting the search, the search is particularly intrusive, the person conducting the search and the witnesses, or at least one of them, should be the same sex as the student.
- c) No student other than the student who is the subject of the search may be present during the search. All searches must be reasonable in scope.

### **2) SEARCHES ARE PERMITTED AS FOLLOWS:**

- a) **PERSON, POSSESSIONS:** Searches of a student's person or possessions may be conducted if a district employee has prior individualized reasonable suspicion that a student has violated or is violating a district policy, school rules or regulations or the law and that the search will result in discovery of evidence of such violation.
- b) **DESKS, OTHER SCHOOL PROPERTY:** Searches of desks and other school property (except lockers) may be conducted at any time, with or without reasonable suspicion of a violation.
- c) **VEHICLES:** Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted at the direction of the principal.
- d) **CANINE SEARCHES:** The district may at any time utilize canines to search vehicles, possessions not on the student's person, desks, lockers and other school property, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted at the direction of the principal.
- e) **GROUP SEARCHES:** Caution shall be exercised when a search involving a number of students is conducted. In most instances, in order to justify a search, the district's reasonable suspicion must be particularized to an individual student. Exceptions to this requirement are appropriate only where the intrusiveness of the search is minimal, such as canine searches of lockers, desks or book bags or automobile searches, etc.

### 3) DEFINITIONS

- a) “Reasonable in scope” means that the degree of the intrusion must be consistent with the objective of the search. Factors to be considered in whether the scope of a search is reasonable include, but are not limited to, the following:
  - i) The student’s age, maturity, and sex;
  - ii) The nature or level of seriousness of the suspected violation; and
  - iii) The intrusiveness of the search; e.g., a canine search is less intrusive than a locker search; a locker search is less intrusive than a “pat down”, etc.
- b) “Reasonable suspicion” refers to a flexible concept requiring the application of experience and common sense. Determinations of whether reasonable suspicion to support a search exists shall be made on a case-by-case basis with due consideration of all circumstances. In all cases, “reasonable suspicion” must be supported by articulable facts. Factors to be considered in making this determination include, but are not limited to, the following:
  - i) The reliability of the information indicating that evidence of a violation may be discovered;
  - ii) The existence of reasonable suspicion that such evidence will be discovered;
  - iii) The individualization of the suspicion toward the person to be the subject of the search;
  - iv) The prevalence or seriousness of the problem to which the search is directed;
  - v) The exigency of the circumstances; and
  - vi) In some circumstances, the student’s history and record in school.
- c) An “emergency situation” exists if the destruction of evidence or use of contraband is an immediate possibility. In such a case, an administrator must be notified immediately. However, if an emergency situation does not exist, employees should take steps to prevent the possible destruction of evidence or use of contraband while securing approval for a search.

### 4) DISCIPLINARY ACTION

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

### 5) POLICE SEARCHES

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

### 6) VIDEO TECHNOLOGY

- a) Video technology may be used on HCSD property for purposes including, but not limited to security and safety technology.

LEGAL REF.: New Jersey v. T.L.O., 469 U.S. 325 (1985); Horton v. Goose Creek Independent School District., 690 F.2d 470 (5<sup>th</sup> Cir. 1982), cert. Denied, 103 S. Ct. 35 (1983); Tarter v. Raybuck, 742 F.2d 977 (6<sup>th</sup> Cir. 1984), cert. Denied, 105 S. Ct. 11749 (1985); Zamora v. Pomeroy, 639 F.2d 662 (10<sup>th</sup> Cir. 1981).

CROSS REF.: Policy JCDBB – School Bookbags.

## **ACCEPTABLE USE COMPUTER POLICY**

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. On-line resources can be used to educate, to inform, to communicate, and to entertain. As a learning resource, it is similar to books, magazines, CD-ROM, and other information sources. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The most important prerequisite to receive Internet and computer access is to take responsibility for one's own actions.

The Hancock County School District has taken available precautions, which are limited, to restrict access to controversial materials. A staff member will supervise while students are using the school's Internet resources. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this world-wide network far outweighs the possibilities that users may procure material that is not consistent with the educational goals of this school district. The Hancock County School District 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. If Hancock County student 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 Hancock County School District.
  - b. Use of other organization's networks or computing resources must comply with the rules appropriate for that network.
  - c. The use of Internet resources may not be used in violation of any federal, state, or local regulation.
  - d. Internet resources may not be used to upload, download, or distribute pornographic, obscene, sexually explicit, or threatening material.
  - e. The Internet resources may not be used to infringe on copyright or to plagiarize materials.
- 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 required. 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 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 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 shall:

- a. Be courteous and respectful in messages to others.
- b. Use appropriate language. Students are not permitted to swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
- c. Respect privacy. Students are not permitted to send personal information--address, phone number, social security number, photo--for self or those of any other person.
- 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 their ability, proofreading and editing all messages.
- f. Send personal messages directly to the person for whom it is intended. Students are not permitted to post anonymous messages or personal messages on bulletin boards or list servers.
- g. Take into account the rights of others. Students are not permitted to use the network in such a way that you 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 chat rooms.

**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 is allowed to use another student's laptop computer or login. **STUDENTS ARE NOT PERMITTED TO TELL ANYONE THEIR PASSWORD.**
- c. Students 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 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-mails 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. Vandalism--**Vandalism will result in cancellation of privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of other users or other networks connected with the Hancock County School District or the State Regional Hub Site. This includes, but is not limited to, the uploading or creation of computer viruses.
- 7. Listserves or News Groups--**Students will not be allowed to subscribe to Listserves or news groups.
- 8. 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 and accounts to access the Internet.

#### **PUBLIC NOTICE**

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

#### **Legal References**

Ms Code 97-32-9 Tobacco Free Act.

- 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 of administration of any public educational institution or during a school related activity. Sixteenth section land or lieu land without school facilities or school related activities is exempt from this Act.
- This Act does not include property owned or operated by the state institutions of higher learning or public community or junior colleges.
- Anyone convicted under this Act shall be recorded as being fined for a civil violation and not for violating a criminal statute.

20 U.S.C. Chapter 70 Section 8921 **GUN-FREE SCHOOLS ACT OF 1994**

Each State receiving Federal funds under this chapter shall have in effect a State law requiring local educational agencies to expel from school for a period of not less than one year a student who is determined to have brought a weapon to a school under the jurisdiction of local educational agencies in that State, except that such State law shall allow the chief administering officer of such local educational agency to modify such expulsion requirements for a student on a case-by-case basis.

**MS Code: 37-15-9. Requirements for enrollment of children in public schools.**

- (1) Except as provided in subsection (2) and subject to the provision of subsection (3) of this section, no child shall be enrolled or admitted to any school which is a part of the free public school system during any school year unless such child will reach his sixth birthday on or before September 1 of said school year. No pupil shall be permanently enrolled in a school in the State of Mississippi who formerly was enrolled in another public or private school within the state until the cumulative record of the pupil shall have been received from the school from which he transferred. Should such record have become lost or destroyed, then it shall be the duty of the superintendent or principal of the school where the pupil last attended school to initiate a new record.
- (2) Subject to the provisions of subsection (3) of this section, any child who transfers from an out-of-state public or private school in which that state's law provides for a first-grade or kindergarten enrollment date subsequent to September 1, shall be allowed to enroll in the public schools of Mississippi, at the same grade level as their prior out-of-state enrollment; if:
  - (a) The parent, legal guardian or custodian of such child was a legal resident of the state from which the child is transferring;
  - (b) The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority;
  - (c) Such child was legally enrolled in a public or private school for a minimum of four (4) weeks in the previous state; and
  - (d) The superintendent of schools in the applicable Mississippi school district has determined that the child was making satisfactory educational progress in the previous state.
- (3) When any child applies for admission or enrollment in any public school in the state, the parent, guardian or child, in the absence of an accompanying parent or guardian, shall indicate on the school registration form if the enrolling child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If it is determined from the child's cumulative record or application for admission or enrollment that the child has been expelled, the school district may deny the student admission and enrollment until the superintendent of the school or his designee has reviewed the child's cumulative record and determined that the child has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding. If the expulsion proceeding results in the expulsion of the child, the public school may revoke such admission to school. If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the school district shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of the expulsion.

**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 force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend such classes.

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

**MS CODE 37-11-23. 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 37-11-21. 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 37-11-43. 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 37-13-91 Compulsory school attendance requirements general; enforcement of law.**

(1) This section shall be referred to as the "Mississippi Compulsory School Attendance Law."

(2) The following terms as used in this section are defined as follows:

- (a) "Parent" means the father or mother to whom a child has been born, or the father or mother by whom a child has been legally adopted.
- (b) "Guardian" means a guardian of the person of a child, other than a parent, who is legally appointed by a court of competent jurisdiction.
- (c) "Custodian" means any person having the present care or custody of a child, other than a parent or guardian of the child.
- (d) "School day" means not less than five (5) and not more than eight (8) hours of actual teaching in which both teachers and pupils are in regular attendance for scheduled schoolwork.
- (e) "School" means any public school in this state or any nonpublic school in this state which is in session each school year for at least one hundred eighty (180) school days, except that the "nonpublic" school term shall be the number of days that each school shall require for promotion from grade to grade.
- (f) "Compulsory-school-age child" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year.
- (g) "School attendance officer" means a person employed by the State Department of Education pursuant to Section 37-13-89.
- (h) "Appropriate school official" means the superintendent of the school district or his designee or, in the case of a nonpublic school, the principal or the headmaster.
- (i) "Nonpublic school" means and institution for the teaching of children consisting of a physical plant, whether owned or leased, including a home, instructional staff members and students, and which is in session each school year. This definition shall include, but not be limited to, private, church, parochial and home instruction programs.

(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:

- (a) When a compulsory-school age child is physically, mentally or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation.
- (b) When a compulsory-school –age child is enrolled in and pursuing a course of special education, remedial education or education for handicapped or physically or mentally disadvantaged children.
- (c) When a compulsory-school-age child is being educated in a legitimate home instruction program. The parent, guardian or custodian of a compulsory-school-age child described in this subsection, or the parent, guardian or custodian of a compulsory-school-age child attending any nonpublic school, or the appropriate school official for any or all children attending a nonpublic school shall complete a “certificate of enrollment” in order to facilitate the administration of this section. The form of the certificate of enrollment shall be prepared by the Office of Compulsory School Attendance Enforcement of the State Department of Education and shall be designed to obtain the following information only:

- (i) The name, address, telephone number and date of birth of compulsory-school age child.
- (ii) The name, address and telephone number of the parent, guardian or custodian of the compulsory-school-age child;
- (iii) A simple description of the type of education the compulsory-school-age child is receiving and, if the child is enrolled in a nonpublic school, the name and address of the school; and
- (iv) The signature of the parent, guardian or custodian of the compulsory-school-age child or, for any or all compulsory-school-age child or children attending a nonpublic school, the signature of the appropriate school official and the date signed. The certificate of enrollment shall be returned to the school attendance officer where

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

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

- (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 or his designee:

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

school district or his designee that the purpose of the absence is to take advantage of a valid educational opportunity such as travel including vacations or other family travel. Approval of the absence must be gained from the superintendent of the school district or his designee before the absence, but the approval shall not be unreasonably withheld.

- (i) An absence may be excused when it is demonstrated to the satisfaction of the superintendent of the school district or his designee that conditions are sufficient to warrant the compulsory-school-age child's non-attendance. However, no absences shall be excused by the school district superintendent or his designee when any student suspension or expulsions circumvent the intent and spirit of the compulsory attendance law.
- (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 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 and the rules and regulations promulgated under this section. Representatives of the department shall visit each facility or premises in which body piercing is performed not less than once each year to inspect for such compliance. The department may suspend or revoke the registration of any person found to be violating any of the rules or regulations promulgated under this section.
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 this section, is guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (\$500.00).
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.

## SECTION 2

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

### **MS CODE 97-3-85 – Threatening letters, punishment**

If any person shall post, mail, deliver, or drop a threatening letter or notice to another, whether such other be named or indicated therein or not, with intent to terrorize or to intimidate such other, he shall, upon conviction, be punished by imprisonment in the county jail not more than six months, or by fine not more than five hundred dollars, or both.

### **MS CODE 97-29-47 Public profanity or drunkenness**

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

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

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

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

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

### **MS CODE 97-35-13 Disturbance in public place**

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

### **MS CODE 97-35-15 Disturbance of the peace**

- (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 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.

**“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 (4<sup>th</sup>) Thursday in April and Son’s Day scheduled the first (1<sup>st</sup>) 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.

# HANCOCK COUNTY SCHOOL DISTRICT | 2019-2020 CALENDAR

Board Approved 2/4/19

<p>4 Independence Day</p>	<p><b>JULY 2019</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p><b>JANUARY 2020</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>1-2 Christmas Holidays                  3 PD #5                  6 Students Return                  6 3<sup>rd</sup> Quarter Begins                  9 Report Card Day                  20 Martin Luther King Holiday</p>							
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